

Donhead St Andrew Parish Council

Full Meeting – Friday 15th January 2016
7:30pm in the Henrietta Barnett Field Centre

16.01.01	Apologies received and those present: Present: M. Cullimore (Chairman), S Luck (Vice-Chairman), J. Barton, Lady Cooper, Ms P. Maxwell-Arnot, S. Pyke, Mrs F. Smart, M. York - 8. Also in attendance: W.Cnllr T. Deane; Mrs S. Harry (Clerk). Apologies received and accepted: P.Cnllr Miss B Miller; C. Kilner, A. Keogh.																																																																						
16.01.02	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.																																																																						
16.01.03	Public Participation and Presentations - Questions and/or statements 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 - none.																																																																						
16.01.04	Approval of minutes / notes: Full - 20 th November 2015: resolved - proposed Mrs FS/ seconded MY/ unanimous of those present (8) Interim - 21 st November 2015: noted.																																																																						
PLANNING MATTERS																																																																							
16.01.05	Applications determined P.Cnllrs noted the determinations received since the last meeting.																																																																						
FINANCE																																																																							
16.01.06	Approval of payments information <table><tr><td><u>Payee</u></td><td><u>Purpose</u></td><td><u>Cheque</u></td><td><u>£ nett</u></td><td><u>£ vat</u></td><td><u>£ total</u></td><td></td></tr><tr><td>Consultant</td><td>Cemetery Tree survey</td><td>438</td><td>150.00</td><td>30.00</td><td>180.00</td><td>retrospective</td></tr><tr><td>Obo SLCC</td><td>Professional membership</td><td>439</td><td>29.30</td><td>0</td><td>29.30</td><td>Budgetted/ retrospective</td></tr><tr><td>Obo HMRC</td><td>Tax - December</td><td>440</td><td>34.20</td><td>0</td><td>225.80</td><td>Budgetted/ retrospective</td></tr><tr><td>Clerk</td><td>Salary - December</td><td>441</td><td>225.80</td><td>0</td><td>34.20</td><td>Budgetted/ retrospective</td></tr><tr><td>Obo HMRC</td><td>Tax - January</td><td>442</td><td>34.20</td><td>0</td><td>225.80</td><td>Budgetted/ retrospective</td></tr><tr><td>Clerk</td><td>Salary - January</td><td>443</td><td>225.80</td><td>0</td><td>34.20</td><td>Budgetted/ retrospective</td></tr><tr><td>Clerk – reclaim of grant money funded supplies</td><td>Computer, PSC, Software, paper & printer cartridges</td><td>444</td><td>448.22</td><td>89.64</td><td>537.86</td><td>retrospective</td></tr><tr><td>Obo ICO</td><td>Data registration</td><td>445</td><td>35.00</td><td>0.00</td><td>35.00</td><td>Budgetted/ retrospective</td></tr></table> <p>P.Cnllrs resolved to approve the payments list – proposed MY/ seconded JB/ unanimous</p>							<u>Payee</u>	<u>Purpose</u>	<u>Cheque</u>	<u>£ nett</u>	<u>£ vat</u>	<u>£ total</u>		Consultant	Cemetery Tree survey	438	150.00	30.00	180.00	retrospective	Obo SLCC	Professional membership	439	29.30	0	29.30	Budgetted/ retrospective	Obo HMRC	Tax - December	440	34.20	0	225.80	Budgetted/ retrospective	Clerk	Salary - December	441	225.80	0	34.20	Budgetted/ retrospective	Obo HMRC	Tax - January	442	34.20	0	225.80	Budgetted/ retrospective	Clerk	Salary - January	443	225.80	0	34.20	Budgetted/ retrospective	Clerk – reclaim of grant money funded supplies	Computer, PSC, Software, paper & printer cartridges	444	448.22	89.64	537.86	retrospective	Obo ICO	Data registration	445	35.00	0.00	35.00	Budgetted/ retrospective	
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16.01.07	Direct Debit for Data Protection Registration /Debit Card payments – Following a short discussion on the necessity to move payments from the Clerk's personal banking account to using Direct Debits (DD) and a Debit Card, P.Cllrs resolved to approve the setting up of a DD for the ICO/Data Protection payment that was currently an annual payment of £35. Proposed SL/seconded MY/unanimous							Clerk																																																															

