

# Donhead St Andrew

## Parish Council



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

**Friday 13<sup>th</sup> January 2023 @ 7pm**

**Present:** Cllr Malcolm Cullimore (Chairman)  
Cllr Simon Barkham Cllr Jane Sullivan  
Cllr Simon Luck Cllr Shena Kozuba-Kozubaska  
Cllr Patricia Maxwell-Arnot

**In Attendance:** The Parish Clerk; Simon Pritchard

**Members of the Public:** Three

**Questions or Statements from Residents:**

None

**Report from Wiltshire Councillor Nick Errington:**

Not at meeting / apologies sent.

**Wessex Fibre Broadband to Residential Homes:**

Nick Martin undated Members.

*NB: The written report will be on the Parish Council website and noticeboards.*

Agenda Item:	
<b>1</b>	<b><u>Apologies of absence:</u></b> Apologies had been received from Councillors; <ul style="list-style-type: none"><li>• Cllr John Barton - Unwell</li><li>• Cllr Alistair Stoker - Away</li><li>• Wiltshire Councillor; Nick Errington - Away</li></ul>
<b>2</b>	<b><u>Declarations of Interest:</u></b> Cllr Cullimore declared and non-pecuniary interest in agenda item 11 and stated that Cllr Luck as vice-chair would be chairing that agenda item.
<b>3</b>	<b><u>Adoption of Previous Council Meeting Minutes:</u></b> <ul style="list-style-type: none"><li>• <b>Thursday 3<sup>rd</sup> November 2022</b></li><li>• <b>Thursday 8<sup>th</sup> December 2022</b></li></ul>

Parish Clerk: Mr S. Pritchard

Website: [www.donheadstandrew-pc.org.uk](http://www.donheadstandrew-pc.org.uk)

Meeting: Friday 13<sup>th</sup> January 2023

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

	<p><b>The minutes of Thursday 3<sup>rd</sup> of November 2022 were proposed for adoption by Cllr Luck, seconded by Cllr Barkham and resolved unanimously.</b></p> <p><b>The minutes of Thursday 8<sup>th</sup> of December 2022 were proposed for adoption by Cllr Luck, seconded by Cllr Barkham and resolved: 4 in favour - 2 abstentions.</b></p>
<b>4</b>	<p><b><u>PARISH COUNCIL FINANCE:</u></b></p> <p><b><u>A. Approval of Payments:</u></b></p> <ol style="list-style-type: none"> <li>1. S. Pritchard - Travel &amp; WFHA - £56.26</li> <li>2. Microsoft - Software - £79.99</li> </ol> <p><b>Cllr Luck proposed that payments be approved, seconded by Cllr Barkham and resolved unanimously.</b></p> <p><b><u>B. Budget Vs Spend to Date &amp; Earmarked Balances:</u></b></p> <p>The Clerk reported that unless something unexpected happened, the budget line for the Cemetery would be underspent by a thousand pounds and that in addition the Cemetery had received over a thousand pounds of income to date, with more to follow.</p> <p>The Clerk reported that the Council was holding an earmarked money that was a donation given to the Council. It was normal practice for earmarked funds to be for specific identified projects, money donated for general purposes would normally just form part of the General Reserve. The Clerk recommended that the earmarked fund was merged with the General Reserve.</p> <p><b>Members agreed that they wished for the status quo to continue; that the donation money to be accounted for separately in the Parish Council's accounts.</b></p> <p><b><u>C. Bank Reconciliation:</u></b></p> <p>It was confirmed that Cllr Sullivan had checked and signed the bank rec before the meeting started.</p> <p><b><u>D. Appointment of Internal Auditor:</u></b></p> <p><b>It was proposed by Cllr Luck to continue with the appointment of Nicola Phillips for a second year, seconded by Cllr Barkham resolved unanimously.</b></p> <p><b><u>E. National Salary Award 2022-23:</u></b></p> <p>Members noted the new pay award.</p> <p><b><u>F. Awarding of Council Grants:</u></b></p> <p>The Clerk reported that two grants had been paid to date, £50 to the RBL and £100 to the CAB. The budget line still has £75 on it.</p> <p><b>It was proposed by Cllr Luck to grant £50 each to the Tisbus &amp; The Bobby Van, seconded by Cllr Kozuba-Kozubska and resolved unanimously.</b></p>
<b>7</b>	<p><b><u>Council Precept / Budget 2023/24:</u></b></p> <p>The Clerk had circulated a draft budget and made a recommendation as to the level of the precept. Members scrutinised the figures.</p> <p><b>It was proposed by Cllr Luck to set the precept at £12,859 for 2023/24, seconded by Cllr Sullivan and resolved unanimously.</b></p>

