

# Draft Minutes of a Meeting of Donhead St Mary Parish Council held on 4<sup>th</sup> March 2020 in the New Remembrance Hall, Charlton.

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|-----------------------|---|
| <b>Present</b>        | Cllrs; Adams, Dewey, Ms Elbrow, Mrs Fortescue, Mrs Fraser, Miles, Rossiter, Mrs Walker and White. |
| <b>In attendance;</b> | Mrs C Churchill (Clerk) WC Cllr Deane and 2 members of the public.                                |
| <b>Apologies;</b>     | Cllrs Feltham, Mrs Garnett and Lewis.   |

Questions or statements from members of the public.  
Lot of potholes round by the school, one of which is very bad.  
Cllr Miles will take a photo and report these.  
Lot of dog waste on the New Remembrance Field.  
Clerk to put a notice in the Donhead Digest.

Report from Wiltshire Cllr Tony Deane.

- Corona Virus – information is being distributed to parishes.
- Need to consider the vulnerable members of the community – be a good neighbour.
- Planning – there is quite a backlog due to the recent IT failure.
- Has called in the Berrywood Lane application and spoken to the Planning Officer.
- WC undertaking a lot of road maintenance including digging out grips.
- A number of branches came off in the recent storms.
- SWWAB agreed to fund 20 places at 90% for the Real Madrid football scheme, parents will be expected to pay the remaining 10%.
- Changes to recycling kerbside collections.

A discussion on why WC do not collect food waste took place.

## **Cllr Miles opened the meeting at 7.25**

**0829. Apologies for absence** were received from Cllrs Feltham (conflicting social engagement), Mrs Garnett (family reasons) and Lewis (work).  
Donhead St Mary PC resolved to accept the apologies for the reasons given.  
*Local Government Act 1972 s85(1)*

**0830. Council meeting minutes** - to confirm and sign the minutes of the parish council meeting held on 8<sup>th</sup> January 2020.  
Donhead St Mary PC resolved to approve, without amendment, 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)*

**0831. Council meeting minutes** - to confirm and sign the minutes of the parish council planning meeting held on 1<sup>st</sup> February 2020.  
Donhead St Mary PC resolved to approve, without amendment, 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)*

**0832. Council meeting minutes** - to confirm and sign the minutes of the extraordinary parish council meeting held on 1<sup>st</sup> February 2020.  
Donhead St Mary PC resolved to approve, without amendment, 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)*

## **0833. 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.  
None declared.
- (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.

**0834. 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*

**0835. To agree the Lease to Donhead St Mary Sports Club.** The Lease has not yet been finalised. The Solicitor has requested further information which has been supplied. To be inc on the next agenda for planning applications. Clerk

**0836. Donhead St Mary PC** role as a charity trustee of the following charity;  
Charity number 305503. Donhead st Mary Remembrance Field.

To receive an update on the following;

- Registering land with the Land Registry  
This is being undertaken by the Solicitor preparing the Lease.
- Changing the Trustees for the Charity
- Changing the contact details for the Charity
- Completing the Financial information for the Charity

Clerk has contacted the Charity Commission requesting the change of details, once this has been completed the financial information can be completed. Ongoing

**0837. Maintenance of Trees on land maintained / owned by Donhead St Mary PC.** Cllr Dewey to lead.

Three quotes have been received for a tree survey or trees within the New Remembrance Field (and its boundary).

To consider the quotes.

Quote 1 £780.00

Quote 2 £280.00

Quote 3 £1440.00

Donhead St Mary PC considered the three quotes.

Donhead St Mary PC resolved to accept Quote 2, Clerk to inform contractor and request the survey is completed as soon as he is able. Clerk

**0838. Highway Issues.**

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

- Drains at the bottom of Dennis Lane. Cllr Walker confirmed these have been reported. Ongoing
- Drains along the A30. Cllr Walker confirmed these are regularly reported. There is an issue with one drain where the metal drain is higher than the road. Ongoing  
The gravel in Dennis Lane which has been reported remains a problem. The gravel has been washed down with the heavy rain and is a hazard for vehicles. Ongoing
- Overgrown hedges. Wiltshire Council has cut back the overgrown hedge on the A30 at Ludwell. Clerk reported that an overgrown hedge had been reported at Horsehill Place / Coronation Drive. Clerk to write to householder. Clerk
- Right of Way to Win Green – no change.

(ii) To note any issues that need to be reported to Highways for attention. There were none.

(iii) To resolve to send a letter to any Landowner who has overgrown hedges requiring cutting. No new letters required except the one listed above.

(iv) Rights of Way within the parish. The right of way to Win Green (see 0838.i above) is very poor, it was noted that this is usually done in the spring, to be monitored. Ongoing

## PLANNING

**0839. To respond to Wiltshire Council on the following planning application;**

(i) **20-00357. Ye Olde Wheelwrights, Ludwell.** Erection of detached dwelling and detached garage (Outline application with all matters reserved)

Donhead St Mary PC resolved to support the application and noted the improved access.

