**Draft Minutes of the Annual Meeting of Donhead St Mary Parish Council held on 8th May 2019 in the New Remembrance Hall, Charlton.**

Present Cllrs; Adams, Dewy, Feltham, Mrs Fortescue, Mrs Fraser, Mrs Garnett, Lewis, Miles, Rossiter and White.

In attendance; Mrs C Churchill (Clerk) and 4 members of the public. WC Cllr Deane

Apologies; None received.

Not present; Cllr Mrs Beer.

**Questions or statements from members of the public on any matter concerning the village.**

There were no questions.

**Cllr Rossiter opened the meeting at 7.19pm.**

**0655 Election of Chairman for the council year 2019/20.**

Cllr Rossiter confirmed that having done 2 years as Chairman he did not wish to do a further year.

Donhead St Mary PC resolved to elect Cllr Miles as Chairman for the forthcoming year.

Cllr Adams proposed a vote of thanks to Cllr Rossiter for all he has done during his two years as Chairman.

**0656. Signing of Declaration of Acceptance of Office.** The newly elected Chairman to sign the Declaration.

Cllr Miles signed the Declaration.

**0657 There were no apologies for absence.**

*Local Government Act 1972 s85(1)*

**0658. Council meeting minutes** - to confirm and sign the minutes of the parish council meeting held on 13th March 2019.

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)*

**0659. Council meeting minutes** - to confirm and sign the minutes of the parish council planning meeting held on 27th April 2019.

Donhead St Mary PC resolved to approve without amendment the Minutes that were read out, as a true record of the meeting and these were signed by the Chairman.

*Local Government Act 1972 sch 12, para 41(1)*

**0660. Chairman’s announcements.**

Cllr Miles thanked Donhead St Mary PC for electing him as Chairman.

Invitation to the Fovant Badges Annual Drumhead service in July which he hoped to attend.

**0661. Interests.**

1. Cllrs to declare any Disclosable Pecuniary Interestsrelated to any matters to be considered in this agenda that do not appear in the Cllr’s register of interests.

None declared.

1. 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.

Clerk to circulate details to complete the online registers. Clerk

**0662. Exclusion of the press and public.** To agree 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*

**0663. Co-option of Cllr.** There are 2 vacancies on Donhead St Mary PC, which having been advertised may be filled by co-option.

Donhead St Mary PC resolved to co-opt Ms Lin Walker from Charlton.

Ms Walker signed the declaration of acceptance of office and joined the Council.

Clerk to inform Wiltshire Council Clerk

One vacancy remains, which may be filled by co-option.

**0664. Speeding issues within the parish.**

(i) Traffic in Charlton. Reduction of speed limit to 30mph. Please see the attached correspondence.

Donhead St Mary PC resolved to note the information and will review after the metrocount has been completed. Ongoing

(ii) A metrocount has been requested for Charlton (in the lane and also in the village. This has also been registered as an issue via the AB system.

Donhead St Mary PC noted that the Clerk has now requested this three times and it still hasn’t been done.

Clerk to chase. Clerk

(iii) A metrocount has been requested for the A30 near the county boundary. This has also been registered as an issue via the AB system.

Donhead St Mary PC noted that the Clerk has now requested this three times and it still hasn’t been done.

Clerk to chase. Clerk

(iv) An issue has been raised. Speeding increase through Ludwell village on the A30. Parked cars have been damaged and pedestrians were almost hit by a speeding truck driver whilst trying to cross the road. The request suggests speed cameras and more signage. The parish council has been asked to comment.

Donhead St Mary PC resolved to request a metrocount for Ludwell. Clerk

Clerk to send speed limit circular to Cllr Walker. Clerk

Clerk to send date of next CATG meeting to Cllr Walker. Clerk

**PLANNING**

**0665. To respond to Wiltshire Council Planning on the following planning applications.**

**18/11476. Long Landsley, Salisbury Rd, Donhead St Mary.** Replacement dwelling and

garages (demolish existing), erect entrance walls and gates, modify access, erect

boundary fencing. Amended plans.

Donhead St Mary PC resolved to make no comment. Clerk

**19/03434. Little Wincombe, Watery Lane.** Proposed alterations and extensions.

Donhead St Mary PC resolved to object for the following reasons; Clerk

Overdevelopment

Non compliance with the original planning application as the new build is 1.5 times the size thus exceeding the original footprint.

