

# Donhead St Andrew Parish Council

## Minutes of Full Meeting

Friday 12<sup>th</sup> May 2017 at 7:15pm

St Andrew's Church, St Bartholomew's Street, SP9 7EB

17.05.01	<p><b>Apologies received and those present:</b>                  Present: M. Cullimore (Chairman), S Luck (Vice-Chairman), C. Burrows, Ms P. Maxwell-Arnot, S. Pyke,                  Mrs F. Smart, M. York.                  Also in attendance: W.Cnllr T. Deane; up to 2 residents; Mrs S. Harry (Clerk).                  Apologies received and accepted: J. Barton, Miss B Miller.</p>																																																																												
17.05.02	<p><b>Declarations and Dispensations</b>                  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>																																																																												
17.05.03	<p><b>Public Participation and Presentations</b> - Questions and/or statements                  A Doctor resident in the village offered caution with respect to the placement of a defibrillator in the village where few people were resident within a 4 minute journey of the defibrillator, mobile signals were not reliable and no specific location had been agreed. Note was made that in rural communities, first aid courses were more beneficial.</p>																																																																												
17.05.04	<p><b>Approval of minutes</b> - P.Cnllrs resolved the following minutes unanimously:                  Interim meeting - 17<sup>th</sup> March 2017; proposed MC / seconded SL (2)                  Annual Parish meeting - 17<sup>th</sup> March 2017; proposed SL / seconded MC (3)                  Full meeting - 17<sup>th</sup> March 2017; proposed SL / seconded PMA (3)                  Interim meeting - 1<sup>st</sup> April 2017; proposed SL / seconded MY (6)</p>						<b>Clerk</b>																																																																						
<b>PLANNING MATTERS</b>																																																																													
17.05.05	<p><b>Applications determined</b> - P.Cnllrs noted the listing attached to the agenda papers.                  A query was raised in relation to the planting for the tennis court at Oakfield House; P.Cnllrs agreed to wait until the autumn as that was the better time for planting hedges..</p>																																																																												
<b>FINANCE</b>																																																																													
17.05.06	<p><b>Approval of payments information - a. Payments made or due</b></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: right;"><u>Cheque</u></th> <th style="text-align: right;"><u>£ nett</u></th> <th style="text-align: right;"><u>£ vat</u></th> <th style="text-align: right;"><u>£ total</u></th> <th></th> </tr> </thead> <tbody> <tr> <td>S. Workman</td> <td>Maintenance works in cemetery</td> <td style="text-align: right;">493</td> <td style="text-align: right;">77.00</td> <td style="text-align: right;">0</td> <td style="text-align: right;">77.00</td> <td>Budgeted/ retrospective</td> </tr> <tr> <td>D. Malley</td> <td>Payroll service</td> <td style="text-align: right;">494</td> <td style="text-align: right;">81.00</td> <td style="text-align: right;">0</td> <td style="text-align: right;">81.00</td> <td>Budgeted/ retrospective</td> </tr> <tr> <td>S. Workman</td> <td>Maintenance works in cemetery</td> <td style="text-align: right;">495</td> <td style="text-align: right;">78.50</td> <td style="text-align: right;">0</td> <td style="text-align: right;">78.50</td> <td>Budgeted/ retrospective</td> </tr> <tr> <td>S. Workman</td> <td>Maintenance works in cemetery</td> <td style="text-align: right;">496</td> <td style="text-align: right;">78.00</td> <td style="text-align: right;">0</td> <td style="text-align: right;">78.00</td> <td>Budgeted/ retrospective</td> </tr> <tr> <td>Obo HMRC</td> <td>Tax/NI payment for April</td> <td style="text-align: right;">497</td> <td style="text-align: right;">26.80</td> <td style="text-align: right;">0</td> <td style="text-align: right;">26.80</td> <td>Budgeted</td> </tr> <tr> <td>Clerk</td> <td>Salary</td> <td style="text-align: right;">497</td> <td style="text-align: right;">233.20</td> <td style="text-align: right;">0</td> <td style="text-align: right;">233.20</td> <td>Budgeted</td> </tr> <tr> <td>Amity Club</td> <td>Bulb planting</td> <td style="text-align: right;">498</td> <td style="text-align: right;">100.00</td> <td style="text-align: right;">0</td> <td style="text-align: right;">100.00</td> <td>Budgeted</td> </tr> <tr> <td>Came &amp; Co</td> <td>Insurance</td> <td style="text-align: right;">499</td> <td style="text-align: right;">295.74</td> <td style="text-align: right;">0</td> <td style="text-align: right;">295.74</td> <td>Budgeted</td> </tr> <tr> <td>WALC</td> <td>membership</td> <td style="text-align: right;">500</td> <td style="text-align: right;">144.18</td> <td style="text-align: right;">28.84</td> <td style="text-align: right;">173.02</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>		S. Workman	Maintenance works in cemetery	493	77.00	0	77.00	Budgeted/ retrospective	D. Malley	Payroll service	494	81.00	0	81.00	Budgeted/ retrospective	S. Workman	Maintenance works in cemetery	495	78.50	0	78.50	Budgeted/ retrospective	S. Workman	Maintenance works in cemetery	496	78.00	0	78.00	Budgeted/ retrospective	Obo HMRC	Tax/NI payment for April	497	26.80	0	26.80	Budgeted	Clerk	Salary	497	233.20	0	233.20	Budgeted	Amity Club	Bulb planting	498	100.00	0	100.00	Budgeted	Came & Co	Insurance	499	295.74	0	295.74	Budgeted	WALC	membership	500	144.18	28.84	173.02	Budgeted
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	<p>P.Cnllrs resolved to approve the payments proposed SL / seconded SP/unanimous <b>Clerk</b></p> <p><b>b. Bank Signatories</b> - P.Cnllrs resolved that the following councillors would be added as signatories: Simon Luck, Steve Pyke, Clive Burrows. <b>Clerk</b></p>	
17.05.07	<p><b>Annual Return Approval: P.Cnllrs agreed with each statement read aloud from the Governance Statement and questioned the figures in the accounting Statement before resolving to approve each section unanimously.</b></p> <p><b>a. Section 1 - Governance - proposed MY / seconded SL</b></p> <p><b>b. Section 2 - Accounting Statement - proposed SL / seconded MY</b></p> <p><b>c. Section 4 - Internal Auditor report - proposed SL / seconded MY</b></p>	<b>Clerk</b>
<b>CEMETERY</b>		
17.05.08	<p><b>War memorial</b></p> <p>i. grant application - P.Cnllrs noted that the application form had been changed in the current year and the new format has been requested / chased.</p> <p>ii. The Stone Mason will be chased with respect to the replacement of the internal supporting pin.</p>	<b>Clerk</b> <b>Clerk</b>
17.05.09	<p><b>Cemetery</b> - P.Cnllrs agreed to set up a committee to look at Cemetery Regulations and report back to the September meeting; the committee to comprise MC, BM, SP and MY.</p> <p>On the specific query raised by the Stone Mason for the Macmillan plot regarding curbing; after a long debate P.Cnllrs resolved that no additional curbing would be allowed in the cemetery.</p> <p style="text-align: right;"><b>proposed SL / seconded FS</b></p>	<b>PCnllrs</b> <b>Clerk</b>
<b>HIGHWAYS/Rights of Way</b>		
17.05.10	<p><b>Footpaths</b></p> <p>a. Circular walks - P.Cnllrs agreed that A4 sample maps should be produced for the July meeting; Wardour Woods circular walk in the first instance and also walks to the east and north of the Church.</p> <p>b. Report from P.Cnllr Ms PMA on any other issues:</p> <p>i. P.Cnllrs were informed that markers had been provided by Wiltshire Council around Wardour Woods and Wessex Way.</p> <p>ii. Stiles on Lord Arundells land had been recently replaced and thanks would be given by P.Cnllr PMA and the Clerk.</p> <p>iii. Other stiles in the parish were briefly discussed and landowners would be approached.</p> <p>iv. It was noted that proposed FP 27 that was awaiting designation, was no longer a permissive path and should not be walked.</p>	<b>Clerk</b> <b>Clerk</b> <b>Clerk</b> <b>ALL</b>
17.05.11	<p><b>Parish Steward System</b> - identification of works and reporting; P.Cnllr Clive B. has taken on this role and will receive reports of any Highway faults from Councillors only and on a continuous basis. There would be no visit in May, but several locations were suggested for the June visit if road safety was a problem - junctions at Pigtrough Lane and West End Farm in particular.</p>	<b>ALL</b>
17.05.12	<p><b>Village Speed Limit</b> - P.Cnllrs noted that the results from 4 metrocount devices were being 'chased' by the Highways Traffic Engineer; they tend to be released in batches.</p>	
<b>OTHER MATTERS REQUIRING CONSIDERATION and/or RESOLUTION</b>		

