

Donhead St Andrew

Parish Council



Minutes of the Parish Council Meeting
Held at St Andrew's Church, St Bartholomew's Street
Donhead St Andrew

Thursday 14th September 2023 @ 7:00pm

Present: Cllr Simon Barkham (Chairman)
Cllr Shena Kozuba-Kozubska Cllr Alistair Stoker
Cllr Jane Sullivan Cllr Patricia Maxwell-Arnot
Cllr Jeremy Hartley

In Attendance: Mr Jonathan Mason; Co-option Candidate
Simon Pritchard; The Parish Clerk
Nick Martin; Wessex Fibre Broadband Voluntary Coordinator

Members of the Public: One

Questions or Statements from Residents: None

Report from Wiltshire Councillor Richard Budden:

Cllr Budden had been unable to attend the meeting but had submitted a written report to the council. This report will be posted onto the noticeboards and website.

- It was noted that Wiltshire Council are looking to charge double rate council tax on empty and second homes.
- An email about the quality of water in the Nadder was also noted.

Wessex Fibre Broadband to Residential Homes:

Nick Martin undated Members. The report will be on the Parish Council's website and noticeboards.

- Wessex Internet made a donation of £500 to the village fete.
- Works in the Parish are due to be completed in the next four weeks, so this may be the last update. Members welcomed Nick to make a further report to the next meeting if there is something to report.
- The Chairman and all Council Members thanked Nick Martin for all his time over the years.

Agenda Item:	
32	<u>Election of Meeting Chairman:</u> It was proposed by Cllr Maxwell-Arnot that Cllr Barkham should chair the meeting, seconded by Cllr Stoker and resolved unanimously.

Parish Clerk: Mr S. Pritchard

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Signed Chairman:.....Date.....

33	<p><u>Apologies of absence:</u></p> <ul style="list-style-type: none"> ▪ Cllr Clive Burrows – Holiday ▪ Cllr Richard Budden (Wilshire Councillor) – Previous commitment
34	<p><u>Declarations of Interest:</u></p> <p>None</p>
35	<p><u>Adoption of Previous Council Meeting Minutes:</u></p> <ul style="list-style-type: none"> ▪ Minutes of Thursday 13th July 2023 <p>Cllr Stoker proposed that the minutes be adopted, seconded by Cllr Kozuba-Kozubska and resolved unanimously.</p>
36	<p><u>CO-OPTION OF NEW COUNCIL MEMBERS:</u></p> <p>The parish council has two vacancies that it can fill via co-option. This had been advertised in the August copy of the Donhead Digest mag, on all three noticeboards and on the parish council's website. By the deadline for applications, one had been received from:</p> <ul style="list-style-type: none"> • Jonathan Mason <p><u>A. Interview of the Candidates:</u></p> <p>Jonathan Mason introduced himself and gave some background; he is the landlord of the Foresters, in post for almost two years now and hopes to be taking up a 10-year lease on the business in the next few years. He is known to most people in Village and had already been involved in the flood action group.</p> <p><u>B. Election of New Members:</u></p> <p>It was proposed by Cllr Barkham that Jonathan Mason be co-opted onto the parish council, seconded by Cllr Kozuba-Kozubska and resolved unanimously.</p> <p><u>C. Declaration of Acceptance of Office:</u></p> <p>Jonathan Mason was presented with his Declaration of Acceptance of Office. This was duly signed and witnessed by the Proper Officer. Cllr Mason joined the table as a Member of the Parish Council.</p>
37	<p><u>Pre-Planning Application Consultation:</u></p> <p>A resident had requested informal feedback from the parish council with regards to converting their double garage into an annex accommodation. The design had been emailed out to members the same day and printouts tabled. Members thanked the Resident for choosing to come to the parish council as a first step before any planning application had been registered with Wiltshire Council. The Resident was also encouraged to consult with their neighbours.</p> <ul style="list-style-type: none"> ▪ Double garage cannot currently be used. The conversion would use the same foot space as now but would have a pitched rather than flat roof. The building is at a right angle to the road.