**19/03706. Greystones, Charlton**. Single storey garden room extension, with linking lobby plus minor alterations to ground floor w.c. and utility room.

Donhead St Mary PC resolved to support the application. Clerk

**0666. To consider how to respond to any** **planning applications** made after the publication of the agenda. There were none.

**0667. To note the following tree application.**

**19/02684. Bruin House, Donhead St Mary.** T1 - Copper Beech - remove 2 overhanging limbs G1 - trees to rear of house - cut back by 2m T2 - Oak tree - prune back by 4m T3 - Willow tree - cut back to boundary (4m) G2 - two Willow trees - reduce by 5m T4 - Willow tree - cut back overhanging limb by 3m G3 - Hazel & Prunus trees - reduce canopies by 30% G4 - Hawthorn tree (dead) remove & cut back overhanging Ash limb by 4m G5 - Laurel trees - reduce canopies by 5m & remove overhanging Willow limb G6 - Willow trees - cut back 5m

Donhead St Mary PC resolved to note this application.

**0668. To note the following planning decisions.** Full details are available online.

**19/01823. Land Adjacent Horsehill Cottage The Old Forge Junction South West To Horse Hill Lane Donhead St Mary.** Discharge of Condition 3, 4, 5, 7 and 16 from 18/08522. APP.

**19/01108. Berrywood Barn, Berry Wood Lane.** Change of use of Berry Wood Barn from domestic storage to residential use. Demolition of two outbuildings and retention of shed for domestic use. Associated landscaping.

**19/02930. Butler Cottage Lower Wincombe Lane Donhead St Mary**. Discharge of condition 5 on 18/10646

Donhead St Mary PC resolved to note the planning decisions.

Donhead St Mary PC discussed how an applicant can get conditions discharged.

Clerk to ask planning for clarification. Clerk

**0669. Potential Road name change.** A request has been made regarding road name signage.

A sign states Lower Wincombe Lane but the postal address is Jenkins Corner.

It is requested that the parish council consider;

Moving the sign – Lower Wincombe Lane to the correct location (possibly opposite the top of Watery Lane).

Erecting a new sign for Jenkins Corner.

The name Jenkins Corner relates to Marcus Jenkins who lived in the parish until he died during service on board HMS Africa in July 1918.

Donhead St Mary PC noted that Marcus Jenkins was already commemorated on the war memorial.

Donhead St Mary PC resolved to look into the cost for this. Clerk

Clerk to look into permission. Clerk

**0670. Election of Vice Chairman for the council year 2019/20.** To elect a Chairman for the council year ending May 2020 and for the newly elected Vice Chairman to sign the Declaration of Acceptance of Office.

Donhead St Mary PC resolved to elect Cllr Adams as Vice Chairman for the forthcoming year.

Cllr Adams signed the declaration.

**0671. To confirm the Cllrs on the Donhead St Mary Planning Committee.** This committee must comprise of a minimum of 3 Cllrs.

Donhead St Mary PC resolved to appoint the following Cllrs to the DsMPC Planning Committee;

Cllrs Adams, Dewy, Feltham, Mrs Fortescue, Mrs Fraser, Mrs Garnett, Rossiter, Walker and White.

The quorum for a Planning Committee meeting will be three.

**0672. To confirm Cllr responsibilities for the council year 2019/20.**

Flood Warden Cllr Walker

Litter Warden Cllr Feltham

Snow Warden Cllr Rossiter

Highways / Parish Steward Cllr Feltham

SWWAB (South West Wiltshire Area Board) All Cllrs

CATG (Community Area Transport Group) Cllr Walker

SWWAB Community Safety Group Clerk

Play area Cllr Garnett

Cemetery Cllr Rossiter

Rights of Way Cllr Fortescue

Dementia Champion Cllr Fraser

**0673. Confirmation of the following dates for meetings of Donhead St Mary PC.** Following agreement at the March meeting, future meetings will take place on the first Wednesday of the month.

3rd July

4th September

6th November

8th January 2020 (this is the second Wednesday as the previous week is a bank holiday)

4th March

6th May. This will be the Annual Parish Council Meeting.

All meetings to take place in the New Remembrance Hall, Charlton at 7.15pm.

