

Dilton Marsh Parish Council

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Minutes of a meeting of the Parish Council held on
Thursday 19th June 2025 in the Memorial Hall, Dilton Marsh at 7.30 pm.

Present: Cllr Jones (Chair), Cllr Williams, Cllr Leigh, Cllr Gibbs, Cllr Dopheide.

In attendance: Nicola Duke (Parish Clerk) and 2 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:

- None.

Prior to the start of the meeting Mr Robert Frith gave a presentation to the Council on the Village Orchard initiative, a copy had been circulated to members and is available on request.

3390	Apologies for absence Cllr Ness due to prior commitment, accepted. Cllr Morland, accepted.
3391	Declarations of Interest and Dispensations to Participate None.
3392	Minutes The minutes of the Annual Council Meeting held on 15th May 2025 were approved for accuracy and adopted (proposed Cllr Jones, seconded Cllr Dopheide).
3393	Co-option of Parish Councillors Following the Ordinary Election of May 2025, members considered the co-option of parish councillors to fill the vacant seats however, no expressions of interest had been received.
3394	Wiltshire Council Report Wiltshire Councillor Mike Phillips reported the following: <ul style="list-style-type: none">• He was still finding his feet as a new Councillor and had attended a number of Council and Committee meetings, including an Area Board meeting at which funding levels had been agreed.• Made the Council aware that WC had recently removed bunting advertising local events where it had been obstructing the highway and asked members to be aware of this.• Reported that dogs and cats were now legally required to have micro-chip information kept up to date.• That WC had adopted a zero-tolerance policy towards fly tipping and that householders could be held responsible and were therefore advised to ensure that any contractors held appropriate waste carrier licenses and insurance.• Provided information on WC's Clean Air Policy and the drive to find residents and organisations willing to host equipment for a particle survey. Information would be provided to the Clerk and circulated post meeting.• That LHFIFG had not yet met and reported that he anticipated there might be a cut to its

	funding. This would be subject to ratification by Full Council in July. The date for the next Area Boarding meeting would be confirmed with the PC.										
3395	Planning applications and consultations a) Members resolved the Council's comments on applications received and not previously responded to as listed below:										
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	b) To agree the comments to be sent to Wiltshire Council in respect of any planning applications or appeals received after 12 th June 2025 (if any) – None.										
	c) Members noted the below listed planning decisions:										
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	d) Members noted the previously reported issue with the removal of boundary hedge at 2, Shepherds Mead, Dilton Marsh, BA13 4DX relating to PL/2021/11615 for the Erection of two storey three bed dwelling to land adjacent and the Chair reported that Cllr Ness										

	had liaised with WC on the matter. It had been confirmed with WC that there was no action nor enforcement which could be taken and therefore nothing further the PC could do in respect of the issue.																														
3396	<p>Neighbourhood Plan</p> <p>There were no updates, the Plan currently being with the Examiner.</p> <p>The Clerk reported that central government funding for NP’s had been cancelled however, this would have no effect on the PC given the Plan was at an advanced stage and no further costs were anticipated.</p> <p>Cllr Dopheide reported that he had liaised with Mr Jarvis in respect of his appointment as Council rep but had not yet received a response. The Chair reported that Mr Jarvis had been away but asked Cllr Dopheide to let her know should a response not be soon forthcoming.</p>																														
3397	<p>Finance</p> <p>a) Council payments due as below listed were approved (proposed Cllr Williams, seconded Cllr Leigh).</p> <p>b) Bank Reconciliation Statements April and May 2025 had been circulated to members and were noted.</p> <p>c) Members considered the future banking arrangements for the Parish Council (May minutes refer), and resolved to proceed to open a bank account with Unity Trust Bank (same signatories as for the Lloyds accounts) (proposed Cllr Leigh, seconded Cllr Williams).</p> <p>d) Members reviewed the level of Fidelity Guarantee to match the funds held by the Council and agree the level to which it should be increased (Internal Audit report 2024/25 refers). The Clerk reported that the additional insurance premium to increase this to £100,000 had been confirmed by Community First at £53.20 p.a. Following debate, it was resolved to approve the amendment to the policy and the associated cost (proposed Cllr Jones, seconded Cllr Leigh).</p>																														
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3398	<p>Parish Council Assets and Transfers</p> <p>a) Members received an update on the signature of transfer documents for land at Penknapp from Wiltshire Council (May minutes refer), with the Clerk reporting that despite her and Cllr Williams’ efforts no response or quotation for reviewing the transfer deed had been received from the solicitors. It was noted that there did not appear to be any issues with land transfer documents in the neighbouring towns and parishes. Following debate, it was resolved, in light of the difficulties in obtaining legal advice causing significant delays in completing the land transfer and gaining access to the land to proceed with the signature of the transfer documents as soon as possible (proposed</p>																														

