

Donhead St Andrew Parish Council



Notice of Meeting:

To all Members of Donhead St Andrew Parish Council,
you are hereby summoned to participate in

The Annual Council Meeting

To be held at St Andrew's Church, Donhead St Andrew

Thursday 9th May 2024 @ 7:30pm

Signed: *S. Pritchard*
Mr Simon Pritchard PSLCC
Parish Clerk & Responsible Finance Officer
01/05/2024

Formal Meeting Agenda

1) Election of Chairperson:

To appoint a chairperson for the municipal year 2024/25

2) Election of Vice Chairman:

The council may choose to appoint a vice-chairman for the municipal year 2024/25

3) Apologies of Absence:

To receive and approve any apologies of absence.

4) Declarations of Interest:

Members to declare interests in any agenda item:

- 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.
- c) Applications for dispensations: to be submitted in writing to the Parish Clerk before the meeting.

5) Adoption of Previous Council Meetings Minutes:

To adopt the minutes of the last meetings held on:

- a) **Thursday 7th March 2024 - Regular Council Meeting**
- b) **Friday 22nd March 2024 - Planning Site Meeting**
- c) **Friday 19th April 2024 - Planning Site Meeting**

6) CO-OPTION OF NEW COUNCIL MEMBERS:

To receive the one application received and resolve if to elect.
Application received from: Mrs Jennifer Luckyn-Malone

A. Interview of the Candidate:

Council members to interview the candidate.

B. Election of New Members:

Members are invited to make any proposal of co-option.

C. Declaration of Acceptance of Office:

Any new council member is required to sign a declaration of acceptance of office. Once signed that person becomes a member of the council and should join the table for the rest of the meeting.

7) Planning Applications Submitted to Wiltshire Council:

To pass comment on any planning applications listed below that have been submitted to Wiltshire Council

Find the full details of the applications on the Wiltshire Council website:

<https://development.wiltshire.gov.uk/pr/s/>

Application No:	PL/2024/03243
Application Type:	Removal/variation of conditions
Proposal:	Removal of condition 4 of PL/2022/08947 relating to the requirement for obscure glass in windows on the south elevation of the annexe
Site Address:	Inglegreen, Wardour Lane, Donhead St Andrew, Shaftesbury, SP7 9EQ

8) CEMETERY MANAGEMENT:

The Parish Council owns and manages the Lower Street cemetery.

A. Tree Works:

To receive information about tree works required and costing. To resolve on the works to be undertaken and budget.

B. Cemetery Rules:

It is becoming apparent that the unwritten rules of the cemetery need to be written and displayed on the cemetery gate. To resolve on the rules of the cemetery.

D. Additional Grass Cutting / Clearing:

To receive an update on the contracting of the additional works that have been agreed.

9) Members Portfolios:

The Parish Council operates a portfolio system, where some members hold extra responsibility for addressing issues within there portfolio area.

To confirm any special areas of responsibility held by members on behalf of the Council (to be recorded on website)

- Footpaths / Rights of way
- Highways / Parish Steward
- Flood Warden
- Bank Rec Checker
- Any other?....,

10) Bank Account Signatories:

To confirm the current signatories and add anymore if required.
Current: Cllrs Simon Barkham & Alistair Stoker

11) Assets Register 2024:

To review and adopt the council's assets register.

12) Risk Assessment 2024/25:

To review and adopt the 2024/25 risk assessment.

13) Insurance Renewal 2024/25:

The insurance now renews on the 1st of July. Last years premium was £258.55

14) Annual WALC Membership Renewal 2023/24:

To resolve maintaining membership of the Wilshire Association of Local Councils and authorising payment of £176.64

15) PARISH COUNCIL FINANCE (2024/25):

A. Payments Made Since the Last Meeting:

To receive the payments list.

B. Budget Vs Spend to Date and

To receive the latest budget Vs spend to date

C. Review of Earmarked Balances:

To receive and review the earmarked balances information.
The RFO is recommending that the 'EMR - Donation' earmarked fund be discontinued and the money put into the general reserve.

16) Annual Governance & Accounting Return 2023/24:

A. End of Year Outturn 2023/24:

To receive the final spend against budget reports.

B. Internal Audit Report 2023/24:

To receive the Internal Auditors report for 2022/23

C. The Annual Governance Statement 2023/24:

To resolve on the council's response to the governance statements

D. The Annual Accounting Statement 2023/24:

To receive and approve the annual accounting statement.

E. Declaration of Exemption:

To resolve on claiming exemption from External Audit for 2023/24

F. Confirmation of Public Rights:

To confirm the dates for public rights of inspection will be Monday 3rd June to Friday 12th July 2024

End of Formal Meeting