

Donhead St Andrew Parish Council

Minutes - Full Meeting; Friday 20th November 2015 at 7:30pm
Henrietta Barnett Field Centre

15.11.06	<p>Apologies received and those present: Present: M. Cullimore (Chairman), Miss B Miller, Ms P. Maxwell-Arnot, S. Pyke, Mrs F. Smart, M. York. Also in attendance: W.Cnllr T. Deane; 3 residents; Mrs S. Harry (Clerk). Apologies received and accepted: S Luck (Vice-Chairman), J. Barton, Lady Cooper.</p>																																																																																									
15.11.07	<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>																																																																																									
15.11.08	<p>Public Participation and Presentations - Questions and/or statements 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 made.</p>																																																																																									
15.11.09	<p>Approval of minutes: Interim - 18th September 2015 - proposed MY / seconded SP / unanimous Full - 18th September 2015 - proposed SP / seconded MrsFS / unanimous Interim - 2nd November 2015 - proposed MY / seconded MissBM / unanimous</p>																																																																																									
PLANNING MATTERS																																																																																										
15.11.10	<p>Applications determined - none issued since last meeting. Although no DStA PC applications had been determined since the last meeting, WCnllr TD informed the meeting that Planning Officers were minded to refuse the recent Roosters application as it failed to comply with Core Strategy 39. WCnllr TD talked through the reasoning of the recommended refusal and indicated that it might still be called in if Andrew Guest was amenable; also that time and commitment would be required if the call in was successful. Following a discussion, P.Cnllrs agreed that WCnllr TD should attempt to call in the application and a majority (5 in favour with 1 against on a show of hands) of P.Cnllrs would support the application at SAPC if required.</p>	TD																																																																																								
FINANCE																																																																																										
15.11.11	<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: center;"><u>Chequ</u></th> <th style="text-align: center;"><u>e</u></th> <th style="text-align: center;"><u>£ nett</u></th> <th style="text-align: center;"><u>£ vat</u></th> <th style="text-align: center;"><u>£ total</u></th> <th></th> </tr> </thead> <tbody> <tr> <td>Contractor</td> <td>Grass cutting</td> <td style="text-align: center;">433</td> <td style="text-align: center;">280.0</td> <td style="text-align: center;">0</td> <td style="text-align: center;">280.0</td> <td style="text-align: center;">0</td> <td>Budgetted</td> </tr> <tr> <td></td> <td></td> <td></td> <td style="text-align: center;">0</td> <td></td> <td></td> <td style="text-align: center;">0</td> <td></td> </tr> <tr> <td>Obo</td> <td>Tax -</td> <td style="text-align: center;">434</td> <td style="text-align: center;">34.20</td> <td style="text-align: center;">0</td> <td style="text-align: center;">225.8</td> <td style="text-align: center;">0</td> <td>Budgetted</td> </tr> <tr> <td>HMRC</td> <td>October</td> <td></td> <td></td> <td></td> <td style="text-align: center;">0</td> <td></td> <td></td> </tr> <tr> <td>Clerk</td> <td>Salary -</td> <td style="text-align: center;">435</td> <td style="text-align: center;">225.8</td> <td style="text-align: center;">0</td> <td style="text-align: center;">34.20</td> <td style="text-align: center;">0</td> <td>Budgetted</td> </tr> <tr> <td></td> <td>October</td> <td></td> <td style="text-align: center;">0</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Obo</td> <td>Tax -</td> <td style="text-align: center;">436</td> <td style="text-align: center;">34.20</td> <td style="text-align: center;">0</td> <td style="text-align: center;">225.8</td> <td style="text-align: center;">0</td> <td>Budgetted</td> </tr> <tr> <td>HMRC</td> <td>November</td> <td></td> <td></td> <td></td> <td style="text-align: center;">0</td> <td></td> <td></td> </tr> <tr> <td>Clerk</td> <td>Salary -</td> <td style="text-align: center;">437</td> <td style="text-align: center;">225.8</td> <td style="text-align: center;">0</td> <td style="text-align: center;">34.20</td> <td style="text-align: center;">0</td> <td>Budgetted</td> </tr> <tr> <td></td> <td>November</td> <td></td> <td style="text-align: center;">0</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p>P.Cnllrs resolved to approve the payments listed; proposed MY / seconded MrsFS / unanimous</p>	<u>Payee</u>	<u>Purpose</u>	<u>Chequ</u>	<u>e</u>	<u>£ nett</u>	<u>£ vat</u>	<u>£ total</u>		Contractor	Grass cutting	433	280.0	0	280.0	0	Budgetted				0			0		Obo	Tax -	434	34.20	0	225.8	0	Budgetted	HMRC	October				0			Clerk	Salary -	435	225.8	0	34.20	0	Budgetted		October		0					Obo	Tax -	436	34.20	0	225.8	0	Budgetted	HMRC	November				0			Clerk	Salary -	437	225.8	0	34.20	0	Budgetted		November		0					
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15.11.12	<p>Footpath Information signs - P.Cnllrs agreed that the quote of £14.50 per item for the proposed FP signs was reasonable and that a batch of 10 would be ordered in the first</p>																																																																																									

