

# Donhead St Andrew Parish Council

Minutes of Full Meeting - Friday 10<sup>th</sup> May 2019 at 7:30pm  
Donhead St Mary Village Hall

|                         |  |  |
|-------------------------|--|--|
| 19.05.01                | <p><b>Apologies received/accepted and those present/not present.</b></p> <p>Present: M. Cullimore (Chairman), S. Luck (Vice-Chairman), Ms P. Maxwell-Arnot, Mrs F. Smart, M. York.</p> <p>Also in attendance: W.Cnllr T. Deane, 1 resident, Mrs S. Harry (Clerk), Mrs J Luck (Assistant Clerk)</p> <p>Apologies received and accepted: Miss B Miller, S. Pyke, J. Barton, C. Burrows</p>   |  |
| 19.05.02                | <p><b>Declarations and Dispensations</b></p> <p>a. declarations of disclosable pecuniary and non-pecuniary interests already declared in the Register of Interests - None</p> <p>b. declarations of disclosable pecuniary and non-pecuniary interests not previously declared in the Register of Interests - None</p>  |  |
| 19.05.03                | <b>Public Participation and Presentations</b> -None  |  |
| 19.05.04                | <p><b>Approval of minutes:</b></p> <p>a. Full meeting - 9<sup>th</sup> November 2018; <b>proposed SL/seconded MY/unanimous</b></p> <p>b. Interim meeting - 14<sup>th</sup> January 2019; <b>proposed PMA/seconded MC/unanimous</b></p> <p>c. Annual Parish Meeting (notes) - 8<sup>th</sup> March 2019; <b>proposed SL/seconded MY/unanimous</b></p> <p>d. Full meeting - 8<sup>th</sup> March 2019; <b>proposed MY/seconded SL/unanimous</b></p> <p>e. Interim meeting - 26<sup>th</sup> April 2019; <b>proposed MY/seconded SL/unanimous</b></p>   |  |
| <b>PLANNING MATTERS</b> |  |  |
| 19.05.05                | <b>Applications determined</b> - The listing previously circulated was noted.  |  |
| 19.05.06                | <b>19.00826.CLP Glove Cottage</b> - Emails received from Wiltshire planning were forwarded to all councilors during the meeting for their information.   |  |
| 19.05.07                | <b>Enforcement request</b> - Oakfield Tennis Court border planting - The Clerk confirmed that the Enforcement Officer had been notified and this matter was ongoing.   |  |
| <b>FINANCE</b>          |  |  |
| 19.05.08                | <p><b>Approval of payments information</b></p> <p>a. Retrospective payments - all from approved budgets; see listing at Appendix 1.</p> <p>b. Cheque payments for approval at the meeting; see listing at Appendix 2.</p>  |  |
| 19.05.09                | <p><b>Annual Governance &amp; Accounting Return 2018.19</b></p> <p>P. Cnllrs were referred to the Annual Return previously circulated with the agenda. They noted the Internal Auditor had signed the internal audit report of the Annual Return for y/e 31.03.2019 with no issues raised, before resolving:</p> <p>a. <b>Declaration of exemption</b> - Proposed MY/Seconded SL/unanimous</p> <p>b. <b>Internal Audit Report</b>- Proposed MY/Seconded SL/unanimous</p> <p>c. <b>Section 1 Annual Governance Statement</b>- Proposed SL/Seconded MY/unanimous</p> <p>d. <b>Section 2 - Accounting Statements 2018/19</b>- Proposed SL/Seconded MY/unanimous</p> |  |
| <b>CEMETERY</b>         |  |  |
| 19.05.10                | <b>War memorial maintenance</b> - It was noted that none was currently required.   |  |
| 19.05.11                | <p><b>Cemetery grounds:</b> noted by councilors;</p> <p>a. Mowing &amp; strimming ongoing - no issues.</p>   |  |

