

Donhead St Andrew Parish Council

Minutes of Full Meeting

Friday 8th November 2019 at 7:30pm

Donhead St Mary Village Hall

08.11.01	<p>Apologies received and those present: Present: M. Cullimore (Chairman), S Luck (Vice-Chairman), J. Barton, C. Burrows, Ms P. Maxwell-Arnot, Miss B Miller, Also in attendance: Mrs J. Luck (Clerk) and S Barkham (prospective PC candidate). Apologies received and accepted: S. Pyke, M. York.</p>
08.11.02	<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; PCnllr SL declared a personal interest and abstained from voting on agenda items 08.11.10 and 08.11.12.</p>
08.11.03	<p>Public Participation and Presentations - None.</p>
08.11.04	<p>Parish Councillor Vacancy - Co-option. S Barkham outlined to the PCnllrs why he wanted to be considered for the role. PCnllrs briefly discussed and voted to accept S Barkham to fill the PC vacancy. Proposed SL/Seconded PMA/Unanimous.</p>
08.11.05	<p>Approval of minutes: Full meeting - 13th September 2019 Proposed SL/Seconded JB/Unanimous. Interim meeting Orchard Cottage - 18th October 2019 Proposed CB/Seconded PMA/Unanimous.</p>
PLANNING MATTERS	
08.11.06	<p>Planning application - Shaftesbury Neighbourhood Plan Regulation 14 Consultation PCnllrs noted that the Clerk had submitted a response on behalf of DsA PC, raising concerns regarding the Water drainage system problems potentially being exacerbated by any further housing development around Shaftesbury. PCnllrs also noted the Clerk gave positive feedback concerning their Dark Skies policy.</p>
08.11.07	<p>Applications determined - None since last meeting.</p>
FINANCE	
08.11.08	<p>Approval of payments information PCnllrs noted and approved retrospective payments made between 01/09/2019 and 31/10/2019 - all from approved budgets, circulated previously via email. Proposed JB/Seconded CB/Unanimous.</p>
08.11.09	<p>Approval of Bank Reconciliation PCnllrs noted and approved the bank reconciliation for September and October 2019, Circulated previously via email. Proposed BM/Seconded SL/Unanimous.</p>
08.11.10	<p>Clerk's Hours (PCnllr S Luck abstained from discussion and voting on this matter, see above declaration of interest) PCnllrs referred to Clerk's previously circulated timesheets and resolved to pay the additional 73 hours the clerk had worked and accumulated since commencement of her employment on 01/02/2019. Proposed JB/Seconded CB/Unanimous.</p>

