

# **Draft Minutes of a Virtual Meeting of Donhead St Mary Parish Council held on 2<sup>nd</sup> September 2020.**

**Present** (Virtually) Cllrs; Adams, Andrews, Dewey, Ms Elbrow, Feltham, Fortescue, Mrs Fraser, Mrs Garnett, Rossiter, and White.  
**In attendance;** Mrs C Churchill (Clerk), Wiltshire Cllr Tony Deane and 1 member of the public.  
**Apologies;** Cllrs Mrs Garnett and Mrs Walker  
**Not present;** Cllr 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.

- Virtual CATG on 9<sup>th</sup> September at 2pm. Please consider attending.
- Nadder Centre is slowly reopening with the NHS moving in to run a pilot scheme in the community.

**Cllr Adams opened the meeting at 7.23pm**

**0944. Election of a Chairman for this meeting if the Chairman and Vice Chairman are unable to attend.** Not required as Cllr Adams, Vice Chairman was present.

**0945. Apologies for absence** were received from Cllrs Garnett and Mrs Walker (both conflicting social engagement).

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

Donhead St Mary PC noted the non attendance of Cllr Miles.

**0946. Council meeting minutes** - to confirm and sign the minutes of the parish council meeting held on 1<sup>st</sup> July 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.

**0947. Council meeting minutes** - to confirm and sign the minutes of the parish council planning meeting held on 25<sup>th</sup> July 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.

**0948. 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.

**0949. 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.

Donhead St Mary resolved not to exclude members of the public and press at this point.

**0950. To receive an update on the Lease to Donhead St Mary Sports Club.**

The Solicitor has responded with a list of matters requiring agreement, details of which have been circulated.

(1). Reverse the position re insurance, so that instead of the Landlord insuring the Tenant insures (the building and associated public liability) and provides annual proof of such insurance to the Landlord.  
Donhead St Mary resolved to agree to this.

(2). Have a simple amendment to the "sub-letting" restriction to allow licences.

Donhead St Mary PC resolved to agree to this but that the hall has precedence on the hall car park, ie the hall car park should not be used by sports club users without prior agreement.

(3). They would like a Photographic Schedule of Repair - in other words so that at the end of the lease, if the building reverts to the ownership of the PC then the PC cannot demand it repaired to a better standard than now.

Donhead St Mary PC resolved to agree to this on the proviso the amendment is completed at the cost to the Sports Club.

(4). The lease provides for the Tenant to have to decorate the building in every fifth year. Change to every tenth year.

Donhead St Mary PC resolved to agree to this.

(5). Alterations - whilst the Landlord is to have the ability to refuse, this must not be "unreasonable" - the PC would have to act reasonably so could not just say "no" to requests to build on and improve the site.

Donhead St Mary PC resolved that Donhead St Mary PC will retain the control of any development.

(6). Signage - They wish to have the right to put signs up / advertising boards etc - currently they cannot do this without Landlord consent. They would still have to obtain any necessary planning.

Donhead St Mary PC resolved that it would retain all control over signage.

Clerk to inform the Solicitor.

Clerk

The issue regarding the Land Registry remains ongoing. Cllr Dewey has chased WC and received information regarding a transfer of land dated 15<sup>th</sup> October 1973 between Donhead St Mary PC and Wiltshire County Council.

Further documentation is required.

Ongoing

## **PLANNING**

### **0951. To respond to WC on the following planning application;**

20/06285. Charlton Manor House, Charlton. Single storey extension.

Donhead St Mary PC resolved to make no objection.

Clerk

**0952. To consider how to respond to any planning applications** made after the publication of the agenda. There were none.

**0953. To note any tree applications** received after the publication of this agenda. There were none.

**0954. To note the following planning decisions**, full details are available online.

20/04348. Charlton Fields Farm House, Charlton. APPC.

20/04666. Wild Cherry, Britmore Lane. APPC.