**0840. To consider how to respond to any planning applications** made after the publication of the agenda. There were several;

**19/12204. Hillside Cott, Higher Coombe.** Two storey extension and garden room and create replacement hardstanding for parking – amended plans.

Donhead St Mary PC considered this application - amendments to the application considered on 1<sup>st</sup> February 2020, and resolved to make no comment.

**20/00813. The Mill House, The Old Forge Junction south west to Horse Hill Lane.** Proposed general renovation and restoration works.

**20/01565. As 20/00813** but Listed Building consent application.

**20/01137. Front Horse Hill Lane,** Erect new house and garage, form new access.

**20/00836 Donhead Sports Club, Charlton.** Proposed extension and alterations to existing sports club.

The remaining applications will be considered at a meeting to be held on 28<sup>th</sup> March 2020 at 9am.

Clerk to request extensions to the response deadline for the applications.

Clerk

**0841. To note the following applications for tree work.**

**St Mary's Church, Church Hill. Donhead St Mary.** Lime – fell as in severe decline and in proximity of heavy public traffic.

Donhead St Mary PC resolved to note the application.

Donhead St Mary PC resolved to request that the tree is replaced with a suitable native tree.

**0842. To note any tree applications** received after the publication of this agenda.

**0843. To note the following planning decisions.** Both were approved with conditions, full details are available online.

**19/10609. Chapel, Church Hill.** Addition of roof lights and glazed door to porch.

**19/10740. 15 Horsehill Place, Donhead St Mary.** Erect Single and Two Storey Extensions.

Donhead St Mary PC resolved to note the decisions listed.

**0844. Breaches of deemed planning consent.** To receive information relating to any breaches of planning within the parish. The information previously reported was passed onto WC Enforcement but as yet no response to either of the alleged breaches. Please note that any person with concerns regarding planning breaches should contact the Local Planning Authority (WC) and report their concerns directly. No further information had been received (it was noted that the Planning department had suffered a serious IT issue and this had affected all applications).

Clerk to contact Enforcement and request an update as stated in the letter received following the initial report.

Clerk

**0845. Co-option of Cllr.** There is 1 vacancy on Donhead St Mary PC, which having been advertised may be filled by co-option.

Mr Robin Andrews stood for co-option.

Donhead St Mary PC resolved to co-opt Mr Andrews who duly signed the declaration of acceptance of office.

Clerk to amend contact sheet and circulate.

Clerk

Clerk to inform Wiltshire Council.

Clerk

**0846. Climate Change.** Cllr Walker to lead.

In the light of recent weather anomalies it seems that scientists predictions are being played out. What is our position regarding Climate Change? Do we acknowledge, or declare it ?

What could we do as a council to support our community and environment? Ideas may range from ways to make the Village Hall energy efficient.

Could we install an electric charging point.

Could we collaborate with neighbouring councils. Shaftesbury for example is particularly proactive with many ideas.

What about recycling bins?

Many trees were lost in the recent storms, we know tree planting is welcomed and encouraged by the NFU as well as other organisations. What could we do to replace lost specimens?

Donhead St Mary PC discussed the issue and what, if anything Donhead St Mary PC could do.

Donhead St Mary PC resolved to acknowledge the Climate Emergency.

Cllr Walker will write an article for the Donhead Digest highlighting some of the climate friendly projects already being undertaken.

Cllr Walker

**0847. Update of Actions of the Minutes** dated 8<sup>th</sup> January and 1<sup>st</sup> February.

1. (0807) Clerk has informed WC of the co-option. An updated contact list has been circulated.
  2. (08) WC Cllr Deane submitted the call in request for the planning application, as yet no update on whether it will be heard at planning committee (this will only happen if the Officer is minded to approve). Clerk will inform Cllrs as soon as the information is received. Clerk
- Donhead St Mary PC resolved to note this information.

**0848. Parish notice boards.**

- (i) The Old Pump House, Charlton – update on the repairs to the roof and notice board. The noticeboard work has been completed. The invoice for the materials is still outstanding (not received). The work to the roof is still to be completed, Cllr Walker will contact the contractor. Cllr Walker
- (ii) Charlton – update on replacement lock. The lock has been replaced. The invoice for the materials is still outstanding (not received).

**0849. Year ending 31<sup>st</sup> March 2020.**

- (i) To note the balance of the accounts.

|                 |            |
|-----------------|------------|
| Opening balance | £22,070.00 |
| Total receipts  | £25,183.42 |
| Total payments  | £12,443.71 |
| Closing balance | £34,809.71 |

Of which £18,332.77 is solar fund money and £1,187.98 is ringfenced.

