

Donhead St Andrew Parish Council
Minutes of Full Meeting
Friday 12th January 2018 at 7:30pm
Committee Room, New Remembrance Hall, Charlton

18.01.06	<p>Apologies received and those present: Present: M. Cullimore (Chairman), C. Burrows, Ms P. Maxwell-Arnot, Miss B Miller, S. Pyke, Mrs F. Smart, M. York - 7. Also in attendance: W.Cnllr T. Deane; 1 resident; Mrs S. Harry (Clerk). Apologies received and accepted: S Luck (Vice-Chairman), J. Barton,</p>																																																														
18.01.07	<p>Declarations and Dispensations a. declarations of disclosable pecuniary and non-pecuniary interests already declared in the Register of Interests - none. b. declarations of disclosable pecuniary and non-pecuniary interests not previously declared in the Register of Interests - none.</p>																																																														
18.01.08	<p>Public Participation and Presentations - Questions and/or statements No questions were asked or comments made.</p>																																																														
18.01.09	<p>Approval of minutes: a. Full meeting - 17th November 2017 - proposed MY/seconded CB/unanimous b. Interim meeting - 17th November 2017 - proposed CB/seconded MY/unanimous</p>						Clerk																																																								
PLANNING MATTERS																																																															
18.01.10	<p>Applications determined a. See attached listing - P.Cnllrs noted the conditional approval for Summer Cottage relating to the windows and the property curtilage to be for the main house and garage as a whole. . b. Yew tree hedge at Oakfield House - P.Cnllrs noted the condition as published on the Wiltshire website for the planting yew hedge and agreed that the Clerk would contact the owner. c. [additional item] Feedback from P.Cnllr CB on the scoping seminar held in December 2017 for the Wiltshire Core Plan - one strategic change was the main topic discussed and related to housing numbers that had been re-assessed for amended areas within Wiltshire; the changes resulted in only another 250 properties being required in the Salisbury area up to 2036 (after existing approved plans were taken into account).</p>						Clerk																																																								
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18.01.11	<p>Approval of payments information</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;"><u>Payee</u></th> <th style="text-align: left;"><u>Purpose</u></th> <th style="text-align: left;"><u>Cheque</u></th> <th style="text-align: left;"><u>£ nett</u></th> <th style="text-align: left;"><u>£ vat</u></th> <th style="text-align: left;"><u>£ total</u></th> <th></th> </tr> </thead> <tbody> <tr> <td>SLCC Enterprises</td> <td>CAB Reference text book - used</td> <td>FP/525</td> <td>11.96</td> <td>0</td> <td>11.96</td> <td>Retrospective</td> </tr> <tr> <td>S. Workman</td> <td>Cemetery maintenance</td> <td>FP/524</td> <td>80.00</td> <td>0</td> <td>80.00</td> <td>Budgeted/retrospective</td> </tr> <tr> <td>S. Workman</td> <td>Cemetery maintenance</td> <td>FP/523</td> <td>80.00</td> <td>0</td> <td>80.00</td> <td>Budgeted/retrospective</td> </tr> <tr> <td>R. Pearce</td> <td>Amenity/Cemetery Grass Cutting</td> <td>FP/522</td> <td>470.00</td> <td>0</td> <td>470.00</td> <td>Budgeted/retrospective</td> </tr> <tr> <td>DStM Village Hall</td> <td>Meeting accommodation</td> <td>FP/526</td> <td>28.00</td> <td>0</td> <td>28.00</td> <td>Budgeted/retrospective</td> </tr> <tr> <td>Mrs S. Harry</td> <td>Salary – Dec & Jan</td> <td>527</td> <td>466.40</td> <td>0</td> <td>466.00</td> <td>Budgeted</td> </tr> <tr> <td>OBO HMRC Clerk</td> <td>Tax Dec & Jan</td> <td>528</td> <td>53.60</td> <td>0</td> <td>53.60</td> <td>Budgeted</td> </tr> </tbody> </table>							<u>Payee</u>	<u>Purpose</u>	<u>Cheque</u>	<u>£ nett</u>	<u>£ vat</u>	<u>£ total</u>		SLCC Enterprises	CAB Reference text book - used	FP/525	11.96	0	11.96	Retrospective	S. Workman	Cemetery maintenance	FP/524	80.00	0	80.00	Budgeted/retrospective	S. Workman	Cemetery maintenance	FP/523	80.00	0	80.00	Budgeted/retrospective	R. Pearce	Amenity/Cemetery Grass Cutting	FP/522	470.00	0	470.00	Budgeted/retrospective	DStM Village Hall	Meeting accommodation	FP/526	28.00	0	28.00	Budgeted/retrospective	Mrs S. Harry	Salary – Dec & Jan	527	466.40	0	466.00	Budgeted	OBO HMRC Clerk	Tax Dec & Jan	528	53.60	0	53.60	Budgeted
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	P.Cnllrs resolved to approve the payments listed above. proposed MY / seconded CB/ unanimous	
18.01.12	<p>Maintenance of St Andrew's Churchyard - P.Cnllrs were made aware that St Andrew's PCC had made an informal approach to the Parish Council to take on the maintenance of the churchyard.</p> <p>This was noted as being quite common for closed churchyards and that Parish Councils do have the power to undertake this work after a written notice period of 1 year; the Clerk would have additional information soon about the necessary process and whether Wiltshire Council could assume responsibility if required.</p>	Clerk
18.01.13	<p>General Data Protection Regulations - implications for the parish council.</p> <p>P.Cnllrs noted that further guidance was awaited from WALC and SLCC, but at the current time we know that the law is changing with the new General Data Protection Regulations (GDPR); there are some significant changes and all organisations must be compliant by 25th May 2018 when the new regulations come into force.</p> <p>One of the changes is that all public authorities need to appoint a Data Protection Officer (DPO), this includes all local councils irrespective of their size. The DPO can be an employee, however the GDPR (Articles 37-39) states that the DPO:</p> <ul style="list-style-type: none"> • Must not have a conflict of interest regarding the data processed • Must have expert knowledge of GDPR • Must have ability to undertake GDPR compliance tasks <p>Most clerks will be the Data Controller and therefore there will be a conflict of interest over data processed. As part of the compliance, local authorities must register their DPO details with I.C.O.</p> <p>It will be possible to use a professional company to undertake the duties of the DPO at a cost of a few hundred pounds and if this becomes necessary it could be covered in the first year at least by general reserves.</p> <p>Further information will be available soon.</p>	
18.01.14	<p>Final precept discussion - P.Cnllrs discussed the attached agenda papers and agreed after a further discussion to keep the precept at £8000 for 2018/19.</p> <p>Proposed SP / seconded BM / unanimous</p>	Clerk
CEMETERY		
18.01.15	<p>War memorial maintenance</p> <p>i. Renovation of inscriptions - those present were informed that only one quote has been received; from a company from Wells, Somerset and not for the work actually requested - ref. November meeting. The absence of any other quote prohibited the potential for the grant for the restoration of the inscriptions to an original state from the War Memorials Trust, due to the time scale involved at the present time.</p> <p>After a short discussion, P.Cnllrs resolved to clean the slate panels in the first instance and look at whether any further work was necessary after that.</p> <p>Proposed BM / seconded SP / unanimous</p> <p>ii. War Memorial maintenance - local stonemason HJ would examine the structure of the War memorial periodically on an ongoing basis.</p>	Clerk
18.01.16	<p>Cemetery</p> <p>a. Cemetery plots mapping - still being checked.</p>	

