

Dilton Marsh Parish Council

Clerk to the Council: Ms Nicola Duke
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Minutes of the Annual Council Meeting held on Thursday 21st May 2026 at the Memorial Hall, Dilton Marsh at 7.45 pm.

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

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.

3494	<p>Election of the Chair It was proposed by Cllr Gibbs, seconded by Cllr Ness and resolved to elect Cllr J Jones as Chair for the municipal year 2026/2027.</p> <p>The Chair signed the declaration of acceptance of office.</p>				
3495	<p>Apologies for absence Cllr Ghani had sent apologies due to a prior commitment, accepted. Cllr Morland was absent, no apology.</p> <p>It was noted that Cllr Dave Leigh had resigned from the Council. The Clerk reported that the resignation had been processed and the notice of casual vacancy would be displayed from Friday 22nd May 2026.</p>				
3496	<p>Declarations of Interest and Dispensations to Participate Cllr Gibbs declared an interest in planning application PL/2026/02423 as the homeowner.</p>				
3497	<p>Election of Vice-Chair It was proposed by Cllr Williams, seconded by Cllr Gibbs and resolved to elect Cllr Ness as the Vice-Chair for the municipal year 2026/2027.</p> <p>The Vice-Chair signed the declaration of acceptance of office.</p>				
3498	<p>Minutes of Council Meetings</p> <p>The minutes of a meeting of the Parish Council held on 16th April 2026 were approved for accuracy and adopted (<i>proposed Cllr R Jones , seconded Cllr Dopheide</i>).</p>				
3499	<p>Wiltshire Council Report Wiltshire Councillor Mike Phillips had provided his report during the Annual Parish Meeting.</p>				
3500	<p>Planning Applications and Decisions</p> <p>a) Members resolved the Council's comments on applications received and not previously responded to as listed below:</p> <table border="1" data-bbox="321 1881 1471 2039"> <tr> <td data-bbox="321 1881 716 2039">PL/2026/02472</td> <td data-bbox="722 1881 1073 2039">Land Rear of 117, High Street, Dilton Marsh</td> <td data-bbox="1079 1881 1471 2039">Details of Landscaping, Appearance, Layout and Scale pursuant to the outline planning permission PL/2023/01880 approved at</td> </tr> </table>		PL/2026/02472	Land Rear of 117, High Street, Dilton Marsh	Details of Landscaping, Appearance, Layout and Scale pursuant to the outline planning permission PL/2023/01880 approved at
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		<p>appeal (APP/Y3940/W/24/3352160)</p> <p>PC Comment – The PC’s original objection would be re-stated, the details provided for this application do not mitigate the objections stated for previous applications. In addition, the PC commented that on two inaccuracies in the applicants statements; 1) that there had been no comments from the Parish Council and 2) the village and the facilities available were described inaccurately. The Parish Council is gravely concerned at the impact of the development on traffic generations and movements in the village and asks that consideration is given to removing the build out on the High St at Fairfield College to allow for easier traffic movements, given the area is already heavily congested.</p>
PL/2026/02423	4 Silver Street, Dilton Marsh, Westbury, BA13 4DQ	<p>Proposed Single Storey Rear Extensions</p> <p>PC Comment – No Objection.</p>
<p>b) Members agreed the comments to be sent to Wiltshire Council in respect of any planning applications or appeals received after 15th May 2026 (if any):</p>		
PL/2026/02944	Fairfield Farm College, High Street, Dilton Marsh, Westbury, BA13 4DL	<p>Proposed alterations to fenestration and roof and wall cladding to existing engineering building.</p> <p>PC Comment – Support as improves the appearance of the building.</p>
<p>c) Members noted the below listed planning decisions:</p>		
PL/2026/01452	14 Stormore, Dilton Marsh, Westbury, BA13 4BH	<p>First Floor Dormer and Rear Extension</p> <p>Approve with conditions</p>

