

MINUTES MAY BE UPDATED BEFORE THEY ARE APPROVED AT THE NEXT PARISH COUNCIL MEETING

MINUTES OF THE MEETING OF DERRY HILL & STUDLEY PARISH COUNCIL  
HELD AT LANSDOWNE HALL, DERRY HILL  
MONDAY 14<sup>th</sup> JULY 2025

CALNE WITHOUT COUNCILLOR ATTENDANCE

Present (P): Apologies (A): Did Not Attend (X)

John Barnes (Chair)	P	Martin Handysides	A	Bruce MacInnes	p
Gavin McHale	P	Vaughan Mizon	P	Jean Spence	P
Philippa Todd	P	Andrew Turton	A	Claire Williams	P

Wiltshire Council Unitary Councillor (Calne Rural) Ashley O'Neill sent his apologies.

**601/25 Apologies**

To receive apologies.

Apologies received from Cllrs Turton and Handyside.

*It was unanimously resolved to approve the apologies and reasons for absence.*

**602/25 Public participation/ Correspondence**

602.1/25 Public participation

Opportunity for members of the public to address the Committee.

602.2/25 Correspondence

For the Clerk to report any correspondence not circulated.

There were no members of the public who wished to speak at this point or correspondence to circulate.

**603/25. Declarations of Interest**

Declarations from Councillors of any disclosable pecuniary interest (Standing Orders 13b) or other interest (Standing Orders 13c) in respect of matters being considered by the Council.

Cllr Barnes declared his interest in planning application re 12 Old Derry Hill, as owner of the property.

**604/25. Chairman Announcements**

The chairman thanked the fete committee for excellent village fete, despite the heatwave, was a really good afternoon and well attended and thanked the councillors for helping out on the day.

## 605/25. Minutes

**Recommendation:** That the Committee approve the [Minutes](#) of the meeting held on 9<sup>th</sup> June 2025 as a true and fair reflection of the motions agreed by the Committee and the discussion that took place and that these be signed by the Chairman as such.

*It was unanimously resolved to approve the minutes as a true and fair reflection of the motions agreed by the council.*

## 606/25 Clerk Report

For the clerk to update on actions noted in the previous month's minutes.

The clerk reported that the initial financial transfer has been made to the other councils, the remaining 20% will be sent on conclusion of the external audit.

All planning applications were responded to.

Note my working pattern will be varied over the next six weeks, I'll keep my diary as up to date as possible, but I'll respond when working.

## 607/25 . Accounts

### 607.1 Payments

Recommendation that the following payments be approved:

Place Studios	CCNP training sessions and materials	£2850(ex vat)
Place studios	Online recorded workshop	£200 (ex vat)
SLCC	Annual membership – K Checchia	£190
Oakford Technology	EEST anti virus license	£12.60 (including vat)

And any other payments received since the issue of the agenda.

*It was unanimously resolved to approve all payments .*

### 607.2 Balance and Expenditure

To consider and approve the [balance and expenditure](#) for the period ending 30 June 2025.

**Recommendation:** That the Council approves the balance and expenditure for the period ending 30<sup>th</sup> June 2025.

*It was unanimously resolved to approve the balance and expenditure report.*

### 607.3 Training Request

To approve attendance by 1 councillor to the NALC course [Beyond the Precept: Exploring alternative income sources](#) at £35

**Budget;** Training

Councillor McHale was nominated to attend the course.

*It was unanimously resolved to approve Cllr McHale to attend the training course.*

## **608/25. Update from finance committee**

### **608.1/25 To approve minutes**

To approve and for the chair to sign the [minutes](#) from the Finance Committee meeting Monday 23<sup>rd</sup> June 2025.

*It was resolved by majority to approve the Finance committee meeting minutes as a true and fair reflection of the meeting.*

### **608.2/25 Large Grant request**

To consider the [large grant request](#) received by the Finance committee from the Lansdowne Village Hall and their recommendation.

**Recommendation;** To approve the grant funding request to the amount requested £5000

**Budget;** Community Facilities

Cllr Barnes summarised the considerations of the finance committee in reaching its recommendation.

Cllr MacInnes – joined the meeting at 19.53.

The councillors asked a number of questions to the management committee; Asked about other sources of funding, how halls are generally funded. What about the maintenance grant, what about other large projects that are likely to be needed? Will the reserves get used up by this project? What then?