	<ul style="list-style-type: none"> ▪ Comment was made that Wiltshire Council may not look on the application fondly. Noted that the Village Design Statement talks about infilling and that it is not desirable. ▪ The Parish Council would want to see a legal planning restriction imposed that would prevent the selling of the annex as a separate property.
38	<p><u>PARISH COUNCIL FINANCE:</u></p> <p><u>A. Approval of Payments & Payments:</u> To approve payments to be made</p> <ol style="list-style-type: none"> 1. F. Warren - Cemetery Work- £405.00 <p>It was proposed by Cllr Sullivan to make payment 1, seconded by Cllr Maxwell-Arnot and resolved unanimously.</p> <ol style="list-style-type: none"> 2. M. Cullimore - Gate Repairs - £90.00 3. S. Pritchard - Expenses and WFH allowance July to September - £66.39 4. WALC - Training Ticket - £54.00 <p>It was proposed by Cllr Kozuba-Kozubska to make the payments numbers 2 to 4, seconded by Cllr Stoker and resolved unanimously.</p> <p><u>B. Payments Made Since the Last Meeting:</u> This information had been circulated ahead of the meeting and was received.</p> <p><u>C. Budget Vs Spend to Date and Earmarked Balances:</u> This information had been circulated ahead of the meeting and was received.</p> <p><u>D. 2024/25 Parish Council Projects:</u> Members suggested some possible projects:</p> <ul style="list-style-type: none"> ▪ Import an old red phone box and convert for community use. ▪ A defibrillator for the Overway area. ▪ Convert two more stiles into gates. ▪ Signage for the Church / More footpath signage. ▪ Funds to support the wildflowering of the Cemetery.
39	<p><u>Kissing Gates Installation:</u> Cllr Barkham has taken on this stuttering project. A site meeting has been held and the Wiltshire Council Rights-of-Way Officer engaged. Agreement with the Landowner is in place and three gates are now on order. One is being given to the Parish, the other two are being 50% funded by a Wiltshire Council grant. The field behind Leat house is where they are all being installed, there are three entrances that will be upgraded to self-closing gates. The installation will be carried out by volunteers from the Tisbury Walking Group, the Wiltshire Council Rights-of-Way Officer and anyone who wants to volunteer from St Andrew. The likely dates for Installation are Monday 16th October and/or Monday 20th November The 50% cost for the two gates to the parish council will be £237 - this cost was approved.</p>

<p>40</p>	<p><u>Cemetery Management (Lower Street):</u></p> <p>Additional works to the cemetery have recently been carried out and it's looking much better. The wildflower areas now need to be stirmed and the risings removed, also the borders will require a further two cuts this year. Ideally a contractor will be appointed to carry out a regular maintenance of the areas outside the cut grass area.</p> <p>It was proposed by Cllr Barkham to set a budget of up to £500 and delegate responsibility for appointing a contractor to the Clerk, in conjunction with the Chairman, for the cutting of the wildflower area and two further clearings of the borders. Seconded by Cllr Stoker and resolved unanimously.</p> <p>Cllrs Barkham & Mason will ask people they know to offer a quote.</p>
<p>41</p>	<p><u>Cemetery Issue - Unauthorised Interment:</u></p> <p>At the end of July (2023) Bracher Brothers of Gillingham instructed a gravedigger to open a grave in the Lower Street Cemetery. Bracher Brothers did not gain permission or notify the Parish Council of this interment.</p> <p>The grave that was opened belonged to the family in question and the interment that was made was in line with the wishes of the deceased.</p> <p>The deceased had purchased a grave adjacent to their pre-deceased partner. If Bracher Brothers had followed the correct procedure, gaining permission from the Parish Council, then the Parish Clerk would have placed a marker designating the site of the purchased grave to guide the grave digger. In the absence of a marker the grave digger, on instruction from Bracher Brothers, opened the grave of the pre-deceased in error.</p> <p>The interment was made to the correct depth and the grave now holds a double interment. This is normal practice in many cemeteries but more unusual in the Lower Street Cemetery.</p> <p>a) Council to resolve on the fees to be charged to Bracher Brothers:</p> <p>The council resolved that extra fees would apply in this case due to;</p> <ul style="list-style-type: none"> ○ Non-compliance with proper practice in failing to gain consent from the Burial Authority (in this case the Parish Council) before instructing a Gravedigger. ○ The disturbance to the Parish Clerk's holiday (including having to carry out a site visit). ○ Leaving spoil in the Cemetery rather than removing it (as is the Council's policy). <p>It was proposed by Cllr Barkham to make an additional charge of £400 on a separate invoice, so that this charge is not passed on the family by the undertaker, seconded by Cllr Mason and resolved unanimously.</p> <p>b) Buying back the unused grave:</p> <p>The grave that should have been opened is empty and no longer required by the family. The Council acknowledged that there is very little space left in the Cemetery and that in time this space could be used. There is no record of what, if anything, was paid for the reserving of the grave.</p> <p>It was resolved to ask the family to donate the grave to the Parish.</p>

