

# **DONHEAD St MARY PARISH COUNCIL**

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Parish Clerk; Mrs Clare Churchill

1 Tower Farm Cottages, Quidhampton, Salisbury. SP2 9AA

Tel; 01722 743027

Email; [clerk@donheadstmaryparishcouncil.org](mailto:clerk@donheadstmaryparishcouncil.org)

Website; [www.donheadstmaryparishcouncil.org](http://www.donheadstmaryparishcouncil.org)

24<sup>th</sup> June 2020

*Cllrs.*

*You are hereby summoned to a Virtual Meeting of Donhead St Mary Parish Council to be held on 1<sup>st</sup> July 2020 at 7.15pm.*

*This meeting will be held virtually using zoom.*

*In accordance with the Local Government Act 1972 sch 12 paras 10 and 26.*

*If you are unable to attend please inform the Clerk as soon as possible, should you be unable to attend and have an action on the agenda (update, report etc) please could you forward this to the Clerk before midday on Wednesday 6<sup>th</sup> May.*

*Please remember that any requests for dispensation must be made prior to the start of the meeting.*

*The running order of the Agenda is at the discretion of the Chairman and may not always follow the sequence as listed. In order to ensure being present during the consideration of an Agenda item (wherever it may appear on the list of items to be considered), Councillors and members of the public are advised to be present at the meeting from the time given above.*

*Council are asked to note that in the exercise of their functions they must take note of the following: Equal opportunities (race, gender, sexual orientation, marital status and any disability); Crime and Disorder, Health and Safety and Human Rights. Any person who may find difficulty in access to the meeting through disability is asked to advise the Clerk (01722 743027) at least 24 hours before the meeting so that every effort may be made to provide access.*

*Regards*

*Clare Churchill*

*Clerk to Donhead St Mary Parish Council*

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## Agenda for a Virtual Meeting<sup>1</sup> of Donhead St Mary Parish Council to be held on 1<sup>st</sup> July 2020 at 7.30pm.

This meeting will be held using zoom.

Meeting ID 835 0963 1469

Password 9e82s7

Should the meeting overrun the following information will be required

Meeting ID 819 3906 8622

Password 2DqkYA

At the start of the meeting there is an opportunity for questions or statements from members of the public on any matter concerning the village, no parishioner may speak for more than 2 minutes.

Alternatively members of the public can email comments to the Parish Clerk which will then be read out at the meeting.

To receive a brief report from Wiltshire Cllr Deane.

### AGENDA

**0905. Election of a Chairman for this meeting if the Chairman and Vice Chairman are unable to attend.**

**0906. Apologies for absence and to consider whether to approve the reasons given.**

*Local Government Act 1972 s85(1)*

**0907. Council meeting minutes** - to confirm and sign the minutes of the parish council meeting held on 6<sup>th</sup> May 2020.

*Local Government Act 1972 sch 12, para 41(1)*

**0908. Council meeting minutes** - to confirm and sign the minutes of the parish council planning meeting held on 8<sup>th</sup> June 2020.

*Local Government Act 1972 sch 12, para 41(1)*

**0909. Council meeting minutes** - to confirm and sign the minutes of the parish council meeting held on 8<sup>th</sup> June 2020.

*Local Government Act 1972 sch 12, para 41(1)*

**0910. Interests.**

- (i) Cllrs to declare any Disclosable Pecuniary Interests related to any matters to be considered in this agenda that do not appear in the Cllr's register of interests.
- (ii) In accordance with the Dispensation Procedure, any requests for a grant of dispensation must be submitted prior to this meeting.

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<sup>1</sup> In accordance with the Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020.

Cllrs are reminded that it is their responsibility to ensure their register of interests on the WC website is kept up to date.

**0911. Exclusion of the press and public.** To agree, if required, any items to be dealt with after the public, including the press, have been excluded under.

*Public Bodies (Admissions to Meetings) Act 1960 and Local Government Act 1972 ss100*

**0912. To receive an update on the Lease to Donhead St Mary Sports Club.**

## **PLANNING**

**0913. To consider how to respond to any planning applications** made after the publication of the agenda.

**0914. To note any tree applications** received after the publication of this agenda.

**0915. To note the following planning decisions,** full details are available online.

20/01137. Front Horse Hill Lane. APPC

20/03651. Swan Lake. APPC.

20/01016. Navarac. APPC.

20/03410. Little Wincombe. APPC.

20/02778. Mountfield. APPC.

20/03839. Land adj to Grove Arms. Withdrawn.

20/01516. Church Cottage. APPC.

20/01796. Haystones. APPC.

20/00813. Mill House. APPC.

20/00357. Ye Olde Wheelwrights. Refuse.

20/00161. Holly Bush Cottage, APPC.

19/12204. Hillside Cottage. APPC.

19/12053. North Down Farnhouse. APPC.

19/11516. Ye Olde Wheelwrights. APPC.

19/11900. Oak Cottage. Refuse.

19/11908. Dunheve Cottage. APPC.

Currently undetermined;

20/03346. Churchill Hill Cottage.

20/02491. Ashgrove Farm.

**0916. Breaches of deemed planning consent.** To receive information relating to any breaches of planning within the parish. Please note that any person with concerns regarding planning breaches should contact the Local Planning Authority (WC) and report their concerns directly.

