

Dilton Marsh Parish Council

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Minutes of a meeting of the Parish Council held on
Thursday 20th March 2025 in the Memorial Hall, Dilton Marsh at 7.30 pm.

Present: Cllr Jones (Chair in the absence of Cllr Irving), Cllr Gibbs, Cllr Williams, Cllr Leigh, Cllr Collins, Cllr Howells, Cllr Morland and Cllr Ness.

In attendance: Nicola Duke (Parish Clerk), Wiltshire Councillor Suzanne Wickham and 3 members of the public.

Members of the public were invited to make representations to the Council on any matters relating to the work of the Council or to raise any issues of concern:

- The applicant for the planning application relating to land opposite 2a Clivey, spoke to the application reporting that planning permission had already been granted and the revised plans related to design matters only.
- A resident spoke to the Council expressing his concern at the outcome of the planning appeal for land to the rear of 117 High St, which had been allowed, reporting that the highway and traffic issues would be significant and were very concerning. The Chair confirmed that the PC shared this view and had done all it could to object to the application however, the development would now proceed. There was no indication yet as to any timescales. A second resident asked whether the Council would consider launching a Judicial Review against the appeal decision, particularly given the potential impact on the Neighbourhood Plan (currently at Independent Examination stage). The Chair confirmed that this would be discussed at the appropriate point on the agenda.

3339	Apologies for absence Cllr Dopheide due to a prior commitment, accepted. Cllr Irving due to a recent operation, accepted.		
3340	Declarations of Interest and Dispensations to Participate None.		
3341	Minutes The minutes of a meeting of the Parish Council held on 20th February 2025 were approved for accuracy and adopted (<i>proposed Cllr Leigh, seconded Cllr Gibbs</i>).		
3342	Wiltshire Council Report Wiltshire Councillor Suzanne Wickham reported the following: <ul style="list-style-type: none">• Wiltshire Council had now entered the pre-election period and therefore she had little to report.• Cllr Wickham spoke to the outcome of the planning appeal for land to the rear of 117 High Street, outlining the work which had been done to object on highway grounds.		
3343	Planning applications and consultations a) Members resolved the Council's comments on applications received and not previously responded to as listed below:		
	PL/2025/00988	Land opposite 2a Clivey, Dilton Marsh, Westbury, BA13 4BQ	Proposed erection of a 2 storey 4 bedroom self-build dwelling house.

			PC Comment - Support with the comment that a condition of the grant of planning permission must be that building vehicles should not park on the roadside, but within the curtilage of the property, due to the speed and volume of traffic on the road this was felt to be necessary on highway safety grounds.
	<p>b) To agree the comments to be sent to Wiltshire Council in respect of any planning applications or appeals received after 13th March 2025 (if any): None.</p> <p>c) Members noted the below listed planning decisions:</p>		
	PL/2024/10929	44 High Street, Dilton Marsh, Westbury, BA13 4DY	Proposed detached single storey carport and workshop Approve with conditions
	PL/2024/10872	Kings House, 44 High Street, Dilton Marsh, Westbury, BA13 4DY	First Floor Extension, Storeroom Conversion, External Finish and Appearance Alterations Approve with conditions
	PL/2024/11127 and PL/2024/11346	6 St Mary's Lane, Dilton Marsh, Westbury, BA13 4BL	Single storey rear extension and replacement rear porch Approve with conditions
	PL/2024/03810	Plot D2, Kingdom Avenue, Westbury, Wiltshire	Variation of condition 3 (approved plans) on PL/2022/03938 to reduce the number of generators from four to three. Approve with conditions
	<p>Planning Appeal APP/Y3940/W/24/3352160 - PL/2023/01880 - Land Rear Of 117 High Street, Dilton Marsh , Wiltshire, BA13 4DP – Members noted that the appeal had been allowed (information previously circulated). Cllr Morland raised the issue of the potential impact of this decision on the Neighbourhood Plan, which it was confirmed would be discussed under the next agenda item.</p>		