17.05.13	<b>Defibrillator for the village</b> - P.Cnllrs were referred to the attached information for discussion and agreed that the Accreditation scheme was essential. Quotes are being obtained. Following the concerns expressed in the public statement section, research would be done on usage and results in rural areas and the Chairman of Amity would be invited to the July meeting; P.Cnllrs considered that a contribution would be most appropriate.	<b>Clerk</b>
17.05.14	<b>Channel 4 - Village of the Year competition</b> - P.Cnllrs briefly discussed the information and quickly decided that this opportunity was not for the village.	
17.05.15	<b>Accommodation for future meetings</b> - P.Cnllrs noted that the Field Centre will not be available in the foreseeable future and DStM village hall would be booked if available.	<b>Clerk</b>
<b>Reports</b>		
17.05.16	W. Cnllr Tony Deane - congratulations on his re-election would be sent to WCnllr Deane.	<b>Clerk</b>
17.05.17	Other reports: a. Chairman - thanks to P.Cnllrs that stood for election and on their success in being re-elected. b. Clerk - NHP examples to be re-circulated.	<b>Clerk</b>
17.05.18	Correspondence - see attached; no queries.	
17.05.19	<b>Public participation</b> - none.	
17.05.20	<b>Date and time of next meeting:</b> Full Council Meeting - 14th July 2016 at 7:30pm Full Council Meeting - 15th September 2016 at 7:30pm Full Council Meeting - 17th November 2016 at 7:30pm  Interim planning meetings as required.	
<b>There being no other business, the meeting finished at 9:04pm</b>		