

# DINTON PARISH COUNCIL

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Parish Clerk; Mrs Clare Churchill

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13<sup>th</sup> April 2021

*Cllrs Bennie, Fry, Grover, MacKinder, Rowitt and Smith and Southern.*

*You are hereby summoned to attend a Virtual Meeting of Dinton Parish Council to be held on Tuesday 20<sup>th</sup> April 2021 at 7.30pm.*

*In accordance with the Local Government Act 1972 sch 12 paras 10 and 26.*

*Please remember that any requests for dispensation must be made prior to the start of the meeting.*

*The running order of the Agenda is at the discretion of the Chairman and may not always follow the sequence as listed. In order to ensure being present during the consideration of an Agenda item (wherever it may appear on the list of items to be considered), Councillors and members of the public are advised to be present at the meeting from the time given above.*

*Council are asked to note that in the exercise of their functions they must take note of the following: Equal opportunities (race, gender, sexual orientation, marital status and any disability); Crime and Disorder, Health and Safety and Human Rights. Any person who may find difficulty in access to the meeting through disability is asked to advise the Clerk (01722 743027) or ([clerk@dintonparishcouncil.org](mailto:clerk@dintonparishcouncil.org)) at least 24 hours before the meeting so that every effort may be made to provide access.*

*Regards*

*Clare Churchill*

*Clerk to Dinton Parish Council*

# Agenda for a Virtual<sup>1</sup> Meeting of Dinton Parish Council to be held on Tuesday 20<sup>th</sup> April 2021 at 7.30pm.

This meeting will be held using zoom.  
Please follow this [link](#) or use the access details below.

Meeting ID      859 3854 3942      Password      173934

- Questions or statements from members of the public on any matter concerning the village, no parishioner may speak for more than 3 minutes.
- To receive a report from Wiltshire Cllr Mrs Wayman, Nadder and East Knoyle.

## AGENDA

### 1241. Apologies for absence and to consider whether to approve the reasons given.

*Local Government Act 1972 s85(1)*

### 1242. Council meeting minutes - to confirm and sign the previously circulated minutes of the parish council meeting held on 16<sup>th</sup> March 2021. *Local Government Act 1972 sch 12, para 41(1)*

### 1243. Declarations of Interest.

- Cllrs to declare any Disclosable Pecuniary Interests related to any matters to be considered in this agenda that do not appear in the Cllr's register of interests.
- In accordance with the Dispensation Procedure, any requests for a grant of dispensation must be submitted prior to this meeting.

Cllrs are reminded that it is their responsibility to ensure their register of interests on the WC website is kept up to date. *Localism Act 2011. S 33.*

### 1244. Exclusion of the press and public. To agree any items to be dealt with after the public, including the press, have been excluded under.

*Public Bodies (Admissions to Meetings) Act 1960 and Local Government Act 1972 ss100*

### 1245. Planning

- New Planning website for Wiltshire Council.** The website has been changed and an email with a short video was circulated by the Clerk. The new site went live on 29<sup>th</sup> March.
- To respond to WC Planning on the following planning application;**  
**20/02310/FUL. 2 Rosery Court, Hindon Rd.** Remove existing front door and infill opening, convert existing porch into enclosed external storage area. Replace existing window with new front door with oak framed porch over. Apply cedar cladding to storage area, garage doors and north elevation walls up to first floor level.  
[2 Rosery Court](#)
- To consider how to respond to any planning applications** made after the publication of this agenda.
- To note the following tree application.**  
**PL/2021/03690. Dinton Salvage, The Belt, Dinton.** 2 x Ash trees & 1 x Sycamore tree - fell (part of TPO Dinton 186).  
This application has received consent for the reason of Dead, dying or dangerous.
- Tree applications.** To note any tree applications received after the publication of this agenda.
- Delegated Power regarding tree application.** Clerk has not used the delegated power.

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<sup>1</sup> In accordance with the Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020.

**(vi) Breaches of deemed planning consent.** To receive information relating to any breaches of planning within the parish. Please note that any person with concerns regarding planning breaches should contact the Local Planning Authority (WC) and report their concerns directly.

**1246. Code of Conduct for Dinton PC.** See attached.

To adopt the Model Code of Conduct published by the Local Government Association.

**1247. Highways.**

- (i) To receive an update on issues raised at the July meeting regarding speeding.
- (ii) Update on the request for traffic surveys in the parish.
- (iii) Update on drainage at Catherine Ford Road
- (iv) To receive a brief report on the Speed Indicator Device and Community Speed Watch.
- (v) To receive an update on parking problems relating to NT car park.