	<p>b. Grounds Maintenance - P.Cnllrs resolved to renew the grass cutting and general maintenance contracts would be renewed for the 2018 season after agreeing that the work being done was satisfactory.</p>	Clerk
HIGHWAYS/Rights of Way		
18.01.17	<p>Stopping Up Order for Highway land associated with The Castle, SP7 9LG - P.Cnllrs were referred to the previously circulated information before resolving to agree with the proposals conditional on agreement from the Area Highways Engineer.</p> <p style="text-align: right;">Proposed SP / seconded PMA / unanimous</p>	Clerk
18.01.18	<p>Footpaths - Update on any footpath matters from P.Cnllr PMA - 3 issues noted:</p> <ol style="list-style-type: none"> a. Problems with electric fences in Mansfield where sheep were being grazed had been resolved informally. b. Lord Arundel would be reminded that the stile near Leat House needed repair. c. The Durnford Footpath Inquiry would continue for at least another 2 days during January. 	
18.01.19	<p>Parish Steward Reports - suggestions for work to P.Cnllr CB to be forwarded by 22nd January for the visit due on 29th January.</p> <p>Items for Wiltshire On-line - damage to the metal finger post at top of Wardour Lane; Stile opposite Donhead Mill.</p>	ALL Clerk
Other Matters		
18.01.20	<p>Safer Places - P.Cnllr Miss BM to update progress to date - both potential sites on hold at present time due to local difficulties.</p>	
18.01.21	<p>Any other items of an urgent nature - none.</p>	
18.01.22	<p>Dates for 2018 meetings - all at Donhead St Mary Village Hall:</p> <p>9th March 2018 at 7:30pm 11th May 2018 at 7:30pm 13th July 2018 at 7:30pm 14th September 2018 at 7:30pm 9th November 2018 at 7:30pm</p>	
Reports		
18.01.23	<p>W. Cnllr Tony Deane reported on 4 issues:</p> <ol style="list-style-type: none"> a. the substantive bid for VAS on Brookhill; this had not met the criteria (being 13th out of the 14 schemes submitted) and WC Officers felt that the time spent on any future bid would not be cost effective and is therefore unlikely to go ahead in the future. b. The Police Commissioner has an ongoing consultation about an additional £1pm precept on a Band D property; WCnllr Deane suggested that residents consider this in light of the substantial pension sums being paid out the Senior Police Officers on retirement at 50 or 55. c. Universal Credit is being trialed in Wiltshire with 'identification' one of the sticking points and causing delays; apparently, many claimants are unable to provide a passport or evidence of the rent paid by them. d. Fly tipping now a major concern in Wiltshire, with commercial goods the most prevalent. Would CCTV be an answer. 	
18.01.24	<p>Other reports:</p> <ol style="list-style-type: none"> a. Chairman - response from Community Safety Group (CSG) to the Chairman's question and comments wrt speeding in the village; the CSG had requested that 	

	<p>the PC look at Community Speed Watch and/or a SID showing a happy /sad face or a message to slow down instead of a speed.</p> <p>b. Clerk - volunteers for the Highways England A303 group are required to report back on quarterly discussions.</p>	
18.01.27	Correspondence - the Clerk noted that the listing had not been circulated with the other agenda papers and this would be done separately.	Clerk
18.01.28	Public participation - for comments relating to the evening's agenda items and discussion.	
18.01.29	<p>Date and time of next meeting:</p> <p>Annual Parish Meeting - 9th March 2018 at 7:00pm; Donhead St Mary's Village Hall</p> <p>Full Council Meeting - 9th March 2018 at 7:30pm; Donhead St Mary's Village Hall</p> <p>Interim planning meetings as required.</p>	
	There being no other business, the meeting concluded at 9:36pm.	