

Donhead St Andrew Parish Council

Minutes of Full Meeting

Friday 12th July 2019 at 7:30pm

Donhead St Mary Village Hall

19.07.01	<p>Apologies received and those present: Present: M. Cullimore (Chairman), S Luck (Vice-Chairman) , C. Burrows, Ms P. Maxwell-Arnot, Miss B Miller, S. Pyke, M. York. Also in attendance: W.Cnllr T. Deane, Mrs J. Luck (Clerk), Mrs S. Harry (Assistant Clerk) No apologies received: J. Barton</p>
19.07.02	<p>Declarations and Dispensations 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; Cnllr S Luck declared a personal interest with respect to items 19.07.10 and 19.07.11 and abstained from voting on these matters.</p>
19.07.03	<p><u>Public Participation and Presentations</u> -None</p>
19.07.04	<p>Approval of minutes: Full meeting – 10th May 2019; proposed MY/seconded SL/unanimous. APCM – 10th May 2019; proposed SL/seconded MY/unanimous. Interim meeting – 7th June 2019; proposed CB/seconded PMA/unanimous.</p>
PLANNING MATTERS	
19.07.05	<p>Planning application - 19/05552/FUL. Donhead House landscaping-No Objection; proposed SP/seconded MY/unanimous.</p>
19.07.06	<p>Applications determined - The listing previously circulated was noted.</p>
19.07.07	<p>Enforcement request – Oakfield Tennis Court border planting – The clerk advised that she had emailed the enforcement officer for an update and also spoken to the owner of Oakfield. The clerk informed the P.Cnllrs that the owner has had issues with the water saturation levels in the field which had halted any planting. The owner is reluctant to carry out the planting until he has managed to address the drainage problem in the field. He may apply for a variation to his planning permission so that he is no longer in breach of his planning conditions, whilst he addresses the drainage issues.</p>
FINANCE	
19.07.08	<p>Approval of payments information a. Retrospective payments – The payment listing circulated with the agenda including payments from 14/05/2019 up to 12/07/2019 was approved; proposed SL/seconded MY/unanimous. b. Clerk and assistant clerk expenses were approved detailed in previously circulated emails – The assistant clerk explained that she had accrued additional hours due to an increased work load generated mainly by getting all files, systems and outstanding work up together for handover to the new clerk. An additional 43hrs are to be paid as a one-off transaction that had arisen from this work. The assistant clerk continues to work 2hrs per week until it is next reviewed; proposed BM/seconded MY/unanimous.</p>

	c. Bank reconciliations for May and June 2019 were approved from previously circulated reports; proposed SL/seconded CB/unanimous.	
19.07.09	Training for Clerk: VAT course to be attended by new clerk in September - Noted	
19.07.10	Mobile phone purchase – (P.Cnllr S Luck abstained from voting, see above declaration of interest). The Clerk gave details of the two quotes obtained and the P.Cnllrs approved the purchase of a refurbished phone from Smart Cellular currently priced at £279 in addition to a monthly tariff of £10. The phone is to be used in connection with the Clerk’s role only. proposed CB/seconded SP/unanimous.	
19.07.11	Donhead PC bank account debit card – (P.Cnllr S Luck abstained from voting, see above declaration of interest). The P.Cnllrs approved the Clerk applying for a debit card, only to be used in accordance with the PC’s financial standing orders. proposed SP/seconded BM/unanimous	
CEMETERY		
19.07.12	War memorial maintenance – none currently required.	
19.07.13	Cemetery grounds: Mowing & strimming ongoing - no issues. General grounds Maintenance – ongoing. cremation plots – To be marked out by P.Cnllr SP and P.Cnllr MY Valuation Office query – Clerk is awaiting confirmation of rateable value from Wilshire Council.	SP/ MY
HIGHWAYS/Rights of Way		
19.07.14	Footpaths - P.Cnllrs received an update on footpath matters from P.Cnllr PMA. P.Cnllr PMA has been corresponding with Wiltshire Council about the two bridges on FP3. One bridge is to have its decking renewed imminently. No 1 bridge’s repairs are more complex and will need to be carried out later in the summer when water levels are lower and access to landowners field has been agreed. P.Cnllr PMA informed the P.Cnllrs that the grass on FP3 approaching Henrietta Barnett was too long. The clerk will approach the owner to request it is cut.	Clrk
19.07.15	Pedestrian Gate Funds - P.Cnllr PMA reported two points where she felt it would be beneficial for pedestrian gates to be installed if we can get funding from the Wiltshire area board. The first was FP3 at the end of Mill Lane, the other was the footpath near Leat House. P.Cnllr PMA will talk to the landowner at Mill Lane FP3 and P.Cnllr MC will discuss with the land owner at the footpath near Leat House. The Clerk will contact Wiltshire Council area board to state the council’s interest in two gates and to request a picture of the gate to assist in obtaining land owner’s approval.	PMA MC Clrk
19.07.16	Parish Steward Reports – P.Cnllr CB said that he would discuss the newly established Gully clearing service with the Parish Steward. P.Cnllrs noted gravel on the road by Minterne, P.Cnllr CB to check parish steward is aware of this.	CB
19.07.17	Other Matters –	