Leaving a balance of £15,289.21

Balance in Lloyds bank account £34,869.71 unpresented cheque total £60.00.

Donhead St Mary PC resolved to note the financial information.

- (ii) **To note payments** made since the last meeting.

Donhead St Mary PC resolved to note that only the two standing orders have been made since the last meeting.

- (iii) **To authorise for payment** a list of payments

Donhead St Mary PC resolved to authorise payments totalling £1,273.26

- (iv) **Solar fund.** To consider requests, if received, for solar fund money. None received.

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

**0850. Play areas.** To receive an update;

- (i) Play area at the New Remembrance Field.

Cllr White had sent an email re the moving of the netball post. To be considered at the meeting on 28<sup>th</sup> March.

- (ii) Play area at Coronation Drive.

As 0850.ii.

- (iii) To note any issues requiring attention. There were none.

**0851. To receive an update on the following;** Cllr Walker reported.

- (i) Flooding in the parish following recent bad weather.

There is currently a groundwater flood alert.

Unaware of any residential flooding, one property at Ludwell looked at risk but people helped to alleviate the issue by digging a ditch.

There is an issue with the drain that is higher than the road.

- (ii) Flood Plan inc an update on the map requested from WC.

Cllr Walker will meet with WC shortly to look at the flood plan.

Still waiting on the flood map.

Cllr Walker  
Ongoing

**0852. To receive updates on the following;**

- (i) Charlton Cemetery

Clerk to check whether DsMPC is in the second or third year of the cemetery maintenance contract. Clerk

- (ii) War Memorial.

The war memorial needs cleaning and repairing.

The War Memorials Trust do not want it mechanically cleaned.

A Stonemason is required for the repairs.

The WMT did offer a grant but it was not possible to get the required three quotes.

|       |   |  |               |
|-------|---|--|---------------|
| (iii) | Emergency Plan                                | Cllr Garnett will look at this shortly.                | Ongoing       |
| (iv)  | First Aid / Defibrillator.                    | Cllr Miles requested the contact information is resent | Clerk         |
|       | Cllr Rossiter will also look for the details. |  | Cllr Rossiter |

(v) Dementia session. Cllr Fraser attended the recent Health and Wellbeing meeting.

Would like to mark Dementia Action week which is 11<sup>th</sup> – 18<sup>th</sup> May 2020.

Silver Salisbury runs from 22 Sept to 10<sup>th</sup> October.

Hope to advertise the events held in Tisbury eg memory group.

**0853. Great British Spring Clean.** Parishes are asked to get involved with this event, the dates are 20<sup>th</sup> March – 13<sup>th</sup> April. This year parishes are expected to dispose of the rubbish themselves by either taking the litter home and disposing it into their household waste bin or taking the waste to the nearest HRC (if using a van or trailer permission is required).

It was reported that there was a lot of flytipping by the Solar Farm and also at Spring Farm, Charlton.

Cllr Fraser will report the Charlton flytipping.

Wiltshire Cllr Deane will speak to WC about the flytipping at the Solar Farm.

To confirm whether Donhead St Mary will take part in this event.

Donhead St Mary PC resolved to take part and will hold a litter pick on Saturday 28<sup>th</sup> March.

To confirm how the waste will be disposed of.

Clerk to request WC collect the bagged rubbish from the garages at the New remembrance Hall car park.

To confirm a meeting place or places.

Volunteers will meet at the New Remembrance Hall after the planning meeting.

**0854. To receive reports from Cllrs.**

Barbers Lane – the ground seems to have dropped and has been made up with a pallet which is very precarious.

**0855. Clerk's Report.**

Email from Cllr Deane regarding permission for changing a memorial – replied and explained the procedure. As yet no application has been received from the Funeral Director / Stonemason.

Invitation to a meeting for the Tisbury CLT – emailed but no one was able to attend (less than 24hrs notice given).

Report of a dumped caravan – advised this should be reported on the MyWiltshire app

Highway newsletter – circulated via email

OFWG meet on 11<sup>th</sup> March.

SWWAB will meet on 18<sup>th</sup> March. All welcome. Start time at 5.30pm (refreshments from 5pm).

CATG meet on 26<sup>th</sup> February.

**0856. Training for Parish Cllrs.** Cllrs were asked to consider what it was they would like training on.

**0857. To agree what should be submitted to the Donhead Digest.**

Next meeting

Climate Change

No vacancies

**0858. To note items for the agenda of the next meeting.** Any items for the agenda should be sent to the Clerk **before** Wednesday 22<sup>nd</sup> April 2020.

Meeting with neighbouring parishes

**0859. To confirm the date and venue of the next meeting** as Wednesday 6<sup>th</sup> May 2020.

Cllr Miles closed the meeting at 9.15pm