

Donhead St Mary Parish Council



Minutes of the Annual Council Meeting

held in The New Remembrance Hall, Charlton
on **Wednesday 7th May 2025 at 8:00pm**

Present: Cllr. Ros Rogers (Chairperson)
Cllr. Eric Adams
Cllr. Phoebe Fortescue
Cllr. Thomas Rossiter
Cllr. Paul Dewey
Cllr. Lin Walker

In Attendance: Simon Pritchard (The Parish Clerk)

Members of the Public in Attendance: Zero

As the outgoing Chairperson was not in attendance, it was agreed that Cllr Rogers would Chair the meeting.

All the newly elected councillors signed their declaration of acceptance of Office. The two absent members will sign their form as soon as possible and before the next meeting.

Item no:	
ACM 1	<u>Election of Parish Council Chairperson for the Municipal Year 2025/26:</u> The Parish Clerk informed the council that Cllr Brake had indicated that he would be willing to take in the role of chair, but not as a long-term proposition. Cllr Dewey proposed that Cllr Brake be elected as the Council's Chairperson, seconded by Cllr Walker. There were no other nominations. It was therefore resolved unanimously that Cllr Brake be elected at Chairperson for the municipal year 2025/26.
ACM 2	<u>Apologies for Absence:</u> <ul style="list-style-type: none">• Cllr Roger Brake – away• Cllr. Bruce Hibbert - away
ACM 3	<u>Declarations of Pecuniary Interests & Dispensations:</u> None
ACM 4	<u>The Power of General Competence:</u> It was confirmed the council was currently 100% elected and that the Parish Clerk is suitably qualified. It was proposed by Cllr Walker that the parish council declare that is qualifies to use the Power of General Competence and will do so in all its actions. Seconded by Cllr Rossiter and resolved unanimously.

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ACM 5	<p><u>Adoption of Minutes:</u></p> <p>The minutes of the last two meetings were presented for adoption.</p> <ol style="list-style-type: none"> 1. Wednesday 5th March 2025 2. Saturday 12th April 2025 <p>It was proposed by Cllr Rossiter to adopt both sets of minutes, seconded by Cllr Walker and resolved unanimously.</p>
ACM 6	<p><u>Members Portfolios 2023/24:</u></p> <p>It was agreed that everyone would continue in their current roles.</p> <ol style="list-style-type: none"> a) New Remembrance Hall Committee Representative – Cllr Adams b) Donhead Sports Club – Cllr Dewey c) Remembrance Fields Trustees Representative – Chairperson & Cllr Dewey d) Wiltshire Council Area Board - Vacant e) Footpaths / Rights of Way – Cllr Rogers f) S.I.D Coordinator – Cllr Dewey g) Highway Matters (inc LHFIG) - Cllr Hibbert h) Lead Members for Planning – Cllr Brake i) Flood Warden – Cllr Walker j) Snow Warden – Cllr Rossiter <p>Cllr Fortescue will be the rep for National Landscape matters.</p>
ACM 7	<p><u>Request for Weight Restriction to Wiltshire/ Dorset Councils:</u></p> <p>A document had been circulated looking at the roads than run off the A30 towards Dorset. All but Dennis Lane have weight restrictions on them. At the parish council's March meeting, a resident of Dennis Lane had attended to request that the parish council make a formal approach to Wiltshire Council to implement a weight restriction along the lane to stop HGV using the lane as a rat run into Dorset, avoiding the A350 or Higher Blandford Road (C13).</p> <p>It was noted that the parish council can only make a request, it has no powers to effect change.</p> <p>It was proposed by Cllr Dewey that a formal request for a weight restriction along Dennis Lane be made to Wiltshire Council, seconded by Cllr Fortescue and resolved: 4 in favour – 2 abstentions.</p>
ACM 8	<p><u>Funding Request: Shaftesbury Lido:</u></p> <p>A letter from the Town Clerk of Shaftesbury had been circulated. The town council is looking to raise £120,000 to pay for required works to the pool. Cllr Rogers informed the meeting that Melbury Abbas & Cann Parish Council has granted £1,200. Historically, statistics have not been kept as to where people who use the Lido live, they are being kept this summer and will become available in time. Many of the councillors confirmed that they were aware of usage by parishioners.</p> <p>It was proposed by Cllr Fortescue to grant £1,200, seconded by Cllr Dewey and resolved unanimously.</p>

