

Donhead St Andrew Parish Council

Minutes of Full Parish Council Meeting held at Donhead St Andrew Church at 7pm on Friday 11th March 2022

In remembrance of Michael York

It is with great sadness that we reflect on the passing away of Michael York last month and our thoughts are with his wife Christine and their three children during this painful time. Michael recently retired as a Parish Councillor after over twenty years of service and even after he left the Parish Council, he continued to be actively involved by attending meetings and sharing his views and wealth of experience to improve our community. He was dedicated, generous with his time, supportive and kind and will be sorely missed.

The PC observed a minute's silence to reflect and honour Michael's memory before the meeting commenced.

A minute's silence for the people of Ukraine

The PC observed a further minute's silence for those killed and the suffering occurring in the ongoing conflict with Russia.

Questions or Statements

A resident thanked the PC for taking note of their suggestion at the last meeting to have a joint tree planting ceremony with Donhead St Mary to mark the Queen's Platinum Jubilee.

Report from Wiltshire Councillor Nick Errington.

Various points were mentioned such as the finalisation of WC's budget, the Great British Spring Clean litter pick and the strikes impacting on the household refuse collections.

Meeting Agenda

11.03.01

Those present and apologies for absence.

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

Also in attendance: W.Cnllr N. Errington; 2 residents; S.Prichard (new clerk) & Mrs J. Luck (Clerk).

Apologies Received and accepted; J. Barton, S. Kozuba-Kozubska, S. Barkham and A Stoker.

11.03.02

Declarations of Interest.

Any Parish Councillor wishing to declare interests should do so at this point:

- 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 SL declared an interest on agenda point 09e. due to being the clerk's husband.](#)
- c. dispensations: if required.

11.03.03

Resolution of minutes

- a. Minutes of Full Council Meeting 14/01/2022 – **Approved, Proposed PMA/Seconded JS/Unanimous amongst those that attended.**
- b. Interim Meeting Minutes –Rose Cottage and Pile Oak Cottage Planning Applications 22/01/2022 - **Approved, Proposed SL/Seconded CB/Unanimous amongst those that attended.**

11.03.04

New Clerk and Responsible Financial Officer

The existing clerk and RFO Jess Luck is stepping down shortly and we welcome the new clerk, Simon Pritchard who will be starting on 01/04/2022. We welcome him to our PC and very much look forward to working with him.

Planning Matters

11.03.05

Applications determined since last meeting for information.

[PL/2021/08517](#) Henrietta Field Study Centre, Barkers Hill, Donhead St Andrew, Shaftesbury, Sp7 9eb. The proposed Conversion of the former school building to form two new dwellings has been approved by WC subject to conditions.

11.03.06

New Applications for resolution

[PL/2022/00572](#) Oakfield House, New Road, Donhead St Andrew, Shaftesbury, SP7 9ER. The proposal is a variation of condition 2 (bat roosts) on 13/03203/VAR to allow for different position than originally approved. **Pcnllrs resolved to Support the application subject to conditions, being that the reasons for the original condition to provide the roost were fully satisfied by this new application – Proposed CB/Seconded JS/Unanimous.**

11.03.07

Enforcement

Information Only - A resident complained about two inhabited caravans situated alongside the footpath on Whitesheet Hill. The Clerk reported this to WC. One caravan has now been removed, the second burnt down in situ. PCnllr CB reported the debris to WC and this will be cleared shortly.

11.03.08

Review of the Village Design Statement (VDS)

Information only - This was submitted to WC for their approval on 12/10/2021 and has been forwarded on to various officers at WC. This was last chased by the clerk on 01/03/2022 and a response has recently been received so the clerk will review this. ***Clerk to action.**

11.03.09

Finance

a. Approval of retrospective payments

PCnllrs to note and approve retrospective payments made between 01/01/2022 and 28/02/2022 – all from approved budgets. **Approved, Proposed SL/Seconded CB/Unanimous**

b. Approval of bank reconciliation

PCnllrs to note and approve the bank reconciliation for January and February 2022. **Approved, Proposed SL/Seconded JS/Unanimous**

c. Interim budget report

PCnllrs considered the updated interim budget as at 28/02/2022 and didn't have any queries.

d. New Accounting Software

The new clerk prefers to work with Scribe as he finds it easier to use and feels that the reports that it generates for the Councillors are more user friendly. He has obtained a quote from scribe of £150pa. The existing Rialtas software is £124pa. **PCnllrs resolved that they are happy to move to the Scribe software at the slightly increased cost - Approved, Proposed SL/Seconded JS/Unanimous**

e. Unwanted PC Office equipment

The new clerk will use the PC laptop but has no need for the clerk's mobile, laptop stand, wireless keyboard and mouse and printer. The leaving clerk is willing to purchase the mobile phone and make use of the laptop stand. The only item that appears to have any secondhand value would be the mobile (the printer is old) Please see the attachment which gives a couple of quotes for the iphone 7 for £70 and £75. PCnllrs to resolve whether they are happy for the leaving clerk to purchase the mobile and stand for £75. [The Clerk and PCnllr SL left the room until this point had been resolved.](#) **PCnllrs resolved that the clerk could purchase the mobile and laptop stand for £70- Proposed JS/Seconded CB/Unanimous amongst remaining PCnllrs.**

11.03.10

Cemetery

Cemetery Maintenance

PCnllrs to raise any maintenance issues that they feel need attention in the cemetery - The clerk had recently marked out a cremation plot and noticed that the recent storms had caused a lot of sticks/branches to be blown across the cemetery and that grass had overgrown the bricks marking out the cremations area. The clerk and family offered to clear this up shortly. A bonfire will be required.