	instance for a sample circular route in the village. P.Cnllrs also resolved that additional yellow way markers would be sourced for use throughout the village. proposed SP / seconded MrsFS / unanimous	Clerk
15.11.13	Budget for 2016/17 - P.Cnllrs were referred to the attached budget figures for amendment or agreement of figures from 2015/16 to 2016/2017. The projected outturn figures for 2015/16 were accepted as a reasonable basis for the 2016/17 precept with amendments to the donations as listed below: Donhead Digest: 2015/16=£100 2016/17=£25 Bobby Van Trust: 2015/16=£25 2016/17=£50 Poppy Appeal: 2015/16=£25 2016/17=£50 TISBUS: 2015/16=£25 2016/17=£50 proposed MY / seconded SP / unanimous	Clerk
15.11.14	Precept for 2016/17 - P.Cnllrs were referred to the precept calculator that, with the increase in the council tax base figure, from 244.31 to 249.69, the 2015/16 Band D figure of £29.68 would decrease to £29.04 if the precept figure of £7252 remained the same. Following a discussion on likely increased costs, for example, tree works in the cemetery, P.Cnllrs resolved to increase the precept for 2016/17 to £8,000. proposed MY / seconded MissBM / unanimous This amounted to an increase of £3 exactly; see the revised precept calculator in Appendix 1.	Clerk
CEMETERY		
15.11.15	Tree inspection for insurance purposes - the report was circulated prior to the meeting; P.Cnllrs agreed to progress forward with quotes for the works recommended. Local contractors to be approached.	
15.11.16	War memorial cleaning and renovation of inscriptions / slate panels P.Cnllrs were informed that the latest guidance from Historic England allowed upto 75% of project costs a. a resident has suggested that the cleaning works of the memorial be undertaken separately from the restoration of the lettering, as this could be done comparatively quickly and would significantly improve the appearance. P.Cnllrs resolved that all works should be undertaken as one project. proposed MY / seconded MissBM / unanimous b. the lettering only is likely to cost in the region of £1000 (verbal indication from 2 separate companies); a third estimate has been requested. To ensure that the work quoted for was exactly the same, P.Cnllrs resolved that a specification be requested from a local contractor. proposed SP / seconded MrsFS / unanimous	Clerk Clerk
HIGHWAYS/Rights of Way		
15.11.17	Footpaths: a. Replacement Stiles: the owners of land FP 4 crosses may be willing to have a new metal stile - this proposal is waiting for confirmation, but could be done as a part of an AB grant, along with (potentially) other stiles on FPs 4 and 5. b. Permissive path between FPs 4 and 5 - progress unknown at present c. update from P.Cnllr Miss PMA - P.Cnllr Ms PMA circulated various photographs of FP 23 (a small selection had been circulated in advance) and following a short discussion the land owner agreed that the agent/tenant would be asked to look at possible improvements.	Clerk