20/04717. Dewpond, Gutch Common. APPC

20/04828. Oak Cottage, Berrywood Lane. Refuse

20/05296. Primrose Cottage. APPC

20/04879. Land adj to Mill Hse, Cats Hill Lane. APPC

As yet undetermined.

20/04702. Ashgrove Farm, Higher Ashgrove. APPC

Donhead St Mary PC noted the information.

Wiltshire Cllr Deane explained to the council why Wild Cherry has not been called into committee. Cllr Deane pointed out the conditions for approval inc a delay until the nitrate issue is resolved.

**0955. 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.

**0956. Planning consultation.** Council is asked to note the current consultation to changes in the planning system.

Donhead St Mary PC resolved not to respond as a council but should cllrs wish to respond as individuals they may.

**0957. Update of Actions of the Minutes** dated 1<sup>st</sup> July and 25<sup>th</sup> July. To note the following.

1. (0912) The plan for the land included in the lease was sent to the Solicitor by Cllr Dewey.
2. (0913) A meeting to consider planning applications was held on 25<sup>th</sup> July.
3. (09919) All payments were made electronically.
4. (0919.iv) The Clerk has purchased an annual contract with zoom.
5. (0920) The two play areas were opened and signage displayed.
6. (0924) Clerk informed Highways of the visible posts from the missing sign and not heard back.
7. (0930) Clerk has informed WC of the vacancy and is awaiting the notice for display.
8. (0933) Clerk submitted all the planning responses to WC.
9. (0933) Clerk sent a request to Cllr Deane for the requested call ins.
10. (0939) Clerk met with Cllr Feltham and the AGS and AR were signed. Clerk sent the signed paperwork to the External Auditor and has received confirmation of receipt.
11. (0940) Clerk received a thank you from Donhead Sports Club for the help given in alternative grant streams.

Donhead St Mary PC resolved to note the update.

**0958. Year ending 31<sup>st</sup> March 2021.**

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

Opening balance £32,084.71

Total receipts £16,331.99

Total payments £ 6,476.06

Closing balance £41,940.64

Of which £26,645.06 is solar fund money and £1,187.98 is ringfenced.

Leaving a balance of £14,107.85

Balance in Lloyds bank account £42,360.64, one payment has not been made as no invoice has been received total £420.00

- (ii) **To note payments** made since the last meeting. Only payments authorised at DsM meetings and the two monthly standing orders have been processed.

- (iii) **To authorise for payment**

Donhead St Mary PC resolved to authorise payments totalling £1,176.20

- (iv) **Solar fund.** To consider requests, for solar fund money.

Donhead Social Netballers £300 to replace goalposts.

Council is requested to consider the solar fund tab in the finance spreadsheet.

Donhead St Mary PC resolved to grant £300 to the Donhead Netball Club.

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

Cllr Fortescue will speak to Cllr Garnett re this suggestion.

Cllr Fortescue

Donhead St Mary PC noted that it was the responsibility of the landowner to maintain the stiles.

Wiltshire Cllr Deane reminded Cllrs about the Kissing Gates that are available from SWWAB, it was not known how much these would cost.

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.

Wiltshire Cllr Deane felt that the solar money should be used for the paths.

**0959. Donhead St Mary Play areas.** To note any issues at the following;

- (i) Coronation Drive play area. No issues were reported.

- (ii) New Remembrance Hall / Field play area. No issues were reported but an additional bin should be considered.

The annual inspection will be carried out in September / October.

Someone is required to take on the weekly inspection now that Mr Gray is unable to do this.

**0960. Cemetery**

- (i) **Review of charges at Charlton Cemetery.** The current charges were last reviewed in 2016, changes were made to the memorial charges in 2018.

To review the current charges.

Donhead St Mary PC resolved that the charges should remain the same.

**(ii) Pre purchase of graves at Charlton Cemetery.** Currently pre purchasing is allowed.  
To consider whether to limit the pre purchase of graves to adjoining graves only.  
Donhead St Mary PC resolved to make no changes at this time.