**1248. Elections 2021.** The Notice of Candidates has been published.

Dinton has 7 seats and 6 candidates.

Therefore all candidates will be elected unopposed

There will be one vacancy which may be filled by co-option after the election.

The Wiltshire Council seat for Nadder has 3 candidates.

The election will take place on Thursday 6<sup>th</sup> May.

The polling station will be Dinton Village Hall.

There will also be an election for the Police and Crime Commissioner.

All the notices have been displayed on the three parish council noticeboards.

To confirm new Cllr packs – see attached.

**1249. Council meetings after 7<sup>th</sup> May 2021.**

On 26<sup>th</sup> March the Govt announced that it would not be extending the legislation allowing councils to meet remotely.

It also updated the advice on meetings.

- (i) To confirm the date of the May meeting.
- (ii) To delegate power to the Clerk to call the May meeting depending on the outcome of the legal challenge.

There is a consultation asking for views on remote meetings, details of which have been circulated.

- (iii) To confirm the response to the consultation for Dinton PC.

**1250. Community Litter Pick.** This year the Great British Spring Clean is being held from 28<sup>th</sup> May – 13<sup>th</sup> June, Wiltshire Council will support the event and collect bagged waste collected during the litter pick.

- (i) To confirm that Dinton will take part in this event.
- (ii) To confirm the date for the litter pick.
- (iii) To confirm who will be in charge of the event.

**1251. Parish Bus Shelters.**

**(i) To consider maintenance** required on the parish bus shelters.

- The Pound (wooden shelter).
- Opposite Sandhills Road (thatched shelter)
- Spracklands (wooden shelter)
- Nr Little Clarendon (stone shelter)
- Four Corners (stone shelter with tiled roof).

**(ii) Cleaning of the Bus Shelters.** To consider commencing the cleaning of the bus shelters now that lockdown 3 has ended.

**Finance**

**1252. Year ending 31<sup>st</sup> March 2021.**

- (i) To note the balance of the accounts.

Opening balance	£10,045.35
Total receipts	£13,907.34
Total payments	£12,695.30
Balance	£11,257.39

This includes ring fenced / committed monies totalling £6,767.45, leaving an available balance of £4,489.94.

The balance of the bank accounts is £11,916.01 which includes uncleared funds of £658.62

- (ii) To confirm the Internal Auditor for 2020/21.
- (iii) To confirm the Internal Audit and approval of accounts for 2020/21.
- (iv) To confirm the Asset Register for 2020/21
- (v) To confirm the Ear Marked Reserves for 2020/21

**1253. Year ending 31<sup>st</sup> March 2022.**

- (i) To note the balance of the accounts.  
Opening balance £11,257.39  
Total receipts £ 0.08  
Total payments £ 0.00  
Balance £11,257.48
- (ii) To note the current budget / spend
- (iii) To note payments made since the last meeting. None made.
- (iv) To confirm the installation of the two litter bins.
- (v) To authorise terms of expenditure, as detailed in the schedule of payments.
- (vi) To receive an update on the postal address for Dinton PC.
- (vii) Bank signatories for Dinton PC. Current signatories are Cllrs Fry, MacKinder, Rowitt and Smith.  
To add another bank signatory ahead of the election to ensure continuity.

**1254. Request for a Grant.** A request for £500 to go towards replacing the parish defibrillators. Please see completed application circulated with the agenda.

**1255. To receive an update (if available) on:**

- (i) Dinton Covid-19 volunteer group since the last meeting held on 16<sup>th</sup> March.
- (ii) Dog fouling in the parish – Cllr Southern
- (iii) Daffodils in Dinton – Cllr Southern
- (iv) Wildflower area – Cllr Southern
- (v) Emergency Plan for Dinton – Cllr Fry

**1256. To receive an update on actions from the meeting held 16<sup>th</sup> March 2021.**

**1257. Clerk's Report.** To note the following.

SWWAB met on 17<sup>th</sup> March.

Covid and Wiltshire Council updates.

Information regarding virtual meetings after 7<sup>th</sup> May.

Election information.

Information regarding operation Forth Bridge.

Audit documentation.

Query from a parishioner asking why an item was not inc on the March agenda. It transpired the request had been sent to my personal email address and I do not recall seeing it. As I have never used my personal email address for Dinton PC it seemed strange. I have asked the parishioner to delete the email address and would request that Cllrs do the same to avoid this happened again.