	Furthermore, P.Cnllrs resolved to approve the use of a debit card linked to on-line banking, with Lloyds Bank being approached to explore the options. Proposed SL/seconded MY/unanimous	Clerk
16.01.08	Revised audit requirements and costs / Budget for 2016/17 - P.Cnllrs were referred to the attached information and agreed that the PC would not opt-out of the Sector Led Body procurement being funded by the government; noting that audit process will be changing in 2017, but small councils such as DstA will be able to procure a service at a reasonable cost as part of a consortium rather than setting up an independent system that would be more expensive.	
16.01.09	Ongoing projects: clerk to update: Footpath Information signs and Way Markers - awaiting advice from Wiltshire Council Footpath Officer. Fingerpost / Notice Boards - the contractor is hoping to have the replacement FP in place by the year end with the notice boards following one at a time. Tree works - quotes are expected from 3 contractors.	
CEMETERY		
16.01.10	War memorial cleaning and renovation of inscriptions / slate panels - advice has been sought from a local stonemason but this is not yet available; a draft specification will be prepared by the Clerk in the meantime.	Clerk
HIGHWAYS/Rights of Way		
16.01.11	Footpaths: a. Replacement Stiles - update on potential upgrades on FPs 4 and 5 and also FP23 P.Cnllrs were told that there was no progress on FP4 and that on FP23, although not locked, the chain had been removed from the gate to make this more evident. b. Permissive path between FPs 4 and 5 - a resident had contacted WC and had been told that a decision whether to support the PC request to progress the addition of the permissive path to the definitive map was likely to be made before the end of March 2016.	JB
16.01.12	Future locations for SIDs - advice is currently being sought on the requirement to have a pole to support the SID permanently in place, or whether a bracket in the ground to receive the pole would be sufficient. A further suggestion for a suitable site on New Road was added that of West End; the owner would be approached for permission.	CEM Clerk
16.01.13	Clarence reports - 0300 4560105 / Clarence@wiltshire.gov.uk / My Wiltshire reports a. P.Cnllrs were concerned about the A30 / Overway junction - this would be added to the priority listing currently being prepared for the Parish Steward system being re-introduced in April. b. P.Cnllrs asked WCnllr TD to remind Officers that in the rural villages, the roads were not just for vehicles and doubled up as pavements for walkers.	Clerk TD
OTHER MATTERS REQUIRING CONSIDERATION and/or RESOLUTION		
16.01.14	Community Resilience/ Emergency Planning - P.Cnllrs agreed that a cascade system for use in the village at a time of emergency would be the best way to communicate with everyone. A separate meeting would be needed to look at how this would work. In the meantime, the draft templates circulated by WC would be completed wherever possible.	MC/ Clerk Clerk
Reports		
16.01.15	W.Cnllr Tony Deane - 4 topics were briefly discussed: i. The Tisbury Campus was now re-named the Nadder Centre, ii. Super fast broadband and mobile phone signals,	

	<p>iii. Ringway were replacing Balfour Beatty as the WC Highways contractor from April</p> <p>iv. CATG schemes would demand a 25% contribution from the PC.</p>	
16.01.16	<p>Other reports:</p> <p>a. The Chairman thanked fellow members/Officer for their help and commitment over the last year and wished everyone a Happy New Year.</p> <p>b. Clerk:</p> <p>i. litter picking equipment - 4 sets of yellow jackets, litter picked and black bag holder had been requested under the AB initiative. P.Cnllrs agreed to continue with their individual litter picking activities rather than have a community 'Clean for the Queen' weekend at the beginning of March (4-6),</p> <p>ii. circular walks initiative - P.Cnllrs agreed that this should be put to the APM in March for suggestions.</p> <p>iii. To celebrate the Queen's 90th birthday, P.Cnllr Lady C suggested that an event should be held; this would also be put to the APM in March.</p>	<p>Clerk</p> <p>Clerk</p>
16.01.17	Correspondence - Local Housing Panel meeting; Monday 29 th February 2016 between 10:30am and noon in Charlton New Remembrance Hall	
16.01.18	Public participation - for comments relating to the evening's agenda items and discussion - none.	
16.01.19	<p>Date and time of next meetings:</p> <p>Annual Parish Meeting - 11th March 2016</p> <p>Annual General Meeting - 13th May 2016</p> <p>Full -11th March 2016; 13th May 2016; 15th July 2016; 16th September 2016; 18th November 2016.</p> <p><u>plus</u> Interim planning/consultation meetings as advised.</p> <p>There being no other business, the meeting closed at 8:39pm.</p>	