

Donhead St Andrew Parish Council

Full Meeting Minutes

Friday 13th March 2020 at 7:45pm

Donhead St Andrew Church

13.03.01	Apologies received and those present: Present: M. Cullimore (Chairman), S. Luck (Vice-Chairman), J. Barton, C. Burrows, P. Maxwell-Arnot, S. Barkham. Also in attendance: W.Cnllr T. Deane; 1 resident & J. Luck (Clerk). Apologies received and accepted: B. Miller, S. Pyke, M. York.	
13.03.02	Declarations and Dispensations 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 - PCnllr MC declared an interest in item 17 on the agenda as he knew one of the individuals quoting for fingerpost replacements so he abstained from voting on this matter.	
13.03.03	Approval of minutes: Full meeting - 10 th January 2020, approved. Proposed SL/SB/Unanimous	
PLANNING MATTERS		
13.03.04	Planning applications - No Applications had been received since the last meeting.	
13.03.05	Applications determined since last meeting - PCnllrs noted this information previously circulated via email.	
13.03.06	Oakfield House 19/00291/ENF Enforcement - PCnllrs noted that the hedging around the tennis court had now been completed and the case has been closed.	
13.03.07	Wiltshire Green InfraStructure and Green Spaces Survey - Deadline for response 31/03/2020. Pcnllrs referred to emails previously circulated by the clerk and didn't feel there were any alterations that needed to be made to the existing map identifying areas of Green Infrastructutre or Open Spaces. With regards to the PC survey, a PCnllr said that they felt the village would benefit from a children's play area. It was observed that this had been raised before, the issue being that there was no available land to implement this. PCnllrs didn't have any further matters that they wanted documented in the survey. The clerk will complete and submit the PC survey to WC. The Clerk stated that the Householder survey for individual residents to complete had been loaded on to the DsA PC website and advertised on Nextdoor App.	Clrk
FINANCE		
13.03.08	Approval of payments information PCnllrs noted and approved retrospective payments made between 01/01/2020 and 29/02/2020 - all from approved budgets, circulated previously via email. Pcnllrs noted a second batch of Wildflower seed had been purchased for cemetery bank. - Proposed SL/CB/Unanimous	
13.03.09	Approval of Bank Reconciliation PCnllrs noted and approved the bank reconciliation for January and February 2020, Circulated previously via email - Proposed SL/SB/Unanimous	

CEMETERY		
13.03.10	War memorial/headstones maintenance – PCnllrs noted that Simon Wakeman had made the clerk aware that some headstones were unstable. PCnllrs noted that the Clerk and PCnllr MC would be attending a training course in May which should assist the clerk in preparing a suitable headstone inspection and remedy process and allow the clerk and PCnllr MC to carryout inspections.	
13.03.11	Cemetery grounds: <ul style="list-style-type: none"> a. Mowing & strimming -ongoing from spring. b. General grounds Maintenance - ongoing. c. cremation plots – Nothing to report. d. Wildflower Bank – The wildflower seed had been purchased and Simon Wakeman would commence sowing at the beginning of April. 	
13.03.12	The Living Churchyard Project – PCnllr JB discussed this with PCnllrs, saying that he felt the area at the back of the cemetery would be ideal to leave uncut and rewild. PCnllrs confirmed that they would like to allow identified, suitable grass areas remain uncut. PCnllrs agreed to proceed with this and that they would meet at the cemetery to mark out areas. Proposed JB/SL/Unanimous	All
13.03.13	Commonwealth War Graves Signage – PCnllrs referred to previous emails circulated by the clerk and agreed for a small sign to be sited on the cemetery gate, stating that a war grave was present in our cemetery to raise public awareness of war graves in the UK. The Clerk will submit the required paperwork. Proposed SL/JB/Unanimous	Clrk
HIGHWAYS/Rights of Way		
13.03.14	Footpaths – <ul style="list-style-type: none"> i. P.Cnllr PMA had not been able to reach Nick Cowan at Wiltshire Council concerning the bridge repairs that WC would carry out at FP1 (Donhead House). WCnllr TD confirmed that Nick Cowan had retired so he would find out who had taken over this role at WC. ii. Potential oil contamination on FP3 (Nr Meadowbank House) -The Environment Agency confirmed they were not investigating due to no other complaints being logged. iii. PCnllr MC said that he had landowner's approval to remove the lower rail of the the non-dog friendly stiles at DSTA5 by Donhead Mill and he would deal with this. iv. The clerk advised that a resident had complained about FP8 (runs between the pub and Dengrove farm) being inaccessible due to it being overgrown and also that the stile was not dog-friendly. The clerk did tell the resident that landowner's didn't have an obligation to provide dog access but that the PC could discuss this with the landowner . PCnllr SL offered with PCnllr MC to walk the path and attempt to talk to the land owner. 	MC SL/ MC
13.03.15	Pedestrian Gate Funds – PCnllr MC hadn't had a response from the land owner regarding written permission to potentially replace stiles with pedestrian gates at TISB50 (Westfield Farm) and DSTA14 (the three stiles along this path towards Pile Oak Lodge). PCnllr MC would chase this up. The landowner of DSTA4 (Kelloway's Mill) advised that he did not want to install a gate as it concerned him that the gate may inadvertently be left open which could present a problem in the future if the land was used for livestock. Approval for a gate at DSTA6 (near Leat House) obtained so far.	MC