	PL/2025/09457	Land on the west side of Storridge Road, Westbury	Variation of conditions 2, 4, 5 and 7 of PL/2021/10592 to allow the approved 29MW solar farm (over 43ha) and associated development to incorporate the use of an existing access from Storridge Road Approve with conditions
	PL/2025/09894	Land at Storridge Farm, Storridge Road, Westbury	Permission for the use of an existing access during construction, maintenance and decommissioning of the solar farm approved under (PL/2021/10592) Approve with conditions
3501	Parish Council Representatives 2026/2027 Members nominated representatives for the following: <ul style="list-style-type: none"> • Neighbourhood Policing Team and Neighbourhood Watch – Cllr R Jones • Highways and Parish Steward – Cllr J Jones • Memorial Hall Management Committee – Cllr R Jones and Cllr J Jones • Emergency Planning and Business Continuity – Cllr R Jones and Cllr Williams • Neighbourhood Planning – Not required • Playing Field Working Group – Cllrs Dopheide, R Jones, Ness and Gibbs • Staffing - Cllrs J Jones, Ness and Williams 		
3502	Parish Council Insurance 2026/2027 Members reviewed the Annual Insurance Policy (information previously circulated) and noted that the Council was currently in year 2 of the 3 year long term agreement; renewal premium £1302.17; previous year premium £1386.63. The renewal was approved in the amount of £1302.17 (proposed Cllr Ness, seconded Cllr Dopheide).		
3503	Parish Council Banking Arrangements <ol style="list-style-type: none"> a) The bank signatories for the municipal year 2026/2027 were approved as listed (proposed Cllr J Jones , seconded Cllr Gibbs): <ol style="list-style-type: none"> a. Cllr J Jones b. Cllr Dopheide c. Cllr Ness d. Parish Clerk as administrator b) The Chair reported that the required switch of bank accounts had been completed. Cllr Ness would report back as to the appropriateness of closing the Lloyds bank account at the current time. 		

<p>3504</p>	<p>Finance</p> <p>a) Council expenditure due as below listed was approved (proposed Cllr J Jones, seconded Cllr Williams).</p> <p>b) Accounting system – the Clerk reported that the switch to the Alpha accounting software for 2026/27 was progressing, a software update was required following which work would start on loading information from 1st April 2026.</p> <table border="1" data-bbox="423 401 1495 716"> <tr> <td>HMRC</td> <td>PAYE/NI April 2026</td> <td>322.76</td> </tr> <tr> <td>Wiltshire Pension Fund</td> <td>Pension contributions April 2026</td> <td>259.80</td> </tr> <tr> <td>Gooding Accounts</td> <td>Payroll fee April 2026</td> <td>20.00</td> </tr> <tr> <td>N Duke</td> <td>Clerks salary April 2026</td> <td>840.85</td> </tr> <tr> <td>ASK Grounds Maint</td> <td>Play areas April – May 2026</td> <td>135.00</td> </tr> <tr> <td>Ideal Grounds Maint</td> <td>Grounds maintenance April 2026</td> <td>385.40</td> </tr> <tr> <td>Cllr Jones</td> <td>Strimmer repair/orchard expenses</td> <td>109.00</td> </tr> <tr> <td>IAC Auditing Solutions</td> <td>Internal Audit fee 2025-26</td> <td>354.00</td> </tr> <tr> <td>WALC</td> <td>Member training</td> <td>48.00</td> </tr> </table>	HMRC	PAYE/NI April 2026	322.76	Wiltshire Pension Fund	Pension contributions April 2026	259.80	Gooding Accounts	Payroll fee April 2026	20.00	N Duke	Clerks salary April 2026	840.85	ASK Grounds Maint	Play areas April – May 2026	135.00	Ideal Grounds Maint	Grounds maintenance April 2026	385.40	Cllr Jones	Strimmer repair/orchard expenses	109.00	IAC Auditing Solutions	Internal Audit fee 2025-26	354.00	WALC	Member training	48.00
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<p>3505</p>	<p>Highways and LHFIG</p> <p>The Chair reported the following:</p> <ul style="list-style-type: none"> • She had not been able to attend the last LHFIG meeting due to family commitments. • She had reviewed the minutes of the meeting and noted that consideration of the HIF for Tower Hill had been missed off again. The Chair had reminded the Highways Engineer. • Members attention was drawn to the recently circulated email regarding Whitecroft and the report from the Highways Engineer that a camera system would be installed to gather data to ascertain the appropriateness of a one way system. • A meeting with the Highways Engineer was being arranged to review the parking issues reported at Shepherds Mead. 																											
<p>3506</p>	<p>Playing Field Working Group</p> <p>Members had received a report from the Working Group (notes of meetings previously circulated) which was introduced by Cllr Dopheide who reported that there was still some way to go and a number of decisions to be made; however, a big step forward had been achieved.</p> <p>Members considered the below, referring to the information provided by the working group and the report from Cllr Dopheide:</p> <p>a) The Terms of Reference were approved as circulated (proposed Cllr J Jones , seconded Cllr Williams .</p> <p>b) The revised Communications Strategy (previously circulated, April minutes refer) was noted.</p> <p>c) Following the information provided above Members approved the next steps for the Working Group as outlined in the circulated report and copied below (proposed Cllr J Jones, seconded Cllr Williams):</p> <ul style="list-style-type: none"> • Set up joint session with Dilton Rovers, Westbury Youth team, and Ideal Maintenance to agree preferred cut schedule and line marking • Work with Dilton Rovers to rationalise items stored there • Continue to try to establish contact with Dilton Wanderers 																											

