

Minutes of the Annual Council Meeting held on Thursday 15th May 2025 at the Memorial Hall, Dilton Marsh at 8.00 pm.

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

In attendance: Nicola Duke (Parish Clerk) and 1 member 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.

3374	Election of the Chair It was proposed by Cllr Ness, seconded by Cllr Williams and resolved to elect Cllr Jones as Chair for the municipal year 2025/2026. The Chair duly signed the declaration of acceptance of office.					
3375	Apologies for absence Cllr Morland, due to ill health – accepted.					
3376	Declarations of Interest and Dispensations to Participate None.					
3377	Election of Vice-Chair It was proposed by Cllr Williams, seconded by Cllr Dopheide and resolved to elect Cllr Ness as the Vice-Chair for the municipal year 2025/2026. The Vice-Chair duly signed the declaration of acceptance of office.					
3378	Co-option of a Parish Councillor Members considered the co-option of Parish Councillors to fill the vacant seats following the Ordinary Election held on 1 st May 2025 and resolved to advertise the vacancies and list co-option as a standing agenda item for the next few Council meetings.					
3379	Minutes of Council Meetings The minutes of a meeting of the Parish Council held on 17th April 2025 were approved for accuracy and adopted (<i>proposed Cllr Ness, seconded Cllr Leigh</i>).					
3380	Planning Applications and Decisions a) Members resolved the Council’s comments on applications received and not previously responded to as listed below: <table><tr><td>PL/2025/03036</td><td>Honey Lane Farm, Honey Lane, Dilton Marsh, Westbury, BA13 3SP</td><td>Variation of condition 2 (approved plans) and removal of conditions 3 & 4 on PL/2023/00206 PC Comment – No Objection</td></tr></table>			PL/2025/03036	Honey Lane Farm, Honey Lane, Dilton Marsh, Westbury, BA13 3SP	Variation of condition 2 (approved plans) and removal of conditions 3 & 4 on PL/2023/00206 PC Comment – No Objection
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	<p>b) To agree the comments to be sent to Wiltshire Council in respect of any planning applications or appeals received after 9th May 2025 (if any): None.</p> <p>c) To note the below listed planning decisions: None at time of issue.</p>
3381	<p>Parish Council Representatives 2025/2026 Members nominated representatives for the following:</p> <ul style="list-style-type: none"> • Neighbourhood Policing Team – Cllr Williams • Highways and Parish Steward – Cllr Jones and the Parish Clerk • Memorial Hall Management Committee – Cllrs Jones and Williams • Emergency Planning – Cllr Leigh • Neighbourhood Planning – Cllr Dopheide • Playing Field Working Group – Full Council • Staffing – Cllrs Jones, Ness and Williams
3382	<p>Parish Council Insurance 2025/2026 Members considered the renewal of the Annual Insurance Policy (information previously circulated). It was noted that the Council had come to the end of the current 3-year long term agreement (LTA) having paid a premium of £1,063.27 during 2024-25. The options for 2025-26 were noted to be £1,194.77 or £1,139.05 for a further 3-year LTA. Following debate, it was resolved to renew the 3-year LTA at a cost of £1,139.05 (proposed Cllr Leigh, seconded Cllr Williams).</p>
3383	<p>Parish Council Banking Arrangements Members appointed the bank signatories for the municipal year 2025/2026 as (proposed Cllr Jones, seconded Cllr Ness): Cllr Jones Cllr Ness Cllr Dopheide</p> <p>It was reported that progress had been made on the required changes to the bank mandate, with Cllrs Jones and Ness now in receipt of the necessary online banking pack.</p> <p>Future banking arrangements were considered and it was agreed to refer this to the June Council meeting. It was noted that, in accordance with the Treasury Policy, the PC would need to hold accounts with two difference providers.</p>
3384	<p>Neighbourhood Plan Information on the status of the Independent Examination and the Inspector's Clarification Note had been circulated to members, together with a report from the Steering Group, which was introduced by Mr Bill Jarvis. Mr Jarvis presented the timeline to take the Plan to Referendum stage and it was reported that the Fact Check report had been received from the Examiner that afternoon. WC and the Steering Group would now carry out a review of the document. The Chair asked Mr Jarvis to ascertain whether there were to be any further charges from the planning consultants and Mr Jarvis would check and advise the Clerk.</p> <p>Mr Jarvis drew attention to information he had provided regarding the Wiltshire Climate Summit, which the Chair confirmed had been circulated to members.</p>
3385	<p>Parish Council Accounts Year Ending 31st March 2025 (reports previously circulated)</p> <p>a) Members received and considered the Internal Audit Report, reviewed its findings and approved the effectiveness of the system of Internal Control (proposed Cllr Jones, seconded Cllr Leigh).</p> <p>b) Members prepared and approved Section 1: parts 2 and 3 (Annual Governance Statement 2024/25) of the AGAR (proposed Cllr Jones, seconded Cllr Leigh).</p>

