

# Donhead St Andrew Parish Council

## Minutes Full Meeting

Friday 11<sup>th</sup> March 2016 at 7:54pm; Henrietta Barnett Field Centre

|                         |   |       |
|-------------------------|---|-------|
| 16.03.01                | <p><b>Apologies received and those present:</b><br/> Present: M.Cullimore (Chairman), Lady Cooper, Miss B.Miller, Mrs F.Smart, M. York - 5.<br/> Also in attendance: W.Cnllr T. Deane; 6 residents; Mrs S. Harry (Clerk).</p> <p>Apologies received and accepted: P. Cnllrs S Luck (Vice-Chairman), J. Barton, Ms P. Maxwell-Arnot, S. Pyke.</p>  |       |
| 16.03.02                | <p><b>Declarations and Dispensations</b><br/> a. declarations of disclosable pecuniary and non-pecuniary interests already declared in the Register of Interests - none.<br/> b. declarations of disclosable pecuniary and non-pecuniary interests not previously declared in the Register of Interests - none.</p>   |       |
| 16.03.03                | <p><b>Public Participation and Presentations</b> - Questions and/or statements<br/> This is an opportunity for residents of Donhead St Andrew Parish to speak, for a maximum of 3 minutes, on any agenda item or other matter of interest:</p> <ol style="list-style-type: none"> <li>An architect spoke in favour of the pre-planning policy to be considered at item 16.03.05; the views expressed were supported by the potential applicant.</li> <li>W.Cnllr Deane indicated that, with respect to the pre-application policy, Planning Officers would turn down any application not strictly complying with the Core Strategy, but that the Core Strategy was currently being amended to account for local circumstances.</li> </ol>   |       |
| 16.03.04                | <p><b>Approval of minutes</b> - P. Cnllrs resolved to approve the following minutes:<br/> Full - 15<sup>th</sup> January 2016; <b>proposed MY/ seconded Lady C / unanimous (4)</b><br/> Interim - 6<sup>th</sup> February 2016; <b>proposed MissBM/ seconded MY / unanimous (3)</b></p>   |       |
| <b>PLANNING MATTERS</b> |   |       |
| 16.03.05                | <p><b>Pre-application discussions</b> - the draft policy had been previously circulated with the agenda papers; a policy is required as WC now suggest, where applicants pay for pre-application advice, that advice is sought from Parish Councils on any aspect of the application. This has relevance to a current proposed planning application. P. Cnllrs all aired views that were generally supportive, but felt that time was required to consider the policy in more detail. Those present agreed that the policy would be conditionally resolved, with final amendments and approval at the interim meeting on 21<sup>st</sup> March 2016 (Brewers Cottage).</p> <p style="text-align: right;"><b>proposed MY / seconded MissBM / unanimous</b></p> <p>P. Cnllrs were given brief details of the pre-application to be considered (now on 21.03.2016) for an area of land on Overway.</p> | Clerk |
| 16.03.06                | <p><b>Applications determined</b> - none.<br/> P. Cnllrs also discussed the request to sign a petition from Minster PC on a change to planning process that would allow councils to appeal planning decisions. P. Cnllrs agreed unanimously that this was a good idea, whilst noting that the petition required large numbers of people to sign the petition rather than the PC.</p>  | Clerk |

| FINANCE                  |   |               |               |              |                |                         |                                 |              |                |               |               |              |                |  |                          |                                  |     |        |      |        |                         |         |                   |     |       |      |       |                         |       |                          |     |        |       |        |                         |       |                 |     |        |      |        |                         |         |                |     |       |      |       |                         |       |              |     |        |      |        |          |         |             |     |       |      |       |          |
|--------------------------|---|---------------|---------------|--------------|----------------|-------------------------|---------------------------------|--------------|----------------|---------------|---------------|--------------|----------------|--|--------------------------|----------------------------------|-----|--------|------|--------|-------------------------|---------|-------------------|-----|-------|------|-------|-------------------------|-------|--------------------------|-----|--------|-------|--------|-------------------------|-------|-----------------|-----|--------|------|--------|-------------------------|---------|----------------|-----|-------|------|-------|-------------------------|-------|--------------|-----|--------|------|--------|----------|---------|-------------|-----|-------|------|-------|----------|
| 16.03.07                 | <b>Approval of payments information</b> <table><tr><th><u>Payee</u></th><th><u>Purpose</u></th><th><u>Cheque</u></th><th><u>£ nett</u></th><th><u>£ vat</u></th><th><u>£ total</u></th><th></th></tr><tr><td>Obo Donhead Field Centre</td><td>Use of field centre for meetings</td><td>445</td><td>360.00</td><td>0.00</td><td>360.00</td><td>Budgeted/ retrospective</td></tr><tr><td>Obo ICO</td><td>Data registration</td><td>446</td><td>35.00</td><td>0.00</td><td>35.00</td><td>Budgeted/ retrospective</td></tr><tr><td>Clerk</td><td>Refund of PC expenditure</td><td>447</td><td>115.21</td><td>12.70</td><td>127.91</td><td>Budgeted/ retrospective</td></tr><tr><td>Clerk</td><td>February Salary</td><td>448</td><td>225.80</td><td>0.00</td><td>225.80</td><td>Budgeted/ retrospective</td></tr><tr><td>OboHMRC</td><td>Tax - February</td><td>449</td><td>34.20</td><td>0.00</td><td>34.20</td><td>Budgeted/ retrospective</td></tr><tr><td>Clerk</td><td>March Salary</td><td>450</td><td>226.00</td><td>0.00</td><td>226.00</td><td>budgeted</td></tr><tr><td>OboHMRC</td><td>Tax - March</td><td>451</td><td>34.00</td><td>0.00</td><td>34.00</td><td>budgeted</td></tr></table> <p>P. Cnllrs resolved to approve the above payments.