

AGENDA**Donhead St Andrew Parish Council****Full Meeting**Friday 13th March 2020 at 7:45pm

Donhead St Andrew Church

Councillors are summoned to a meeting called by:Mrs Jessica Luck, Clerk to the Parish Council
c/o Truffles, Pigtrough Lane, Donhead St Andrew, SP7 9ES
donheadstandrewpc@gmail.com*Jessica Luck*09th March 2020

The Chairman will confirm if any part of the meeting **may not** be filmed, photographed or audio recorded.

If any member of the public has an objection to being filmed, photographed or audio recorded, would they make themselves known to the Chairman or the Parish Clerk before the start of the meeting.

Public Participation and Presentations - Questions and/or statements

This is an opportunity for residents of Donhead St Andrew Parish to speak before the meeting commences, for a maximum of 3 minutes, on any agenda item or other matter of interest.

13.03.01 **Apologies** received/accepted and those present/not present.13.03.02 **Declarations and Dispensations**

a. declarations of disclosable pecuniary and non-pecuniary interests already declared in the Register of Interests

b. declarations of disclosable pecuniary and non-pecuniary interests not previously declared in the Register of Interests.

13.03.03 **Approval of minutes:**Full meeting - 10th January 2020, PCnllrs to approve.**PLANNING MATTERS**13.03.04 **Planning applications** - No Applications have been received since the last meeting.13.03.05 **Applications determined since last meeting** - PCnllrs to note this information previously circulated via email.13.03.06 **Oakfield House 19/00291/ENF Enforcement** - PCnllrs to note that the hedging around the tennis court has now been completed and the case has been closed.13.03.07 **Wiltshire Green InfraStructure and Green Spaces Survey - Deadline for response 31/03/2020.** Pcnllrs to refer to emails previously circulated by the clerk and inform the clerk of any alterations such as areas of new Green Infrastructutre or Open Spaces that should be identified and any aspects that they would like documented in the survey. The Householder survey for individual residents to complete if they wish has been loaded on to the DsA PC website for their completion and advertised on Nextdoor Community App.**FINANCE**13.03.08 **Approval of payments information**

PCnllrs to note and approve retrospective payments made between 01/01/2020 and 29/02/2020 - all from approved budgets, circulated previously via email. Pcnllrs to note a second batch of Wildflower seed purchased for cemetery bank.

13.03.09 **Approval of Bank Reconciliation**

	PCnllrs to note and approve the bank reconciliation for January and February 2020, Circulated previously via email.
CEMETERY	
13.03.10	War memorial/headstones maintenance - PCnllrs to note that Simon Wakeman has made the clerk aware that some headstones are unstable. The clerk and PCnllr MC will be attending a training course in May which should assist the clerk in preparing a suitable headstone inspection and remedy process and allow the clerk and PCnllr MC to carryout inspections.
13.03.11	Cemetery grounds: <ol style="list-style-type: none"> a. Mowing & strimming -ongoing from spring. b. General grounds Maintenance - ongoing. c. cremation plots - Nothing to report. d. Wildflower Bank - The wildflower seed has been purchased and Simon Wakeman will commence sowing at the beginning of April.
13.03.12	The Living Churchyard Project - PCnllr JB will discuss this with PCnllrs and then all PCnllrs to resolve whether they would like to adopt any recommendations (in our cemetery) such as reduced grass mowing.
13.03.13	Commonwealth War Graves Signage - PCnllrs to refer to previous emails circulated by clerk and resolve whether they would like a sign to be sited at the cemetery which states that a war grave is present in our cemetery to raise public awareness of war graves in the UK.
HIGHWAYS/Rights of Way	
13.03.14	Footpaths - <ol style="list-style-type: none"> i. Update from P.Cnllr PMA on bridge repairs at FP1 (Donhead House) and FP3 (Kelloways Mill) ii. Potential oil contamination on FP3 (Nr Meadowbank House) -The Environment Agency are not investigating due to no other complaints being logged. iii. Update from PCnllr MC concerning the non-dog friendly stiles at DSTA5 by Donhead Mill.
13.03.15	Pedestrian Gate Funds - PCnllr MC to confirm whether land owner written permission has been received to potentially replace stiles with pedestrian gates at TISB50 (Westfield Farm), DSTA14 (the three stiles along this path towards Pile Oak Lodge) and DSTA4 (Kelloway's Mill). Approval for a gate at DSTA6 (near Leat House) obtained so far.
13.03.16	Whitesands Junction - PCnllrs to resolve whether they support a scheme to add giveway signage at this junction to assist traffic approaching the A30 from Berwick direction. There is currently no stop/giveway warning. The scheme is likely to cost Wiltshire Council between £600 - £1000 and they will ask for a 25% contribution from DsA PC to assist with this cost. PCnllrs to refer to emails previously circulated by clerk.
13.03.17	Finger Post Replacment At the request of PCnllrs, PCnllr MC had been asked to survey the condition of the fingerposts. Upon further inspection PCnllr MC recommends that the Cross rivers fingerpost needs replacing rather than repairing. Two quotes have been received to make three new fingerposts at Crossrivers, Wardour/Sands Lane junction and West End Triangle. <ol style="list-style-type: none"> i. PCnllrs to consider different wood recommendations aswell as cost from each carpenter and resolve which quote to go ahead with. ii. PCnllrs also to resolve whether they would like a new fingerpost at the Pigstrough/New Road junction where a finger has rotted off. iii. PCnllrs to note that the fingerpost at West End/Saint Bartholomews Street junction and noticeboards require redecoration. The Clerk will try to obtain quotes for this.

13.03.18	Parish Steward Reports - suggestions for work to P.Cnllr CB.	
OTHER MATTERS		
13.03.19	Meeting Venue - Pcnllrs to resolve whether they feel DsA Church is suitable as an ongoing meeting venue for the PC or whether they feel we need to use it for a few more meetings before a definite decision is made.	
Reports		
13.03.20	W. Cnllr Tony Deane	
13.03.21	<p>Other reports:</p> <p>Chairman-</p> <ul style="list-style-type: none"> i. The two wooden benches have now arrived and a secure method of installation will be investigated before they are put in place. ii. Road re-surface update- David Button (WC Highways) has confirmed that he has prioritized West End/Lower Street for reactive patching and the unnamed road leading away from Barkers Hill from the Haven property is to be attended to by the "Hot materials gang". <p>Clerks report-</p> <ul style="list-style-type: none"> i. PCnllr MC has been approached by a resident complaining about a neighbour having regular bonfires. PCnllr MC told the resident that if after talking to the neighbour the problem was still persisting then it could be reported by the resident to Wiltshire Council Environmental Health. The Clerk wants to reiterate that the Parish Council do not have legal powers to deal with matters such as these and that they need to be dealt with between the resident and Wiltshire Council. The clerk suggests that the resident keeps a diary documenting dates and weather at the time of the bonfires as this will assist Environmental Health in dealing with their grievance. ii. Website Accessibility legislation - The Clerk is still researching this matter. 	
13.03.22	<p>Closure of meeting and Date and time of next meetings:</p> <p>Annual Parish Council Meeting (APCM) Friday 15/05/2020 7pm at Donhead St Andrew church (if this venue is decided by PCnllrs)</p> <p>Full Council Meeting Friday 15/05/2020 7.30pm at Donhead St Andrew Church (if this venue is decided by PCnllrs)</p> <p>Interim planning meetings as required.</p>	
	Public participation - for comments relating to the evening's agenda items and discussion.	