

Donhead St Andrew Parish Council

Minutes of Annual Parish Council Meeting

held at Donhead St Andrew Church at 7pm on Friday 21st May 2021

Questions or Statements from members of the public

None raised.

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

Michael was presented with gifts (provided by the Councillors and clerk personally) as a token of the Parish Council's appreciation for his assistance to the community as a Councillor over many years. Blanche was not able to attend the meeting but the clerk had arranged to deliver her gift to her directly at home.

Report from Wiltshire Councillor

The newly elected Wiltshire Councillor, Nick Errington introduced himself and gave a brief update. He confirmed that Richard Clewer had been appointed as the new leader for Wiltshire Council and that there would be a further election for a Police and Crime Commissioner to be held on 19/08/2021. He reminded us that garden waste collections needed to be renewed by 30th June and that libraries would be opening next week.

*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.

Meeting Agenda

21.05.01

Election of Chairman

As there were no other nominations, PCnllrs resolved to elect Malcolm Cullimore as Chairman for the coming year. **Proposed SL/Seconded SKK/Unanimous.**

21.05.02

Election of Vice Chairman

As there were no other nominations, PCnllrs resolved to elect Simon Luck as Vice-Chairman for the coming year. **Proposed JB/Seconded SB/Unanimous.**

21.05.03

Declarations of Office and Register of Interests

All PCnllrs had reviewed their register of interests and had no changes to notify to the clerk. All PCnllrs present signed their declaration of office in the presence of the clerk.

21.05.04

Those present and apologies for absence

Present: M. Cullimore (Chairman), S. Luck (Vice-Chairman), J. Barton, C. Burrows, P. Maxwell-Arnot, J. Sullivan, S. Kozuba-Kozubaska, S. Barkham.

Also in attendance: WCnllr N. Errington; 3 residents; & Mrs J. Luck (Clerk).

Apologies received and accepted: A. Stoker (The clerk had to alter the current meeting date at short notice to comply with recent government advice received on holding face to face Council meetings which is why AS could not attend.

21.05.05

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.

21.05.06

Resolution of minutes

- a. Full meeting 12th March 2021- **Proposed SL/Seconded CB/Unanimous out of Councillors who were present at the original meeting.**
- b. Interim Meeting, planning application (Whitesheet Cottage) 22nd April 2021- **Proposed SL/Seconded CB/Unanimous out of Councillors who were present at the original meeting.**

21.05.07

Review of Key Documents

- a. **Standing orders version 1.1 and Financial regulations version 1.1**
PCnllrs were asked to review these existing policies and recommend any changes for consideration. The clerk didn't have any changes to recommend at present. No Changes requested - **Proposed SKK/Seconded SL/Unanimous.**
- b. **Asset Register 31/03/2021**
PCnllrs were asked to review and approve as a correct record unless they had any queries. Approved - **Proposed SL/Seconded SKK/Unanimous.**
- c. **Donhead St Andrew Parish Council Risk Assessment version 1.1**
PCnllrs were asked to review and approve unless they had any alterations to suggest. Approved - **Proposed CB/Seconded SB/Unanimous.**
- d. **Pre-Planning Application Consultation Policy version 1**
PCnllrs were asked to resolve whether they want to adopt the highlighted changes recommended by PCnllr CB. Approved - **Proposed SL/Seconded SB/Unanimous.** *clerk to update.

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.

Noted.

21.05.09

New Applications

[PL/2021/04402](#) St Andrews Church, Barkers Hill, SP7 9EB – Reduce limbs of Yew tree by up to 2 meters 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. **Noted.**

21.05.10

Review of the Village Design Statement

Further to 12/03/2021 meeting, all PCnllrs were asked to carefully review the VDS and suggest any specific alterations. PCnllrs referred to the suggested alterations in Michael York's email, reference 10a, which recommended referring to the International Dark Skies status, removal of reference to the Henrietta Barnet, the addition of reference to the church as a venue for community use and the removal of reference to named groups such as "Friends of Donhead". Michael advised that when these alterations were notified to the public, it should be advised that these were just minor adjustments rather than alterations which would affect the fundamental design principles. This should allow the document to be reviewed and accepted as current and relevant by Wiltshire Council Development and Planning without going through a long, complex and time-consuming process. All PCnllrs agreed with Michael's recommended alterations - **Proposed SL/Seconded PMA/Unanimous.** *clerk to update for presenting at the next meeting.

21.05.11

Finance

a. Approval of retrospective payments

PCnllrs noted and approved retrospective payments made between 01/03/2021 and 30/04/2021 – all from approved budgets - **Proposed SL/Seconded SB/Unanimous.**

b. Approval of bank reconciliation

PCnllrs noted and approved the bank reconciliation for March and April 2021 - **Proposed SKK/Seconded JS/Unanimous.**

c. Interim Budget for information

PCnllrs noted the interim budget as at 30/04/2021.