**0917. Update of Actions of the Minutes** dated 6<sup>th</sup> May and 8<sup>th</sup> June. To note the following.

1. (0877) The tree survey was completed and circulated. The invoice has been paid.

2. (0878.ii) Gullies reported to WC?

3. (0878.ii) Clerk has reported the signage issues to CATG.

4. (0879) Planning responses were submitted to WC Planning.

5. (0893) Clerk sent the planning responses to WC Planning.

6. (0900) Clerk emailed the Solicitor re the lease.

7. (0901). Clerk has contacted the successful contractor for the tree work at the New remembrance Field.

The contractor has sent a copy of their public liability insurance. Clerk has informed the remaining contractors that on this occasion their quote was not the preferred quote.

8. (0902) Clerk has confirmed the new contract for the cemetery with the contractor.

**0918. Year ending 31<sup>st</sup> March 2020.**

(i) To note the balance of the accounts.

Opening balance £22,070.00

Total receipts £25,183.42

Total payments £15,168.71

Closing balance £32,084.71

Of which £18,332.77 is solar fund money and £1,187.98 is ringfenced.

Leaving a balance of £12,564.21

- (ii) To note the report from the Internal Auditor
- (iii) To approve and sign the Annual Governance Statement.
- (iv) To approve and sign the Annual Return.
- (v) As the total income exceeds £25,000 the council is unable to declare it exempt from a limited assurance audit.

To confirm the Clerk will ensure the relevant papers are submitted to the External Auditor .  
*Account and Audit Regulations 2003 reg 4. Local Government Act 1972 s150(5)*

**0919. Year ending 31<sup>st</sup> March 2021.**

- (i) To note the balance of the accounts.
 

Opening balance	£32,084.71
Total receipts	£16,141.79
Total payments	£ 2,510.32
Closing balance	£45,716.18

Of which £26,645.06 is solar fund money and £1,187.98 is ringfenced.  
 Leaving a balance of £17,883.39  
 Balance in Lloyds bank account £45,716.18 unpresented cheque total £0.00
- (ii) **To note payments** made since the last meeting. Only payments authorised at DsM meetings and the two monthly standing orders have been processed.
- (iii) **To authorise for payment** a list of payments totalling £5,776.99
- (iv) **To authorise a monthly direct debit to pay for zoom.** Currently meetings are held using the free version which is limited to 40 minutes, to extend the length of the meeting a monthly subscription is required.
- (v) **Solar fund.** To consider requests, for solar fund money.  
 Council is requested to consider the solar fund tab in the finance spreadsheet. The payment for 2020 has been received.  
 One request has been received from the 4 Villages Spring Fete committee asking for the £9000 based on last year's donations of;
 

Donhead St Mary with Charlton PCC	£3,500
Donhead Sports Club	£1,500
Ludwell Community Primary School	£1,300
Donhead St Mary Village Hall	£ 750
New Remembrance Hall	£ 750
Donhead Youth Football Team	£ 500
Happy Gathering Club	£ 300
Tisbus	£ 300
Tisbury Link	£ 300
Donhead Sports Netball Team	£ 300

Another suggestion put forward is to use some of the fund to repair or replace some of the stiles on the rights of way.

Council is asked to note that although the money has been given to the parish, it may only be spent in accordance with the powers of a parish council.

*Account and Audit Regulations 2003 reg 4. Local Government Act 1972 s150(5)*

**0920. Donhead St Mary Play areas.** To note any issues at the following;

- (i) Coronation Drive play area
- (ii) New Remembrance Hall / Field play area.

**0921. To receive updates on the following;**

- War Memorial
- Charlton Cemetery
- Climate Change
- First aid / defibrillator session.
- Dementia session.
- Emergency plan.

**0922. Flood Plan for Donhead St Mary.** To receive an update from Cllr Walker  
To agree that the WC template “ditch letter” should be used by Donhead St Mary PC when required.

**0923. To respond to the current consultation on the LGA revised Model Code of Conduct.** Following consultation a draft revised code of conduct has been drafted and views are invited on the draft.  
Please follow this link - [Draft revised model code of conduct](#)  
See this link for the questions - [Questions in the response survey](#). Cllrs may respond individually if they wish.

**0924. Highway Issues.**

- (i) To note matters previously reported to Highways for attention.
- (ii) To note any issues that need to be reported to Highways for attention.
- (iii) To resolve to send a letter to any Landowner who has overgrown hedges requiring cutting.
- (iv) Rights of Way within the parish.

**0925. To agree what should be submitted to the Donhead Digest.**

**0926. Clerk’s Report.**

Email re upgrade to the electrical network – circulated.  
Various emails re coronavirus from WC.  
Confirmation that the July CATG meeting has been cancelled.

**0927. To note items for the agenda of the next meeting.** Any items for the agenda should be sent to the Clerk **before** Wednesday 19<sup>th</sup> August 2020.

**0928. To confirm the date and venue of the next meeting** as Wednesday 2<sup>nd</sup> September 2020.

Members of the Public and Press are welcome to attend and are invited to speak if they so wish. If a member of the public wishes to speak, please could they advise the clerk of this intention on arrival?

The running order of the Agenda is at the discretion of the Chairman and may not always follow the sequence as listed. In order to ensure being present during the consideration of an Agenda item (wherever it may appear on the list of items to be considered), Councillors and members of the public are advised to be present at the meeting from the time given above.