

Dilton Marsh Parish Council

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Minutes of a meeting of the Parish Council held on
Thursday 19th March 2026 in the Memorial Hall, Dilton Marsh at 7.30 pm.

Present: Cllr J Jones (Chair), Cllr Gibbs, Cllr Williams, Cllr Leigh, Cllr Dopheide and Cllr R Jones and Cllr Ghani (from agenda item 3471).

In attendance: Nicola Duke (Parish Clerk), Wiltshire Councillor M Phillips 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:

- A resident spoke to the Council in respect of his concerns over highway safety and drainage at the planned development on land at rear of 117 High Street. The Chair outlined the actions the Parish Council had taken in respect of this including its initial objection and consideration of a Judicial Review once the planning appeal had been granted. She confirmed that the PC shared residents concerned however, there was no further action which could be taken in respect of the planning application. The PC would work with WC to develop mitigating measures on the issues of concern.

3468	Apologies for absence Cllr Ness due to a prior commitment, accepted. Cllr Morland was not present (no apology).
3469	Declarations of Interest and Dispensations to Participate None.
3470	Minutes The minutes of a Parish Council Meeting held on 22nd January 2026 were approved for accuracy and adopted (proposed Cllr Williams, seconded Cllr Leigh). <i>Note, the February meeting was in quorate and did not take place.</i>
3471	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 and heard from the candidates as to their interest in the PC and its work. The following co-options were resolved: Ray Jones (proposed Cllr Dopheide, seconded Cllr Williams) Sarah Ghani (proposed Cllr J Jones, seconded Cllr Williams) The new members duly signed their declaration of acceptance of office and joined the table.
3472	Wiltshire Council Report Wiltshire Councillor Mike Phillips provided the following report:

Wiltshire Council had now adopted its budget for the coming financial year. The council tax had been increased by the maximum permitted at 4.99%, with 2.5% of this relating to the costs of providing adult social care. There would be some impact on service delivery, as listed:

- Two weekly residual waste collections would move to three weekly, with residents being provided with a food waste bin , which would be collected weekly.
- Two Household Recycling Centres in the north of the county had been considered for closure however, these would now be kept open. WC was planning to introduce a booking scheme for access to HRC's.
- Sunday car parking charges would be introduced, at the normal weekly rates and there would be an extension to the evening parking arrangements, with charges being extended until 7pm. There were concerns as to the impact this would have on the evening economy.
- In order to provide funding for the required road maintenance the administration had borrowed funds, which would be repaid over a 60-year period.
- Issues relating to the proposed disposal of St Stephen's car park in Trowbridge continued and Cllr Phillips provided background to this matter (previous minutes refer).
- The Parish Steward schedules would be reduced, with less time being allocated to parishes.
- The funds which had been set aside for the Melksham bypass had been diverted to the highways budget, given that the central government funding was not expected for at least 3 years.
- A lane rental scheme would be introduced for contractors working on the highway. It was hoped that charging for road closures would expedite planned works.
- The Parish Emergency Assistance Scheme (PEAS) would be continuing.

Members were informed of fixed penalty notices which were being issued in relation to fly tipping. This was as a result of contractors tipping waste and other materials collected from households and failing to dispose of it correctly. It was noted that the responsibility for ensuring waste was properly disposed of lay with homeowners, who would be fined if it was not. Residents were advised to ensure that contractors held proper waste carrying licenses and provided the correct documentation. Residents were also advised to ensure they kept a note of contractor's registration numbers and details. It was agreed to include information on this in the next edition of the Parish News.

There were changes being planned to the Area Board including how it was funded, named and operated.

Attention was drawn to the LEVI scheme, for the government funded installation of electric vehicle charging points in the county. Several parishes had been picked as pilots for the scheme.

