DONHEAD St MARY PARISH COUNCIL

**­­­­­­­­­­­­­­­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)

1st May 2019

Cllrs.

You are hereby summoned to the Annual Meeting of Donhead St Mary Parish Council to be held on Wednesday 8th May 2019 at the New Remembrance Hall, Charlton following the Annual Parish Meeting to be held at 7pm.

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 9am on Wednesday 8th 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

**Agenda for the Annual Meeting of Donhead St Mary Parish Council to be held on Wednesday 8th May 2019 in the village hall following the Annual Parish Meeting but not to start before 7.15pm.**

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.

**AGENDA**

**0655 Election of Chairman for the council year 2019/20.**

**0656. Signing of Declaration of Acceptance of Office.** The newly elected Chairman to sign the Declaration.

**0657 Apologies for absence and to consider whether to approve the reasons given.**

*Local Government Act 1972 s85(1)*

**0658. Council meeting minutes** - to confirm and sign the minutes of the parish council meeting held on 13th March 2019.

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

**0659. Council meeting minutes** - to confirm and sign the minutes of the parish council planning meeting held on 27th April 2019.

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

**0660. Chairman’s announcements.**

**0661. Interests.**

1. Cllrs to declare any Disclosable Pecuniary Interestsrelated to any matters to be considered in this agenda that do not appear in the Cllr’s register of interests.
2. 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.

**0662. Exclusion of the press and public.** To agree 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*

**0663. Co-option of Cllr.** There are 2 vacancies on Donhead St Mary PC, which having been advertised may be filled by co-option.

To co-opt up to 2 Cllrs onto Donhead St Mary Parish Council.

**0664. Speeding issues within the parish.**

(i) Traffic in Charlton. Reduction of speed limit to 30mph. Please see the attached correspondence.

[Correspondence](../../Correspondence/Highways/Letter%20from%20Lin%20Walker.pdf)

(ii) A metrocount has been requested for Charlton (in the lane and also in the village. This has also been registered as an issue via the AB system.

(iii) A metrocount has been requested for the A30 near the county boundary. This has also been registered as an issue via the AB system.

(iv) An issue has been raised. Speeding increase through Ludwell village on the A30. Parked cars have been damaged and pedestrians were almost hit by a speeding truck driver whilst trying to cross the road. The request suggests speed cameras and more signage. The parish council has been asked to comment.

**PLANNING**

**0665. To respond to Wiltshire Council Planning on the following planning applications.** Please note that hard copies of the plans are no longer available and plans should be viewed online prior to attending the meeting.

**18/11476.Long Landsley, Salisbury Rd, Donhead St Mary.** Replacement dwelling and

garages (demolish existing), erect entrance walls and gates, modify access, erect

boundary fencing. Amended plans.

[Long Landsley](https://unidoc.wiltshire.gov.uk/UniDoc/Document/Search/DSA,894715)

**19/03434. Little Wincombe, Watery Lane.** Proposed alterations and extensions.

[Little Wincombe](Little%20Wincombehttps:/unidoc.wiltshire.gov.uk/UniDoc/Document/Search/DSA,898681)

**19/03706. Greystones, Charlton**. Single storey garden room extension, with linking lobby plus minor alterations to ground floor w.c. and utility room.

[Greystones](https://unidoc.wiltshire.gov.uk/UniDoc/Document/Search/DSA,898946)

**0666. To consider how to respond to any** **planning applications** made after the publication of the agenda.

**0667. To note the following tree application.**

**19/02684. Bruin House, Donhead St Mary.** T1 - Copper Beech - remove 2 overhanging limbs G1 - trees to rear of house - cut back by 2m T2 - Oak tree - prune back by 4m T3 - Willow tree - cut back to boundary (4m) G2 - two Willow trees - reduce by 5m T4 - Willow tree - cut back overhanging limb by 3m G3 - Hazel & Prunus trees - reduce canopies by 30% G4 - Hawthorn tree (dead) remove & cut back overhanging Ash limb by 4m G5 - Laurel trees - reduce canopies by 5m & remove overhanging Willow limb G6 - Willow trees - cut back 5m

**0668. To note the following planning decisions.** Full details are available online.

**19/01823. Land Adjacent Horsehill Cottage The Old Forge Junction South West To Horse Hill Lane Donhead St Mary.** Discharge of Condition 3, 4, 5, 7 and 16 from 18/08522. APP.