	<ul style="list-style-type: none"> • Further talks with Dilton Rovers and Westbury Youth regarding secure Goal storage and replacing existing goal posts, access to any grants that may be available, access to trade resources that can assist with decommissioning • Start communication to wider community • Confirm costing for disconnection of home container, removal costs (if any), likelihood of selling, moving of primary electric supply • Get service on mower subject to PC approval • Review Insurance liability of facilities / field booking / hire • Finalise booking process and booking system and implement • Identify charging system for implementation later in year. Current thought is the main users will be the Football clubs, and if they are supporting the project with trade resource at reduced / no cost then we should provide the facilities free of charge for 6 months after completion of the installation. Then we negotiate with them for longer term charging (and subject to PC approval of charges). <p>d) Members considered high level budget costings for planned replacement projects, information on which had been circulated to members. Following debate the following decisions were made:</p> <p>a) Lawnmower – It was resolved that, due to its unsuitability for the field or other areas in the parish, it would be serviced and advertised for sale (proposed Cllr Jones, seconded Cllr Dopheide).</p> <p>b) Booking system – the Working Group was authorised to proceed with the development of a booking system, with the charging system to follow (proposed Cllr J Jones, seconded Cllr Williams).</p> <p>c) Container – It was agreed to try to sell the current unit and, if this was not possible, the unit would be removed. It was noted that there was an option for the contractor providing and installing the new unit to remove it for £450. A final decision on this would be made by the next meeting, giving the working group time to advertise the unit for sale (proposed Cllr J Jones, seconded Cllr Williams).</p> <p>d) New container unit – Members considered the request that the sum of £35,000 be allocated to the purchase of the new unit and this was resolved with the funds to be vired as listed (proposed Cllr J Jones, seconded Cllr Dopheide:</p> <p>a. £17,121.01 to be allocated from the EMR Open Spaces/Community Areas</p> <p>b. £17,878.99 to be allocated from CIL receipts</p>
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<p>3507</p>	<p>Parish Council Projects and Updates (copy of current report previously circulated)</p> <p>Members noted the brought forward project list as attached, noted available updates and considered decisions required on the below items:</p> <p>a) The People’s Emergency Briefing – It was noted that the Memorial Hall would be screening the film on 19th June 2026 and Members considered a request that the Parish Council fund refreshments for the event. This was approved in the amount of £50 (proposed Cllr J Jones, seconded Cllr Dopheide) (LGA 1972 s 144). Final details of the event would be publicised.</p> <p>b) Parish Steward – An update had been provided on the Parish Steward initiative and Members considered the next steps for the proposed Handyman scheme (April minutes refer). It was agreed that the Chair would circulate the list of potential jobs she had compiled. The Clerk would check with the Parish Steward which of these he might be able to attend to and liaise with the Council’s current grounds contactor to identify the hours which might be required for works outside of the parish steward remit.</p>
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	<p>c) Litter Bins – No update, Clerk chasing.</p> <p>d) Councillor Information –Members discussed the <i>Meet your Councillor</i> initiative and considered updating website information, providing photos and arranging for information to be displayed on noticeboards. It was agreed that member photos would be added to the website and a contact poster developed for local display. In addition, members would attend the routine coffee mornings at the Memorial Hall. It was hoped that these measures would make the parish councillors more visible.</p> <p>e) Village Day July 2026 – The Clerk had circulated information regarding the insurance arrangements for the event (previous minutes refer) and it was noted that, in order for the cover to be applied, the Council would need to be the co-organiser of the event. Information on the associated obligations had been circulated. Following debate, it was agreed that, at the current time, the Parish Council did not have the available resources to act as co-organiser. The Clerk would reply accordingly, and ask the organisers to investigate separate insurance cover as well as reminding them they had the potential to submit a further grant application, if required.</p> <p>f) Councillor Reports:</p> <ol style="list-style-type: none"> a. The Chair reported that the Orchard projects were progressing on track. b. The Chair reported on an overgrown hedge at 2a High Street. c. Cllr R Jones asked that the Parish Steward check for bags of dog waste as he had collected 23 bags in the vicinity of Clay Close. d. Members then discussed the issue of dog fouling on the playing field, especially given football matches were soon to resume. It was agreed to promote the concern over the issue and remind residents to pick up dog waste; the policy for dogs on the playing field would be reconsidered if the issue continued.
3508	<p>Correspondence None.</p>
3509	<p>Calendar of Meetings</p> <p>Members set the calendar of meetings for the municipal year 2026/2027 as listed:</p> <p>Thursday 18th June 2026 Thursday 16th July 2026 August – Recess Thursday 17th September 2026 Thursday 15th October 2026 Thursday 19th November 2026 Thursday 17th December 2026 – if required Thursday 21st January 2027 Thursday 18th February 2027 Thursday 18th March 2027 Thursday 15th April 2027 Thursday 20th May 2027 – Annual Parish Meeting and Annual Council Meeting</p>

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