Highways/rights of way

11.03.11

Foothpath update from PCnllr PMA.

The lack of stile on DSTA15 at Round Hill has been reported to WC who have contacted the landowner. The landowner of the Stiles down the side of Glenburn property on SESE43 has responded to the clerk to confirm that they are not comfortable replacing their stiles with pedestrian gates.

Thank you to CB and PMA for erecting new footpath signage on DSTA14 near Pile Oak Cottage. WC rights of way officer Alex Howson, would be visiting Donhead shortly to look at the excessive muddy/wet area on DSTA 3 (Near Henrietta Barnett) to make some suggestions to improve the surface. PMA said that one of the stiles on DSTA5 near Donhead Mill was in a bad state of repair. **The clerk will contact the landowner to see if this could be repaired or replaced with a pedestrian gate. *Clerk to action.**

11.03.12

Parish Steward Reports

Suggestions for work to PCnllr CB – PCnllr PMA raised the issue of potholes along Sands Lane, she will report them on the Mywilts App. PCnllr MC also said that the road surface at the top of Pigstrough Lane was deteriorating – CB will report this to Fred the Parish Steward. ***CB and PMA to action.**

Other matters

11.03.13

Flooding within the village

Information only - Following on from the flooding on the evening of 20/10/2021, the CCTV and jet spraying lorry has checked the gullies along Wardour Lane, Lower Street and Mill Lane. These details will then be submitted to WC to enable them to finalise their report which will then be submitted to the PC.

11.03.14

Wessex Fibre to the Premises Broadband

Update provided by resident Nick Martin - Please visit our website to read the full [Wessex March update](#) To summarise only six more properties are required to sign up with Wessex before the initial scheme proceeds, although Wessex have indicated that they may commence work on the strength of the current commitment anyway. **There is an additional proposed scheme in the West End area, presently only one property has registered an interest here, property owners need to sign up or even just go online and register an interest to progress this scheme.** Certain areas of Donhead St Andrew are ringfenced by BT and Wiltshire Council as “State aid” which means that Wessex can’t intervene in these areas. Nick Martin will correspond with WC Nick Errington to establish what this means.

11.03.15

The Queen’s Platinum Jubilee

- a. **Jubilee Tree and commemorative stone** – One quote has been obtained to date for the stone, totalling £1586 which includes installation, a second quote is being obtained. PCnllr MC has attended the Donhead St Mary Parish Council meeting and they have suggested a location on DSTM68 which is near the boundary between both Donheads in the field before you walk through the apple orchard if you are heading towards DsM. **PCnllrs resolved that they were happy with this planting location (assuming the landowner agrees) and that we will share the cost of the commemorative stone. The cost was to be paid from the donation money – Proposed SL/Seconded JS/ Unanimous. A PCnllr asked whether we could check that the lettering would remain visible (due to fading on the previous Diamond Jubilee stone) and to seek advice on how to keep the stone clean. *MC will enquire**
- b. **Church service, village picnic and beacon lighting** – There is a church service planned at 11am on 5/06/2022 and Resident Juliet Cooper has suggested a street party/picnic on the private road alongside the church. She requires a couple of volunteers to help her organise this please. There will also be a Beacon Lighting for all to attend. There were no volunteers at the meeting, the clerk will email all Cnllrs to see if anyone was available. ***Clerk to action**
- c. **Jubilee Bench Trail** – Pcnllr SB has suggested locating benches in various positions around the village at viewpoints alongside public footpaths. He is in the process of obtaining landowners permission.
- d. **Mugs/Coins** – Juliet Cooper also suggested Jubilee mugs for each of the children in the village. The clerk has obtained a quote for mugs from [Running Imp](#) for £3.49+vat per mug (minimum order 36 mugs) so total cost for 36 mugs is £150.77 plus delivery of £12.50. Alternatively commemorative coins from [Running Imp](#) are 89p+VAT (no minimum order), cases can be bought at extra cost.

Pcnllrs resolved to purchase the minimum order of 36mugs which would be distributed at the picnic and paid for from the donation money ***clerk to order – Proposed SL/Seconded CB/ Unanimous**

11.03.16

Chairman's Report

The Chairman thanked the resigning clerk Jess Luck for all her hard work and said that it had been a pleasure working with her over the last few years.

11.03.17

Clerk's Report

A fond Farewell – I've enjoyed my three years of being the clerk and RFO for the Parish Council, it's been both challenging and rewarding and it's given me a true appreciation of how important the role of the Parish Council is for its community, making sure our voice is heard when it comes to Wiltshire Council distributing limited resources and making decisions that affect our village. It's been a pleasure working with Malcolm and all the Parish Councillors. Thank you to the Councillors and Chairman for all the time you give to improve our village, whether it's attending meetings, reading through numerous emails, helping organise community events as well as practical matters such as hammering in footpath signs, checking drains are clear and securing benches!

11.03.18

Closure of meeting and date and time of next meeting

Annual Parish Council Meeting – 7pm Thursday 19th May 2022 at Donhead St Andrew Church.

Planning Application meetings as and when they arise.

Questions or Statements

A PCnllr queried who had installed the concrete run off channels along pigstrough and Berrywood lane as they were not helping divert water as they were positioned incorrectly. The PC had not been made aware of this work, **the clerk will send a pinpointed map and photographs to Nick Errington to allow him to make enquiries at WC – *Clerk to action.**