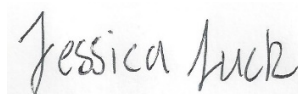


# **Donhead St Andrew Parish Council**

## **Notice of Annual Parish Council Meeting & Agenda**

**All Councillors are hereby summoned to participate in the Parish Council meeting held at Donhead St Andrew Church**

**at 7pm on Friday 21st May 2021**



Jessica Luck, Clerk to  
Donhead St Andrew Parish Council  
17.05.2021  
[donheadstandrewpc@gmail.com](mailto:donheadstandrewpc@gmail.com)

### **Notes:**

- a. Agenda papers will be available on the Donhead St Andrew [Parish Council website](#).
- b. The Chairman will confirm if any part of the meeting may not be filmed, photographed, or audio recorded; any residents participating must note that the meeting may be recorded by the Clerk for the purpose of producing the minutes. If any member of the public has an objection to being filmed, photographed or audio recorded, please would they make themselves known to the Chairman or the Parish Clerk before the start of the meeting.
- c. Reference to "PCnllrs" is an abbreviation of Parish Councillors and "WC" is an abbreviation of Wiltshire Council.

### **Questions or Statements**

A short period of time will be set aside prior to the start of the meeting and after the meeting has finished for questions or statements from members of the public on any matter concerning the village; each person speaking for no longer than 3 minutes.

Please note that any question requiring an answer that needs to be researched will be noted and included in the agenda for the following meeting. Statements will be noted at the meeting, but no discussion will take place unless the topic is already on the agenda; any discussion will take place during the agenda item.

**Thank you presentation to long-serving, ex-Councillors Blanche Miller and Michael York**

**Report from Wiltshire Councillor**

### **Meeting Agenda**

#### **21.05.01**

### **Election of Chairman**

#### **21.05.02**

### **Election of Vice Chairman**

#### **21.05.03**

### **Declarations of Office and Register of Interests**

All PCnlrs to review their register of interests and advise the clerk if there are any changes. All PCnlrs to sign their declaration of office in the presence of the clerk.

#### **21.05.04**

### **Those present and apologies for absence**

#### **21.05.05**

### **Declarations of Interest**

Any Parish Councillor wishing to declare interests should do so at this point:

- 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.
- c. dispensations: if required.

#### **21.05.06**

### **Resolution of minutes**

- a. Full meeting 12th March 2021
- b. Interim Meeting, planning application (Whitesheet Cottage) 22nd April 2021

#### **21.05.07**

### **Review of Key Documents**

- a. **Standing orders version 1.1 and Financial regulations version 1.1**  
PCnlrs to review these existing policies and recommend any changes for consideration. The clerk doesn't have any changes to recommend at present.
- b. **Asset Register 31/03/2021**  
PCnlrs to review and approve as a correct record unless they have any queries.
- c. **Donhead St Andrew Parish Council Risk Assessment version 1.1**  
PCnlrs to review and approve unless they have any alterations to suggest.
- d. **Pre-Planning Application Consultation Policy version 1**  
PCnlrs to resolve whether they want to adopt the highlighted changes recommended by PCnlr CB.

## Planning Matters

### 21.05.08

#### Applications determined since last meeting for information

[21/00019/FUL](#) Donhead Lodge, St Bartholomews Street, SP7 9EB – Increase of wall height approved.

### 21.05.09

#### New Applications

[PL/2021/04402](#) St Andrews Church, Barkers Hill, SP7 9EB – Reduce limbs of Yew tree by up to 2meters and raise canopy by up to three meters from the ground. PCnllrs have confirmed they have no objections to this application, and this has been submitted to Wiltshire Council.

### 21.05.10

#### Review of the Village Design Statement

Further to 12/03/2021 meeting, all PCnllrs are to carefully review the VDS and suggest any specific alterations that they feel need to be made. Each suggested alteration will be voted on by the PC. All the PC agreed, proposed changes will then be published to allow residents to give their feedback prior to any changes being made to the VDS. PCnllrs to refer to the suggested alterations in Michael York's email reference 10a.

### 21.05.11

#### Finance

##### a. Approval of retrospective payments

PCnllrs to note and approve retrospective payments made between 01/03/2021 and 30/04/2021 – all from approved budgets.

##### b. Approval of bank reconciliation

PCnllrs to note and approve the bank reconciliation for March and April 2021.

##### c. Interim Budget for information

PCnllrs to note and ask any questions they may have regarding the interim budget as at 30/04/2021.

### 21.05.12

#### Annual Governance & Accounting Return 2020/21

PCnllrs to note the Internal Auditor has signed the internal audit report of the Annual Return for y/e 31/03/2021 with no issues raised before resolving:

a. **Certificate of exemption** – see also bank reconciliation which evidences income and expenditure are less than £25,000.

b. **Internal Audit Report**

c. **Section 1 Annual Governance Statement**

d. **Section 2 – Accounting Statements 2020/21** – see also annual return statement generated from Rialtas accounting which provides the figures for this accounting statement.

### 21.05.13

#### Cemetery

##### a. Cemetery Maintenance

PCnllrs to raise any maintenance issues that they feel need attention in the cemetery.

##### b. Silent Soldier

PCnllrs to note that this has now been erected on the cemetery bank.

## Highways/rights of way

### 21.05.14

#### **Pedestrian Gates**

PCnlrs to note that the clerk has applied for a grant from Wiltshire Council to replace the stiles with pedestrian gates at DSTA 6 as you enter the field from New Road, DSTA 14 as you walk from Parkgate Farm towards Ten Acre Copse, DSTA 7 by the Heron Ponds and on DSTA 14 opposite Pile Oak Cottage. The PC are hoping this increases the ease of use and accessibility of our footpaths.

### 21.05.15

#### **Foothpath update from PCnlr PMA.**

### 21.05.16

#### **Fingerpost at Scotts Hill/New Road junction**

PCnlrs to resolve whether there is a new suitable position for this post (visible but not vulnerable to being knocked, potentially by the grit bin) and if so whether they want to install a new fingerpost by the same supplier of the recently replaced posts. (If costs haven't changed it will be £885 + £200 installation).

### 21.05.17

#### **Parish Steward Reports**

Suggestions for work to PCnlr CB.

## Other matters

### 21.05.18

#### **Review of the day of Parish Council Meetings**

PCnlrs to resolve whether to change the day from Fridays to another weekday.

## Reports

### 21.05.19

#### **Chairman**

### 21.05.20

#### **Clerk**

The Clerk would like PCnlrs to be aware that she has booked "Councillor Fundamentals" training for Shena and Jane on 11<sup>th</sup> June. Total cost £60+vat all within the approved training budget.

### 21.05.21

#### **Closure of meeting and date and time of next meetings**

Full Council Meeting - 7.30pm Friday 9<sup>th</sup> July 2021 at Donhead St Andrew Church

Planning Application meetings as and when they arise.

## Questions or Statements

A further opportunity for questions or statements from members of the public on any matter concerning the village; each person speaking for no longer than 3 minutes.