

Dilton Marsh Parish Council

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Minutes of a meeting of the Parish Council held on
Thursday 18th September 2025 in the Memorial Hall, Dilton Marsh at 7.30 pm.

Present: Cllr Jones (Chair), Cllr Gibbs, Cllr Williams, Cllr Ness, Cllr Leigh, Cllr Dopheide and Cllr Morland (for part of meeting).

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.

3417	Apologies for absence None.
3418	Declarations of Interest and Dispensations to Participate None.
3419	Minutes The minutes of a Parish Council Meeting held on 17th July 2025 were approved for accuracy and adopted (proposed Cllr Williams, seconded Cllr Dopheide). Cllr Morland queried the reference to reporting apologies for absence, stating his view that there was no legal obligation on councillors to provide apologies, or reasons for any absences. The Chair reported that her email and comments on this matter had resulted from the fact that the Council had reduced numbers and her wish to ensure that meetings were quorate and the Council was able to operate efficiently. The Clerk was asked to circulate the legal advice received from WALC on this subject, which would be considered at the October PC meeting.
3420	Co-option of Parish Councillors The Chair reported that she had met with a resident who had expressed an interest in joining the Parish Council. Mr Brian Ralph was present to observe the meeting.
3421	Wiltshire Council Report Wiltshire Councillor Mike Phillips had provided apologies for absence.

3422	Planning applications and consultations a) Members resolved the Council’s comments on applications received and not previously responded to as listed below: <table><tr><td>PL/2025/06596</td><td>Bramley Cottage, 19 Red Pit, Dilton Marsh, Westbury, BA13 4BJ</td><td>Outline permission for the erection of up to 5 dwellings following the demolition of the existing dwelling, all matters are reserved except for access. PC Comment – Objection, on the grounds of access, visibility and highway safety and congestion on the A36.</td></tr><tr><td>PL/2025/07087</td><td>Land Off Old Dilton Road, Old Dilton, Wiltshire, BA13 4DB</td><td>Permission in principle for erection of up to three self or custom-build dwellings. PC Comment – No Objection.</td></tr></table> b) To agree the comments to be sent to Wiltshire Council in respect of any planning applications or appeals received after 12th September 2025 (if any): None. c) Members noted the below planning decision: <table><tr><td>PL/2024/10578</td><td>Rose Villa, 79 High Street, Dilton Marsh, Westbury, BA13 4DP</td><td>Single-storey utility room addition, a two-storey eastern extension with living and dining rooms, a kitchen/breakfast room, a master bedroom with en-suite, and a single-storey kitchen extension. Additionally, a double garage will be constructed on the western edge of the property. Approve with conditions</td></tr></table>	PL/2025/06596	Bramley Cottage, 19 Red Pit, Dilton Marsh, Westbury, BA13 4BJ	Outline permission for the erection of up to 5 dwellings following the demolition of the existing dwelling, all matters are reserved except for access. PC Comment – Objection, on the grounds of access, visibility and highway safety and congestion on the A36.	PL/2025/07087	Land Off Old Dilton Road, Old Dilton, Wiltshire, BA13 4DB	Permission in principle for erection of up to three self or custom-build dwellings. PC Comment – No Objection.	PL/2024/10578	Rose Villa, 79 High Street, Dilton Marsh, Westbury, BA13 4DP	Single-storey utility room addition, a two-storey eastern extension with living and dining rooms, a kitchen/breakfast room, a master bedroom with en-suite, and a single-storey kitchen extension. Additionally, a double garage will be constructed on the western edge of the property. Approve with conditions
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3423	Neighbourhood Plan Members noted that the Referendum was scheduled for 25th September 2025. Cllrs Jones and Williams would be attending the count as the official PC observers. <i>Cllr Morland left the meeting at 7.50 pm.</i>									
3424	Finance a) Council expenditure as below listed was approved (proposed Cllr Ness, seconded Cllr Leigh). Members also approved payments which had needed to be made during the summer recess due to payment deadlines as listed (proposed Cllr Ness, seconded Cllr Leigh).									