The councillors discussed the grant request.

It was noted that supporting the grant application from the hall in turn supports the many community groups that rely on the hall for their activities.

**Proposal;** to approve the recommendation of the finance committee to approve the grant funding request of £5000.

*It was unanimously resolved to approve the large grant request for £5000 to the Lansdowne Village Hall.*

### **608.3/25 Future of Grant Funding**

To review the [report](#) on the future of grant funding for Derry Hill & Studley Parish Council

**Recommendation;** Having discussed the paper the Finance committee is recommending 'Option 3' to Council, for implementation in future years, assuming that Council accepts the recommendation to award the Lansdowne Hall grant request, and noting that it may still be possible to have a Tranche 2 Window in the New Year, if Finance Committee is able to allocate additional funding from budget savings elsewhere.

**Proposal – to implement a grant policy based on 'option 3'**

- A Tranche 1 deadline (apply by August for decision in September).

- Any unused funds would then be carried over to a Tranche 2 deadline (apply by February for decision in September). The benefit of a later (March) window would be that the Council may choose to make more money available in the event of underspending against other cost codes.

*It was unanimously resolved to approve a grant policy with two opportunities to apply for funding in the year.*

#### **608.4/25 Solar Farm Community Fund**

To review the [report](#) and the recommendation from the finance committee.

**Recommendation;** The finance committee recommend that discussions with Eden Renewables are based around 'option 2' Parish Council supported by and advisory panel.

**Proposal;** Option 2, The Community Fund would be administered directly by Derry Hill and Studley Parish Council, as a ring-fenced fund available for grant-funding community organisations and projects. Grant Decisions would be made by a Community Advisory Panel made up of both parish councillors and community members, with the Parish Council retaining a right of veto.

*It was unanimously resolved to recommend to Eden Renewables that the community fund would be administered directly by Derry Hill & Studley alongside a community advisory panel*

#### **608.5/25 Review of quote for Well House Repairs.**

To consider the [report](#) for well house repairs and the revised quote.

**Recommendation;** It is recommended that the Council approves a revised budget of £1,390 for repair work to the Well House in Old Derry Hill.

**Budget;** Equipment and Facility Maintenance

*It was unanimously resolved to increase the budget for the well house works to £1390.*

#### **609/25. Update From Engagement and participation working group**

609.1/25 Inspire Magazine

To consider the [report](#) regarding the Inspire magazine.

**Recommendation:** The Parish council discuss taking on the responsibility of producing and publishing the Inspire Parish magazine.

**Budget;** Engagement and Participation

Cllr Todd provided some background to the proposal.

There was a discussion regarding public perception of the advertising revenue from the magazine.

Additionally there was a discussion about GDPR requirements of sharing the data set required for the Parish Council to take control of the publication.

**Proposal;** Parish council take on the role of editing and publishing the inspire magazine for the September edition online to ensure its survival with the option of review of clerks input hours in six months' time and ensure immediate development of an advertising policy to

ensure that legal obligations are met and that the parish council delegate the clerk, Chair and Cllr McHale to deal with the financial handover arrangements with the PCC including GDPR compliance and report back to September meeting.

*It was unanimously resolved to approve the proposal.*

#### **609.2/25 Website updates**

To consider the [report](#) regarding website update.

**Recommendation;** That the parish council consider the engagement of a professional photographer to obtain a portfolio of images for use on the council website.

**Budget;** IT and Email Provision

Councillor Todd volunteered to source the images with the help of her husband., Clerk to send list of images that are wanted the £475 reserved for website improvements to be released back into the general reserves.

#### **609.3/25 Update from Derry Hill & Studley Summer Fayre**

To receive a verbal update from the recent engagement at the Derry Hill & Studley Summer Fayre.

A brief update was given. Some engagement opportunities with three people putting their name forward for co-option.

#### **610/25. Planning**

To consider the planning applications currently out for consultation. List below.

