

# Draft Minutes of a Virtual Meeting<sup>1</sup> of Donhead St Mary Parish Council held on 6<sup>th</sup> January 2021.

This meeting was held using the zoom video conferencing platform.

**Present** (Virtually) Cllrs; Adams, Andrews, Dewey, Ms Elbrow, Feltham (Chairman), Mrs Fortescue, Mrs Fraser, Mrs Garnett, Rossiter, Walker and White.

**In attendance;** Mrs C Churchill (Clerk), no members of the public.

There were no questions or statements from members of the public on any matter concerning the village.

No report received from Wiltshire Cllr Deane.

Cllr Feltham opened the meeting at 7.18pm

## **1003. There were no apologies for absence.**

*Local Government Act 1972 s85(1)*

## **1004. Council meeting minutes** - to confirm and sign the minutes of the parish council meeting held on 4<sup>th</sup> November 2020.

Donhead St Mary PC resolved to approve, with the following amendments;

0998 – Bird Bush bus shelter to be checked by Cllr Rossiter

0990(iii) – sentence incomplete, Clerk to insert £3,707.28

the previously circulated Minutes, which were taken as read, as a true record of the meeting and these were signed by the Chairman.

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

## **1005. 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.  
Cllr Adams declared an interest in 1016.
- (ii) In accordance with the Dispensation Procedure, any requests for a grant of dispensation must be submitted prior to this meeting.  
None received.

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

## **1006. 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. Not required.

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

## **1007. To receive an update on the Lease to Donhead St Mary Sports Club.**

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

The Sports Club solicitor has sent pictures for dilapidation which were circulated today. Clerk to print copies and file with the lease paperwork.

The Sports Club also sent examples of advertising boards, item for the next agenda;

How to approve advertising boards requested by the sports club.

Clerk

Clerk to contact Solicitor and confirm that Donhead St Mary PC approve the dilapidation part.

## **1008. To receive an update on the Remembrance Field Charity.**

A parishioner was approached but has declined to be a Trustee.

Cllr Rossiter will approach Mrs Barnes and ask if she has a copy of the original Deed. Cllr Rossiter

Clerk to try and ascertain what is involved.

Clerk

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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.

## PLANNING

### 1009. To respond to WC on the following planning application;

(i) **20/09950. The Lake House at the Old Barn, Middle Coombe.** Conversion and reuse of redundant lakeside building to a residential dwelling (Use Class C3) with minor extension, access improvements, landscaping and associated works.

Donhead St Mary PC resolved to object for the following reasons;

Located within the AONB and SSI

Development, particularly access track will be detrimental to the AONB and SSI

Overdevelopment as replacing a temporary timber structure with a permanent habitable dwelling

The following should be brought to the LPA's attention;

Ecology report

Point 5.13 – this will be a permanent residence.

**1010. To consider how to respond to any planning applications** made after the publication of the agenda. There were none.

### 1011 To note the following tree application.

**20/11278. The Malthouse, Donhead St Mary.** Fell Willow.

Donhead St Mary PC noted the application

**1012 To note any tree applications** received after the publication of this agenda. There were none.

### 1013. To note the following planning decisions, full details are available online.

20/04702. Ashgrove Farm, Higher Ashgrove. APPC

20/07800. Mill House, Cat's Hill Lane. APPC.

20/08369. Land adjacent to Willowbrook, 37 Ludwell. APPC

20/08804. Oak Cottage, Berrywood Lane. APPC

20/06835. Land and building at Charlton – this application has been withdrawn.

Donhead St Mary PC resolved to note the decisions made by the LPA.

**1014. 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. None reported.

### 1015. Update of Actions of the Minutes dated 4<sup>th</sup> November. To note the following.

Cllr Rossiter has looked at the Bird Bush bus shelter.

All other actions appear as agenda items.

### 1016. Year ending 31<sup>st</sup> March 2021.

(i) To note the balance of the accounts.

Opening balance	£32,084.71
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Total receipts	£24,380.49
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Total payments	£19,253.30
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Closing balance	£37,211.90
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Of which £17,710.06 is solar fund money (£300 is authorised) and £1,117.74 is ringfenced.

Leaving a balance of £18,384.10

Balance in Lloyds bank account £37,211.90

Donhead St Mary PC noted the information, there were no questions.

(ii) **To note payments** made since the last meeting. Only payments authorised at DsM meetings and the monthly standing order has been processed.  
Donhead St Mary PC resolved to note the information.

(iii) **To authorise for payment** a list of payments.  
Donhead St Mary PC resolved to authorise payments totalling £772.28

(iv) **To consider quotes for the outstanding tree work at the New Remembrance Field.**  
Three quotes have been received, all have been circulated.  
Donhead St Mary PC resolved that Evergreen will be asked to do the work. Cllr Dewy

- (v) **Solar fund.** To consider requests, for solar fund money.  
Council is requested to consider the solar fund tab in the finance spreadsheet.  
Council is asked to note that although the solar fund money has been given to the parish, it may only be spent in accordance with the powers of a parish council

The sum agreed for Donhead Sports Club has been transferred following a request from DSC.

The following application was raised at the last meeting with a request for additional information  
**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.

After discussion

Donhead St Mary PC resolved to award Donhead St Mary Village Hall £2000 as a contribution towards the work.

An email was received regarding Greater Horseshoe bats in Higher Coombe, this work would be within the parish.

Clerk to check solar fund criteria.

Clerk

If appropriate this will be on the next agenda.

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

**1017. Elections in May 2021.** There will be parish council elections in May 2021 which coincide with the Unitary and Police & Crime Commissioner elections.

