

Draft Minutes of a Meeting of Dinton Parish Council (DPC) held on 21st March 2022 in the village hall.

Present: Cllrs Bennie, McCarthy, Rowitt, Smith, Southern and Upton.
In attendance: No Clerk, One member of the public.
Apologies: Cllr Wayman (Wiltshire Council).

Questions or statements from members of the public.

- Mark Dawkins (DRGT Secretary) gave a brief overview of the planning application for the children's play equipment at the Recreation Ground and offered to answer any questions when the item was discussed later in the meeting (see 34/22 Planning).
- Mark Dawkins expressed an interest in being Co-opted to the DPC (see 38/22 Parish Councillor Vacancy). He outlined his public service experience, along with his residency qualification and interest in the village as the Secretary of DRGT.

Wiltshire Council (WC) report:

No report. Apologies were received from Cllr Wayman.

Cllr Rowitt opened the meeting at 7.40pm

29/22 Apologies for absence. None.

30/22 Council meeting Minutes - to confirm and sign the minutes of the Parish Council open meeting held on 21st February 2022.

Actions from previous meeting:

| Action No. | Item | Owner | Deadline | Status |
|------------|--|---------------|-------------|--|
| 22-02-01 | Vote of confidence in Chair | Cllr Smith | 7 Mar 2022 | Closed See 42/22 |
| 22-02-02 | Contact bank re: signatories Provide Bank contact details to Cllrs Southern and Upton | Cllr Smith | 20 Mar 2022 | Closed |
| 22-02-03 | Simon Pritchard offer | Cllr Upton | 28 Mar 2022 | Closed See 40/22 |
| 22-02-04 | Payment method DAPTC invoice | Cllr Rowitt | 28 Feb 2022 | Closed |
| 22-02-05 | Copy of Mrs Brown invoice | Cllr Rowitt | 28 Feb 2022 | Closed |
| 22-02-06 | Details of ICO subscription renewal | Cllr Rowitt | 21 Mar 2022 | Closed |
| 22-02-07 | Latest bank statements | Cllr Upton | 28 Feb 2022 | Closed |
| 22-02-08 | Pre Audit Health Check quotation request | Cllr Upton | 28 Feb 2022 | Closed |
| 22-02-09 | Jubilee Gifts | Cllr McCarthy | 21 Mar 2022 | Closed See 36/22 |
| 22-02-10 | CIL Monies – Ideas for Use | Cllr Southern | 31 Mar 2022 | Open. Item Missed off Agenda. See Cllr Southern comments |
| 22-02-11 | Co-option of Councillor via contacts | All | 21 Mar 2022 | Closed See 38/22 |
| 22-02-12 | Cllr Vacancy – DPC notice boards | Cllr Rowitt | 21 Mar 2022 | Closed |
| 22-02-13 | Cllr Vacancy – Parish Newsletter | Cllr Southern | 31 Mar 2022 | Closed |
| 22-02-14 | Dog Fouling article for Newsletter | Cllr Smith | 31 Mar 2022 | Closed. Not an action on Cllr Smith. |
| 22-02-15 | Letter of reply to Mrs Churchill | Cllr Rowitt | 28 Feb 2022 | Closed See 40/22 |

FAW
19.7.22

The following amendments were made to the previous minutes.

20/22 (vii) Last sentence should read: *Cllr Smith will provide the Bank contact details to Cllrs Southern and Upton.*

27/22 Last sentence of first paragraph should read: *Mr Thomas is to draft an article and provide to Cllr Southern for the next Village Newsletter.* The action 22-02-14 Cllr Smith should be removed.

Dinton Parish Council resolved to approve the previously circulated Minutes which were taken as read, with the above amendments, and signed by the Chair.

Local Government Act 1972 sch 12, para 41(1)

38/22 Parish Councillor vacancy (brought forward)

Mark Dawkins again expressed his interest in becoming a Dinton Parish Councillor. He took the opportunity to read out his letter of interest in being co-opted. The letter stated his significant interest centred in the village as Secretary to Dinton Recreation Ground Trust. He confirmed that he met the criteria for becoming a co-opted member of the Council according to Section 79(1) of the Local Government Act 1972. He requested that the Parish Councillors consider his application at the start of the meeting to enable a vote to take place and if elected he could then fully participate in the meeting. Mark Dawkins confirmed that he was not disqualified from being a Councillor as detailed in the Local Government Act 1972 s79 and s80.

On the basis of his letter and although there was no paperwork available to sign, Mark Dawkins was unanimously voted onto the Council through co-option and welcomed by the Chair to the meeting. There was no objection to Cllr Dawkins taking part in the remainder of the meeting.