	<p>d. Wardour footpath diversion - a location map and explanatory letter from the landowner had been previously circulated. P.Cnllrs resolved to support the diversion.</p> <p style="text-align: right;">proposed MY / seconded SP / unanimous</p>	Clerk
15.11.18	Brookhill update - WCnllr TD informed the meeting that the works were likely to be put forward as a substantive bid in the spring of 2016.	
15.11.19	Future locations for SIDs - following a discussion on the 2 potential sites in West End, P.Cnllrs agreed that the owner of the preferred site be approached.	Clerk
15.11.20	Clarence reports - 0300 4560105 / Clarence@wiltshire.gov.uk / My Wiltshire reports: <ul style="list-style-type: none"> a. Pot holes x2 in Wardour Lane, b. Long trough shaped cavity in West End. 	Clerk Clerk
OTHER MATTERS REQUIRING CONSIDERATION and/or RESOLUTION		
15.11.21	Neighbourhood Plan - request for potential liaison with Donhead St Mary; P.Cnllrs discussed this invitation for some time before deciding that there would be no discernable benefit to the village in terms of CIL funding or developments.	Clerk
15.11.22	Website progress - P.Cnllrs resolved to support the grant application for a laptop and implementation costs for the new website.	
	proposed MY / seconded SP / unanimous	Clerk
15.11.23	Pension Auto-enrolment - P.Cnllrs were informed that the Clerk did not wish to be enrolled in a DStA PC pension scheme and that letters would be exchanged to comply with the legislation on pension auto-enrolment.	
	proposed SP / seconded PMA / unanimous	Clerk
Reports		
15.11.24	W.Cnllr Tony Deane - the WCnllr mentioned 5 items of note: <ul style="list-style-type: none"> a. the BBLP contract had, for the most part, been taken over by The Landscape Group. b. The 1st floor of the new campus in Tisbury was likely to be leased to a London company. c. The Police would be based in Warminster rather than in the campus at Tisbury. d. Local searches for house sales were subject to an 8 week delay, but could be speeded up if necessary - via WCnllr TD. During a brief discussion P.Cnllrs asked that the Police public sessions be advertised in the Donhead Digest.	
15.11.25	Other reports: <ul style="list-style-type: none"> a. Chairman - the Chairman thanked everyone for their ongoing support. b. Clerk - no report. 	
15.11.26	Correspondence - P.Cnllrs noted the attached listings; in particular the letter from WCnllr Tonge re substantial transfers of assets to parish and town councils. P.Cnllrs agreed that no assets would be requested.	
15.11.27	Public participation - for comments relating to the evening's agenda items and discussion - none.	
15.11.28	Date and time of next meetings: Annual Parish Meeting - 11 th March 2016 Annual General Meeting - 13 th May 2016 Full - 15 th January 2016; 11 th March 2016; 13 th May 2016; 15 th July 2016; 16 th September 2016; 18 th November 2016. <u>plus Interim</u> planning/consultation meetings as advised.	
There being no other business, the meeting concluded at 9:01pm.		

APPENDIX 1 - PRECEPT CALCULATOR

Donhead St Andrew

Council Tax base figure	244.31		249.69		249.69
	2015/16		2016/17		2016/17
precept (£)	7252		7252		8000
	2015/16		2016/17		2016/17
Council Tax charge:		per		per	
		£1,000		£1,000	
Band A (2/3 of Band D)	19.79	2.73	19.36	2.67	21.36
Band B (7/9 of Band D)	23.09	3.18	22.59	3.11	24.92
Band C (8/9 of Band D)	26.39	3.64	25.82	3.56	28.48
Band D charge	29.68	4.09	29.04	4.00	32.04
Band E (11/9 of Band D)	36.28	5.00	35.50	4.89	39.16
Band F (13/9 of Band D)	42.88	5.91	41.95	5.78	46.28
Band G (15/9 of Band D)	49.47	6.82	48.41	6.67	53.40
Band H (Band D * 2)	59.37	8.19	58.09	8.01	64.08