Further information is available from NALC and Wiltshire Council.

Nomination papers must be delivered by 4pm on Thursday 8<sup>th</sup> April.

Note – the request to reduce the number of Cllrs from 13 to 11 has not yet been agreed, it is likely the change will not be made before the election and so the quorum will remain at 5.

**1018. Donhead St Mary Play areas.** To note any issues at the following;

(i) Coronation Drive play area. No issues.

(ii) New Remembrance Hall / Field play area. No issues

(iii) Weekly inspections undertaken by Donhead St Mary PC – to note any issues. Issue with people placing bollards (cones) in the play areas.

(iv) Purchase of an additional bin for the New Remembrance play area

(v) The annual inspection report has been received. To note the reports and the recommended remedial work.

**1019. Cemetery**

(i) To receive an update on cemetery matters. No issues raised.

(ii) To receive an update on work to the war memorial. No change since the last meeting. Ongoing

**1020. To receive updates, if available, on the following;**

Climate Change – no update available.

Ongoing

Emergency plan – this has been started and is almost complete but needs telephone numbers. Ongoing

Flood Plan – this has been completed and circulated to all.

**1021. Highway Issues.**

(i) To note matters previously reported to Highways for attention.

Clerk has reported the following issues;

Pavement alongside the A30 at Ludwell Hill

Missing sign at Donhead St Mary. Cllr Rossiter has sent pictures and the Clerk will contact WC.

Thanks were recorded to Cllr Adams for cleaning the path leading off the A30. It was noted that the bank alongside the A30 needs to be trimmed and the pavement cleared.

The drains on the hill are blocked with leaves.

(ii) To consider the following issue regarding lorries accessing Middle Combe. Concern has been raised that lorries accessing Middle Combe are damaging the verges and getting stuck as there is no turning facility available.

To consider reporting this matter to the Community Area Transport Group (CATG) with a view to getting a weight limit or complete ban on large vehicles.

It should be noted that a weight limit would not stop the issue as there would be an “except for access” exemption.

A complete ban would apply to all large vehicles including removal lorries.

After discussion, Donhead St Mary PC resolved not to submit this request. The community will request smaller delivery vehicles.

(iii) Speeding in the parish.

Donhead St Mary PC resolved to request a traffic survey in;

Charlton village- Cllr Mrs Walker to send details

Cllr Mrs Walker

Donhead St Mary – Cllr Feltham to send details.

Cllr Feltham

(iv) To note any issues that need to be reported to Highways for attention.

Two potholes in Coronation Drive, Cllr Feltham will report these on MyWilts.

Cllr Feltham

(v) Parish Emergency Assistance Scheme (PEAS) – this has been requested and chased. Cllr Rossiter confirmed he had not heard anything. Clerk to contact WC.

Clerk

(vi) To resolve to send a letter to any Landowner who has overgrown hedges requiring cutting.

Nothing has been done following the letter sent previously, Clerk to ask Highways to follow this up.

Clerk

Land by The Grove, Cllr Dewey will send details to the Clerk.

Cllr Dewey

(vii) Speed Indicator Device. This is shared with Tollard Royal. To receive an update and agree a Cllr who will be responsible with liaising with Tollard Royal on this.

Cllr Dewey agreed to be the contact for this, he has completed the course.

Clerk to inform Tollard Royal PC of this, Cllr Dewey gave permission for the Clerk to pass on his email address.

Clerk

(viii) Rights of Way. Repair or replacement of stiles (replace with kissing gates) where required. To receive a report from Cllrs Mrs Fortescue and Mrs Garnet.

The footpaths have been checked and details of broken stiles sent to the Clerk.

Access on one path was an issue, this has now been resolved.

Clerk to check emails and confirm receipt.

Clerk

**1022. Community Area Status Report.** This has been circulated. To make any comments to send to SWWAB. To be discussed at the next meeting.

**1023. Parish Council assets.**

To agree to the following;

Charlton telephone box – repaint and clean

Coronation Drive telephone box – clean

Church Hill – repaint and clean

Bird Bush bus shelter needs replacing.

Donhead St Mary PC resolved to get quotes.

Cllr Mrs Fortescue will ask Mr Lucas to quote for the repairs / replacement.

Cllr Mrs Fortescue

Cllr Rossiter will ask Mr Mr Gray to quote for the painting.

Cllr Rossiter

**1024. To agree what should be submitted to the Donhead Digest – if printed.** This is currently not being printed.

**1025. Clerk's Report.**

Guide to using MyWilts – circulated by email.

SWWAB met virtually on 11<sup>th</sup> November

SWWAB will meet virtually on 13<sup>th</sup> January at 6.30pm

CATG met virtually on 16<sup>th</sup> December.

CATG will meet on 17<sup>th</sup> February.

Julie Watts (Highways Engineer for CATG projects) is leaving at the end of February, the post will be advertised.

Changes at Highways with Bill Parks retiring and Chris Clarke taking on the role, other officers have also moved to other positions within WC Highways.

Donhead St Mary PC noted the information.

**1026. To note items for the agenda of the next meeting.** Any items for the agenda should be sent to the Clerk **before** Monday 22<sup>nd</sup> February 2021.

Donhead St Mary PC noted the information.

**1027. To confirm the date and venue of the next meeting** as Wednesday 3<sup>rd</sup> March 2021. The venue will be confirmed nearer the date but will either be the New Remembrance Hall or a virtual meeting.

Donhead St Mary PC confirmed the date of the next meeting as 3<sup>rd</sup> March.

Cllr Feltham closed the meeting at 9.12pm