

# Donhead St Andrew Parish Council

Minutes of Full Meeting - Friday 15<sup>th</sup> September 2017 at 7:30pm

Committee Room, Charlton Hall

|                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |               |               |              |                |                        |  |              |                |               |               |              |                |  |                   |                       |        |       |   |       |                        |            |                      |        |       |   |       |                        |                 |            |        |       |      |       |                        |          |           |     |        |   |        |          |            |                      |        |       |   |       |          |  |
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| 17.09.06                | <b>Apologies received and those present:</b><br>Present: M. Cullimore (Chairman), J. Barton, C. Burrows, M. York - 4.<br>Also in attendance: 1 resident; Mrs S. Harry (Clerk).<br>Apologies received and accepted: W.Cnllr T. Deane; S Luck (Vice-Chairman), Ms P. Maxwell-Arnot, Miss B Miller, S. Pyke, Mrs F. Smart.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |               |               |              |                |                        |  |              |                |               |               |              |                |  |                   |                       |        |       |   |       |                        |            |                      |        |       |   |       |                        |                 |            |        |       |      |       |                        |          |           |     |        |   |        |          |            |                      |        |       |   |       |          |  |
| 17.09.07                | <b>Declarations and Dispensations</b><br>a. declarations of disclosable pecuniary and non-pecuniary interests already declared in the Register of Interests - none.<br>b. declarations of disclosable pecuniary and non-pecuniary interests not previously declared in the Register of Interests - none.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |               |               |              |                |                        |  |              |                |               |               |              |                |  |                   |                       |        |       |   |       |                        |            |                      |        |       |   |       |                        |                 |            |        |       |      |       |                        |          |           |     |        |   |        |          |            |                      |        |       |   |       |          |  |
| 17.09.08                | <b>Public Participation and Presentations</b> - Questions and/or statements<br>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.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |               |               |              |                |                        |  |              |                |               |               |              |                |  |                   |                       |        |       |   |       |                        |            |                      |        |       |   |       |                        |                 |            |        |       |      |       |                        |          |           |     |        |   |        |          |            |                      |        |       |   |       |          |  |
| 17.09.09                | <b>Approval of minutes</b><br>Full meeting: 14 <sup>th</sup> July 2017 - <b>proposed JB/seconded CB/ unanimous</b><br>Interim meetings:<br>14 <sup>th</sup> July 2017 - <b>proposed MC/seconded CB/ unanimous</b><br>18 <sup>th</sup> August 2017 - <b>proposed JB/seconded CB/ unanimous</b><br>8 <sup>th</sup> September 2017 - <b>proposed CB/seconded MY/ unanimous</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |               |               |              |                |                        |  |              |                |               |               |              |                |  |                   |                       |        |       |   |       |                        |            |                      |        |       |   |       |                        |                 |            |        |       |      |       |                        |          |           |     |        |   |        |          |            |                      |        |       |   |       |          |  |
| <b>PLANNING MATTERS</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |               |               |              |                |                        |  |              |                |               |               |              |                |  |                   |                       |        |       |   |       |                        |            |                      |        |       |   |       |                        |                 |            |        |       |      |       |                        |          |           |     |        |   |        |          |            |                      |        |       |   |       |          |  |
| 17.09.10                | <b>Draft Housing Policy Allocations consultation - P.Cnllrs noted the</b> details previously circulated as agenda papers and information in the link below and after a short discussion decided that no response would be made to Wiltshire Council.<br><a href="http://www.wiltshire.gov.uk/planningpolicydocument?directory=Wiltshire%20Housing%20Site%20Allocations%20DPD/Pre-Submission%20Consultation%20July%202017&amp;fileref=7">http://www.wiltshire.gov.uk/planningpolicydocument?directory=Wiltshire%20Housing%20Site%20Allocations%20DPD/Pre-Submission%20Consultation%20July%202017&amp;fileref=7</a>                                                                                                                                                                                                                                                                                                                                                                                                                                    |               |               |              |                |                        |  |              |                |               |               |              |                |  |                   |                       |        |       |   |       |                        |            |                      |        |       |   |       |                        |                 |            |        |       |      |       |                        |          |           |     |        |   |        |          |            |                      |        |       |   |       |          |  |