Cllr Rowitt, as Responsible Officer, agreed to arrange the signing of the 'Declaration of Acceptance of Office' form and inform Wiltshire Council of the co-option within the next 28 days.

22-03-01 Cllr Rowitt

Cllr Dawkins to register interests on the WC website.

22-03-02 Cllr Dawkins

Note: Subsequent to this meeting and following the resignation of the Responsible Officer (Cllr Rowitt), see 41/22, action 22-03-01 was completed by Cllrs Southern and Upton to ease the workload on Cllr Rowitt. Cllrs Dawkins, Southern and Upton convened to sign the 'Declaration of Acceptance of Office' for Cllr Dawkins. Until a new Responsible Officer is in post this paperwork is being held by Cllr Upton.

31/22 Declarations of Interest.

- (i) 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.
Cllr Rowitt – Expense Claim.
Cllr Dawkins – DRGT.
- (ii) In accordance with the Dispensation Procedure, any requests for a grant of dispensation must be submitted prior to this meeting.
None received.
Cllrs were 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.

32/22 Exclusion of the press and public. To agree any items to be dealt with after the public, including the press, have been excluded below.

Cllr Rowitt proposed that the press and public be excluded from the meeting before the discussion takes place on Item 40/22 on the grounds that, if the public and press were present during the transaction of such business, there would be a disclosure to them of exempt information described in paragraphs 1, 2 and 3 of schedule 12A to the Local Government Act 1972, as amended.
Public Bodies (Admissions to Meetings) Act 1960 and Local Government Act 1972 ss100

FAW
19.7.22.

33/22 Should DPC change meeting day to third Tuesday each month.

Cllr Smith proposed that the DPC meetings should return to Tuesday evening, thus avoiding possible clashes with any Bank Holiday Mondays throughout the calendar. There will still be no meeting in the month of August.

The council unanimously voted for the change starting from Tuesday 19th April.

34/22 Planning

(i) To consider how to respond to any planning applications made after the publication of this agenda.

PL/2022/01051 – Dinton Recreation Ground – Siting new children's play equipment.

- Cllr Rowitt stated that Wiltshire Council had not sent notifications of the Planning Application to a resident in St Mary's Road.
- Cllr Rowitt stated that a resident in St Mary's Road (opposite the site of the new play equipment) felt the siting of the equipment was too close to the road and children may run into the road.
- Cllr Dawkins stated that a full RoSPA risk assessment had been undertaken and that the bank between the play equipment and the road created a suitable barrier, as with existing equipment, to stop children running into the road.
- DPC voted all in favour to support the proposed application.
- Cllr Rowitt to send response to WC.

22-03-03 Cllr Rowitt

PL/2022/01566 – Dalwood Farm (NT property) – Internal and external refurbishment.

- Cllr Smith stated that the external works will not change the appearance of the existing structure but will be remedial works to a neglected building.
- Cllr Southern stated that the ecological concerns and plans of the NT were very good.
- Cllr Southern identified a key concern of night lights as this property is within the Cranborne Chase AONB which is an International Dark Night Skies Reserve.
- DPC voted all in favour to support the proposed application subject to meeting the Dark Night Skies policy.
- Cllr Rowitt to send response to WC after receipt of wording from Cllr Southern.

22-03-04 Cllr Rowitt

(ii) To receive an update on planning matters previously considered by Dinton PC.

PL/2022/00200 - 1 Lovegrove Acre – Approved without roof lights.

(iii) Tree applications.

None received.

35/22 Finance Year ending 31st March 2022.

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

Opening balance £11,257.39

Total receipts £21,058.13

Total payments £11,403.37

Balance £21,536.75

This includes ring fenced / committed monies totalling £15,135.85, leaving an available balance of £6,330.90.

The balance of the bank accounts on 21/03/2022 is £21,231.38.

See Finance Sheets supplied.

(ii) To note the current budget / spend.

- An error exists in the Payments spreadsheet. On 21/01/2022 a BACS payment to Cllr Upton was made for the sum of £18.45. This has been left out of the spreadsheet and Cllr Rowitt is to correct this.

22-03-05 Cllr Rowitt

- A payment of £40.50 has been made to Parish Online. This is in addition to those stated on the Payments spreadsheet.

EAW
19.7.22.