PL/2025/05035 <b>Erection of a single story front extension</b>	8 Lansdowne Crescent, Derry Hill, Calne, SN11 9NT  <a href="https://development.wiltshire.gov.uk/pr/s/planning-application/a0iQ300000EgmmX">https://development.wiltshire.gov.uk/pr/s/planning-application/a0iQ300000EgmmX</a>
<p>The councillors discussed the application and the changes since the previous application.</p> <p>Recognise that it is an improvement on the previous application but still conflicts with the design code because it is too big covers more than 50% of the front of the building and is not subordinate to the existing building.</p> <p><i>It was unanimously resolved to object to the application on the basis that it doesn't meet the requirements of the Calne Community Neighbourhood Plan design code.</i></p>	
PL/2025/05361 (listed building consent)  PL/2025/05163  Removal of existing oil tank from front garden. Installation of 8.5 kW air source heat pump to rear of	12 OLD DERRY HILL, CALNE, SN11 9PJ  <a href="https://development.wiltshire.gov.uk/pr/s/planning-application/a0iQ300000EzM5B">https://development.wiltshire.gov.uk/pr/s/planning-application/a0iQ300000EzM5B</a>  <a href="https://development.wiltshire.gov.uk/pr/s/planning-application/a0iQ300000EpDXp">https://development.wiltshire.gov.uk/pr/s/planning-application/a0iQ300000EpDXp</a>

property and connecting pipework. Internal works: Installation of slimline heat pump tank and immersion heater, new radiators to hall and kitchen extension and replacement radiators to living room and bathroom, servicing and replacement of thermostatic valves on retained radiators, modifications to plumbing, removal of existing hot water cylinder and oil boiler (Changes to PL/2025/01847).	
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<p>Cllr Barnes left the room, It was noted that the council supported previous application. The Variance is the heat pump location which is proposed to be moved 3m away from the property.</p>
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<p>No objections as it complies with policies within neighbourhood plan <i>Approved unanimously</i></p>
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#### **611/25 Update from Neighbourhood Plan,**

To consider approval of costs to print 3 additional copies of neighbourhood plan part 1 and 2. Current quote range from £10.42 - £21.29 / unit

**Budget;** Office Supplies

**Proposal approval of up to £65 for three printed copies of the neighbourhood plan.**

*A budget of up to £65 was unanimously approved for the printing of three further hard copies of the neighbourhood plan.*

#### **612/25. Update from Road Safety Working group**

**612.1/25** To consider the [update](#) from the Highways, Transport and Road Safety Working Group

**Recommendation:** that the report is noted.

Report was noted.

**612.2/25** To consider the [Highways Improvement Request Form](#), requesting the installation of give way white lines at the junction of Petty Lane and Lansdowne Crescent East / Bowood Close.

**Recommendation:** that the Highway Improvement Request Form is endorsed and submitted to Calne Area LHFIF.

*It was unanimously resolved to endorse the form for submission to Calne Area LHFIF.*

### **613/25. Co-option Process**

To set a timeline for the co-option process.

**Recommendation;** The Council are asked to consider a deadline for applications and the date of the meeting where applications will be considered.

Applications to close on 15<sup>th</sup> August.

Contact everyone who has expressed interest,

If multiple applications we would organise a co-option meeting for Thursday 28<sup>th</sup> August,

If no more than 1 option for each vacancy would co-opt at the start of the September meeting.

Clerk to amend back page of recent leaflet and publish on Facebook and website and noticeboards.

*The Timeline for the co-option process was unanimously approved.*

### **614/25. Pewsham Waterside Project - Wilts and Berks Canal Trust.**

To consider the attached [report](#).

**Recommendation;** That the Council supports the Pewsham Waterside Project by entering into the Memorandum of Understanding with the Wilts & Berks Canal Trust and by nominating a councillor to serve on the Steering Group.

BM – noted the previous H&S issue from the group and concerns regarding legal liabilities. Make sure we're not taking on any management or oversight role of the project. Make sure it's just for views and input.

Important to make role clear in the Memorandum of Understanding.

Proposal; to support entering into a Memorandum of understanding.

*It was unanimously resolved to enter into an Memorandum of understanding with the Wilts and Berks Canal Trust.*

Proposal; nominating councillor to serve on the steering group, Handyside and McHale.

*It was unanimously resolved to nominate Councillors Handyside and McHale as representatives for the steering group.*

### **615/25. Date and time of next meeting.**

To confirm the date and time of the next meeting Monday 8<sup>th</sup> September 2025 7.30

*Confirmed.*

The meeting closed at 9.36