	<p>Cllr Jones, seconded Cllr Leigh). <i>Post meeting note: the Clerk was able to obtain advice shortly after the June meeting and this will be presented to the July PC meeting.</i></p> <p>b) Members considered whether to add the War Memorial to the Asset Register (Internal Audit Report 2024-25 refers). The Clerk reported that as the item had been received at no charge to the Parish Council the Practitioners Guide states that 'it should be included with a nominal one-pound (£1) value as a proxy for the zero cost. However, members could, if they wished, use another cost, such as the insurance value. Whichever route was chosen the PC would need to be consistent from year to year. The insurance provider had confirmed that, in order to provide cover, a reinstatement value would need to be identified. Following debate, it was resolved to add the War Memorial to the Asset Register with a nominal £1 value and to seek a reinstatement cost to enable the item to be added to the insurance policy (proposed Cllr Jones, seconded Cllr Dopheide).</p>
3399	<p>Highways and LHFIG</p> <p>The Chair reported the following:</p> <ul style="list-style-type: none"> • That it had been suggested that a new traffic survey be carried out on Tower Hill between the build out and the bridge. This would potentially enable the reinstatement of the CSW in that location, should the results be above the 85th percentile. This would be to survey the traffic coming down Tower Hill. Cllr Dopheide undertook to assist with identifying a suitable location for the equipment and members resolved to proceed and submit a HIG form to LHFIG (proposed Cllr Jones, seconded Cllr Williams).
3400	<p>Parish Council Projects and Updates (copy of current report previously circulated)</p> <p>Members noted the brought forward project list as attached, and, considered the following:</p> <p>a) Playing Field containers – Members noted a previously circulated report from the Chair regarding the condition of the containers and the work which had been needed due to health and safety concerns with the electrics. Further works were required and Cllr Leigh would liaise with a contact to look at the leaking roof. Given the concerns over the condition of the unit and the Council's duty of care to users it was agreed to close the containers until remedial works had been carried out. The Clerk was asked to inform the Football Club accordingly, and chase them for a date for the proposed meeting (previous minutes refer). Members also agreed that any use of the field or the containers should be supported by a signed terms of hire or lease.</p> <p>b) Emergency Planning - Cllr Leigh reported that he had commenced work on the Emergency Planning project and was endeavouring to develop a list of vulnerable people in the parish. He had also liaised with the Emergency Planning Officer at WC but had received a reply to his email to say the officer was on maternity leave. There had been no alternative contact provided. Cllr Phillips would look into this. Cllr Jones reported that she had been contacted by a resident in respect of difficulties with the air ambulance landing and had liaised with them to offer the playing field as a designated location however, the air ambulance had responded to confirm that each landing was considered at the time, based on location of the accident being responded to and the land available.</p> <p>c) Noticeboards - Cllr Gibbs reported that the old noticeboard from opposite the Hall had been stored by Idverde and she had now arranged for its return. She would assess its condition on receipt and would attempt to carry out the refurbishment. The board may then be suitable for installation at the entrance to Black Dog Woods and the Clerk would try again to obtain permission from the Longleat Estate for the installation.</p> <p>d) Community Orchard - Cllr Dopheide reported that he had identified 1000l water butts</p>

	<p>which would be suitable for the Community Orchard projects; these were available on Facebook marketplace for between £35-£60. The Chair reported that she had taken forward her grant application with Wessex Water; she had attended an interview and provided financial information required. She had been informed decisions would be made by 26th June.</p> <ul style="list-style-type: none"> e) Playing Field - Cllr Leigh reminded members that Council had agreed to carry out a second verti-drain of the playing field in October. The Clerk was asked to obtain a quote from the Council contractor and report back to the next PC meeting. The Chair reported that she and Cllr Leigh had met with a resident earlier that week regarding concerns over the brambles at the boundary of the playing field impacting property owners. It was agreed to ask the Council contractor for a quote to attend to these and the Chair would provide the Clerk with details of the required works. f) Play Area – the Chair reported on the broken trim trail, which she had discussed with the play area inspector. It was noted that the broken element had now been taped off however, other parts were now becoming fragile. It was agreed to condemn and remove the climber stack. g) Dog poo signs – Cllr Gibbs requested permission to purchase some more dog poo fairy signs and it was resolved to purchase 15 at a cost of £188 including delivery charge (proposed Cllr Jones, seconded Cllr Leigh). The Chair reported that the speed signs designed by local children had now been collected (15 in total) and needed to be installed. h) Parish Magazine – it was agreed to include information provided by Cllr Gibbs on the hire of litter pick equipment, an update on the Community Orchard land transfer and a copy of the dog poo fairy poster. i) Parish Steward – the Clerk would liaise with Cllr Phillips to see whether the PS for the area was still available. It was noted that the village sign on the B3098 coming in from the A36 was badly obscured by overgrown vegetation and needed urgent attention. j) Skills Matrix – referred to the July meeting. k) Boyers Green – Members noted that suggestion from the Highways Engineer that a proper footpath be provided across the green; this had been previously supported and the Clerk was asked to submit a HIF to LHFIF to take this forward. l) Footpath Stormore to Playing Field – a scope of works needed to be identified and the Clerk was asked to seek advice from the Council's ground maintenance contractor for consideration at a future PC meeting. m) Trees – the Council would consider actions which could be taken following the presentation from Mr Frith at the July PC meeting. It was noted that there was no report from the Tree Warden this month.
3401	<p>Correspondence</p> <p>The Chair spoke to members regarding 'housekeeping' arrangements for Council correspondence, asking members to ensure she was copied into all PC related correspondence so that she was kept up to date. This was agreed.</p> <p>The Chair also reported that, following a recent WALC training session, she had been advised</p>

	that Council voting was on a for, against or abstain basis and the Council agreed it would therefore consider recording votes in this manner, with a no vote also being recorded (proposed Cllr Jones, seconded Cllr Williams).
3402	Meeting schedule Thursday 17 th July 2025. The Council would recess in August.

There being no further business the meeting was closed at 9.15 pm.