

# Donhead St Andrew

## Parish Council



### **Notice of Meeting:**

**To all Members of Donhead St Andrew Parish Council, you are hereby summoned to participate in the Annual Parish Council meeting held at St Andrew's Church, Donhead St Andrew on Thursday 19th May 2022 @ 7:00pm**

Signed: *S. Pritchard*  
**Mr Simon Pritchard PSLCC**  
**Parish Clerk & RFO**  
12.05.2022

### **Notes:**

- a) Agenda papers will be available on the Donhead St Andrew Parish Council website.
- b) 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.

### **Questions or Statements from Residents:**

A short period of time is 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.

### **Report from Wiltshire Councillor Nick Errington:**

To receive a verbal update from Wiltshire Councillor Nick Errington and an opportunity for residents / Councillors to ask questions.

## Formal Meeting Agenda

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### **1) Election of Chairman:**

To appoint a chairman for the municipal year 2022/23

### **2) Election of Vice Chairman:**

To appoint a vice-chairman for the municipal year 2022/23

### **3) Apologies of Absence:**

To receive and approve any apologies of absence

### **4) Declarations of Interest:**

Members to declare interests in any agenda item:

- 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) Applications for dispensations: to be submitted in writing to the Parish Clerk before the meeting

### **5) Adoption of Previous Council Meetings Minutes:**

- a) Meeting of Friday 11<sup>th</sup> March 2022
- b) Interim Meeting Monday 25<sup>th</sup> April 2022

### **6) Members Portfolios:**

To confirm any special areas of responsibility held by members on behalf of the Council (to be recorded on website)

### **7) Assets Register 2022:**

To review and adopt the council's assets register

### **8) Risk Assessment 2022/23:**

To review and adopt the 2022/23 risk assessment

### **9) Insurance Renewal 2022/23:**

To review and approve the council's insurance policy - £418.45

### **10) Annual WALC Membership Renewal 2022/23:**

To consider maintaining membership of the Wilshire Association of Local Councils and authorising payment of £184.78

### **11) Confirmation of 2022/23 Meetings Dates / Times:**

To confirm the date and times of the Parish Council meetings for the municipal year 2022/23

### **12) Planning Applications Submitted to Wiltshire Council:**

To pass comment on any planning applications listed below that have been submitted to Wiltshire Council

Find the full details of the applications on the Wiltshire Council website:

<https://development.wiltshire.gov.uk/pr/s/>

**Application No:** PL/2022/03344  
**Application Type:** Listed building consent (Alt/Ext)  
**Proposal:** Restoration of Parkland follies  
**Site Address:** Trappers Lodge, Old Wardour Castle, Tisbury

**Application No:** PL/2022/03353  
**Application Type:** Listed building consent (Alt/Ext)  
**Proposal:** Restoration of Rock Arch  
**Site Address:** Rock Arch, Old Wardour Castle, Tisbury, SP3 6RJ

### **13) PARISH COUNCIL FINANCE:**

**a) Approval of Payments:**

To receive and approve payments to be made and retrospective payments

**b) Bank Reconciliation:**

To receive and approve the latest bank reconciliation

**c) Budget Vs Spend to Date:**

To receive the latest budget spend to date.

### **14) Annual Governance & Accounting Return 2021/22:**

**a) Internal Audit Report 2021/22:**

To receive the Internal Auditors report for 2021/22

**b) The Annual Governance Statement 2021/22:**

To resolve on the council's response to the governance statements

**c) The Annual Accounting Statement 2021/22:**

To receive and approve the annual accounting statement

**d) Declaration of Exemption:**

To resolve on claiming exemption from External Audit for 2021/22

**e) Confirmation of Public Rights:**

To confirm the dates for public rights of inspection will be Monday 13<sup>th</sup> June to Friday 22<sup>nd</sup> July 2022

### **15) Parish Council Cemetery:**

**a) Cemetery Maintenance - Tree Works:**

The Parish Clerk believes that professional advice should be sought over the management of the trees on the cemetery. Some may need to be removed with others reduced in height. Members to agree on seeking advice and quotes.

**b) Availability of Cemetery Data:**

A request has been made by a member of the public that the Parish Council share its Cemetery data with St Andrew's Church. The records are public records and if a request is made by the Church for data this would be granted.

### **16) Platinum Jubilee Grant:**

To resolve on the granting of money to the jubilee celebrations in the Village.

### **17) New Websites:**

To resolve on the following websites:

**a) Donhead St Andrew Parish Council Website:**

To replace the current parish council website, using the same person made <http://charltonhorethorne.org.uk/> to set up one with almost a similar feel for a budget of £300 with ongoing cost of £190 per year.

**b) A Donheads Website - For Local News and Organisations:**

To commission the same person to make a community website that covers both Donheads areas for around £100 set up cost and £190 a year ongoing. Cost to be shared with St Mary Parish Council.

The website would have four functions:

- 1) To direct people to the St Andrew website via a clickable link
- 2) To direct people to the St Mary website via a clickable link
- 3) To carry any local news applicable to one or both parishes
- 4) To host any local organisation that would like a website page, but doesn't want to undertake commissioning a full website - to this end, the Donhead Digest is very supportive of this project and would like a page.

**18) Verbal Reports:**

For reporting matters only. No decisions can be made under these items.

- a) Highways
- b) Rights of way
- c) Parish Steward Reports
- d) Chairman Reports
- e) Parish Clerk Reports
- f) Others?....

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End of Formal Meeting

**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.