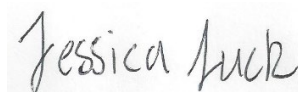


Donhead St Andrew Parish Council

Notice of Full 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 11th March 2022



Jessica Luck, Clerk to
Donhead St Andrew Parish Council
07.03.2022
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. 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.

In remembrance of Michael York

It is with great sadness that we reflect on the passing away of Michael York last month and our thoughts are with his wife Christine and their three children during this painful time. Michael recently retired as a Parish Councillor after over twenty years of service and even after he left the Parish Council, he continued to be actively involved by attending meetings and sharing his views and wealth of experience to improve our community. He was dedicated, generous with his time, supportive and kind and will be sorely missed.

We'd like to observe a minute's silence to reflect and honour Michael's memory before we commence our meeting today.

A minute's silence for the people of Ukraine

The PC will observe a further minute's silence for those killed and the suffering occurring in the ongoing conflict with Russia.

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.

Report from Wiltshire Councillor Nick Errington.

Meeting Agenda

11.03.01

Those present and apologies for absence.

11.03.02

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.

11.03.03

Resolution of minutes

- a. Minutes of Full Council Meeting 14/01/2022.
- b. Interim Meeting Minutes –Rose Cottage and Pile Oak Cottage Planning Applications 22/01/2022.

11.03.04

New Clerk and Responsible Financial Officer

The existing clerk and RFO Jess Luck is stepping down shortly and we welcome the new clerk, Simon Pritchard who will be starting on 01/04/2022. We welcome him to our PC and very much look forward to working with him.

Planning Matters

11.03.05

Applications determined since last meeting for information.

[PL/2021/08517](#) Henrietta Field Study Centre, Barkers Hill, Donhead St Andrew, Shaftesbury, Sp7 9eb. The proposed Conversion of the former school building to form two new dwellings has been approved by WC subject to conditions.

11.03.06

New Applications for resolution

[PL/2022/00572](#) Oakfield House, New Road, Donhead St Andrew, Shaftesbury, SP7 9ER. The proposal is a variation of condition 2 (bat roosts) on 13/03203/VAR to allow for different position than originally approved. PCnllrs to resolve how to respond.

11.03.07

Enforcement

Information Only - A resident complained about two inhabited caravans situated alongside the footpath on Whitesheet Hill. The Clerk reported this to WC. One caravan has now been removed, the second burnt down in situ. PCnllr CB reported the debris to WC and this will be cleared shortly.

11.03.08

Review of the Village Design Statement (VDS)

Information only - This was submitted to WC for their approval on 12/10/2021 and has been forwarded on to various officers at WC. This was last chased by the clerk on 01/03/2022.

11.03.09

Finance

a. Approval of retrospective payments

PCnllrs to note and approve retrospective payments made between 01/01/2022 and 28/02/2022 – all from approved budgets.

b. Approval of bank reconciliation

PCnllrs to note and approve the bank reconciliation for January and February 2022.

c. Interim budget report

PCnllrs to consider the updated interim budget as at 28/02/2022 and raise any queries they may have.

d. New Accounting Software

The new clerk prefers to work with Scribe as he finds it easier to use and feels that the reports that it generates for the Councillors are more user friendly. He has obtained a quote from scribe of £150pa. The existing Rialtas software is £124pa. PCnllrs to resolve whether they are happy to move to the Scribe software at the slightly increased cost.

e. Unwanted PC Office equipment

The new clerk will use the PC laptop but has no need for the clerk's mobile, laptop stand, wireless keyboard and mouse and printer. The leaving clerk is willing to purchase the mobile phone and make use of the laptop stand. The only item that appears to have any secondhand value would be the mobile (the printer is old) Please see the attachment which gives a couple of quotes for the iphone 7 for £70 and £75. PCnllrs to resolve whether they are happy for the leaving clerk to purchase the mobile and stand for £75.

11.03.10

Cemetery

Cemetery Maintenance

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

Highways/rights of way

11.03.11

Foothpath update from PCnllr PMA.

The lack of stile on DSTA15 at Round Hill has been reported to WC who will contact the landowner.

The landowner of the Stiles down the side of Glenburn property on SESE43 has responded to the clerk to confirm that they are not comfortable replacing their stiles with pedestrian gates.

11.03.12

Parish Steward Reports

Suggestions for work to PCnllr CB.

Other matters

11.03.13

Flooding within the village

Information only - Following on from the flooding on the evening of 20/10/2021, the CCTV and jet spraying lorry has checked the gullies along Wardour Lane, Lower Street and Mill Lane. These details will then be submitted to WC to enable them to finalise their report which will then be submitted to the PC.

11.03.14

Wessex Fibre to the Premises Broadband

Update provided by resident Nick Martin.

11.03.15

The Queen's Platinum Jubilee

- a. **Jubilee Tree and commemorative stone** – One quote has been obtained to date for the stone, totalling £1586 which includes installation, a second quote is being obtained. PCnllr MC has attended the Donhead St Mary Parish Council meeting and they have suggested a location on DSTM68 which is near the boundary between both Donheads in the field before you walk through the apple orchard if you are heading towards DsM. PCnllrs to resolve whether they are happy with this planting location (assuming the landowner agrees) and that we will share the cost of the commemorative stone.
- b. **Church service, village picnic and beacon lighting** – There is a church service planned at 11am on 5/06/2022 and Resident Juliet Cooper has suggested a street party/picnic on the private road alongside the church. She requires a couple of volunteers to help her organise this please. There will also be a Beacon Lighting for all to attend.
- c. **Jubilee Bench Trail** – PCnllr SB has suggested locating benches in various positions around the village at viewpoints alongside public footpaths. He is in the process of obtaining landowners permission.
- d. **Mugs/Coins** – Juliet Cooper also suggested Jubilee mugs for each of the children in the village. The clerk has obtained a quote for mugs from [Running Imp](#) for £3.49+vat per mug (minimum order 36 mugs) so total cost for 36 mugs is £150.77 plus delivery of £12.50. Alternatively commemorative coins from [Running Imp](#) are 89p+VAT (no minimum order), cases can be bought at extra cost. PCnllrs to decide whether to go ahead with this suggestion.

11.03.16

Chairman's Report

11.03.17

Clerk's Report

A fond Farewell – I've enjoyed my three years of being the clerk and RFO for the Parish Council, it's been both challenging and rewarding and it's given me a true appreciation of how important the role of the Parish Council is for its community, making sure our voice is heard when it comes to Wiltshire Council distributing limited resources and making decisions that affect our village. It's been a pleasure working with Malcolm and all the Parish Councillors. Thank you to the Councillors for all the time you give to improve our village, whether it's attending meetings, reading through numerous emails, helping organise community events as well as practical matters such as hammering in footpath signs, checking drains are clear and securing benches!

11.03.18

Closure of meeting and date and time of next meeting

Annual Parish Council Meeting – 7pm Thursday 19th May 2022 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.