**(iii) Request to install a bench at Charlton Cemetery.**

A family wish to donate a bench to the cemetery to go on the existing slab and be match the other bench.  
Donhead St Mary PC resolved to accept this offer. Cllr Rossiter  
Cllr Rossiter will liaise with the family, the bench will be ordered by the family.

**0961. To receive updates on the following;**

War Memorial - cleaning, repair and screening.

The repairs are in hand but the person who was cleaning the memorial is no longer able to do so.

Cllr White offered to clean the memorial and will liaise with the stonemason .

It is hoped that the work will be complete by Remembrance Sunday.

Charlton Cemetery – no further issues to report.

Climate Change – Clerk attended a recent meeting (online) with Frome TC.

First aid / defibrillator session – no update received from Cllr Miles.

Dementia session – all on hold due to covid-19.

Emergency plan – no update available.

**0962. Flood Plan for Donhead St Mary.**

Council is reminded that any issues with blocked drains or gullies must be sent to Cllr Walker with a clear location.

Cllr Walker has identified most of the gullies and drains and submitted pictures to WC of the troublesome ones.

No issues reported in the recent storms.

**0963. Highway Issues.**

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

Clerk has reported the following issues;

Faded give way signs at A30 / Dennis Lane junction

Faded give way markings at A30 / Peckons Hill junction

Pavement alongside the A30 at Ludwell Hill

(ii) To note any issues that need to be reported to Highways for attention. Cllr Feltham confirmed he still has contact with the Parish Steward.

Pothole next to the phone box in Coronation Drive.

Cllr Feltham

(iii) Parish Emergency Assistance Scheme (PEAS). Cllr Rossieter requested 2 tonnes of salt as this is also used with the spreader on local lanes. Cllr Rossiter will collect the salt. Cllr Rossiter

(iv) Salt bin audit. This has been completed and the report sent to WC Highways but as yet none of the issues have been acted on.

Clerk will chase WC Highways on this.

Clerk

(v) To resolve to send a letter to any Landowner who has overgrown hedges requiring cutting. Underhill Farm House re the hedge at Five Ways and Slaughter House Lane.

(vi) Rights of Way within the parish. Nothing further to report.

**0964. To agree what should be submitted to the Donhead Digest.** This is currently not being published.

**0965. Clerk's Report.**

Covid updates from WC.

Updates re the reopening of libraries

Updates re the reopening of leisure centres

Phone call re covid grant – the cemetery at Charlton was not eligible as it has never been assessed for rates and therefore has no rating reference number.

SWWAB will meet virtually on 30<sup>th</sup> September at 6.30pm  
CATG will meet virtually on 9<sup>th</sup> September  
Enquiry regarding location of a grave.  
Two burials have taken place  
Donhead St Mary PC noted the report.

**0966. To note items for the agenda of the next meeting.** Any items for the agenda should be sent to the Clerk **before** Wednesday 21<sup>st</sup> October 2020.

Council is reminded that this will be the budget setting meeting and any additional budget lines should be sent to the Clerk for inclusion in the draft budget for 2021/2022.

- Outstanding tree work from the tree survey completed earlier this year.

**0967. To confirm the date and venue of the next meeting** as Wednesday 4th November 2020. The venue will be confirmed nearer the date but will either be the New Remembrance Hall or a virtual meeting. Wiltshire Cllr Deane advised the Council that several parishes were now meeting in person. Cllr Rossiter informed the Council that the large hall was not available as it was already booked. The decision on whether this is a virtual meeting will be taken nearer the time.

**0968 To resolve to exclude the public and press for the following reason;**

that it involves the likely disclosure of confidential matters prejudicial to the public interest.

Donhead St Mary PC resolved to exclude the public and press for the following item as the disclosure of information may be prejudicial to the public interest.

**0969. Communication received regarding Cllr behaviour.**

Donhead St Mary PC resolved to note the information.

Donhead St Mary PC resolved that it does not have a representative on the committee and therefore the matter was not a matter for the parish council.

Cllr Adams closed the meeting at 9.27pm