

DONHEAD St MARY PARISH COUNCIL

Parish Clerk; Mrs Clare Churchill

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Draft Minutes of a Virtual Meeting¹ of Donhead St Mary Parish Council held on 1st July 2020.

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

In attendance; Mrs C Churchill (Clerk) and 2 members of the public.

Apologies; Cllrs Mrs Fortescue, Lewis and Miles.

This meeting was held using zoom.

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

To receive a brief report from Wiltshire Cllr Deane. No report received.

Meeting opened at 7.35pm

0905. Election of a Chairman for this meeting if the Chairman and Vice Chairman are unable to attend.

Donhead St Mary PC resolved, that due to the absence of the Chairman and the Vice Chairman being new to this format, to elect Cllr Feltham as Chairman for this meeting.

0906. Apologies for absence were received from Cllrs Fortescue (family matters) and Lewis (work).

Donhead St Mary PC resolved to accept the apologies for the reasons given.

Donhead St Mary PC noted that Cllr Miles was not present and no apology had been received.

Local Government Act 1972 s85(1)

0907. Council meeting minutes - to confirm and sign the minutes of the parish council meeting held on 6th May 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)

0908. Council meeting minutes - to confirm and sign the minutes of the parish council planning meeting held on 8th June 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)

0909. Council meeting minutes - to confirm and sign the minutes of the parish council meeting held on 8th June 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)

0910. Interests.

¹ 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.

- (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.

0911. 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

0912. To receive an update on the Lease to Donhead St Mary Sports Club. Cllr Dewey reported the Solicitor had responded with information regarding the registration of land with the land registry. The plan showing the land to be included in the lease had been circulated. Donhead St Mary PC resolved to approve the plan and send it to the Solicitor.

PLANNING

0913. To consider how to respond to any planning applications made after the publication of the agenda. Several applications had been received that day, a planning meeting will be required before the end of July.

Clerk will circulate details of the planning applications received.

Clerk

0914. To note any tree applications received after the publication of this agenda. There were none.

0915. To note the following planning decisions, full details are available online.

20/01137. Front Horse Hill Lane. APPC
20/03651. Swan Lake. APPC.
20/01016. Navarac. APPC.
20/03410. Little Wincombe. APPC.
20/02778. Mountfield. APPC.
20/03839. Land adj to Grove Arms. Withdrawn.
20/01516. Church Cottage. APPC.
20/01796. Haystones. APPC.
20/00813. Mill House. APPC.
20/00357. Ye Olde Wheelwrights. Refuse.
20/00161. Holly Bush Cottage, APPC.
19/12204. Hillside Cottage. APPC.
19/12053. North Down Farnhouse. APPC.
19/11516. Ye Olde Wheelwrights. APPC.
19/11900. Oak Cottage. Refuse.
19/11908. Dunheve Cottage. APPC.
Currently undetermined;
20/03346. Churchill Hill Cottage.
20/02491. Ashgrove Farm.

Donhead St Mary PC resolved to note the decisions made.

0916. 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.

0917. Update of Actions of the Minutes dated 6th May and 8th June. To note the following.

1. (0877) The tree survey was completed and circulated. The invoice has been paid.
2. (0878.ii) Gullies reported to WC. There was confusion re the reports made at the previous meeting. Any issues involving gullies must be reported to Cllr Walker who will report the issue to WC direct.
3. (0878.ii) Clerk has reported the signage issues to CATG.
4. (0879) Planning responses were submitted to WC Planning.
5. (0893) Clerk sent the planning responses to WC Planning.

6. (0900) Clerk emailed the Solicitor re the lease.
7. (0901). Clerk has contacted the successful contractor for the tree work at the New remembrance Field. The contractor has sent a copy of their public liability insurance. Clerk has informed the remaining contractors that on this occasion their quote was not the preferred quote. The work has been completed.
8. (0902) Clerk has confirmed the new contract for the cemetery with the contractor.
- Donhead st Mary PC resolved to note the update of actions listed above.

0918. Year ending 31st March 2020.

- (i) To note the balance of the accounts.
- | | |
|-----------------|------------|
| Opening balance | £22,070.00 |
| Total receipts | £25,183.42 |
| Total payments | £15,168.71 |
| Closing balance | £32,084.71 |
- Of which £18,332.77 is solar fund money and £1,187.98 is ringfenced.
Leaving a balance of £12,564.21

The following items were deferred to the next meeting.

Ongoing

- (ii) To note the report from the Internal Auditor
- (iii) To approve and sign the Annual Governance Statement.
- (iv) To approve and sign the Annual Return.
- (v) As the total income exceeds £25,000 the council is unable to declare it exempt from a limited assurance audit.

To confirm the Clerk will ensure the relevant papers are submitted to the External Auditor .
Account and Audit Regulations 2003 reg 4. Local Government Act 1972 s150(5)

0919. Year ending 31st March 2021.

- (i) To note the balance of the accounts.
- | | |
|-----------------|------------|
| Opening balance | £32,084.71 |
| Total receipts | £16,141.79 |
| Total payments | £ 2,510.32 |
| Closing balance | £45,716.18 |
- Of which £26,645.06 is solar fund money and £1,187.98 is ringfenced.
Leaving a balance of £17,883.39
Balance in Lloyds bank account £45,716.18 unrepresented cheque total £0.00

The date was questioned, Clerk explained that the current financial year ends on 31st March 2021 hence the title. The financial information provided is actual at the current date not predicted.