**19/01108. Berrywood Barn, Berry Wood Lane.** Change of use of Berry Wood Barn from domestic storage to residential use. Demolition of two outbuildings and retention of shed for domestic use. Associated landscaping.

**19/02930. Butler Cottage Lower Wincombe Lane Donhead St Mary**. Discharge of condition 5 on 18/10646

**0669. Potential Road name change.** A request has been made regarding road name signage.

A sign states Lower Wincombe Lane but the postal address is Jenkins Corner.

It is requested that the parish council consider;

Moving the sign – Lower Wincombe Lane to the correct location (possibly opposite the top of Watery Lane).

Erecting a new sign for Jenkins Corner.

The name Jenkins Corner relates to Marcus Jenkins who lived in the parish until he died during service on board HMS Africa in July 1918.

**0670. Election of Vice Chairman for the council year 2019/20.** To elect a Chairman for the council year ending May 2020 and for the newly elected Vice Chairman to sign the Declaration of Acceptance of Office.

**0671. To confirm the Cllrs on the Donhead St Mary Planning Committee.** This committee must comprise of a minimum of 3 Cllrs. Ideally 6 Cllrs would be members of this committee and the quorum would be 3.

**0672. To confirm Cllr responsibilities for the council year 2019/20.**

Flood Warden

Litter Warden

Snow Warden

Highways / Parish Steward

SWWAB (South West Wiltshire Area Board)

CATG (Community Area Transport Group)

SWWAB Community Safety Group

Play area

Cemetery

Rights of Way

Dementia Champion

**0673. Confirmation of the following dates for meetings of Donhead St Mary PC.** Following agreement at the March meeting, future meetings will take place on the first Wednesday of the month.

3rd July

4th September

6th November

8th January 2020 (this is the second Wednesday as the previous week is a bank holiday)

4th March

6th May. This will be the Annual Parish Council Meeting.

All meetings to take place in the New Remembrance Hall, Charlton at 7.15pm.

## 0674. Year ending 31st March 2019.

## (i) To note the report from the Internal Auditor

## (ii) To approve the Annual Governance Statement.

## (iii) To approve the Annual return.

**(iv)** To resolve to certify that the council is exempt from a limited assurance review by the external auditor and that they meet the qualifying criteria

*Local Government Act 1972 s150(5)*

**0675. Year ending 31st March 2020.**

## To note the balance of the accounts.

1. To note payments made since the last meeting.
2. To authorise for payment a list of payments as detailed in the accompanying schedule
3. To consider a donation of solar funds to the community

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

**0676. 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.

Clerk has received correspondence from 1 property as their hedges have previously been cut by the Council. Clerk has contacted WC for clarification on this.

**0677. Charlton Cemetery.** To note the following information.

Several requests re memorials.

1 memorial authorised

1 burial has taken place

1 interment of ashes has taken place

2 ERoBs purchased.

**0678. To receive updates on the following;**

(i) War Memorial.

(ii) Emergency Plan

(iii) First Aid / Defibrillator. A defibrillator training session was held on Wednesday 17th April 2019.

(iv) Dementia session. To consider holding another session.

(v) Flood Plan

**0679. Update of Actions of the Minutes** dated 13th March 2019.

**0680. To receive reports from Cllrs.**

**0681. Clerk’s Report.**

Audit information received.

Precept acknowledgement.

Phone call re work for the parish steward, the issue was not highways related and the Clerk advised the caller to contact the appropriate department of WC.

Highways briefing on 8th May – same time as DsMPC meeting. Clerk will circulate the slides when received and has asked colleagues for notes.

Networking day on 9th May – no one available to attend.

SWWAB will meet on 4th June (rescheduled from 23rd May)

SWW CSG will meet on 12th June

OFWG will meet on 12th June at Bulford

SWWAB 17th July

CATG 24th July

**0682. To agree what should be submitted to the Donhead Digest.**

Overgrown hedges

Litter

Parish steward role

My Wiltshire app

Councillors

**0683. To note items for the agenda of the next meeting.** Any items for the agenda should be sent to the Clerk before Monday 24th June.

**0684. To confirm the date and venue of the next meeting** as Wednesday 4th July 2019.

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 period of time designated for public participation at a meeting shall not exceed 15 minutes unless directed by the chairman of the meeting. A member of the public shall not speak for more than 2 minutes.

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