21.05.12

Annual Governance & Accounting Return 2020/21

PCnllrs noted the Internal Auditor had 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 – Proposed CB/Seconded SKK/Unanimous.**
- b. **Internal Audit Report - Proposed SB/Seconded CB/Unanimous.**
- c. **Section 1 Annual Governance Statement - Proposed JS/Seconded SL/Unanimous.**
- d. **Section 2 – Accounting Statements 2020/21 – Proposed SKK/Seconded CB/Unanimous.**

21.05.13

Cemetery

a. Cemetery Maintenance

PCnllrs had no maintenance issues that they felt needed attention in the cemetery. PCnllr PMA is still intending to replace the third tree on the cemetery bank, the wrong tree was delivered so she will re-order.

b. **Silent Soldier**

PCnllrs noted that this had now been erected on the cemetery bank.

Highways/rights of way

21.05.14

Pedestrian Gates

PCnllrs noted that the clerk had 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 PCnllr PMA

The path by the footbridge on Footpath 1 near Donhead House has now been reinforced by Wiltshire Council which should slow further river erosion. PCnllr PMA said that the top element of the stile on footpath 23 near the ponds at the rear of Donhead House was unstable, the clerk has advised the land owner of this matter who responded promptly saying that it would be addressed. It was noted that dog access was no longer available at the stiles on footpath 43 near the Glenburn property and at the recently repaired stile near Leggatts Farm. It was appreciated that the landowners don't legally have to provide dog access, but the clerk had contacted the landowners to request whether it was possible to rectify this, but no changes had been made to date. The bridleway that runs at the rear of the Stables was becoming overgrown, * PCnllr SKK will talk to the landowner to see if they could arrange for it to be cleared. The clerk made PCnllrs aware that poor footpath surfaces and missing footpath signage could be reported via Mywilts App and asked that PCnllrs do this to improve our footpaths *All PCnllrs to action.

21.05.16

Fingerpost at Scotts Hill/New Road junction

PCnllrs resolved to replace the existing post with a new one, with the missing third finger added stating "Shaftesbury", in the current position to be carried out by the same supplier of our recently replaced posts. It was noted that if costs hadn't changed it would be £885 + £200 installation. **Proposed SL/Seconded JS/Out of the remaining Councillors 6 supported and 1 abstained.** The clerk will obtain a current quote and apply for a grant from WC. *Clerk to action

21.05.17

Parish Steward Reports

It was noted that our Parish Steward was not due in the village until June. New marker posts had been installed along Sans Lane to highlight the soft verge. The gully along Scots Hill/New Road has been cleared but there is a blockage which can't be accessed and resolved presently. The Parish Steward thinks that the barriers alongside the bridge at the bottom of Berrywood lane are due to the damaged bridge metal barriers rather than a structural issue with the bridge.

Other matters

21.05.18

Review of the day of Parish Council Meetings

PCnllrs discussed whether to change the day from Fridays to another weekday. As PCnllrs were divided on the issue it was proposed that summer meeting dates (May, July and Sept) would be held on Thursdays with effect from our September 2021 meeting and November, Jan and March would remain on Fridays. Meetings

will also start at 7pm rather than 7.30pm going forward. **Proposed SB/Seconded SL/ Out of the remaining Councillors 6 supported and 1 abstained.**

Reports

21.05.19

Chairman

PCnllr MC welcomed our new Councillors, Jane Sullivan and Shena Kozuba-Kozubska. He has also recently installed the second new bench in the village (at no cost to the PC) at the Milkwell/West End junction.

21.05.20

Clerk

The Clerk would like PCnllrs to be aware that she has booked "Councillor Fundamentals" training for Shena and Jane on 11th 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 - 7pm Friday 9th July 2021 at Donhead St Andrew Church

Full Council Meeting - 7pm Thursday 16th September 2021 at Donhead St Andrew Church

Full Council Meeting - 7pm Friday 12th November 2021 at Donhead St Andrew Church

Planning Application meetings as and when they arise.

Questions or Statements

Jenny Lisle, our village Tree Warden provided a report summarised as follows: -

- Ash Dieback (Chalara) first discovered in the UK in 2012, is now in the South West and throughout the UK. It is a continuing serious problem. Donheads residents have discovered diseased trees and trees affected by Ash dieback should be reported to the Woodland Trust.
- The Woodland Trust published a report on the State of the UK's Woods and Trees in April [Woodland Trust report 2021](#) This states that although woodland cover is slowly increasing, woodland wildlife is decreasing. Only 7% of the UK's native woods are in a healthy state. Woodland bird numbers have dropped 29% since 1970.
- Ancient Trees are not automatically protected. There are several ancient and veteran trees, in the Donheads and these were identified during the Donheads' Ancient Tree Project a few years ago. Their location, which was mapped, can be found on The Woodland Trust website.
- Recently a bonfire was built ready to burn close to ancient and veteran oaks in the village. The bonfire also included plastic and other damaging materials. A neighbour concerned about the risk of damage to the oak trees has contacted the landowner who has responded that he is aware of their importance. It is hoped that the trees will not be at risk of damage.
- A small sapling that had not survived when planted during the Donheads Ancient Tree Project, near to the Diamond Jubilee Oak Tree, has been replaced with an oak sapling, with agreement from the landowner.