ACM 9	<p><u>Website and Email Upgrade:</u> The Parish Clerk introduced this item. Three things combining at the same time were now pointing to the requirement that the website and email system be upgraded.</p> <ol style="list-style-type: none"> 1. The current website is rather old and has limited functionality. There is no news page, so it is not possible to use to communicate current projects, news or updates. It has been built on an old platform and so the back end is clunky to work and update. It looks old fashion to the user. 2. There is a move in the local council sector to get all councils onto a .gov.uk domain, while not compulsory at this time, that is the direction of travel. 3. The email system has been an issue for some time, emails to many accounts that have an Outlook or Hotmail address have been bouncing, the current email provider is aware but doesn't appear to have a fix. It is impossible to know who has and who hasn't received emails that have been sent. <p>The recommendation is to start again, commission a new website, with a .gov.uk domain and use that same domain name for the Parish Clerks' emails, this will make the council fully compliant. Costing will be about £499 for a basic website build and £60 per year for the email account (there will be other one-off costs and annually for hosting).</p> <p>It was proposed by Cllr Walker that the council commission the new website and email system, seconded by Cllr Adams and resolved unanimously.</p>
ACM 10	<p><u>PLANNING APPLICATIONS:</u> No new applications had been received.</p>
ACM 11	<p><u>PARISH COUNCIL FINANCE:</u></p> <p>A. 2025/26 - List of Payments Made to Date: A list of all payments made since 1st April 2023 was received. Payments numbers 1 to 16 – Total £ 7,713.00 – Attached to the minutes.</p> <p>B. 2025/26 - Budget Vs Spend to Date: To receive the latest budget vs spend to date and any verbal report from the Clerk. Received and noted.</p> <p>C. End of Year Outturn 2024/25: To receive the end of year outturn. Received and noted.</p>
ACM 12	<p><u>Assets Register 2025:</u> The assets list had been circulated. It was noted that the newest SID at the Rising Sun was on the list as it had been purchased right at the end of the last financial year, but the new mini-SID wasn't on the list as that purchase had just been made.</p> <p>It was proposed by Cllr Adams to adopt the assets register, seconded by Cllr Dewey and resolved unanimously</p>
ACM 13	<p><u>Risk Assessment 2025/26:</u> The Council's risk assessment had been updated and circulated to Members.</p> <p>The risk assessment was approved.</p>

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ACM 13	<p><u>WALC Annual Membership Renewal 2025/26:</u></p> <p>The Council left WALC membership in May 2023 due to the lack of service offered by the organisation. The Parish Clerk reported in May 2024 that there was a new County Officer in post and had encouraged the council to rejoin. The council resolved not to re-join in May 2024, but to keep the situation under review.</p> <p>The Parish Clerk was aware that WALC was now offering a lot more training than before and that overall, the whole organisation was on the up.</p> <p>It was agreed to rejoin WALC for 2025/26 and to review the benefit of membership again next May.</p>
ACM 14	<p><u>Insurance Renewal 2025/26:</u></p> <p>Members had been circulated with the insurance cover details the premium is £847.81. No long-term deal is being offered at the moment, as insurance premiums have been steadily rising over the last few years.</p> <p>The premium and policy was approved.</p>
ACM 15	<p><u>END OF YEAR AUDIT:</u></p> <p>A. Internal Audit Report 2024/25: The internal report had been circulated– all the AGAR tests have been passed.</p> <p>B. Annual Governance Statement 2024/25: To consider & approve the council’s Annual Governance Statement. The Clerk asked Members if there were any concerns over the Council’s governance, the response was that no individual Member had any concerns. It was proposed by Cllr walker to give a positive response to all the Annual Governance Statement questions, seconded by Cllr Dewey and resolved unanimously.</p> <p>C. Accounting Statement 2024/25: This had been circulated before the meeting It was proposed by Cllr Walker to approve the account statement, seconded by Cllr Adams and resolved unanimously.</p> <p>D. Confirmation of Public Rights Dates: Confirmed that the dates for the public right of inspection will be Tuesday 3rd June to Monday 14th July 2025</p>

Meeting Closed at 20:30