- (iii) To consider ring fenced monies and vire across. Not required.
 - Note. CIL money now available is £6,082.86
- (iv) To note payments made since the last meeting.
 - Mrs Brown £30.00 (Bus Shelter Cleaning); DAPTC £50 (Advertisement).
 - A unauthorised payment of £40.50 has been made to Parish Online. This is in addition to those stated on the Payments spreadsheet. Cllrs Rowitt and Smith decided that this payment should be made.
- (v) To authorise terms of expenditure, as detailed in the schedule of payments.
Mrs Brown £30.00 (Bus Shelter Cleaning); IOC £35.00; Cllr Rowitt £2.25 (Expns). All payments authorised to proceed.
- (vi) Jubilee celebrations. See Item 36/22.
- (vii) Update on Bank signatories. No correspondence to any member has been received from Lloyds Bank since previous meeting.
- (viii) Update on Village Hall payments. Cheque now cashed.

36/22 Jubilee Update.

- (i) Jubilee gifts. A celebration brooch has been chosen as a suitable gift for the children (18yrs and under) of the Parish. Cllr McCarthy will identify numbers through advertising in the Village Newsletter, School Newsletter and Facebook pages. Families within the parish are asked to contact Cllr McCarthy (email: cllrmccarthy@dintonparishcouncil.org) by 15th April. Final purchase requirements will be discussed at next DPC meeting.
- (ii) There has been no time to organise the planned Barn Dance in the Village Hall. As such the total Jubilee fund of £800.00 is now all available for the 'Picnic in the Park' event. The event will take place on Sunday 5th June and there will be Live music and a bar. DRGT is authorised to provide VAT invoices charged to DPC, to the sum of £800.00.

37/22 Emergency Plan Update.

- Cllrs Smith and Southern agreed in December 2021 to take over work on the Emergency Plan, which would be completed as soon as possible. Unfortunately, this work has not been completed in time to provide local planning for the emergencies caused by the recent storms, in particular Storm Eunice.
- Cllr Rowitt stated that the village is not required to have an Emergency Plan and it is the responsibility of parishioners to ensure they notify their electricity supplier if anyone in the household is elderly or vulnerable. There is no onus on the DPC to have a plan.
- Cllr Upton stated that his household's personal experience during the power outage caused by Storm Eunice was that the electricity supplier was not able to provide any emergency support and that the household had to rely on local support.
- Cllr Southern restated that many households were affected by Storm Eunice. Access to the Village Hall was denied because of a Church Meeting. Perhaps the Village Hall should have been commandeered. Fortunately, DRGT were able to open the Pavilion to provide access to warm shelter, hot drinks and food. This was all done by volunteers marshalled by Kirsty Yates.
- Following a vote the consensus was that a Local Parish Emergency Plan is required. This should cover local minor type incidents such as: Storms; Heavy Snowfall; Flooding; Major traffic accidents; and Aircraft accidents. Cllr Southern will work with Mr Michael Glover to coordinate details, resources and contents of the Emergency Plan.

38/22 Parish Councillor vacancy

Item brought forward. See above.

39/22 Approve/Reports from Parish Councillors

Cllr Rowitt – Nothing to report.

Cllr Southern – Plans for a revised village coffee morning have been instigated. The first date is 29th March 10:30-12:00 at the Village Hall. This is aimed at the elderly in the village. The cost is £40.00 per week. DPC needs to consider supporting this event as it is for the benefit of parishioners. Initial thoughts were to contact the Village Hall and ask for a discount.

22-03-06 Cllr Southern

BAW
19.7.22

Cllr Southern also highlighted that the Agenda items requested in her emails of both the 4th and 9th March, prior to the deadline, had been left out of the list for today's meeting. These were:

- Support for Village Hall Coffee Morning
- DPC Grants Policy
- Community Infrastructure Levy (CIL) Monies

Cllr McCarthy – Nothing to report.

Cllr Bennie – Nothing to report.

Cllr Smith – Bus Shelter damage has been reported to Police and a Crime Number has been issued. Cllr Southern added that she has been in contact with our Insurance broker and that DPC needs to get a stone mason to quote for repairs.

Cllr Upton confirmed that the Parish Steward had visited the Parish during the w/c 14th March and completed all identified issues. The Parish Steward reported that the ditch outside the front of The Forge on the Hindon Road is now blocked at the end nearest to Spracklands. This is due to the storm damaged tree root ball now having been stood upright in the ditch after being blown over in the high winds. Currently checking with WC to see how they wish to progress this issue.

Cllr Dawkins proposed and agreed to send a letter of thanks to Kirsty Yates for the voluntary work she and her team undertook during Storm Eunice.

40/22 Dinton Parish Clerk.

See Closed Meeting Minutes

Cllr Upton to notify the chosen candidate of DPC choice and other candidates that they were not successful.