<br/><b>Proposed MissBM / seconded MY / unanimous</b></p> |               |               |              |                |                         |                                 | <u>Payee</u> | <u>Purpose</u> | <u>Cheque</u> | <u>£ nett</u> | <u>£ vat</u> | <u>£ total</u> |  | Obo Donhead Field Centre | Use of field centre for meetings | 445 | 360.00 | 0.00 | 360.00 | Budgeted/ retrospective | Obo ICO | Data registration | 446 | 35.00 | 0.00 | 35.00 | Budgeted/ retrospective | Clerk | Refund of PC expenditure | 447 | 115.21 | 12.70 | 127.91 | Budgeted/ retrospective | Clerk | February Salary | 448 | 225.80 | 0.00 | 225.80 | Budgeted/ retrospective | OboHMRC | Tax - February | 449 | 34.20 | 0.00 | 34.20 | Budgeted/ retrospective | Clerk | March Salary | 450 | 226.00 | 0.00 | 226.00 | budgeted | OboHMRC | Tax - March | 451 | 34.00 | 0.00 | 34.00 | budgeted |
| <u>Payee</u>             | <u>Purpose</u>  | <u>Cheque</u> | <u>£ nett</u> | <u>£ vat</u> | <u>£ total</u> |                         |                                 |              |                |               |               |              |                |  |                          |                                  |     |        |      |        |                         |         |                   |     |       |      |       |                         |       |                          |     |        |       |        |                         |       |                 |     |        |      |        |                         |         |                |     |       |      |       |                         |       |              |     |        |      |        |          |         |             |     |       |      |       |          |
| Obo Donhead Field Centre | Use of field centre for meetings  | 445           | 360.00        | 0.00         | 360.00         | Budgeted/ retrospective |                                 |              |                |               |               |              |                |  |                          |                                  |     |        |      |        |                         |         |                   |     |       |      |       |                         |       |                          |     |        |       |        |                         |       |                 |     |        |      |        |                         |         |                |     |       |      |       |                         |       |              |     |        |      |        |          |         |             |     |       |      |       |          |
| Obo ICO                  | Data registration   | 446           | 35.00         | 0.00         | 35.00          | Budgeted/ retrospective |                                 |              |                |               |               |              |                |  |                          |                                  |     |        |      |        |                         |         |                   |     |       |      |       |                         |       |                          |     |        |       |        |                         |       |                 |     |        |      |        |                         |         |                |     |       |      |       |                         |       |              |     |        |      |        |          |         |             |     |       |      |       |          |
| Clerk                    | Refund of PC expenditure  | 447           | 115.21        | 12.70        | 127.91         | Budgeted/ retrospective |                                 |              |                |               |               |              |                |  |                          |                                  |     |        |      |        |                         |         |                   |     |       |      |       |                         |       |                          |     |        |       |        |                         |       |                 |     |        |      |        |                         |         |                |     |       |      |       |                         |       |              |     |        |      |        |          |         |             |     |       |      |       |          |
| Clerk                    | February Salary   | 448           | 225.80        | 0.00         | 225.80         | Budgeted/ retrospective |                                 |              |                |               |               |              |                |  |                          |                                  |     |        |      |        |                         |         |                   |     |       |      |       |                         |       |                          |     |        |       |        |                         |       |                 |     |        |      |        |                         |         |                |     |       |      |       |                         |       |              |     |        |      |        |          |         |             |     |       |      |       |          |
| OboHMRC                  | Tax - February  | 449           | 34.20         | 0.00         | 34.20          | Budgeted/ retrospective |                                 |              |                |               |               |              |                |  |                          |                                  |     |        |      |        |                         |         |                   |     |       |      |       |                         |       |                          |     |        |       |        |                         |       |                 |     |        |      |        |                         |         |                |     |       |      |       |                         |       |              |     |        |      |        |          |         |             |     |       |      |       |          |