**1258. To note items for the agenda of the next meeting.** Cllrs are reminded that all agenda items require a title, description and proposal.

All agenda items must be received no later than 9am on Thursday 29<sup>th</sup> April.

**1259. To confirm the date of the next meeting which is scheduled to be held on Tuesday 11<sup>th</sup> May 2021.** This will be the Annual Parish Council Meeting.

Members of the Public are welcome to attend and are invited to speak if they so wish.

The period of time designated for public participation at a meeting in accordance with standing order 3(e) shall not exceed 15 minutes unless directed by the chairman of the meeting. Subject to standing order 3(f), a member of the public shall not speak for more than 3 minutes.

## **Supporting Information**

### **1246. Code of Conduct.**

Councils were required to adopt a Code of Conduct in 2012 following the Localism Act 2011.

There were two templates available, one from the SLCC and one from NALC.

Wiltshire Council adopted the NALC version and following advice from Unitary Cllrs so did many parish / town councils.

Dinton PC adopted the SLCC version.

Throughout the sector there have been numerous issues regarding conduct and so councils are asked to adopt a new Code of Conduct.

Please note that the sanctions remain the same.

In January 2021, the Local Government Association issued a new template Code of Conduct

[LGA Model Code of Conduct 2020](#)

An article was published in March 2021 encouraging councils to adopt the new Code.

[March 2021 article re Code of Conduct](#)

Dinton PC is advised to adopt the LGA Model Code of Conduct ready for the new term of office commencing in May 2021.

### **1248. New Cllr Pack.**

To confirm that the following information will be made available to all new Cllrs in May 2021;

- A welcome letter
- Declaration of Acceptance of Office
- Information on completing the Register of Interests.
- Code of Conduct\*
- Standing Orders \*
- Financial Regulations\*
- Grant awarding policy\*
- Lone workers procedure\*
- Vexatious correspondence and complaints\*
- Email guidelines\*
- Freedom of Information\*
- GDPR policies\*
- Good Cllr Guide
- Planning information
- Link to NALC website
- Link to WALC website
- Link to CPRE Planning documents
- Vision and Objectives statement\*
- Financial information for 2019/2020
- Jargon Buster as published by WALC
- Information on Parish Online
- Flood Plan\*
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- The calendar of meetings will be issued once this has been agreed.
- An updated contact list will be circulated once completed.

To confirm the format for this information;

- Hard copy
- Electronic – emailed
- Electronic – on a memory stick.

### **1249 May meeting**

There is a legal challenge (details have been circulated) which is scheduled to be heard on 21<sup>st</sup> April. This legal challenge is being supported by Robert Jenrick, MP. Secretary of State for Housing, Communities and Local Government.

As it currently stands;

Parish Cllrs take office on 10<sup>th</sup> May.

The Annual Meeting of the Parish Council must be held within 14 days of the day after Cllrs take office which is 24<sup>th</sup> May.

However Coronavirus restrictions do not permit indoor meetings of more than one household before 17<sup>th</sup> May.

After 17<sup>th</sup> May it is two households or 6 people but social distancing must be adhered to and masks worn. Dinton PC will have 6 Cllrs, a Clerk, Unitary Cllr and a possible candidate for co-option making 9, all from different households (at least 8 different households).

Under the Public Bodies (Admissions to Meetings) Act 1960 and Local Government Act 1972 ss100

All meetings must be open to the public and press.

The Clerk has contacted the village hall committee to enquire about availability as the meeting room is likely to be too small.

The cost for the large hall for a 2 hour meeting will be £50.

Dinton PC previously scheduled the May meeting for Tuesday 11<sup>th</sup>.

This date may not be possible if virtual meetings are not permitted.

Therefore the parish council may need to reschedule the May meeting until after 17<sup>th</sup> May but before 24<sup>th</sup> May.

In order to avoid having to call a meeting to confirm the date for the May meeting the power could be delegated to the Clerk having consulted all Cllrs.

### **1254 Request for a grant**

The completed grant application form has been circulated.

The request went into the Spring newsletter.

Please find attached a completed grant application. There is no organisation as such therefore there are no bank accounts or annual accounts. In 2016 the villagers provided funds to buy 3 defibrillators and it was all done on a trust basis. Those wishing to contribute were entered onto a list and once sufficient pledges had been made the funds were requested of the donor and the units were purchased. It is intended that the same method will be used again. If there are insufficient funds pledged the scheme will not proceed. Whilst I have requested £500 if the PC decide it can afford more it would not be refused.