|                               |   |              |
|-------------------------------|---|--------------|
|                               | <ul style="list-style-type: none"> <li>b. General grounds Maintenance - gates painted; wild flower bank created</li> <li>c. cremation plots on-going.</li> <li>d. Valuation Office query submitted. The Clerk will add this to the risk register.</li> </ul>  | ClerK        |
| <b>HIGHWAYS/Rights of Way</b> |   |              |
| 19.05.12                      | <b>Footpaths</b> - P.Cnllr PMA gave an update on footpath matters: <ul style="list-style-type: none"> <li>a) Footpath 1 - Noted that sheep now occupy this field.</li> <li>b) Footpath 2 - Noted that this is now accessible to dogs as a movable post had been installed.</li> <li>c) Noted that the stile at Round Hill had not yet been replaced. The Clerk will re-send the request to the land owner and also to the owner of the stile opposite Donhead Mill.</li> </ul>  | ClerK        |
| 19.05.13                      | <b>Brookhill Traffic Management</b> - It was noted by Cnllrs that the scheme had been discussed by Senior Highways Officers and would not be taken forward due to the lack of personal injuries/death (the key criteria) and also funding issues.   |              |
| 19.05.14                      | <b>Parish Steward Reports</b> -<br>P.Cnllr PMA to inform P.Cnllr CB of the Pot hole by Vale House.<br>Clerk to report the blocked drain on New Road by Mayfield via Wilts on-line app.<br>(I've changed the wording here so that I report via the app rather than the Parish Steward get involved as if it is more than superficially blocked he wouldn't be able to do it. I should have made that clear at the time)  | PMA<br>ClerK |
| <b>Reports</b>                |   |              |
| 19.05.15                      | W. Cnllr Tony Deane spoke on several issues, the main points being: <ul style="list-style-type: none"> <li>a) If the Parish Council thought it beneficial to purchase new road signs, Wiltshire Council would erect them.</li> <li>b) The next Area Board meeting held at the Nadder Centre would raise awareness about drug county lines for anyone wishing to attend.</li> <li>c) A complaint had been raised by a resident on Milkwell about the noise of heavy vehicles on the A30. It was noted that no other complaints had been received by Cnllrs from any other residents on this matter.</li> </ul> |              |
| 19.05.16                      | Other reports: <ul style="list-style-type: none"> <li>a. Chairman - the Chairman thanked all Councillors and Clerk for their work since the last meeting. He announced that Cnllr FS was resigning and thanked her for her long service as a Councillor. The council had received a £10,000 anonymous donation from a resident. The Chairman will speak to the resident to see if there is a preference on how the donation is spent and will report back.</li> <li>b. Clerk - it was noted that the Assistant Clerk was attending training sessions and making good progress.</li> </ul>                     | MC           |
| 19.05.17                      | Correspondence -The circulated Wessex Water correspondence for Planning and Road Closures was noted by P.Cnllrs. The Clerk would circulate further correspondence received, that gave more detail about the work to be carried out.   | ClerK        |
| 19.05.18                      | <b>Public participation</b> - Further comments were made relating to the planning matter at Glove Cottage.  |              |
| 19.05.19                      | <b>Date and time of next meeting:</b><br>Full Council Meeting - 12 <sup>th</sup> July 2019 at 7:30pm; Donhead St Mary's Village Hall<br><br>Interim planning meetings as required.  |              |