- (ii) **To note payments** made since the last meeting. Only payments authorised at DsM meetings and the two monthly standing orders have been processed.
Donhead St Mary noted the information.
- (iii) **To authorise for payment** a list of payments totalling £5,776.99
Donhead St Mary PC resolved to authorise payments totalling £5,776.99 – this includes the tree work recently completed which will only be paid once an invoice has been received.
- (iv) **To authorise a monthly direct debit to pay for zoom.** Currently meetings are held using the free version which is limited to 40 minutes, to extend the length of the meeting a monthly subscription is required.
Donhead St Mary PC resolved that the Clerk should purchase the annual subscription for pro zoom.
Clerk
- (v) **Solar fund.** To consider requests, for solar fund money.
Council is requested to consider the solar fund tab in the finance spreadsheet. The payment for 2020 has been received.
One request has been received from the 4 Villages Spring Fete committee asking for the £9000 based on last year's donations of;
- | | |
|-----------------------------------|--------|
| Donhead St Mary with Charlton PCC | £3,500 |
| Donhead Sports Club | £1,500 |
| Ludwell Community Primary School | £1,300 |
| Donhead St Mary Village Hall | £ 750 |
| New Remembrance Hall | £ 750 |
| Donhead Youth Football Team | £ 500 |
| Happy Gathering Club | £ 300 |

Tisbus	£ 300
Tisbury Link	£ 300
Donhead Sports Netball Team	£ 300

Another suggestion put forward is to use some of the fund to repair or replace some of the stiles on the rights of way.

Council is asked to note that although the money has been given to the parish, it may only be spent in accordance with the powers of a parish council.

Donhead St Mary PC discussed the application from the 4 Villages Fete committee.

8.05pm meeting adjourned

8.08pm meeting recommenced

Donhead St Mary PC resolved that any organisation within the parish may apply for funding from the solar fund, each application should be in made by the organisation requesting the money and not via a third party.

Each application will be considered by the parish council.

Clerk to inform the applicant that Donhead St Mary PC can not support the request but that each group is welcome to apply for funding.

It was noted that any grants made must comply with the legislation regarding parish council payments.

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

0920. Donhead St Mary Play areas. To note any issues at the following;

(i) Coronation Drive play area. Cllr Rossitter has repaired the fencing at the play area. Donhead St Mary PC wished to thank Cllr Rossitter for his work and resolved to pay the cost of materials as per invoice.

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

Donhead St Mary PC resolved that the play areas should be open on 4th July and notices displayed.

Clerk to email the notice to Cllr Rossitter for him to display.

Clerk to print and laminate additional notices and send to Cllr Rossitter for future use.

0921. To receive updates on the following;

War Memorial.

Cllrs Feltham and White have met with the contractors.

Request for a line in future budgets for war memorial maintenance so maintenance can be addressed when required.

It was suggested to put some form of screening in behind the memorial to prevent spray from the road getting onto the memorial.

Charlton Cemetery No issues to report

Climate Change An article was written for the Donhead Digest but not published due to covid-19.

First aid / defibrillator session. No update available re training for the defibrillator.

Dementia session. Everything delayed due to covid-19 but information is now starting to come through and being circulated.

Emergency plan. No update available.

0922. Flood Plan for Donhead St Mary. To receive an update from Cllr Walker

To agree that the WC template "ditch letter" should be used by Donhead St Mary PC when required.

Following considerable discussion including the view that the majority of the ditches and gullies were the responsibility of WC

Donhead St Mary PC resolved not to use the template ditch letter.

0923. To respond to the current consultation on the LGA revised Model Code of Conduct. Following consultation a draft revised code of conduct has been drafted and views are invited on the draft.

Please follow this link - [Draft revised model code of conduct](#)

See this link for the questions - [Questions in the response survey](#). Cllrs may respond individually if they wish.

This item will be dealt with at the next meeting (planning and AGAR).

Ongoing

0924. Highway Issues.

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

The missing Donhead St Mary sign, Highways responded stating no knowledge of such a sign. Cllr Rossitter stated the posts that held the sign up are still clearly visible.

Ongoing

(ii) To note any issues that need to be reported to Highways for attention. Blocked gullies on the A30, Cllr Rossitter to email Cllr Walker the details and Cllr Walker will report these. Cllrs Rossitter / Walker

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

Cllr Rossitter will send the Clerk details of one landowner who has numerous overgrown hedges.

Cllr Rossitter

Clerk to write to Landowner once the details are received.

Clerk

(iv) Rights of Way within the parish. No issues raised.

0925. To agree what should be submitted to the Donhead Digest.

It was not clear if the Donhead Digest was being published during the current lockdown.

0926. Clerk's Report.

Email re upgrade to the electrical network – circulated.

Various emails re coronavirus from WC.

Confirmation that the July CATG meeting has been cancelled.

List of the current WC Cabinet members will be circulated.

0927. To note items for the agenda of the next meeting. Any items for the agenda should be sent to the Clerk **before** Wednesday 19th August 2020.

0928. To confirm the date and venue of the next meeting as Wednesday 2nd September 2020.

Cllr Feltham closed the meeting at 8.45pm.