<p>42</p>	<p><u>Parish Council Donations:</u> Members considered last year's donations and other local groups that provide a service to the parish. Cllr Barkham proposed that the council donate £50 to Tisbus, seconded by Cllr Sullivan and resolved unanimously. Cllr Barkham proposed that the council donate £50 to Happy Gathering, seconded by Cllr Kozuba-Kozubska and resolved unanimously. Cllr Stoker proposed that the council donate £100 each to both the Somerset and Wiltshire Air Ambulances, seconded by Maxwell-Arnot and resolved unanimously.</p>
<p>43</p>	<p><u>Appointment of Community Roles (on behalf of the Parish Council):</u> To resolve on the appointment of: a) A Parish Flood Warden - Agreed as Cllr Hartley b) A Parish Tree Warden - Agreed as Mr & Mrs Lisle. It was noted that the Tree Warden role had been expanded by Wiltshire Council so further support of this role maybe required.</p>
<p>44</p>	<p><u>Village Design Statement:</u> Cllr Barkham has created a final draft document; this has been circulated to members. The document was adopted by the council, and it was agreed that a public consultation would now take place, this will be advertised in the Donhead Digest Magazine, the noticeboards and on the Parish Council website.</p>
<p>45</p>	<p><u>Parish Council Website:</u> The council has been informed that the current website provider will soon start to charge £11.99 per month for the current free website. Members noted that moving to another website would be far more costly than paying the new fees. Cllr Barkham proposed staying with the current website and paying the £11.99 per month, seconded by Cllr Sullivan and resolved unanimously.</p>
<p>46</p>	<p><u>Wiltshire Council Flood Resilience Workshop:</u> Cllr Stoker had attended this daylong workshop along with about 100 other councillors from across Wiltshire. Lots of different events throughout the day, mostly common-sense stuff. Wiltshire Council is having a big push to encourage every parish to construct an Emergency Plan, they have a template plan as a starting point. Cllr Hartley will have a look to see what may be achievable and report back. Noted that the Parish Flood Plan also needs updating.</p>
<p>47</p>	<p><u>Election of Council Chairman for the Municipal Year 2023-24:</u> Cllr Stoker proposed that Cllr Barkham be elected as the parish council chairman for the rest of the municipal year, seconded by Cllr Sullivan and resolved unanimously.</p>

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48	<p><u>Election of Council Vice-Chairman for the Municipal Year 2023-24:</u> Cllr Sullivan proposed that Cllr Stoker be elected at the parish council's vice-chairman for the rest of the municipal year, seconded by Cllr Barkham and resolved unanimously.</p>
49	<p><u>Verbal Reports:</u> To receive any verbal reports.</p> <p>a) Chairman's Report No report</p> <p>b) Highways / Parish Steward – Cllr Burrows Cllr Burrows had submitted a written report to the council:</p> <p><i>On our Parish Steward's last visit (about 3 weeks ago for two days) his time was mainly taken up by the usual pothole filling, and also with gully cover clearing (they are a particular problem at this time of year - often difficult to find, and increasingly blocked by silt, hedge trimmings and straw). At the beginning of his visit, he had arranged for the Wiltshire Council sweeper vehicle to clear the silt and debris that had accumulated at the bottom of Wardour Lane. The sweeper did a good job here, it's just a pity that the vehicle is too wide to deal with the rest of the lane which has a lot of silt which needs clearing as it will in due course end up at the bottom of the lane. The Steward is due to be with us again next week (starting on Wednesday 20th).</i></p> <p><i>The Parish Steward also mentioned on his last visit that there were blocked ditches on the road just beyond Mill Cottage on the Donhead St. Mary side of the Cottage. (It may well have been cleared by now as it's over a week since I passed by this location).</i></p> <p><i>Most of you will be aware that there is a blocked and overflowing gully halfway up Wardour Lane. The overflow here increases the risk of flooding at the bottom of the lane and the constant flow of water also degrades the road surface. I have asked for the Gully tanker to come and clear the gully and jet the pipe beyond on two occasions (it was last done as part of Richard Williams' programme of drainage improvement but is now worse than I have ever seen it). I asked Southern Highways whether they were going to arrange for a tanker visit - Hopefully we might get a visit soon!</i></p> <p>c) Rights of Way – Cllr Maxwell-Arnot FP4: The plank has come off the stile, the Mill Lane end of the bridge.</p> <p>d) Local Planning & Development No report</p> <p>e) Parish Clerk's Reports No report</p>

End of Formal Meeting 21:37

Next Meeting: Thursday 9th November 2023