	<p>i. The Clerk asked P.Cnllrs to confirm whether they could attend Cranborne Chase AONB planning training, details circulated previously. P.Cnllr CB requested a place. The Clerk will book a place for herself and P.Cnllr CB.</p> <p>ii. The Clerk also asked P.Cnllrs to advise any areas of training that they would find beneficial. P.Cnllrs didn't desire any training at this time but are aware that it is available should they require it. The clerk will respond back to Katie Fielding at Wiltshire Council and report her own training needs.</p>	<p>Clrk</p> <p>Clrk</p>
Reports		
19.07.18	<p>W. Cnllr Tony Deane spoke on several issues the main ones being:-</p> <p>a) Unitary Boundaries commission – He stated that WC do not feel that the current version of the revised boundaries is correct. W.Cnllr TD didn't think that Donhead St Andrew PC would notice any major changes.</p> <p>b) Area Board funds for pedestrian gates – W.Cnllr TD recommended that Donhead St Andrew PC use "Seeds For Success" (A youth initiative where they can earn leisure tokens) to install the pedestrian gates if the Area board funding is received.</p> <p>c) PCSO Neil Turnbull is at the Nadder Centre in Tisbury for community drop in sessions to allow residents to report any areas of community safety concern.</p>	
19.07.19	<p>Other reports:</p> <p>i. Chairman – P.Cnllrs had a further discussion about the expenditure of the £10K donation. It was felt that defibrillators were not suitable due to the sprawling nature of the village, the expense, complexities of maintenance and where to locate them. P.Cnllrs would rather offer regular first aid courses to residents. P.Cnllrs considered whether to offer the older pupils at Semley Primary school first aid courses and asked the clerk to approach the headteacher about this. P.Cnllrs also discussed the possibility of replacing the wooden bench on the triangle of grass by St Bartholomew's Street junction.</p> <p>ii. Clerk – Training has been undertaken by the new Clerk with Rialtas (accounting software) – P.Cnllrs noted this.</p> <p>The Clerk said that P.Cnllrs should consider using the newly refurbished Donhead St Andrew church as a future meeting place. The Clerk will arrange a time for P.Cnllrs to look around once the refurb is complete. It was discussed that tables, Wifi and a projector would all be required. The Clerk will arrange for Posters to be put up on village notice boards to assist in recruiting a new P.Cnllr to replace ex-P.Cnllr FS. The clerk will also put a post on the community application "Next door" to advertise the vacancy.</p>	<p>Clrk</p> <p>Clrk</p> <p>Clrk</p>
19.07.20	Correspondence – The clerk shared details of a section 116 application received from WC concerning the stopping up of the highway on land adjacent to the residential property, "The Castle"- P.Cnllrs noted.	
19.07.21	Public participation – None	
19.07.22	<p>Date and time of next meeting:</p> <p>Full Council Meeting – 13 September 2019 at 7:30pm; Donhead St Mary's Village Hall</p> <p>Interim planning meetings as required.</p>	