13.03.16	Whitesands Junction - PCnllrs confirmed they supported a scheme to add giveway signage at this junction to assist traffic approaching the A30 from Berwick direction. There was currently no stop/giveway warning. The scheme was likely to cost Wiltshire Council between £600 - £1000 and they would ask for a 25% contribution from DsA PC to assist with this cost. The Clerk will inform WC and the resident who raised the issue. Proposed SL/JB/Unanimous	Clrk
13.03.17	<p>Finger Post Replacment At the request of PCnllrs, PCnllr MC had been asked to survey the condition of the fingerposts. Upon further inspection PCnllr MC recommended that the Cross rivers fingerpost needed replacing rather than repairing. Two quotes have been received to make three new fingerposts at Crossrivers, Wardour/Sands Lane junction and West End Triangle.</p> <ul style="list-style-type: none"> i. PCnllrs considered the different wood recommendations aswell as cost from each carpenter and decided to adopt Quote 2 as this was significantly cheaper and the carpenter could also install them. PCnllrs asked the clerk to clarify with the carpenter whether using air-dried oak would increase the cost. If the cost was increased PCnllrs were happy to proceed if the extra cost didn't exceed £250 per fingerpost. PCnllrs also wanted the Clerk to specify that they would like aluminium primer undercoat be used prior to painting in the hope that the water/tannin content in the oak wouldn't cause the paint to flake. Clerk to check and arrange. Proposed SL/SB/5 PCnllrs supported and PCnllr MC abstained (see Declaration of interest) ii. PCnllrs also confirmed they would like a new fingerpost at the Pigstrough/New Road junction where a finger has rotted off. Clerk will add this extra post to the quote and contact the Area Board to apply for a grant to assist with this work. Proposed SL/SB/Unanimous iii. PCnllrs noted that the fingerpost at West End/Saint Bartholomews Street junction and noticeboards required redecoration. PCnllrs and the Clerk would persist in finding a suitable person to carry out this work. 	<p>Clrk</p> <p>Clrk</p> <p>All</p>
13.03.18	<p>Parish Steward Reports - PCnllrs were concerned about the numerous stones being washed down from the Pains Hill Track, across the highway and down Saint Bartholomews Street. Rather than reporting to the Parish Steward, PCnllr SL and PCnllr MC agreed they would talk to residents of the Stables to see if anything could be installed to reduce this movement.</p> <p>Gully Service- PCnllr CB advised that this service was currently running behind schedule due to flooding/bad weather.</p>	SL/ MC
OTHER MATTERS		
13.03.19	Meeting Venue - Pcnllrs decided the PC would try and hold it's next meeting in the smaller Parish room and see if this was favourable to the main space.	
Reports		
13.03.20	W. Cnllr Tony Deane- A report was given earlier in the evening at the APM.	
13.03.21	<p>Other reports: Chairman-</p> <ul style="list-style-type: none"> i. The two wooden benches had now arrived and a secure method of installation would be investigated by PCnllr MC before they are put in place. ii. Road re-surface update- David Button (WC Highways) had confirmed that he had prioritised West End/Lower Street for reactive patching and the unnamed road leading away from Barkers Hill from the Haven property was to be attended to by the "Hot materials gang". 	MC/ SP

	<p>Clerks report-</p> <ul style="list-style-type: none"> i. PCnllr MC had been approached by a resident complaining about a neighbour having regular bonfires. PCnllr MC told the resident that if after talking to the neighbour the problem was still persisting then it could be reported by the resident to Wiltshire Council Environmental Health. The Clerk reiterated that the Parish Council did not have legal powers to deal with matters such as these and that they needed to be dealt with by the resident and Wiltshire Council. The clerk suggested that the resident keep a diary documenting dates and weather at the time of the bonfires as that this would assist Environmental Health in dealing with their grievance. ii. Website Accessibility legislation - The Clerk was still researching this matter. The Clerk was receiving contradictory advice as to whether an Accessibility statement on the existing website would be acceptable or whether a brand new PC website would be required. iii. The Clerk advised that after many years of service, sadly PCnllr SP had handed in his notice. The clerk will inform Wiltshire Council. 	<p>Clrk</p> <p>Clrk</p>
13.03.22	<p>Closure of meeting and Date and time of next meetings:</p> <p>Annual Parish Council Meeting (APCM) Friday 15/05/2020 7pm at Donhead St Andrew church</p> <p>Full Council Meeting Friday 15/05/2020 7.30pm at Donhead St Andrew Church</p> <p>Interim planning meetings as required.</p>	
	<p>Public participation - There were no comments.</p>	