	PCnllrs also requested that the Clerk's hours were increased from 8hrs a week to 10hrs a week with effect from the new financial year (01/04/2020) so that these hours could be accounted for in the next budget. Proposed BM/Seconded CB/Unanimous.	
08.11.11	Precept Consideration PCnllrs discussed the first draft working budget papers, circulated by the clerk previously. The only change that PCnllrs requested at this stage was that the Clerk's increased hours were reflected in the budget. The Clerk said that the precept could remain at it's current £9,000 and the PC could make the excess up from reserves in the PC bank account. PCnllrs were not keen to do this and would prefer to increase precept to cover the budget cost. The final budget will be agreed in January meeting.	
08.11.12	DsA Parish Council's Laptop (PCnllr S Luck abstained voting on this matter, see above declaration of interest) PCnllrs resolved that existing reserve in the DsA PC bank account could be used to replace the Clerk's laptop rather than waiting for next years budget. PCnllrs referred to laptop quotes previously circulated by Clerk and confirmed that HP 250 G7 Laptop i5 8GB RAM currently priced at £511.26 could be purchased. Proposed JB/Seconded CB/Unanimous	
CEMETERY		
08.11.13	War memorial maintenance - Pcnllr SL said that he would carefully clean this (not touching lettering) prior to the remembrance service on Sunday.	
08.11.14	Cemetery grounds: <ul style="list-style-type: none">a. Mowing & strimming ongoing -ongoing.b. General grounds Maintenance - ongoing.c. cremation plots - Nothing to report.d. Wildflower Bank - Pcnllrs resolved to pay for the purchase of seeds, bulbs and labour for the creation of this from the donation money. Proposed SL/Seconded BM/Unanimous	
HIGHWAYS/Rights of Way		
08.11.15	Footpaths - <ul style="list-style-type: none">i. PCnllr PMA gave an update on footpath matters. PCnllr PMA will contact Nick Cowen (Wiltshire Council Countryside Access Officer) to ask for an update on bridge repairs on FP1 (Donhead House) and FP3 (Kelloways Mill).ii. The Clerk will contact the owner of Donhead House to ask that the fallen tree in the river on FP1 is removed as it is exacerbating flooding on FP1.iii. Pcnllrs noted that due to concerns raised by a resident, the Clerk had reported potential oil contamination on DSTA3 to the Environment Agency. The Clerk will chase for a response from EA.iv. PCnllr MC updated PCnllrs on discussions he had had with the land owner concerning the potential installation of a dog gate on DSTA5 by Donhead Mill. PCnllr MC will talk to the landowner again to discuss options for making the middle stile more accessible for dogs, being either removal of the lower rail, installation of a dog gate or a pedestrian gate.	PMA Clrk Clrk MC
08.11.16	Pedestrian Gate Funds - P.Cnllr MC will approach the land owner for written permission to potentially replace stiles with pedestrian gates at TISB50 (Westfield Farm), DSTA14 (the three stiles along this path towards Pile Oak Lodge) and DSTA4 (Kelloway's Mill). Approval for a gate at DSTA6 (near Leat House) obtained so far.	MC
08.11.17	Wooden Bench Replacement PCnllrs looked at quotes provided by the Clerk and instructed the clerk to purchase the bench from Amazon, currently priced at £350 plus delivery. Proposed SL/Seconded BM/Unanimous. Pcnllrs also decided to	

	replace the bench near the Milkwell noticeboard. Proposed SL/Seconded CB/Unanimous. <i>The Clerk will order the two benches.</i>	Clrk
08.11.18	Finger Post Replacment PCnllr MC was previously asked by PCnllrs to survey the condition of the fingerposts. PCnllr MC suggested that the finger post at Sans Lane/Wardour Lane junction could be replaced (the problem being it could be damaged by a hedgecutter again). He suggested the finger post at the junction by Crossrivers be re-painted. Finally he suggested that the Finger post on the triangle of grass at West End be repaired as it seemed to be partially rotten. <i>All PCnllrs will consider how they would like to proceed by the next meeting.</i>	All PCs
08.11.19	Parish Steward Reports - PCnllr CB was asked by PCnllrs if the Parish Steward could clear the grit/sediment on Bartholomews Street on the corner by Donhead House. Other matters that PCnllrs asked CB to raise with the Parish Steward was whether anything could be done about the subsidence on Bartholomews Street by Glenburn and the resurfacing of West End and Lower Street and also on Bartholomews Street by The Haven. The Clerk will also check with WCnllr Tony Deane that Wiltshire Council are aware of the PCs resurfacing requests.	CB Clrk
08.11.20	Other Matters - i. The Clerk confirmed action points from previous minutes dated 13/09/2019 had been addressed.	
Reports		
08.11.21	W. Cnllr Tony Deane - Absent.	
08.11.22	Other reports: i. Chairman - Simon Wakeman had removed the majority of the Ivy from the Walnut tree and another 30mins would be carried out this month. The Chairman had also picked up a box of Gel Sacs, Flood warning signs, and Salt shakers from the Wiltshire Highways depot. Salt shakers were handed out to PCnllrs so that they could salt any areas they felt necessary. ii. Clerk -The Clerk had finished her online ILCA Training. The Clerk had investigated the overgrown bridleway DSTA24 (Milkwell) which now appeared to be clear.	
08.11.23	Public participation - A resident suggested that PCnllrs ensure that benches purchased for the parish are sustainably sourced. The Clerk said that the proposed bench was SVLK compliant.	
08.11.24	Date and time of next meetings: Full Council Meeting 10/01/2020 7.30pm at Donhead St Andrew Church Interim planning meetings as required.	