# APPENDIX 1 - retrospective payments in April 2019

Date: 27/05/2019

Donhead St Andrew Parish Council

Page 1

Time: 18:55

Cashbook 1

User: SHARRY

Current Bank A/c

Payments made between 01/04/2019 and 30/04/2019

## Nominal Ledger Analysis

| <u>Date</u>            | <u>Payee Name</u>            | <u>Reference</u> | <u>£ Total Amnt</u> | <u>£ Creditors</u> | <u>£ VAT</u> | <u>A/c</u> | <u>Centre</u> | <u>£ Amount</u> | <u>Transaction Details</u> |
|------------------------|------------------------------|------------------|---------------------|--------------------|--------------|------------|---------------|-----------------|----------------------------|
| 01/04/2019             | Simon Workman                | FP51             | 120.50              |                    |              | 4500       | 150           | 120.50          | Cemetery maintenance       |
| 10/04/2019             | Diane Malley                 | FP52             | 81.00               |                    |              | 4110       | 110           | 81.00           | Payroll service            |
| 10/04/2019             | HMRC                         | FP53             | 22.00               |                    |              | 4010       | 110           | 22.00           | Tax & NI                   |
| 10/04/2019             | Employee 1                   | FP54             | 242.16              |                    |              | 4000       | 110           | 242.16          | salary                     |
| 10/04/2019             | Employee 2                   | FP55             | 396.24              |                    |              | 4000       | 110           | 396.24          | salary                     |
| 10/04/2019             | Donhead St Mary Village Hall | FP56             | 28.00               |                    |              | 4200       | 110           | 28.00           | Room hire                  |
| 13/04/2019             | Simon Workman                | FP62             | 127.50              |                    |              | 4500       | 150           | 127.50          | Cemetery maintenance       |
| 16/04/2019             | Employee 2                   | FP58             | 396.24              |                    |              | 4000       | 110           | 396.24          | salary                     |
| 16/04/2019             | Employee 1                   | FP59             | 0.60                |                    |              | 4010       | 110           | 0.60            | Tax & NI                   |
| 16/04/2019             | Employee 1                   | FP60             | 263.56              |                    |              | 4000       | 110           | 263.56          | Salary                     |
| 18/04/2019             | SLCC                         | FP57             | 118.80              |                    | 19.80        | 4080       | 110           | 99.00           | SLCC                       |
| 30/04/2019             | Donhead St Mary Village Hall | FP61             | 20.00               |                    |              | 4200       | 110           | 20.00           | Room Hire                  |
| <b>Total Payments:</b> |                              |                  | 1,816.60            | 0.00               | 19.80        |            |               | 1,796.80        |                            |

# APPENDIX 2 - Payments for approval at May meeting 2019

Date: 27/05/2019

Donhead St Andrew Parish Council

Page 1

Time: 18:51

Cashbook 1

User: SHARRY

Current Bank A/c

Payments made between 01/05/2019 and 27/05/2019

| Nominal Ledger Analysis |                   |                  |                     |                    |              |            |               |                 |                            |
|-------------------------|-------------------|------------------|---------------------|--------------------|--------------|------------|---------------|-----------------|----------------------------|
| <u>Date</u>             | <u>Payee Name</u> | <u>Reference</u> | <u>£ Total Amnt</u> | <u>£ Creditors</u> | <u>£ VAT</u> | <u>A/c</u> | <u>Centre</u> | <u>£ Amount</u> | <u>Transaction Details</u> |
| 10/05/2019              | JA Garner Rudman  | 532              | 50.00               |                    |              | 4100       | 110           | 50.00           | Internal Audit service     |
| 10/05/2019              | SLCC              | 533              | 103.99              |                    |              | 4300       | 110           | 103.99          | Purchase of CAB            |
| 10/05/2019              | Employee 2        | 534              | 396.24              |                    |              | 4000       | 110           | 396.24          | Salary                     |
| 10/05/2019              | WALC              | 535              | 173.84              |                    | 28.97        | 4120       | 110           | 144.87          | Membership                 |
| 10/05/2019              | Simon Workman     | 536              | 102.50              |                    |              | 4500       | 150           | 102.50          | cemetery maintenance       |
| 10/05/2019              | Employee 1        | 537              | 497.29              |                    |              | 4070       | 110           | 142.65          | travel                     |
|                         |                   |                  |                     |                    |              | 4180       | 110           | 35.00           | APM refreshments           |
|                         |                   |                  |                     |                    |              | 4150       | 110           | 120.00          | Telephone mobile/landline  |
|                         |                   |                  |                     |                    |              | 4140       | 110           | 18.54           | stationery                 |
|                         |                   |                  |                     |                    |              | 4160       | 110           | 181.10          | Adobe software             |
| 13/05/2019              | HMRC              | FP63             | 0.60                |                    |              | 4010       | 110           | 0.60            | Tax & NI                   |
| 13/05/2019              | WALC              | FP64             | 78.00               |                    | 13.00        | 4080       | 110           | 65.00           | Clerk's Training           |
| Total Payments:         |                   |                  | 1,402.46            | 0.00               | 41.97        |            |               | 1,360.49        |                            |