| Clerk                    | March Salary  | 450           | 226.00        | 0.00         | 226.00         | budgeted                |                                 |              |                |               |               |              |                |  |                          |                                  |     |        |      |        |                         |         |                   |     |       |      |       |                         |       |                          |     |        |       |        |                         |       |                 |     |        |      |        |                         |         |                |     |       |      |       |                         |       |              |     |        |      |        |          |         |             |     |       |      |       |          |
| OboHMRC                  | Tax - March   | 451           | 34.00         | 0.00         | 34.00          | budgeted                |                                 |              |                |               |               |              |                |  |                          |                                  |     |        |      |        |                         |         |                   |     |       |      |       |                         |       |                          |     |        |       |        |                         |       |                 |     |        |      |        |                         |         |                |     |       |      |       |                         |       |              |     |        |      |        |          |         |             |     |       |      |       |          |
| 16.03.08                 | <b>Update on On-line Banking registration</b> - forms now submitted.  |               |               |              |                |                         |                                 |              |                |               |               |              |                |  |                          |                                  |     |        |      |        |                         |         |                   |     |       |      |       |                         |       |                          |     |        |       |        |                         |       |                 |     |        |      |        |                         |         |                |     |       |      |       |                         |       |              |     |        |      |        |          |         |             |     |       |      |       |          |
| 16.03.09                 | <b>Ongoing projects:</b><br>Way Markers - delivery awaited from WC<br>Footpath Information signs - discussion with Footpath Officer required / crossover with Area Board funding<br>Fingerpost / Notice Boards - works ongoing; payments not now expected until 2016/17   |               |               |              |                |                         |                                 |              |                |               |               |              |                |  |                          |                                  |     |        |      |        |                         |         |                   |     |       |      |       |                         |       |                          |     |        |       |        |                         |       |                 |     |        |      |        |                         |         |                |     |       |      |       |                         |       |              |     |        |      |        |          |         |             |     |       |      |       |          |
| CEMETERY                 |   |               |               |              |                |                         |                                 |              |                |               |               |              |                |  |                          |                                  |     |        |      |        |                         |         |                   |     |       |      |       |                         |       |                          |     |        |       |        |                         |       |                 |     |        |      |        |                         |         |                |     |       |      |       |                         |       |              |     |        |      |        |          |         |             |     |       |      |       |          |
| 16.03.10                 | <b>War memorial cleaning and renovation of inscriptions / slate panels</b> - a report was circulated to P. Cnllrs at the meeting and the order/extent of works discussed; the following decisions were resolved:<br>a. The cleaning of the War Memorial to be done by local Stonemason Harry Jonas when the weather allowed.<br>b. Rather than commissioning restoration of the inscriptions as a whole project, test 'letters' would be trialed to ensure longevity and compatibility with the existing complete lettering.<br>c. Following a period of at least 12 months, and taking into account the results of the restoration trials, quotes would be requested for all remaining inscriptions with grants being applied for as appropriate.  |               |               |              |                |                         | Clerk<br><br>Clerk<br><br>Clerk |              |                |               |               |              |                |  |                          |                                  |     |        |      |        |                         |         |                   |     |       |      |       |                         |       |                          |     |        |       |        |                         |       |                 |     |        |      |        |                         |         |                |     |       |      |       |                         |       |              |     |        |      |        |          |         |             |     |       |      |       |          |