	<p>c) Members considered Section 2; parts 2 and 3 (Accounting Statements 2024/25 of the AGAR.</p> <p>d) Members approved, signed and dated Section 2; parts 2 and 3 (Accounting Statements 2024/25) (proposed Cllr Jones, seconded Cllr Williams).</p> <p>e) Members set the dates for the period of public inspection as 10th June 2025 to 21st July 2025 (proposed Cllr Jones, seconded Cllr Ness).</p>																																				
3386	<p>Asset Transfer</p> <p>Members considered the land transfer document for land at Penknapp (copy previously circulated) and had regard to an email from Cllr Morland in which he had expressed concern at the ‘complexities’ of clause 12. Members considered his suggestion that the Parish Council ought to take legal advice and, following debate, it was resolved to allocate the sum of up to £1,000 from the EMR Green and Wellbeing Project, to enable a solicitor to review the document (proposed Cllr Leigh, seconded Cllr Dopheide). Cllr Williams would liaise with Pinegar and Finch to obtain an estimate for the work. It was further resolved that, should the solicitor be content with the document, it would be duly signed (proposed Cllr Jones, seconded Cllr Dopheide).</p>																																				
3387	<p>Finance</p> <p>a) Council expenditure –payments due as below listed were approved (proposed Cllr Jones, seconded Cllr Leigh).</p> <p>b) Members reviewed the level of General Reserve (April minutes refer) and resolved that this should be increased from the current level of £5,300 to £8,800 by way of virement from the unallocated Capital Project Fund standing at £3,500 (proposed Cllr Jones, seconded Cllr Dopheide).</p> <p>c) Members considered a grant application request from Holy Trinity Church in the amount of £300 towards the production of the Parish Magazine (previously circulated). The grant was duly awarded (proposed Cllr Leigh, seconded Cllr Gibbs). (Local Government Act 1972 s 142). In awarding the grant, members agreed that an annual ‘subscription’ would be a more appropriate way of supporting the magazine and the Clerk would add this into the budget setting process for 2026-27.</p> <table><tr><td>HMRC</td><td>PAYE/NI April 2025</td><td>306.93</td></tr><tr><td>Wiltshire Pension Fund</td><td>Pension contributions April 2025</td><td>272.74</td></tr><tr><td>Dilton Memorial Hall</td><td>Hall hire April 2025</td><td>45.00</td></tr><tr><td>Gooding Accounts</td><td>Payroll fee April 2025</td><td>20.00</td></tr><tr><td>Idverde</td><td>Bin collections April 2025</td><td>72.00</td></tr><tr><td>N Duke</td><td>Clerks balancing pay April 2025</td><td>54.01</td></tr><tr><td>ASK Grounds Maint</td><td>Play areas April – May 2025</td><td>110.00</td></tr><tr><td>Ideal Grounds Maint</td><td>Grounds maintenance April 2025</td><td>376.00</td></tr><tr><td>IAC Audit and Consultancy</td><td>Internal Audit fee 2024-25</td><td>354.00</td></tr><tr><td>WALC</td><td>Member training</td><td>36.00</td></tr><tr><td>Master Land & Planning</td><td>Briefing note Appeal Decision</td><td>900.00</td></tr><tr><td>Complete Fire Services</td><td>Fire check playing field containers</td><td>157.20</td></tr></table>	HMRC	PAYE/NI April 2025	306.93	Wiltshire Pension Fund	Pension contributions April 2025	272.74	Dilton Memorial Hall	Hall hire April 2025	45.00	Gooding Accounts	Payroll fee April 2025	20.00	Idverde	Bin collections April 2025	72.00	N Duke	Clerks balancing pay April 2025	54.01	ASK Grounds Maint	Play areas April – May 2025	110.00	Ideal Grounds Maint	Grounds maintenance April 2025	376.00	IAC Audit and Consultancy	Internal Audit fee 2024-25	354.00	WALC	Member training	36.00	Master Land & Planning	Briefing note Appeal Decision	900.00	Complete Fire Services	Fire check playing field containers	157.20
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3388	<p>Potential Projects for the 2025/2026 Municipal Year</p> <p>Members agreed to add the below listed to the PC’s Project List, for progression during the new municipal year:</p> <p>a) Development of skills matrix for members.</p> <p>b) Potential development of new footpath Boyers Green</p> <p>c) Improvements to footpath accessing playing field from Stormore</p> <p>Other project matters were raised/reported as listed:</p> <ul style="list-style-type: none">Damage to footpath stiles St Mary’s Lane – it was confirmed that this was the																																				

	<p>responsibility of WC and Cllr Ness would make the necessary report via my Wilts.</p> <ul style="list-style-type: none"> • Cllr Jones reported that she had asked the Clerk to add the Parish Magazine and Parish Steward to the ongoing project list, so that these could be monitored and addressed without the need for a separate agenda item. • The Clerk was asked to chase the Parish Steward for an update on the outstanding work requested. • Cllr Dopheide reported that overgrown vegetation was impacting the SID at Tower Hill. This would be attended to and the solar panel raised. • Cllr Leigh asked whether it would be possible to obtain a list of Tree Preservation Orders in the parish and the Clerk would ask WC. It was also agreed to invite the Tree Warden to the June PC meeting for an update on tree works required.
3389	<p>Calendar of Meetings</p> <p>The calendar of meetings for the municipal year 2025/2026 was approved as listed:</p> <p>Thursday 19th June 2025 Thursday 17th July 2025 August – Recess Thursday 18th September 2025 Thursday 16th October 2025 Thursday 20th November 2025 Thursday 18th December 2025 – if required Thursday 15th January 2026 Thursday 19th February 2026 Thursday 19th March 2026 Thursday 16th April 2026 Thursday 21st May 2026 – Annual Parish Meeting and Annual Council Meeting</p> <p>The Chair asked members to provide an early notification to the Clerk should they be unable to attend a meeting, given that the Council was not fully constituted and it would be important to ensure that a quorum was present. Members noted that the question as to whether a quorum could be reduced if a Council was not fully constituted had not been settled to their satisfaction and it was agreed to revisit this at a future meeting.</p>

There being no further business the meeting was closed at 9.13 pm.