| 17.09.11                | <b>Applications determined</b><br>a. P.Cnllrs noted the previously circulated agenda paper.<br>b. P.Cnllrs also noted that although some of the required planting had been done at Oakfield House, the Yew hedge on the SE boundary was not yet in place. P.Cnllrs agreed that this may take place soon and to defer any contact until the November meeting.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |               |               |              |                |                        |  | Clerk        |                |               |               |              |                |  |                   |                       |        |       |   |       |                        |            |                      |        |       |   |       |                        |                 |            |        |       |      |       |                        |          |           |     |        |   |        |          |            |                      |        |       |   |       |          |  |
| <b>FINANCE</b>          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |               |               |              |                |                        |  |              |                |               |               |              |                |  |                   |                       |        |       |   |       |                        |            |                      |        |       |   |       |                        |                 |            |        |       |      |       |                        |          |           |     |        |   |        |          |            |                      |        |       |   |       |          |  |
| 17.09.12                | <b>Approval of payments information</b> <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>DStM Village Hall</td><td>Meeting accommodation</td><td>FP/507</td><td>24.00</td><td>0</td><td>24.00</td><td>Budgeted/retrospective</td></tr><tr><td>S. Workman</td><td>Cemetery maintenance</td><td>FP/508</td><td>78.00</td><td>0</td><td>78.00</td><td>Budgeted/retrospective</td></tr><tr><td>Get Mapping PLC</td><td>GIS system</td><td>FP/509</td><td>28.00</td><td>5.60</td><td>33.60</td><td>Budgeted/retrospective</td></tr><tr><td>R.Pearce</td><td>Strimming</td><td>510</td><td>450.00</td><td>0</td><td>450.00</td><td>Budgeted</td></tr><tr><td>S. Workman</td><td>Cemetery maintenance</td><td>FP/511</td><td>81.00</td><td>0</td><td>81.00</td><td>Budgeted</td></tr></table> <p>P.Cnllrs resolved approval of the above transactions</p> <p style="text-align: right;"><b>proposed MY / seconded JB/ unanimous</b></p> |               |               |              |                |                        |  | <u>Payee</u> | <u>Purpose</u> | <u>Cheque</u> | <u>£ nett</u> | <u>£ vat</u> | <u>£ total</u> |  | DStM Village Hall | Meeting accommodation | FP/507 | 24.00 | 0 | 24.00 | Budgeted/retrospective | S. Workman | Cemetery maintenance | FP/508 | 78.00 | 0 | 78.00 | Budgeted/retrospective | Get Mapping PLC | GIS system | FP/509 | 28.00 | 5.60 | 33.60 | Budgeted/retrospective | R.Pearce | Strimming | 510 | 450.00 | 0 | 450.00 | Budgeted | S. Workman | Cemetery maintenance | FP/511 | 81.00 | 0 | 81.00 | Budgeted |  |
| <u>Payee</u>            | <u>Purpose</u>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | <u>Cheque</u> | <u>£ nett</u> | <u>£ vat</u> | <u>£ total</u> |                        |  |              |                |               |               |              |                |  |                   |                       |        |       |   |       |                        |            |                      |        |       |   |       |                        |                 |            |        |       |      |       |                        |          |           |     |        |   |        |          |            |                      |        |       |   |       |          |  |
| DStM Village Hall       | Meeting accommodation                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | FP/507        | 24.00         | 0            | 24.00          | Budgeted/retrospective |  |              |                |               |               |              |                |  |                   |                       |        |       |   |       |                        |            |                      |        |       |   |       |                        |                 |            |        |       |      |       |                        |          |           |     |        |   |        |          |            |                      |        |       |   |       |          |  |
| S. Workman              | Cemetery maintenance                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | FP/508        | 78.00         | 0            | 78.00          | Budgeted/retrospective |  |              |                |               |               |              |                |  |                   |                       |        |       |   |       |                        |            |                      |        |       |   |       |                        |                 |            |        |       |      |       |                        |          |           |     |        |   |        |          |            |                      |        |       |   |       |          |  |
| Get Mapping PLC         | GIS system                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | FP/509        | 28.00         | 5.60         | 33.60          | Budgeted/retrospective |  |              |                |               |               |              |                |  |                   |                       |        |       |   |       |                        |            |                      |        |       |   |       |                        |                 |            |        |       |      |       |                        |          |           |     |        |   |        |          |            |                      |        |       |   |       |          |  |
| R.Pearce                | Strimming                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | 510           | 450.00        | 0            | 450.00         | Budgeted               |  |              |                |               |               |              |                |  |                   |                       |        |       |   |       |                        |            |                      |        |       |   |       |                        |                 |            |        |       |      |       |                        |          |           |     |        |   |        |          |            |                      |        |       |   |       |          |  |
| S. Workman              | Cemetery maintenance                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | FP/511        | 81.00         | 0            | 81.00          | Budgeted               |  |              |                |               |               |              |                |  |                   |                       |        |       |   |       |                        |            |                      |        |       |   |       |                        |                 |            |        |       |      |       |                        |          |           |     |        |   |        |          |            |                      |        |       |   |       |          |  |

