

DONHEAD St MARY PARISH COUNCIL

Parish Clerk; Mrs Clare Churchill

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

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Email; clerk@donheadstmaryparishcouncil.org

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28th October 2020

Cllrs.

You are hereby summoned to a Virtual Meeting of Donhead St Mary Parish Council to be held on 4th November 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 4th November.

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 Meeting¹ of Donhead St Mary Parish Council to be held on Wednesday 4th November 2020 at 7.15pm.

This meeting will be held using zoom.

Click [here](#) to access the meeting

Meeting ID 819 1442 5592

Password 833998

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

0975. Election of a Chairman. Following the resignation of the Chairman, a new Chairman is required for the remainder of the council year.

0976. Apologies for absence and to consider whether to approve the reasons given.

Council is asked to note the resignation of Mr S Miles, this now leaves two vacancies on the parish council
Local Government Act 1972 s85(1)

0977. Council meeting minutes - to confirm and sign the minutes of the parish council meeting held on 2nd September 2020.

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

0978. Council meeting minutes - to confirm and sign the minutes of the parish council planning meeting held on 5th October 2020.

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

0979. 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.

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

0980. 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

¹ 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.

0981. To receive an update on the Lease to Donhead St Mary Sports Club.

The information agreed at the last meeting has been sent to the Solicitor.

Documentation received from the Charity Commission re the Remembrance Field has been emailed to the Solicitor.

0982. To receive an update on the Remembrance Field Charity.

The Clerk has completed the contact changes.

The financial information has been completed from 1/1/16 to 31/12/2019 but unable to complete financial information prior to 1/1/16.

A governance document was emailed and this may be useful for the lease (see above).

Mr J Feltham has been added as a Trustee

Mr Blanchard has been removed as a Trustee

Mrs Barnes remains as a Trustee until another Trustee can be added.

Due to the resignation of the Chairman the Chairman was not added as a Trustee.

To confirm who will be a second Trustee for DsM PC.

To confirm if any non Cllrs should be approached as Trustees.

PLANNING

0983. To respond to WC on the following planning application;

20/08369. Land adjacent to Willowbrook, 37 Ludwell. Erect willow store and extension to existing barn.

[Land adj to Willowbrook](#)

20/08804. Oak Cottage, Berrywood Lane. Side and rear extension, new dorma to replace existing dormas.

[Oak Cottage](#)

0984. To consider how to respond to any planning applications made after the publication of the agenda.

0985 To note the following tree applications.

20/0921/TCA. 1 Sunnybank Cottages. Church Hill.

Walnut tree; reduce laterally and crown lift by up to 3m

Mulberry tree, crown reduce by up to 2m

Apple tree reduce to previous growth point.

[1 Sunnybank Cottages](#)

0986 To note any tree applications received after the publication of this agenda.

0987. To note the following planning decisions, full details are available online.

20/6285. Charlton Manor House. APPC

20/07179. Charlton Lane, Charlton. APPC

Currently undetermined

20/04702. Ashgrove Far,. Higher Ashgrove. Ashmore.

20/06835. Land and Building at Charlton.

20/07800. Mill Hse, Cats Hill Lane, Ludwell.

As yet undetermined.

20/04702. Ashgrove Farm, Higher Ashgrove. APPC

20/04879. Land adj to Mill Hse, Cats Hill Lane.

0988. 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.

0989. Update of Actions of the Minutes dated 2nd September and 5th October. To note the following.

1. (0951) Planning response was sent to WC.

2. (0972) Planning responses were sent to WC.

All other actions appear as agenda items.

0990. Year ending 31st March 2021.

- (i) To note the balance of the accounts.
- | | |
|-----------------|------------|
| Opening balance | £32,084.71 |
| Total receipts | £24,221.49 |
| Total payments | £ 8,652.44 |
| Closing balance | £47,653.76 |
- Of which £26,645.06 is solar fund money (£6,300 is authorised) and £1,117.74 is ringfenced.
Leaving a balance of £19,590.96
Balance in Lloyds bank account £47,653.76
- (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
- (iv) **Solar fund.** To consider requests, for solar fund money.
Council is requested to consider the solar fund tab in the finance spreadsheet.

Donhead St Mary Village Hall. £2,586.40

To replace window panes in 7 windows of the hall. The putty requires painting afterwards for protection. The amount requested is the total cost of the project.

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)

0991. Donhead St Mary Play areas. To note any issues at the following;

- (i) Coronation Drive play area
- (ii) New Remembrance Hall / Field play area.
- (iii) Weekly inspections undertaken by Donhead St Mary PC
- (iv) Purchase of an additional bin for the New Remembrance play area
- (v) The annual inspection report is due at any time, once received it will be circulated

0992. Cemetery

- (i) To receive an update on cemetery matters
- (ii) To receive an update on work to the war memorial.

0993. Budget for the council year 2021 – 2022. To set a budget.

Council is asked to note the financial documents including proposed budget and precept justification.

0994. Precept for the Council year 2021 – 2022. To confirm the Precept that will be requested from Wiltshire Council.

0995. To receive updates, if available, on the following;

Climate Change
Emergency plan.
Flood Plan

0996. Highway Issues.

- (i) To note matters previously reported to Highways for attention.
Clerk has reported the following issues;
- Faded give way signs at A30 / Dennis Lane junction
 - Faded give way markings at A30 / Peckons Hill junction
 - Pavement alongside the A30 at Ludwell Hill
 - Missing sign at Donhead St Mary.
- (ii) To note any issues that need to be reported to Highways for attention.
- (iii) Parish Emergency Assistance Scheme (PEAS) – this has been requested.
- (iv) Salt bin audit – update from Cllr Rossiter
- (v) To resolve to send a letter to any Landowner who has overgrown hedges requiring cutting.
- (vi) To consider any issues to be taken to the Community Area Transport Group.

(vii) Rights of Way. Repair or replacement of stiles (replace with kissing gates) where required.

0997. Outstanding tree work from the tree survey completed earlier this year.

0998. Parish Council assets.

To consider refurbishing the telephone box at Charlton.

0999. To agree what should be submitted to the Donhead Digest.

1000. Clerk's Report.

SWWAB met virtually on 30th September at 6.30pm

CATG met virtually on 9th September

Attended national conference - virtual

Attended a website accessibility training session – currently auditing the website

Email re council tax setting.

1001. To note items for the agenda of the next meeting. Any items for the agenda should be sent to the Clerk **before** Monday 21st December 2020.

1002. To confirm the date and venue of the next meeting as Wednesday 6th January 2021. The venue will be confirmed nearer the date but will either be the New Remembrance Hall or a virtual meeting.

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?

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