

Donhead St Andrew Parish Council
Minutes of Full Meeting - Friday 15th July 2016
7:30pm in the Henrietta Barnett Field Centre

**DRAFT
UNTIL
SIGNED**

| 16.07.06 | <p>Apologies received and those present: Present: M. Cullimore (Chairman), S Luck (Vice-Chairman) - from 7:34, Lady Cooper, Miss B Miller - from 7:48pm, Ms P. Maxwell-Arnot, S. Pyke, Mrs F. Smart, M. York. Also in attendance: W.Cnllr T. Deane; 2 residents; Mrs S. Harry (Clerk). Apologies received and accepted: P.Cnllr J. Barton.</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| 16.07.07 | <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> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 16.07.08 | <p>Public Participation and Presentations - Questions and/or statements - none.</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 16.07.09 | <p>Resolution of minutes: AGM - 13th May 2016; proposed SP /seconded MC / unanimous (2) Full meeting - 13th May 2016; proposed SP /seconded MC / unanimous (2) Interim meeting - 20th May 2016; proposed MY /seconded PMA / unanimous (3) Interim 13th June 2016; proposed SP /seconded MY / unanimous (3) Interim 24th June 2016; proposed SL /seconded FS / unanimous (4) Interim 8th July 2016; proposed MY /seconded PMA / unanimous (4)</p> | Clerk | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| PLANNING MATTERS | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 16.07.10 | <p>Applications determined - P.Cnllrs noted the decisions made over the last 2 months.</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| FINANCE | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 16.07.11 | <p>Approval of payments information</p> <table 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>Clerk</td> <td>May Salary</td> <td style="text-align: right;">458</td> <td style="text-align: right;">224.80</td> <td style="text-align: right;">0</td> <td style="text-align: right;">224.80</td> <td>Budgeted/ retrospective</td> </tr> <tr> <td>Obo HMRC</td> <td>Tax - May</td> <td style="text-align: right;">459</td> <td style="text-align: right;">35.20</td> <td style="text-align: right;">0</td> <td style="text-align: right;">35.20</td> <td>Budgeted/ retrospective</td> </tr> <tr> <td>R. Pearce</td> <td>Grass cutting</td> <td style="text-align: right;">460</td> <td style="text-align: right;">300.00</td> <td style="text-align: right;">0</td> <td style="text-align: right;">300.00</td> <td>Budgeted/ retrospective</td> </tr> <tr> <td>D Scott</td> <td>Noticeboards – 2 new</td> <td style="text-align: right;">461</td> <td style="text-align: right;">927.00</td> <td style="text-align: right;">0</td> <td style="text-align: right;">927.00</td> <td>Budgeted/ retrospective</td> </tr> <tr> <td>R. Beale</td> <td>Portable toilets – 2 no.</td> <td style="text-align: right;">462</td> <td style="text-align: right;">130.00</td> <td style="text-align: right;">26.00</td> <td style="text-align: right;">156.00</td> <td>retrospective</td> </tr> <tr> <td>M.Cullimore</td> <td>Repair of street sign – materials only</td> <td style="text-align: right;">463</td> <td style="text-align: right;">34.00</td> <td style="text-align: right;">0</td> <td style="text-align: right;">34.00</td> <td>retrospective</td> </tr> <tr> <td>S. Pyke</td> <td>Materials for fingerpost installation</td> <td style="text-align: right;">464</td> <td style="text-align: right;">10.80</td> <td style="text-align: right;">0</td> <td style="text-align: right;">10.80</td> <td>Budgeted/ retrospective</td> </tr> <tr> <td>D.Scott</td> <td>Repair of main noticeboard</td> <td style="text-align: right;">465</td> <td style="text-align: right;">492.00</td> <td style="text-align: right;">0</td> <td style="text-align: right;">492.00</td> <td>Budgeted/ retrospective</td> </tr> <tr> <td>H.Jonas</td> <td>War memorial cleaning</td> <td style="text-align: right;">466</td> <td style="text-align: right;">350.00</td> <td style="text-align: right;">0</td> <td style="text-align: right;">350.00</td> <td>Budgeted/ retrospective</td> </tr> <tr> <td>Clerk</td> <td>May June</td> <td style="text-align: right;">467</td> <td style="text-align: right;">224.80</td> <td style="text-align: right;">0</td> <td style="text-align: right;">224.80</td> <td>Budgeted</td> </tr> <tr> <td>Obo HMRC</td> <td>Tax - June</td> <td style="text-align: right;">468</td> <td style="text-align: right;">35.20</td> <td style="text-align: right;">0</td> <td style="text-align: right;">35.20</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> | | Clerk | May Salary | 458 | 224.80 | 0 | 224.80 | Budgeted/ retrospective | Obo HMRC | Tax - May | 459 | 35.20 | 0 | 35.20 | Budgeted/ retrospective | R. Pearce | Grass cutting | 460 | 300.00 | 0 | 300.00 | Budgeted/ retrospective | D Scott | Noticeboards – 2 new | 461 | 927.00 | 0 | 927.00 | Budgeted/ retrospective | R. Beale | Portable toilets – 2 no. | 462 | 130.00 | 26.00 | 156.00 | retrospective | M.Cullimore | Repair of street sign – materials only | 463 | 34.00 | 0 | 34.00 | retrospective | S. Pyke | Materials for fingerpost installation | 464 | 10.80 | 0 | 10.80 | Budgeted/ retrospective | D.Scott | Repair of main noticeboard | 465 | 492.00 | 0 | 492.00 | Budgeted/ retrospective | H.Jonas | War memorial cleaning | 466 | 350.00 | 0 | 350.00 | Budgeted/ retrospective | Clerk | May June | 467 | 224.80 | 0 | 224.80 | Budgeted | Obo HMRC | Tax - June | 468 | 35.20 | 0 | 35.20 | Budgeted | |
| <u>Payee</u> | <u>Purpose</u> | <u>Cheque</u> | <u>£ nett</u> | <u>£ vat</u> | <u>£ total</u> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Clerk | May Salary | 458 | 224.80 | 0 | 224.80 | Budgeted/ retrospective | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Obo HMRC | Tax - May | 459 | 35.20 | 0 | 35.20 | Budgeted/ retrospective | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| R. Pearce | Grass cutting | 460 | 300.00 | 0 | 300.00 | Budgeted/ retrospective | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| D Scott | Noticeboards – 2 new | 461 | 927.00 | 0 | 927.00 | Budgeted/ retrospective | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| R. Beale | Portable toilets – 2 no. | 462 | 130.00 | 26.00 | 156.00 | retrospective | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| M.Cullimore | Repair of street sign – materials only | 463 | 34.00 | 0 | 34.00 | retrospective | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| S. Pyke | Materials for fingerpost installation | 464 | 10.80 | 0 | 10.80 | Budgeted/ retrospective | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| D.Scott | Repair of main noticeboard | 465 | 492.00 | 0 | 492.00 | Budgeted/ retrospective | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| H.Jonas | War memorial cleaning | 466 | 350.00 | 0 | 350.00 | Budgeted/ retrospective | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Clerk | May June | 467 | 224.80 | 0 | 224.80 | Budgeted | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Obo HMRC | Tax - June | 468 | 35.20 | 0 | 35.20 | Budgeted | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