| 16.03.11                 | <b>Cemetery Rota</b> - Cnllrs noted the inspection rota as per the list attached and thanked Lady C. for the recent tidying work.   |               |               |              |                |                         |                                 |              |                |               |               |              |                |  |                          |                                  |     |        |      |        |                         |         |                   |     |       |      |       |                         |       |                          |     |        |       |        |                         |       |                 |     |        |      |        |                         |         |                |     |       |      |       |                         |       |              |     |        |      |        |          |         |             |     |       |      |       |          |
| HIGHWAYS/Rights of Way   |   |               |               |              |                |                         |                                 |              |                |               |               |              |                |  |                          |                                  |     |        |      |        |                         |         |                   |     |       |      |       |                         |       |                          |     |        |       |        |                         |       |                 |     |        |      |        |                         |         |                |     |       |      |       |                         |       |              |     |        |      |        |          |         |             |     |       |      |       |          |
| 16.03.12                 | <b>Footpaths:</b><br>a. Replacement Stiles on FPs 4 and 5 - existing stiles to be refurbished as required but not replaced with metal kissing gates; the owners consider this approach to be safest for livestock.<br>b. Permissive path between FPs 4 and 5 - a resident has informed P. Cnllrs that the landowners have submitted further evidence to WC.   |               |               |              |                |                         |                                 |              |                |               |               |              |                |  |                          |                                  |     |        |      |        |                         |         |                   |     |       |      |       |                         |       |                          |     |        |       |        |                         |       |                 |     |        |      |        |                         |         |                |     |       |      |       |                         |       |              |     |        |      |        |          |         |             |     |       |      |       |          |
| 16.03.13                 | <b>Bridge works on Church Hill (DStMary) over the R. Nadder</b> - P. Cnllrs were referred to the attached letter circulated with the agenda; no comments or suggestions were thought appropriate at this time; the diversionary routes will be circulated soon.   |               |               |              |                |                         |                                 |              |                |               |               |              |                |  |                          |                                  |     |        |      |        |                         |         |                   |     |       |      |       |                         |       |                          |     |        |       |        |                         |       |                 |     |        |      |        |                         |         |                |     |       |      |       |                         |       |              |     |        |      |        |          |         |             |     |       |      |       |          |

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| 16.03.14   | <b>Future locations for SIDs</b> - response from W. Cnllr Jeans awaited on the suitability of the nominated locations.   |  |
| 16.03.15   | Clarence reports - 0300 4560105 / <a href="mailto:Clarence@wiltshire.gov.uk">Clarence@wiltshire.gov.uk</a> / My Wiltshire reports<br>- Pot holes near Hook Farm to be reported.  |  |
| <b>OTHER MATTERS REQUIRING CONSIDERATION and/or RESOLUTION</b> |  |  |
| 16.03.16   | <b>Community Resilience/ Emergency Planning</b> - P.Cnllrs noted this ongoing work; a return on flooding has been compiled on the areas suffering from groundwater, highway and/or fluvial flooding to justify the use of the sandbag and/or sandbags and gel sacs.  |  |
| <b>Reports</b>   |  |  |
| 16.03.17   | <b>W. Cnllr Tony Deane</b> - the W. Cnllr was particularly interested to hear views on the new system of policing being introduced in to the Wiltshire area that relied on the use of technology and 'office working' from their patrol cars or local cafes etc where their presence would be seen. There was however little evidence of community feedback being sought.<br>W. Cnllr TD also confirmed that Ringway would be the Highway Contractors from 1 <sup>st</sup> April 2016 on a 5-year contract with a further 2-year optional extension. |  |
| 16.03.18   | Other reports:<br>a. Chairman - no further report.<br>b. Clerk - litter picking equipment; H'way meeting on 20/4 at 7pm; CIL training on 11/4 at 6:15pm.   |  |
| 16.03.19   | Correspondence - see listing previously circulated.  |  |
| 16.03.20   | <b>Public participation</b> - P. Cnllrs and residents discussed the arrangements for a BBQ/Bonfire on Whitesheet Hill by kind permission of JC Jeffery. An advert to be placed in the Donhead Digest and calling for volunteers to help with the arrangements.   |  |
| 16.03.21   | <b>Date and time of next meetings:</b><br><b>Annual General Meeting</b> - 13 <sup>th</sup> May 2016<br><b>Full</b> - 13 <sup>th</sup> May 2016; 15 <sup>th</sup> July 2016; 16 <sup>th</sup> September 2016; 18 <sup>th</sup> November 2016.<br><u>plus</u> <b>Interim</b> planning/consultation meetings as advised.  |  |
|  | <b>There being no other business, the meeting concluded at 9:27pm</b>  |  |