3473

Planning applications and consultations

- a) Members resolved the Council's comments on applications received and not previously responded to as listed below:

PL/2026/00858	and	Penleigh Farm,	Fairwood	Retrospective Application for
PL/2026/01029		Road,	Dilton Marsh,	replacement/modified/new/windows

	Westbury, BA13 4EB	and doors, internal works to include new partitions, staircase, recovering of roof surfaces and associated works – No Objection
PL/2025/07258	Fairwood Lakes Holiday Park, Fairwood Road, Dilton Marsh, Westbury, BA13 4EL	Variation of condition 2 (Approved Plans) of application 20/11097/FUL relating to site layout, lighting, ecological enhancement and lodge details – No Objection.
PL/2025/09937	Cuckoos Rest, 28 Fairwood Road, Dilton Marsh, Westbury, BA13 4EL	Side extension to first floor along with alterations to front elevation & internal layout plus the inclusion of 28c Fairwood Road within the existing curtilage of 28 Fairwood Road – No Objection.

- b) Members agreed the comments to be sent to Wiltshire Council in respect of any planning applications or appeals received after 13th March 2026 (if any):

PL/2026/01452	14 Stormore, Dilton Marsh, Westbury, BA13 4BH	First Floor Dormer and Rear Extension – Comment that the dormer window directly overlooks the neighbour and would result in loss of privacy and amenity.
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- c) Members noted the below listed planning decision:

PL/2025/09940	Cromer, 49 High Street, Dilton Marsh, Westbury, BA13 4DN	Proposed Demolition of Garage & Erection of Single Storey Rear Extension with alterations to decking Approve with conditions
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- d) Application to record a public bridleway, Fairwood Road, Dilton Marsh, Westbury Wiltshire, BA13 4EL (application reference D/2021/02) – No comment.

- e) Land Rear of 117 High Street, Dilton Marsh, Wiltshire BA13 4DP – Members noted previously circulated correspondence from Redcliffe Homes and considered what liaison may be required with either the developer or Wiltshire Council. Following debate, it was agreed that the Chair and Clerk would liaise with WC to request that the removal of the build out opposite Fairfield College and the installation of associated double yellow lines be included as part of the Highway works required in the s106 agreement relating to the development.

3474

Finance

- a) Council expenditure – Members approved payments due as below listed which were paid in February (meeting inquorate) (proposed Cllr Leigh, seconded Cllr J Jones).
- b) Council expenditure due as below listed for March 2026 was approved (proposed Cllr J Jones, seconded Cllr Leigh).
- c) The Bank Reconciliation Statements January and February 2026 had been circulated to members and were noted.
- d) The Clerk reported that the previously agreed switch of Council bank accounts would be processed following the bank payments due for March; the Council would therefore begin operating the Unity bank account with effect from April 2026 which would tie in with the start of the new financial year.
- e) Members considered a report from the Clerk regarding the potential purchase of the Rialtas Accounting Software (previously circulated). It was resolved to proceed with the purchase with the accounting software, which would be utilised from 1st April 2026 (proposed Cllr J Jones, seconded Cllr Williams).
- f) Members considered for approval the tender prices for year 2 of the grounds maintenance contract (information previously circulated). It was resolved to re-appoint Ideal Grounds Maintenance with Members noting the high level of service provided during 2025-26 and the minimal increase for the new contract (proposed Cllr J Jones, seconded Cllr Williams).

	Payments Due February 2026	
HMRC	PAYE/NI January 2026	451.36
Wiltshire Pension Fund	Pension contributions Jan 2026	359.55
Nicola Duke	Clerks salary January 2026 and backpay	1048.37
Gooding Accounts	Payroll fee Jan 2025	20.00
Idverde	Bin collections	72.00
ASK Grounds Maint	Play areas November to January	135.00
SSE	Electricity playing field	225.17
Cllr Jones	Chairs expenses	48.76
Microshade VSM	Annual IT hosted application service	808.42
Ideal Grounds Maint	Grass cutting	376.00
Water Business	Playing field water July – Dec	1084.04