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| | <p>Clerk May July 469 224.80 0 224.80 Budgeted</p> <p>Obo HMRC Tax - July 470 35.20 0 35.20 Budgeted</p> <p>P.Cnllrs resolved to approve the payments listed above.</p> <p style="text-align: right;">Proposed SL / seconded MY / unanimous</p> | |
| 16.07.12 | Budget monitoring - P.Cnllrs noted the spreadsheets previously circulated as an agenda paper. | |
| 16.07.13 | <p>Request for financial support of Citizens Advice Bureau - P. Cnllrs considered the donations made during the last financial year before resolving to the amendments listed below for 2016/17.</p> <p style="text-align: right;">Proposed SL / seconded FS / unanimous</p> <p>Donhead Digest £25 (previously £100) TISBUS £50 (previously £25) Bobby Van £50 (previously £25) Poppy Appeal £50 (previously £25)</p> <p>The reduction to Donhead Digest was made as the production costs were now covered by advertising income.</p> <p>P.Cnllrs agreed not to make a donation to the CAB.</p> | Clerk |
| CEMETERY | | |
| 16.07.14 | War memorial cleaning and renovation of inscriptions / slate P.Cnllrs noted that the cleaning is now complete but the inscription trial cannot start until the weather improves. | |
| 16.07.15 | <p>Cemetery general maintenance and upkeep - the Clerk has agreed the following list of works for the cemetery with a local gardener:</p> <p>Build new wooden compost bin and position in a more visible location (south west corner). Clear rubbish from under entrance tree and burn on site suitable material. Clear all other rubbish ready to go to the tip. Individual grave pruning. Keep all trees and the boundary wall with Donhead Lodge clear of ivy. Prune trees/shrubs appropriately at least once a year. Plant bulbs as provided.</p> <p>It was noted that a man with a small white van had been mowing in the cemetery without permission; it was not known who this was and P.Cnllrs were asked to approach the man if seen to determine on whose instruction he was working.</p> | Clerk ALL |
| HIGHWAYS/Rights of Way | | |
| 16.07.16 | <p>Footpaths</p> <p>a. P. Cnllr MsPMA gave an update on the Wessex Ridgeway (overgrown especially in the Dengrove Farm area as cows were not currently grazing) and the path between Park Gate Farm and Pile Oak Lodge (tractor damage and tree works would necessitate the fire break to be re-instated).</p> <p>b. Additional litter bin - costings still awaited from The Landscape Group.</p> | Clerk |
| 16.07.17 | Vehicle Activated Sign for Brook Hill - P.Cnllrs noted that the proposal had now been submitted. | |
| 16.07.18 | Clarence reports - 0300 4560105 / Clarence@wiltshire.gov.uk / My Wiltshire reports A length of Sans Lane was noted as being dangerous at the edge where cars were pulling in pass and in some instances having to be pulled out. This would be reported using the My Wiltshire system. | Clerk |
| 16.07.19 | Parish Steward Scheme - P.Cnllrs noted the information previously circulated as a part of the Highways monthly newsletter; the scheme was due to be fully implemented in September 2016. | |