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Neighbourhood Plan

It was reported that the Independent Examiner had sent some clarification questions to the Steering Group and responses had been prepared for submission. Mr Jarvis spoke on behalf of the Steering Group requesting that the responses be sent to Wiltshire Council for the Examiner as soon as possible. Members then had a general discussion on the potential of launching a Judicial Review against the planning appeal decision for land to the rear of 117 High St, noting the criteria for this action and the high bar associated with it. The Clerk reported on the potential costs; potentially £2,500 - £3,000 for an initial opinion, with the full costs for a JR in the region of £50,000. It was noted that the Council did not hold this level of unallocated reserves and further noted that, should the application for land south of Clivey go to Appeal and be permitted, the Council would not have the funds to launch a second Judicial Review on this also. The tight timescales were also noted; with any such legal proceedings needed to be submitted within 42 calendar days of the Appeal decision date. Mr Jarvis reported that the planning consultants for the Neighbourhood Plan (Master Land and Planning) were able to prepare a report on the main issues of the matter at a cost of £750 plus vat. This was noted. Following this debate, it was resolved to arrange an Extraordinary Council Meeting as soon as possible to enable the Council to consider whether to seek an initial legal opinion as to the validity and likely success of a Judicial Review (proposed Cllr Leigh, seconded Cllr Collins).

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Finance

a) Council payments due as below listed were approved (proposed Cllr Williams, seconded Cllr Ness).

b) The Bank Reconciliation Statement February 2025 had been circulated to members and was noted (proposed Cllr Williams, seconded Cllr Collins).

c) The predicted out turn position year ending 31.03.2025 had been circulated to members and was noted (proposed Cllr Williams, seconded Cllr Ness).

d) Members were asked to consider setting up a Standing Order for the payment of pension contributions, given that the schedule of Council meetings meant the monthly contributions did not reach the Pension Fund by the deadline. The Clerk reported that, whilst the Pension Fund officers had been extremely understanding, they were under an obligation to fine employers for late payments. Members duly approved a standing order to the Fund in the amount of £272.74 per calendar month (proposed Cllr Leigh, seconded Cllr Williams).

HMRC	PAYE/NI February 2025	251.89
Wiltshire Pension Fund	Pension contributions Feb 2025	272.74
Dilton Memorial Hall	Hall hire Feb 2025	45.00
Gooding Accounts	Payroll fee January / Feb 2025	40.00
Idverde	Bin collections Feb 2025	72.00
N Duke	Clerks balancing pay Feb 2025	54.01
ASK Grounds Maint	Play areas Feb 2025	135.00
Wiltshire Pension Fund	Actuary fees	900.00
M Gunther	Playing field cut	80.00
Cllr Jones	Reimburse pollinator expenses	23.84

3346	<p>Governance and Policy Documents (information previously circulated) Following the February meeting and the work undertaken by the established working group, Members considered the below listed documents:</p> <ul style="list-style-type: none"> a) Risk Documents 2025 – approved and adopted; with it being noted that a review of the individual levels of risk would be referred to the new Council at the Annual Council Meeting in May 2025 (proposed Cllr Jones, seconded Cllr Leigh). b) Financial Regulations 2025 – approved and adopted with a further approval to amend Standing Orders to reflect the new tender threshold of £60,000 (proposed Cllr Jones, seconded Cllr Leigh). c) DMPC Investment Policy – approved and adopted (proposed Cllr Leigh, seconded Cllr Williams). It was noted that the policy required the Council to keep accounts with two different providers and it was agreed to refer a recommendation to open a current account with NatWest and a reserve account with Unity Bank to the new Council at the Annual Council Meeting in May 2025. d) DMPC Publication Scheme – approved and adopted (proposed Cllr Leigh, seconded Cllr Howells).
3347	<p>Parish Council Accounts Year Ending 31st March 2025 (report previously circulated) Members addressed administrative tasks relating to the preparation and submission of the accounts year ending 31st March 2025 including:</p> <ul style="list-style-type: none"> a) Review of the Fixed Asset Register – duly reviewed and adopted; with it being confirmed that the Parish Council did not depreciate its assets (proposed Cllr Leigh, seconded Cllr Williams). b) Review of the Earmarked Reserves – duly reviewed and adopted as listed (proposed Cllr Leigh, seconded Cllr Williams). c) Appointment of payroll provider for financial year 2025-26 – Members resolved to continue with the appointment of Gooding Accounts at an annual cost of £240 (proposed Cllr Jones, seconded Cllr Leigh).
3348	<p>Asset Transfers</p> <ul style="list-style-type: none"> a) The Clerk reported that the POS Notices relating to the transfer of land at Penknapp from Wiltshire Council were being taken forward. WC had confirmed there were no other notices due and the full cost would therefore fall to the PC. WC was investigating whether the prior POS Notices for the land (when it was due to be transferred to Westbury Town Council) would suffice. The Clerk was asked to chase for an update on this issue as the planting needed to take place before 31st March 2025. b) The Clerk reported that WC had considered the PC's wish to enhance the open space at Boyers Triangle (February minutes refer) however, officers had confirmed that should members wish to take this forward the PC would need to enter into a license arrangement. It was noted that this had previously been considered and rejected. Following debate, it was agreed to refer this to the new Council post the May elections for reconsideration.