	Payments Due March 2026	
HMRC	PAYE/NI February 2026	321.65
Wiltshire Pension Fund	Pension contributions Feb 2026	281.41
Nicola Duke	Clerks salary February 2026	838.58
Gooding Accounts	Payroll fee Feb 2025	20.00
Ideal Grounds Maint	Grass cutting contract F	376.00
ASK Grounds Maint	Play areas February - March	110.00
Memorial Hall	Hall hire January and February	35.00
Idverde	Bin collections	72.00

3475	<p>Parish Council Accounts Year Ending 31st March 2026</p> <p>Members addressed administrative tasks relating to the preparation and submission of the accounts year ending 31st March 2026 including:</p> <ul style="list-style-type: none"> a) Confirmation of the appointment of Internal Auditor 2026-2027 – Mr Kevin Rose, IAC Auditing Solutions was duly appointed (proposed Cllr J Jones, seconded Cllr Dopheide). b) Review of the Council Reserves – the Reserves were considered and adopted as circulated (proposed Cllr Williams, seconded Cllr Dopheide). c) Appointment of payroll provider for financial year 2025-26 – Gooding Accounts Ltd were re-appointed (proposed Cllr J Jones, seconded Cllr Leigh). d) Confirmation that salaries would continue to be paid by Standing Order for the financial year 2026-27 was given (proposed Cllr J Jones, seconded Cllr Williams).
3476	<p>Governance Documents</p> <p>Members reviewed the following documents for 2026 (previously circulated):</p> <ul style="list-style-type: none"> a) Publication Scheme – Adopted (proposed Cllr J Jones, seconded Cllr Dopheide) b) Risk Documents – Adopted (proposed Cllr J Jones, seconded Cllr Leigh) c) Fixed Asset Register – Adopted (proposed Cllr Williams, seconded Cllr J Jones) d) Standing Orders – The Model Document 2025 was adopted (proposed Cllr Leigh, seconded Cllr Williams) e) Financial Regulations – No changes required, adopted as published (proposed Cllr Dopheide, seconded Cllr Leigh) f) Assertion 10 documentation – the Clerk reported the following, which was approved (proposed Cllr Leigh, seconded Cllr Dopheide): <ul style="list-style-type: none"> a. Provision of one designated Council email – criteria met b. Website accessibility up to date – criteria met c. IT Policy – document adopted d. Data Control Audit – completed
3477	<p>Highways and LHFIFG</p> <p>Members received available reports and updates as listed:</p> <ul style="list-style-type: none"> a) The Chair provided updates following the submission of HIF's to WC (November and January minutes refer), reporting that the requested traffic survey at Tower Hill would be taken forward, as well as a traffic survey at Whitecroft to collect data which would allow consideration to be given to the previously submitted request for a one way system. The proposal for a footpath at Boyers Green would be deferred as this would involve a substantive bid which, at the current time, the PC could not partially fund given the sums involved. The Chair also reported that she would investigate the downloading of the data from the SIDS, as this was now done by Bluetooth. b) Members considered the issue of parking at the entrance to Shepherds Mead