22-03-07 Cllr Upton

Cllr Rowitt to supply to all Councillors a final copy version of most recent letter to ex-Parish Clerk/RFO.

22-03-08 Cllr Rowitt

41/22 Clerk's / Ms Camilleri Report Mar 2022 (circulated)

(i) Clerk Report. Various members of the Council have taken on aspects of the Clerk/RFO role since the ex-Clerk/RFO resignation in November.

- Cllr Rowitt – Responsible Officer for the DPC in addition to monitoring email correspondence, financial spreadsheets and banking transactions.
Reported the bus shelter issues as discussed earlier.

Cllr Rowitt announced his resignation from the role of Responsible Officer and from continuing with the Clerk/RFO duties he was undertaking. He stated that his skillset was insufficient for and he was stressed by all the duties involved. He added it was up to the rest of the Council to sort matter out should the new Clerk not come on-board from 1st April.

Cllr Upton pointed out that both the Council in January 2022 and Cllr Rowitt in February 2022 had stifled the employment of a Locum Clerk, which would have gone a long way to alleviating the stress and workload that not only he but all Councillors had experienced since the departure of the previous Clerk in November 2021.

- Cllr Smith – Meeting agendas – Nothing to report
- Cllr McCarthy, Southern & Upton – Meeting minutes – Nothing to report.
- Cllr Upton – Clerk/RFO Recruitment – See Closed Minutes

The Chair made no motion to find a replacement Responsible Officer should the new Clerk not come on-board from 1st April.

BAW
19.7.22.

Note: As a result of the resignation of Cllr Rowitt as Responsible Officer this Council could be running without a Responsible Officer from 1st April.

(ii) Ms Camilleri Report. See attached document.

42/22 Vote of confidence in Chair Cllr Rowitt.

Cllr Smith withdrew this item from the agenda. However, the Chair was unsure of the legal situation of doing this so the vote proceeded.

Of the seven Councillors present the Chair could not cast a vote.

The results of the vote was:

1 x Councillor did have confidence in the Chair.

4 x Councillors did not have confidence in the Chair

1 x Councillor abstained

It was declared that the Dinton Parish Council had no confidence in its current Chair.

Chair Cllr Rowitt stated that he would not resign.

Cllr Dawkins reminded all Councillors that The Nolan Report states that there is no official action required should a motion be carried other than placing on record in the minutes the fact that the Council has no confidence in the Chair. However, the principles of office contained in the Nolan Report demand Councillor integrity and leadership. This is at odds with a Chair's refusal to resign on losing a vote of confidence. Integrity would demand a resignation.

To note items for the agenda of the next meeting and to confirm the date of the next meeting as Tuesday 19th April 2022

Any agenda items must be sent to the Clerk no later than the 7th April. Please remember that any agenda item must include a title, information about the proposal and the proposal.

Current items from this meeting to be included in the next meeting agenda are:

- Jubilee Update
- Emergency Plan Update
- Community Infrastructure Levy (CIL) Monies
- Ex Parish Clerk/RFO – Mrs Churchill
- Village Hall block booking for Coffee Morning & Social Event & DPC Surgery
- DPC Grant Policy

Cllr Rowitt closed the meeting at 10.20pm.

I approve the Minutes
but cannot verify the
accuracy of them as
none of the present
councillors were members
of the parish council at
that time.

E A Wayman.
19.7.22.

ACTION LIST

| Action No. | Item | Owner | Deadline | Status |
|------------|--|---------------|-------------|---|
| 22-03-01 | Arrange Cllr Dawkins's signing of 'Declaration of Acceptance of Office' | Cllr Rowitt | 17 Apr 2022 | Open CLOSED Completed by Cllrs Southern & Upton |
| 22-03-02 | Register of interests on WC website | Cllr Dawkins | 17 Apr 2022 | Open |
| 22-03-03 | PL/2022/01051 – Send DPC response | Cllr Rowitt | 28 Mar 2022 | Open |
| 22-03-04 | PL/2022/01566 – Send DPC response | Cllr Rowitt | 28 Mar 2022 | Open |
| 22-03-05 | Error in Finance Spreadsheets to be corrected | Cllr Rowitt | 28 Mar 2022 | Open |
| 22-03-06 | Contact Village Hall | Cllr Southern | 28 Mar 2022 | Open |
| 22-03-07 | Contact successful and unsuccessful candidates | Cllr Upton | 28 Mar 2022 | Open |
| 22-03-08 | Provide Councillors with final copy of letter to Mrs Churchill (Sent about 4 th Feb 2022) | Cllr Rowitt | 28 Mar 2022 | Open |

BAW

19.7.22