6	<p><b><u>Village Design Statement:</u></b></p> <p>The Clerk reported that Cllr Nick Errington had managed to stir up some action from Wiltshire Council Planning Officers. The Clerk has now been asked for a final draft, this has been completed by a Wilshire Council Officer and so lies with them, and for a consultation statement. The Clerk doesn't know what this is and has requested that if Wilshire Council are unable to provide then he is offered training.</p> <p>The Clerk noted that it is now over a year since the Parish Council submitted the updated Village Design Statement to Wilshire Council for adoption.</p>
7	<p><b><u>Cemetery Records Contractor:</u></b></p> <p>The Clerk informed the meeting that the same person who had sorted out St Mary's records was happy to do the same for St Andrew. Maximum of two days' work, £225.</p> <p><b>It was proposed by Cllr Barkham to pay up to £225 to update &amp; upgrade the digital cemetery records, seconded by Cllr Luck and resolved unanimously.</b></p>
8	<p><b><u>Meeting Dates, Days, and Locations for 2023:</u></b></p> <p>Agreed as;</p> <ul style="list-style-type: none"> <li>➤ Thursday 2<sup>nd</sup> March 2023</li> <li>➤ Thursday 18<sup>th</sup> May 2023 - including the annual parish assembly.</li> <li>➤ Thursday 13<sup>th</sup> July 2023</li> <li>➤ Thursday 14<sup>th</sup> September 2023</li> <li>➤ Thursday 9<sup>th</sup> November 2023</li> <li>➤ Thursday 11<sup>th</sup> January 2024</li> </ul> <p>All meetings to be held in St Andrews Church, 7pm start.</p>
9	<p><b><u>Verbal Reports:</u></b></p> <p>For reporting matters only.</p> <p><b>a) Highways / Parish Steward</b> - Cllr Burrows</p> <ul style="list-style-type: none"> <li>▪ The Clerk noted that Wilshire Council are promoting the fact that they have updated their smart phone app for reporting issues directly to them. Unless a pothole has been reported to Wilshire Council online or via the app, then no work order will be raised for its repair.</li> <li>▪ Cllr Cullimore asked if Members had any objection to him and his Wife planning wildflower seed in the Lower Street Cemetery, starting with Rattle. This received support.</li> </ul> <p><b>b) Rights of Way</b> - Cllr Maxwell-Arnot</p> <ul style="list-style-type: none"> <li>▪ Noted that most of the footpaths are holding up rather well given how wet it has been.</li> <li>▪ Gate at Park Gate Farm is broken, last gate before long field by the river. Needs reporting to owner.</li> <li>▪ Fingerposts: Cllr Barkham had suggested at the last council meeting that the Council commission some fingerposts at various points, both on highways and footpaths, to give directional information to walkers. Cllr Barkham had circulated a spreadsheet of information regarding designs and prices available.</li> </ul>

Parish Clerk: Mr S. Pritchard

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

	<p>This was well received. It was suggested that a proposal is brought to the next meeting as to the exact locations and a total cost for members to vote on.</p> <ul style="list-style-type: none"> <li>It was noted that no site meeting had yet taken place with regards to the two stiles that have been agreed to be upgraded to kissing gates, first next to Yeatmans House at the start of footpath number DSTA6, second on DSTA14 at the bottom of Ten Acre Copse. The Clerk reported that there was an email in with the Footpaths Officer requesting all the dates he was available during January and February, until a response was received there wasn't much that can be done.</li> </ul> <p>Member felt that a site visit was unnecessary as the kissing gates had been agreed to, the Council should simply get on and apply for a grant and install the gates, further the Council should apply for a grant for four gates. The Clerk warned that this approach was unlikely to work unless a private company was going to be found to install the gates, as fundamentally the Council is in the hands of the Footpaths Officer and only he will know what the costing will be for the gates. The Clerk will write to the owner to say that the Council will be applying for a grant to install the kissing gates.</p> <p><b>c) Local Planning &amp; Development</b></p> <ul style="list-style-type: none"> <li>It was noted that the large planning application appeal hearing for Station Road, Tisbury look like it has been delayed. Should have been early February.</li> </ul> <p><b>d) Chairman's Reports</b></p> <ul style="list-style-type: none"> <li>The Platinum Jubilee Stone and native oak tree and now in place in the Donhead St Mary Village Hall Garden, a ceremony was held at the beginning of December with a handful of representatives from the two Councils there. Many thanks to William Hall &amp; William Luck, the two youngsters who performed the official unveiling. Hopefully something they will remember and tell people about for many decades to come.</li> <li>After 30 years' service as a Parish Councillor, the Chairman informed the other Councillors that it was time to stand down, both as Chairman of the Council and as a Councillor. His last meeting will be the one in March.</li> </ul> <p><b>e) Parish Clerk's Reports</b></p> <p>None.</p>
<b>10</b>	<p><b><u>Confidential Session:</u></b>  <b>Cllr Luck proposed that the Council go into confidential session for agenda item 11 as it related to staffing matters, seconded by Cllr Barkham and resolved unanimously.</b>          There was no press or public in attendance at point.</p>
<b>11</b>	<p>Cllr Cullimore handed over the chairmanship to Cllr Luck and remained in the meeting. After being invited to make a statement, the Clerk was asked to leave the meeting.</p> <p><b><u>Parish Council Pension Provision:</u></b>          The Parish Clerk had formally requested an adjustment to his contract in relation to pension provision. <b>Members resolved to agree to this request.</b></p>

**End of Formal Meeting 21:09**