

# Donhead St Mary Parish Council



## Minutes of the Annual Council Meeting

held in The New Remembrance Hall, Charlton  
on **Wednesday 4<sup>th</sup> May 2022** at 7:30pm

**Present:**

Cllr. Eric Adams (Chairman)  
Cllr. Phoebe Fortescue  
Cllr. Ros Fraser  
Cllr. Thomas Rossiter

**In Attendance:** Simon Pritchard (Parish Clerk)

**Members of the Public in Attendance:** One

**Public Participation:** None

Item no:	
ACM 1	<p><b><u>Election of Parish Council Chairman for the Municipal Year 2022/23:</u></b> Cllr Adams proposed that Cllr Feltham be the Council Chairman, seconded by Cllr Fortescue. There were no other nominations. It was resolved unanimously that Cllr Feltham be elected at Chairman for the municipal year 2022/23.</p> <p>Cllr Rossiter proposed that Cllr Adams serve as Vice-Chairman, seconded by Cllr Fraser and resolved unanimously.</p>
ACM 2	<p><b><u>Apologies for Absence:</u></b> Cllr. Lin Walker, Cllr. John Wright, Cllr. Annie Garnett, Cllr. Charlene Elbrow, Cllr. Paul Dewey, Cllr. John Feltham, Cllr Roger Brake.</p>
ACM 3	<p><b><u>Declarations of Pecuniary Interests &amp; Dispensations:</u></b> None</p>
ACM 4	<p><b><u>Adoption of Minutes:</u></b> The minutes of Wednesday 2<sup>nd</sup> of March 2022 had been presented for adoption. It was resolved to adopt the minutes.</p>
ACM 5	<p><b><u>Members Portfolios 2022/23:</u></b></p> <p>a) New Remembrance Hall Committee Representative – Cllr Elbrow</p>

Donhead St Mary Parish Council: 4<sup>th</sup> May 2022

Parish Clerk: Simon Pritchard

Email: clerk@donheadstmaryparishcouncil.org

Website: www.donheadstmaryparishcouncil.org

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

	<ul style="list-style-type: none"> <li>b) Donhead Sports Club – <b>Cllr Dewey</b></li> <li>c) Remembrance Fields Trustees Representative – <b>Chairman &amp; Cllr Dewey</b></li> <li>d) SW Wiltshire Council Area Board – <b>Cllr Brake or Cllr Wright</b></li> <li>e) Footpaths / Rights of Way – <b>Cllr Garnett</b></li> <li>f) S.I.D Coordinator – <b>Cllr Dewey</b></li> <li>g) Highway Matters - <b>Cllr Walker</b></li> <li>h) Local Planning &amp; Development – <b>Discontinued</b></li> <li>i) Flood Warden – <b>Cllr Walker</b></li> <li>j) Civil Contingencies – <b>Cllr Garnett</b></li> <li>k) Snow Warden – <b>Cllr Rossiter</b></li> <li>l) Litter Management – <b>Discontinued</b></li> <li>m) Playgrounds – <b>Cllr Elbrow</b></li> <li>n) Alzheimer Group – <b>Cllr Fraser</b></li> <li>o) AONB – <b>Cllr Fortescue</b></li> </ul>
<p>ACM 6</p>	<p><b><u>ADPTION OF COUNCIL POLICY DOCUMENTS:</u></b>  To receive and adopt / re-adopt the council’s policies</p> <ul style="list-style-type: none"> <li><b>A. The Code of Conduct</b></li> <li><b>B. Standing Orders</b></li> <li><b>C. Financial Regulations</b></li> <li><b>D. Grant Awarding Policy</b></li> <li><b>E. FOI Policy &amp; Publication Scheme</b></li> </ul> <p>The document had been circulated to members before the meeting. It was agreed to adjust the grants awarding policy for grants of £200 and under, that this would be done in consultation with the whole council via email.</p> <p><b>It was proposed by Cllr Rossiter to adopt the council’s policies, with the one adjustment, seconded by Cllr Fraser and resolved unanimously.</b></p>
<p>ACM 7</p>	<p><b><u>PARISH COUNCIL FINANCE:</u></b></p> <ul style="list-style-type: none"> <li><b>A. 2022/23 - List of Payments Made to Date:</b>  To receive a list of all payments made since 1<sup>st</sup> April 2022. This was received and noted.</li> <li><b>B. 2022/23 - Budget Vs Spend to Date:</b>  To receive the latest budget vs spend to date and any verbal report from the Clerk. Received and noted.</li> <li><b>C. End of Year Outturn 2021/22:</b>  To receive the end of year outturn. The clerk noted that at less than ten thousand pounds, the general balance was too low.</li> <li><b>D. Payments to be Authorised:</b> <ul style="list-style-type: none"> <li><b>1. R&amp;S Consultants - Topographic Site Survey - £300.00</b></li> <li><b>2. S. Pritchard – WFHA &amp; Travel: Nov 21 to April 22 - £167.70</b></li> <li><b>3. 4 Village Fete – Grant - £200.00</b></li> </ul> </li> </ul>

	<p><b>It was proposed by Cllr Adams to make the payment, with the additional payment of a grant to the 4 Village Fate of £200, seconded by Cllr Fortescue and resolved unanimously.</b></p> <p><b>E. Local Government Pay Scales 2021/22:</b> To receive and note the pay scales that have just been published for 2021/22. Duly noted.</p>
ACM 8	<p><b><u>Assets Register 2022/23:</u></b> The Clerk had circulated the new assets list, members helped fill in some of the missing details.</p>
ACM 9	<p><b><u>Risk Assessment 2022/23:</u></b> The Council's risk assessment had been updated and circulated to Members. This was approved.</p>
ACM 10	<p><b><u>WALC Annual Membership Renewal 2022/23:</u></b> The Clerk was jet to receive the invoice for this, but last year the cost was £435.74. Members debated what it was that the council got for its membership. <b>It was agreed to defer the payment to seek opinion from Cllr Feltham.</b></p>
ACM 11	<p><b><u>Insurance Renewal 2022:</u></b> Members had been circulated with the insurance cover details the premium was £923.59. The Clerk had sourced an alternative quote from a different insurance broker and been provide with a quote for £673.57, reducing down to £634.00 if the council enter into a 3-year agreement. <b>It was resolved to enter into a 3-year agreement.</b></p>
ACM 12	<p><b><u>END OF YEAR AUDIT:</u></b></p> <p><b>A. Internal Audit Report 2021/22:</b> The Clerk reported that the Council had received a clean audit this year, with the only matter of report being that an invoice had been incorrectly recoded on the account software by a 1p difference. Other than that, the comment was 'good audit'.</p> <p><b>B. Annual Governance Statement 2021/22:</b> To consider &amp; approve the council's Annual Governance Statement. The Council agreed that the answer to every question was 'yes'.</p> <p><b>C. Accounting Statement 2021/22:</b> This was received and approved.</p> <p><b>D. Confirmation of Public Rights Dates:</b> Confirmed that the dates for the public right of inspection will be Monday 13 June to Friday 22 July 2022</p>

ACM  
13

**Renewal of South Western Ambulance Service Defibrillator Scheme**

To resolve on the renewal of scheme for four years at a total cost of £1,800 plus VAT

**It was proposed by Cllr Adams to renew the contract for a further 4 years, seconded by Cllr Rossiter and resolved unanimously.**

**Meeting Closed at 20:50**