	b) Members received and noted the Bank Reconciliation Statement July 2025 (August to follow on receipt of bank statements with Budget Report). c) Members received a report that the Unity Bank accounts were now open and ready for use and considered whether to 'switch' its banking from Lloyds Bank (previous minutes refer). Following debate, it was resolved to proceed with a bank account switch for the Council's main operating, revenue expenditure. The Chair and the Clerk would liaise to arrange to take this forward, and transfer funds to cover expenditure to the end of the financial year (proposed Cllr Dopheide, seconded Cllr Leigh). d) Members approved the additional insurance costs in the amount of £227.43 per annum for the addition of the War Memorial (previous minutes refer) and approved the invoice for the current year in the amount of £193.87 for payment (proposed Cllr Leigh, seconded Cllr Ness). e) Members received and noted the External Audit report 2024/25 (previously circulated). The Clerk confirmed that this would now be published on the website. f) The Chair provided a report regarding additional works required to lay a more permanent base for the storage shed at the Memorial Hall and considered for retrospective approval the associated costs of £600 (materials and labour). It was resolved that these costs should be met (proposed Cllr Leigh, seconded Cllr Ness).																																																				
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3425	Highways and LHFIG Members received any available reports and updates – Chair to report, including: a) Parking Petticoat Lane (email from resident circulated) – it was agreed that the Parish Council would arrange to issue another survey; this would be a hard copy survey hand delivered to households. The Chair would take this forward. b) Roundels Fairwood Road – it was noted that the roundels agreed by Wiltshire Council had now been installed. No further roundels would be installed due to the regulatory restrictions. c) LHFIG report re: build out opposite Fairfield College (information previously circulated) – it was noted that the costs of the project were in the region of £40,000 to £45,000 and that the PC would likely be liable for approximately 30% of these costs (the Clerk would check this). Following debate, it was resolved to defer final decision until the impact of the use of the college car park at weekends could be ascertained. If the issue still remained Members expressed their preference for considering the installation of double yellow lines, to prevent parking too close to the build out as this was the cause of the congestion and delays.																																																				

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Parish Council Projects and Updates (copy of current report previously circulated)

Members received and noted the brought forward project list as attached, noted available updates and considered decisions required on the below items:

- a) Playing Field containers – Members had received a report from the Clerk re: ownership and noted that initial research had identified that the Council did own the units however, this would be further verified by recourse to the archives and a report presented to the October PC meeting. Members then considered options for the provision of the facility on the playing field (information previously circulated), noting that required maintenance works had been carried out. It was agreed to defer consideration of the future of the containers until such time as the ownership question had been resolved to the Council's satisfaction.
- b) Playing field works – Members considered a quotation for works received from Ideal Grounds Maintenance (previously circulated) and considered the future of the Trim Trail equipment. Following debate, the following items were resolved (proposed Cllr Gibbs, seconded Cllr Ness):
 - a. The quote from Ideal Grounds Maintenance to carry out verti-draining of the pitch and install stones on the path into the field from Stormore was accepted, with the funding required of £1,005 to be allocated from the Community Spaces EMR.
 - b. Additional quotes would be sought for the extension of the French drain along the side of the field.
 - c. A quote would be sought for the installation of support brace poles on the trim trail, as this would provide further stability for the equipment.
- c) Village trees – The Chair reported that she had a meeting scheduled with Rob Frith and the grounds maintenance contractor to review the potential locations for the planned planting.
- d) Village Handyman – Members considered how to take this item forward following the in-principal agreement at the July PC meeting. The Chair reported that the Memorial Hall Committee were taking this forward and that the PC may be able to join in with the scheme at some point in the future.
- e) Defibrillator – The Clerk had provided a report regarding funding options and Members agreed that the playing field would be an appropriate additional location for a defibrillator. This would be considered as part of the long-term planning for the containers.
- f) Shepherds Mead noticeboard – The Chair reported on the need for refurbishment and it was noted that this had been addressed during a previous meeting with Cllr Gibbs refurbishing a board to replace this with. She would then refurbish the Shepherds Mead noticeboard which would potentially be sited at the entrance to the Black Dog woods (previous minutes refer).
- g) Civility and Respect Pledge – Members received the certificate which was duly signed by the Chair. Members approved the use of the logo on Parish Council documents.
- h) Flooding – Cllr Dopheide reported on his recent attendance at the Operational Flood Working Group meeting; this had been a useful session and information on the presentation and help available would be circulated. The preparation of the Flood Plan for Dilton Marsh would be taken forward and tie in with Cllr Leigh's work on Emergency Planning. The information provided on equipment available was also useful and would

	be looked at so that new flood signs and other material could be obtained. It was confirmed that the flood equipment would be stored in the new shed. i) Community Orchard – the Chair reported that a quote had been sought to install the gazebo and a working day was being planned. The trees would now be collected from Cllr Dopheide and planted. The group would also look at the gates, potentially switching them round. j) War Memorial – Cllr Ness drew attention to the proximity of Remembrance Sunday and asked that the arrangements for tidying the war memorial be made in good time. k) Potential footpath at Boyers Green – The Chair asked for this to be listed as an agenda item for the October meeting, so that consideration could be given to submitting a Highway Improvement Form to WC. l) Skills Matrix – The Chair reminded those members who had not yet submitted the forms to do so as soon as possible.
3427	Correspondence Party in the Park – re request to book playing field for 11th July 2026; Members received additional information and a copy of the booking form (July minutes refer). The booking was duly approved.
3428	Meeting schedule Thursday 16th October 2025.

There being no further business the meeting was closed at 8.58 pm.