

Donhead St Andrew Parish Council

Minutes of Full Council Meeting held online using Zoom at 7pm on Friday 12th March 2021

Questions or Statements from members of the public

A resident briefly expressed her frustration at not having made sufficient progress with Wiltshire Council concerning the clearance of a ditch on Pains Hill. Nick Errington introduced himself as the Liberal Democrat candidate standing in the Wiltshire Council elections and said that he would like to attend the meeting to become familiar with the issues that effected the parish.

Report from Wiltshire Councillor

Wiltshire Councillor, Tony Deane briefly outlined a few matters such as the Census due for completion and the upcoming elections.

Meeting Agenda

*indicates the person responsible for action in the minutes, WC is the abbreviation for Wiltshire Council, PCnllr is the abbreviation for Parish Councillor, PC is the abbreviation for Parish Council.

12.03.01

Those present and apologies for absence

Present: M. Cullimore (Chairman), S. Luck (Vice-Chairman), J. Barton (left the meeting at agenda point 10), C. Burrows, P. Maxwell-Arnott, B. Miller (attended from agenda point 7 due to technical difficulties), M. York, S. Barkham and A. Stoker

Also in attendance: A member of the public, WCnllr T.Deane, Liberal Democrat candidate N. Errington and J. Luck (Clerk).

12.03.02

Declarations of Interest

Any Parish Councillor wishing to declare interests should do so at this point: **None declared.**

- 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.

12.03.03

Resolution of previous meeting minutes

- a. Full meeting 15th January 2021 – PCnllr CB asked that minor alterations were made to the minutes regarding the traffic cones on Sands Lane which were approved by all PCnllrs – **Approved – Proposed SL/Seconded MY/ Unanimous.**
- b. Interim Meeting, planning applications 4th February 2021 – **Approved – Proposed SL/ Seconded CB/ Unanimous.**

Planning Matters

12.03.04

Applications determined since last meeting for information

PCnllrs noted the table previously circulated and that the application for [20/11569/FUL](#) Pond Close Cottage had now been withdrawn.

12.03.05

New Applications

[21/01088/FUL](#) Field House, Berry Wood Lane North to Barkers Hill, Barkers Hill, Semley, SP7 9BH. The proposal is to erect a single storey side extension porch – This was for information only as the property is situated in Semley’s parish boundary with just the back garden in Donhead St Andrew. Pnllrs noted that the **PC will return the consultee response to state “No comment” due to the property being situated in Semley. *Clerk**

12.03.06

Village Design Statement

Our VDS was adopted by Wiltshire Council as a material planning consideration in January 2013. The PC feels that this document needs reviewing to keep it relevant. PCnllr MY had spoken to Mark Henderson at Spacial Planning WC regarding the process of making minor updates and reviewing our existing VDS. Mark stated that any changes must be a light touch and not affect the fundamental design principals of the existing VDS. The PC should then display the alterations to residents for their comment before issuing the revised document to Wiltshire Council for approval. ***PCnllr MY will continue to review the VDS and talk to WC again if required.**

12.03.07

Finance

- a. **Approval of retrospective payments**

PCnllrs noted and approved retrospective payments made between 01/01/2021 and 28/02/2021 – all from approved budgets circulated previously via email. **Approved – Proposed AS/ Seconded BM/ Unanimous.**

- b. **Approval of bank reconciliation**

PCnllrs noted and approved the bank reconciliation for January and February 2021, Circulated previously via email. **Approved – Proposed AS/ Seconded JB/ Unanimous.**

- c. **Interim Budget for information**

PCnllrs noted the interim budget as at 28/02/2021. PCnllrs queried whether the **£400 WC grant for the fingerpost should be credited back to the earmarked reserve fund rather than the general reserve fund. The *clerk will action this.**

12.03.08

Cemetery

a. **Cemetery Maintenance**

PCnllr MC said that he may gather Winter debris/fallen branches for a bonfire imminently, no other maintenance issues were raised. *PCnllr MC

b. **Silent Soldier**

With VE day approaching on 8th May, the clerk wondered whether PCnllrs would like the PC to purchase a silent soldier silhouette. Possible placement could be under the tree on the cemetery roadside bank. Prices vary, the clerk had obtained a quote of £451+vat plus £105 shipping +vat for a steel 6ft soldier from [David Ogilvie](#) or a cheaper aluminium composite 4ft soldier from [Royal British Legion](#) at £175 (vat included) + shipping. PCnllrs voted to purchase the RBL soldier and position it initially at the cemetery, using the donation money. *clerk to action. **Approved – Proposed MY/ Seconded PMA/ 1 PCnllr abstained and remaining 6 PCnllrs supported.**

Highways/rights of way

12.03.09

Pedestrian Gates

PCnllrs referred to the walking routes document previously circulated by the clerk detailing stiles for potentially replacing with pedestrian gates. All PCnllrs discussed the options and generally felt that the Wardour Castle loop (popular) and the walks passing Leggatts Farm (stiles in bad state of repair) should be prioritised. The *clerk will talk to the landowners to try and obtain their approval.