	<p>(correspondence received from resident previously circulated). Following debate, it was agreed to arrange a site meeting with the Highways Engineer to explore the issue and possible mitigation measures further.</p> <p>c) Members agreed to request a re-painting of the 30-mph speed limit on the approach to the village from the A36 as requested by resident. The Clerk would submit the necessary Highway Improvement Form to WC.</p> <p>d) Potential LHFIG works at Boyers Green and the build out outside Fairfield College (November minutes refer) – Members noted that these items had been covered under agenda item 3473 e) and 3477a).</p>
<p>3478</p>	<p>Parish Council Projects and Updates (copy of current report circulated prior to meeting) Members received and noted the brought forward project list, noted available updates and considered decisions required on the below items:</p> <p>a) Playing Field: Members had regard to a report by Cllr Dopheide (some members had not been able to access this due to an issue with the email service). Members considered the next steps for the containers, the future use of the field and the facilities to be provided, and works required to the play equipment as part of their debate. Following debate, the following was resolved (proposed Cllr J Jones, seconded Cllr R Jones):</p> <ul style="list-style-type: none"> a. The long term aims for the playing field were adopted as per the report (copy appended to the minutes) b. A working group would be formed to enable exploratory discussion as to how to proceed with the short term aims and members who were interested in joining the group would advise the Chair post meeting c. Further engagement would take place with Westbury FC regarding their requirements for the use of the field, with members agreeing the income and practical support which would result from their use of the field would be most useful d. The Clerk was authorised to obtain quotes for required repairs to equipment for presentation to the next PC meeting e. Consideration would be given to disconnecting electricity and water supply to the containers as they were no longer fit for use. This being the case, Members noted that consideration would need to be given to providing temporary toilet facilities for village events, such as the Dilton Dash. The Chair and the Clerk would liaise to take this forward. <p>b) Parish Council handyman jobs – Members considered the next steps for the potential appointment of a self-employed contractor (January minutes refer), noting that the reduction in Parish Steward hours available in future (as reported by Cllr Phillips during his report) made this proposal even more vital. It was agreed to add this to the agenda for the April meeting so that members could have a more detailed discussion as to the way forward.</p> <p>c) Village Litter Picks – Members considered the potential re-launch of the Village Litter Pick events, noting the low turnout for previous events. Given this, it was agreed to place this on hold.</p> <p>d) Flood Plan – Members considered the previously circulated draft Flood Plan, which had been prepared by Cllr Leigh, and was duly adopted (proposed Cllr Dopheide, seconded Cllr Williams). The Clerk would arrange for a copy to be sent to the WC Flood Team.</p>

	<p>e) Pollen Corridor – Members approved the allocation of £400 for the provision of galvanized tanks (January minutes refer) (proposed Cllr Dopheide, seconded Cllr Gibbs).</p> <p>f) Waste Management Strategy –Cllr Leigh had attended a meeting hosted by Westbury Town Council which had hoped to achieve an amendment to the proposed WC budget relating to waste management, referencing the proposed incinerator site. It was noted that the WC budget had now been approved and the amendment had not been included.</p> <p>g) Local Electric Vehicle Infrastructure Project –Cllr Dopheide had provided a report, which had been circulated to members and is appended to the minutes Cllr Dopheide reported that further engagement had been promised by WC but not yet received. It was noted that the commencement date for installations was planned as April 2026.</p> <p>h) Parish Council litter bins – Members noted the Discontinuation of Service from Idverde with effect from 31st March 2026 and considered alternative contactors, with the Clerk reporting on the quotes received. It was noted that the Clerk had a meeting arranged with WC to consider the potential adoption of bins and how WC may assist in this situation. Further information would be provided following this and, in the meantime, Members approved Grist Environmental as the service provider at a cost of £8 per collection plus vat (proposed Cllr Leigh, seconded Cllr Gibbs). It was agreed to proceed with this contractor given that there was no contract required, and the service could be terminated with 30 days’ notice. It was noted in making this decision that the quotes received were in the same amounts.</p> <p>i) Defibrillator Awareness Session – Members agreed to arrange a training session for the village (to take place in the summer) and approved the associated donation required in the amount of £50 (proposed Cllr J Jones, seconded Cllr Williams). The Clerk would liaise with the training provider to obtain some dates.</p>
3479	<p>Correspondence (previously circulated)</p> <p>a) Friends of Dilton School (FODS) re: Scarecrow Trail 2026 – the request to display scarecrows to promote the Trail was approved.</p> <p>b) Local resident re: Fibre in the Village – Noted. It was agreed to direct the resident to log data on the Digital Wiltshire website.</p> <p>c) Wessex Water re: Dilton Marsh improvements – Noted.</p>
3480	<p>Meeting schedule Thursday 16th April 2026.</p>

There being no further business the meeting was closed at 9.28 pm.