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| OTHER MATTERS REQUIRING CONSIDERATION and/or RESOLUTION - none. | | |
| Reports | | |
| 16.07.20 | <p>W.Cnllr Tony Deane - 7 topics were raised for the information of the Councillors:</p> <ol style="list-style-type: none"> a. Policing - an initiative in the Cambridge area had seen less crime where PCSOs were in evidence. In the South West Wiltshire area, dates of PC meetings had been given to the Neighbourhood Policing teams and views expressed that PCs would prefer to be visited by their own local Police Officer. b. My Wiltshire App - a demonstration of the app would be given at the Area Board meeting in South Newton on Wednesday 27th July 2016. c. Affordable Housing - the SWW Area Board has started an initiative to build 2 houses in parishes with exception sites. P.Cnllrs were asked to nominate any suggestion sites via Stephen Harris, the local Community Engagement Officer. d. Shaftesbury Housing Expansion - P.Cnllrs were informed that a new school to be built in Dorset would have a playing field in Wiltshire. The surface water drainage lagoons to the east of Shaftesbury were currently operating satisfactorily but would need routine monitoring and attention to ensure the water flow to the Nadder did not adversely affect land further downstream. e. Care of the Elderly - an Area Board initiative was being launched to help with caring for the elderly in their own homes. f. Boundary Changes - P.Cnllrs noted that discussions and consultation were being encouraged if boundaries were to be changed. g. Budget - cut backs would be necessary in the future for WC to be able to cope with services for the vulnerable. | |
| 16.07.21 | <p>Other reports:</p> <ol style="list-style-type: none"> a. Chairman - the Chairman thanked those involved in the Queen's 90th birthday bonfire, noting that residents from both the Donhead villages had attended. Particular thanks were given to P.Cnllr Fran Smart and everyone in the Jeffery family for providing the site, bonfire and expertise. b. Clerk - advice on the suitability of the proposed SID sites had been requested and was still awaited. | |
| 16.07.22 | Correspondence - P.Cnllrs were referred to the information previously circulated as an agenda paper.. | |
| 16.07.23 | Public participation - the residents present also expressed their thanks for the hospitality from the Jeffery family for the Queen's 90 th Birthday Bonfire. | |
| 16.07.24 | <p>Date and time of next meetings:</p> <p>Full Council Meeting - 16th September 2016 at 7:30pm</p> <p>Full Council Meeting - 18th November 2016 at 7:30pm</p> <p>Interim planning meetings as required.</p> | |
| | There being no other business, the meeting finished at 8:14pm. | |