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| <b>CEMETERY</b>               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                            |
| 17.09.13                      | <b>War memorial maintenance</b> <ul style="list-style-type: none"> <li>a. Maintenance of shrubs and ground level tree works are continuing on a monthly basis, but there is still an outstanding need for a replacement metal support spike waiting on Harry Jonas.</li> <li>b. Quotes for the inscription works are underway and should be with companies soon.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Clerk<br>Clerk                             |
| 17.09.14                      | <b>Cemetery</b> <ul style="list-style-type: none"> <li>a. The current cemetery plot location spreadsheet has a number of anomalies that will be checked.</li> <li>b. The propriety mapping product from Pear Tree Technology was not discussed due to only 4 P.Cnllrs being present. The item was deferred until the November meeting.</li> <li>c. The revised cemetery regulations were confirmed and implemented with effect from 16<sup>th</sup> September 2017. A copy to be sent to all funeral directors and stone masons in the area.</li> </ul>                                                                                                                                                                                                                                                                                                                                                           | Clerk<br>Clerk                             |
| <b>HIGHWAYS/Rights of Way</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                            |
| 17.09.15                      | <b>Footpaths</b> <ul style="list-style-type: none"> <li>a. Circular walks - current status to be checked with the Community Area Manager.</li> <li>b. Report from P.Cnllr Ms PMA on any other issues - although P.Cnllr PMA was not present, an emailed report had been received detailing the following: <ul style="list-style-type: none"> <li>i. 2 stiles needing attention: 1 near Leat House (belonging to Lord Talbot) and start of FP5 leading up from Donhead Mill.</li> <li>ii. FP directional sign at end of Mill Lane to be replaced; Chairman to make an alternative on a materials cost only basis.</li> <li>iii. Shean and Hare still making Green Lane access to footpath difficult.</li> <li>iv. Stile opposite Donhead Mill also in poor state of repair; Chairman liaising on this.</li> <li>v. Additional large way marker sign to be requested from Wiltshire Council.</li> </ul> </li> </ul> | Clerk<br>PMA<br>Clerk<br>MC<br>MC<br>Clerk |
| 17.09.16                      | <b>Parish Steward Reports</b> - P.Cnllrs were asked to report any known defects to P.Cnllr CB on an on-going basis.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | <b>ALL</b>                                 |
| 17.09.17                      | <b>Village Speed Limit</b> - P.Cnllrs discussed the pros and cons of a review that would cost £2,500, but deferred any decision to the November meeting when it was likely that more P.Cnllrs would be present.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                            |
| 17.09.18                      | <b>Over-Growing Hedges</b> - the Parish Clerk reported on actions taken on various hedges throughout the village; all addressed apart from the hedge in Milkwell that would be reported via My Wiltshire for Highways action.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Clerk                                      |
| <b>Other Matters</b>          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                            |
| 17.09.19                      | <b>Transparency Fund</b> - a grant application for an alternative website would be submitted.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Clerk                                      |
| 17.09.20                      | <b>Dates for 2018 meetings</b> - P.Cnllrs agreed to look at putting the dates back and these would be tabled at the November meeting for approval.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Clerk                                      |
| 17.09.21                      | <b>Conservation Areas in the village</b> - the map circulated previously as an agenda paper was noted.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                            |
| <b>Reports</b>                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                            |
| 17.09.22                      | W. Cnllr Tony Deane - not present.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                            |

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| 17.09.23 | <p>Other reports:</p> <ul style="list-style-type: none"> <li>a. Chairman - the Brookwater VAS scheme had been discussed at the last CATG meeting and the Chairman had confirmed that the P.Cnllrs still wished the scheme to go ahead; this action was supported by those P.Cnllrs present.</li> <li>b. Clerk - Regional Training Seminar attendance - P.Cnllrs resolved that the Clerk could attend the Regional Seminar and the Practitioners Conference at an approximate cost of £200 on a shared basis.</li> </ul> | Clerk |
| 17.09.24 | Correspondence - noted.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |       |
| 17.09.25 | <b>Public participation</b> - for comments relating to the evening's agenda items and discussion; the one resident present thought the meeting had been very interesting.                                                                                                                                                                                                                                                                                                                                               |       |
| 17.09.26 | <p><b>Date and time of next meeting:</b></p> <p>Full Council Meeting - 17th November 2017 at 7:30pm; Donhead St Mary's Village Hall</p> <p>Interim planning meetings as required.</p>                                                                                                                                                                                                                                                                                                                                   |       |