12.03.10

Foothpath update from PCnllr PMA.

PCnllr PMA had a resident reporting a problem with the stile on Mill Lane being difficult to use safely. The land owner has subsequently installed a longer, wider tread which the resident is very happy with. PCnllr PMA also stated that the repaired stiles near Pile Oak Lodge and at the Heron Ponds were not satisfactory. PCnllr PMA raised concerns regarding the cattle on DSTA 5 opposite the Mill as they were crossing the stream, churning up the footpath and being a bit of a nuisance with footpath users.

12.03.11

Fingerpost at Scotts Hill/New Road junction

PCnllr MC confirmed that the landowner (where the current post is situated) had agreed to cutting back the obscuring hedge for better visibility. PCnllrs generally felt that the post position needed moving for better visibility but felt they needed to visit the site before a decision was made on replacing the post with a new one. *All PCnllrs will look at this before the next meeting.

12.03.12

Parish Steward Reports

PCnllr PMA raised the poor state of the road surface at Fortis Hill. PCnllrs asked that she report it on the Mywilt's App along with residents on Fortis Hill to prompt action from WC. PCnllrs asked PCnllr CB to refer the overflowing drain at the bottom of Scotts Hill to the Parish Steward as well as the collapsed bridge at the bottom of the hill at Berrywood Lane. *PCnllr CB

Other matters

12.03.13

Parish Council Website and Accessibility Regulations 2018

PCnllrs referred to the updated report circulated by the clerk. PCnllrs noted that the existing website didn't give the PC a ".Gov" domain or separate PCnllr email addresses but due to the ongoing expense of purchasing a new website together with hosting, they resolved (for now) to keep the existing free, partially

compliant website with Hugo Fox. The clerk will endeavour to ensure that the content on the website is prepared in an accessible format for all users. **Approved – Proposed SL/ Seconded MY/ Unanimous.**

12.03.14

Parish Council Policies

- a. Pcnllrs noted that the clerk had reformatted all the existing Parish Council policies so they meet the 2018 accessibility regulations and that a new section had been created on the existing website to display all policies. Existing policies include the Standing orders, Financial regulations, Code of conduct, Privacy notice, Pre-planning application consultation and Scheme of delegation. Pcnllrs were asked to review the Code of conduct, Privacy notice, Pre-planning application consultation (as they hadn't been reviewed for a long time) and recommend any changes if needed. The Code of Conduct and Privacy notice were approved with no amendments. ***PCnllr CB had some minor alterations for the Pre-planning application consultation. He will circulate these and they will be reviewed at the next PC meeting. Approved – Proposed MY/ Seconded SL/ Unanimous.**
- b. The clerk recommended as a minimum the PC should have an Information and data protection policy (in response to the 2018 GDPR regulations) and a Recording meetings, press and social media policy. PCnllrs resolved to adopt the proposed drafts with no alterations suggested. **The *Clerk will load them on the PC website. Approved – Proposed SL/ Seconded AS/ Unanimous.**

Reports

12.03.15

Chairman

- a. This was PCnllr Michael York's and PCnllr Blanche Miller's last meeting as Parish Councillors as they would not be standing for re-election on the 6th May. The PC sincerely thanked them for all their voluntarily time and commitment that they had given to the PC to help protect and enhance our community. They had each served on the PC for in excess of twenty years and their acquired knowledge in both their role and of the village would be greatly missed.
- b. The PC thanked Fred, our Parish Steward for all the work he carried out in our village.
- c. PCnllr SB and PCnllr AS had now been successfully added as authorised signatories to approve online banking payments.

12.03.16

Clerk

- a. The Clerk made PCnllrs aware that she had attended brief online training sessions for "Creating accessible word documents" £30+vat and "Creating Accessible Excel Spreadsheets" £30+vat. Further online training for "Memorial Safety and Administration" had been booked £30+vat and longer online training in "Cemetery Legal Compliance" for £145+VAT. All payments were within our approved training budget.

12.03.17

Closure of meeting and date and time of next meetings

Annual Parish Council Meeting – 7pm Friday 14th May 2021

Full Council Meeting - 7.30pm Friday 14th May 2021