3349	<p>Grounds Maintenance 2025-26</p> <p>Following the appointment of the grounds maintenance contractor for work at the Playing Field for the 2025-26 season members approved the associated contract for signature (previously circulated) (proposed Cllr Jones, seconded Cllr Williams). Members noted the reports provided by the contractor following each visit, which were welcomed and felt to be extremely useful.</p>
3350	<p>Speed Indicator Device</p> <p>Members considered a quotation for the potential purchase of another unit for deployment in the parish (previously circulated, February minutes refer). It was resolved to proceed with the purchase at a cost of £3,000 inc VAT, which would be funded from the EMR Highways (proposed Cllr Jones, seconded Cllr Williams). It was noted that the second device would be located at Clay Close and therefore provide the PC with a device at both ends of the village.</p>
3351	<p>Parish Council Projects and Updates (copy of current report previously circulated) Members noted the brought forward project list and received the below updates:</p> <p><u>Highways</u> – Cllr Jones reported that there had been 15 responses to the questionnaire relating to parking on Petticoat Lane (previous minutes refer) and there had been no real consensus as to the appropriate action to be taken. Members noted that the stretch of yellow lines which would be needed was long and that without enforcement it would difficult to ensure it had the required effect on the parking issue. It was agreed to put the matter on hold and revisit if any further complaints were received.</p> <p><u>Neighbourhood Watch</u> – Cllr Jones reported the scheme signs had now been installed.</p> <p><u>Football Club</u> – Members noted that the Football Club wished to return to the playing field at the end of March and also noted the costs associated with providing facilities for the Club and ensuring the pitch was appropriately cut and marked out. Members further noted that the Football Club were not charged for the use of the field and its facilities. It was agreed that the Council should review the costs associated with the use of the field and facilities post the May election with a view to establishing an appropriate cost for any organisation formally using the area. In the meantime, the Clerk was asked to revert to the Football Club replying to the points in their email and informing them that the Council would be reviewing the current ‘no charge’ policy.</p> <p>Councillor Reports:</p> <p>Cllr Williams reported that the Parish Steward had not yet attended to the cleaning and clearing of the Dilton Marsh sign coming into the village from the A36. The Clerk would chase accordingly. Cllr Williams also raised the poor condition of the footpath leading into the playing field from Stormore, which members noted had been considered previously. It was agreed to list this as a potential project for the new Council.</p> <p>Cllr Gibbs reported that the next litter pick would take place on Saturday 26th April 2025.</p> <p>Cllr Howells expressed concern at the recent state of the bin at the bottom of Tower Hill. It was confirmed that the Clerk had raised this with the contractor and that Cllr Leigh was monitoring it daily. He also referenced the high number and speed of vehicles travelling down Tower Hill. It was noted that the recently installed SID was now working and it was hoped this would have some effect.</p> <p>Cllr Jones reported that she had been contacted by the new Police Sergeant who had queried whether there was an issue with e-scooters in the parish. Cllr Jones had confirmed that this was a worrying issue and reported to members that she had been informed by the Chief Constable that the police were investigating ways to deal safely with the issue. It was</p>

	agreed that it was important for e-scooter issues to be reported to the police and Cllr Jones would liaise with the police to see whether there was any promotional material which the Parish Council could use.
3352	Correspondence None at time of issue.
3353	Meeting schedule Thursday 17 th April 2025.

There being no further business the meeting was closed at 9.07 pm.