Donhead St Mary PC resolved to meet on the dates listed above.

## 0674. Year ending 31st March 2019.

Opening balance £22,566.19

Total receipts £24,010.61

Total payments £24,506.80

Closing balance £22,070.30

Balance in Lloyds bank account £23,121.31

Unpresented cheques £1051.31

Donhead St Mary PC resolved to note the financial information.

## (i) To note the report from the Internal Auditor

Donhead St Mary PC resolved to note that the Internal Audit had been completed and there were no issues raised.

## (ii) To approve the Annual Governance Statement.

Donhead St Mary PC resolved to approve the AGS and this was signed by the Chairman and Clerk

## (iii) To approve the Annual return.

Donhead St Mary PC resolved to approve the Annual Return and this was signed by the Chairman and Clerk

**(iv)** To resolve to certify that the council is exempt from a limited assurance review by the external auditor and that they meet the qualifying criteria

Donhead St Mary PC resolved to confirm that Donhead St Mary PC met the qualifying criteria and is exempt from a limited assurance review.

The certificate was signed by the Chairman and Clerk.

Clerk to submit to the External Auditor. Clerk

*Local Government Act 1972 s150(5)*

**0675. Year ending 31st March 2020.**

## To note the balance of the accounts.

Opening balance £22,070.00

Total receipts £15,849.02

Total payments £ 460.30

Closing balance £37,458.78

Of which £20,831.55 is ringfenced.

Leaving a balance of £16,627.17

Balance in Lloyds bank account £37,643.72

Unpresented cheques £245.00

Unbanked cheque £60.00

Donhead St Mary PC resolved to note the financial information.

1. To note payments made since the last meeting.

Donhead St Mary PC resolved to note that only the two regular standing orders had been paid since the last meeting.

1. To authorise for payment a list of payments.

Donhead St Mary PC resolved to authorise payments totalling £2842.46

1. To consider a donation of solar funds to the community

A copy of the latest solar fund spreadsheet was circulated.

Donhead St Mary PC resolved to transfer £4000 from the solar fund monies to the New Remembrance Field account.

Clerk to write to Mr Thackeray informing him of this decision.

Donhead St Mary PC considered if it maybe more appropriate for the solar money to be paid into the NRF fund which is not so restricted as to where funds can be spent. The solar money is not PC money but money the PC looks after on behalf of the community but by being in the PC account it then must be used in accordance to legislation that covers local council spending.

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

**0676. Highway Issues.**

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

The drain on the A30 at Charlton. Cllrs Rossiter, Fortescue and Clerk looked at this last week and a photo was sent to highways showing the problem. Highways will look into the matter.

(ii) To note any issues that need to be reported to Highways for attention.

Cllrs reported that a drain at Five Ways was blocked, Clerk requested this is reported on the MyWiltshire app so that the exact location could be marked.

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

Clerk has received correspondence from 1 property as their hedges have previously been cut by the Council. Clerk has contacted WC for clarification on this.

Cllr Garnett reported she had spoken to a tractor driver who confirmed he used to cut one of the hedges concerned but doesn’t anymore.

In future all letters that are sent to landowners re overgrown hedges will be sent recorded delivery. Clerk

**0677. Charlton Cemetery.** To note the following information.

Several requests re memorials.

1 memorial authorised

1 burial has taken place

1 interment of ashes has taken place

2 ERoBs purchased.

The issue with the register recording different information to the cemetery has been resolved, Clerk will reissue the ERoB for the correct plot and the original ERoB will be destroyed. Clerk

Donhead St Mary PC resolved to note the information.

**0678. To receive updates on the following;**

(i) War Memorial. No update received.

(ii) Emergency Plan. This is ongoing. Ongoing

(iii) First Aid / Defibrillator. A defibrillator training session was held on Wednesday 17th April 2019.

(iv) Dementia session. Cllr Fraser is meeting the new person soon.

(v) Flood Plan. This is ongoing. Ongoing

**0679. Update of Actions of the Minutes** dated 13th March 2019.

1. (0624) Clerk has been given a new contact for the lamppost request.

2. (0634) A copy of the Deeds was passed to the Clerk. Clerk to contact Battens Solicitors to enquire if they have the original Deeds. Clerk

3. (0638) Clerk has enquired about CIL and two developments met the criteria but neither have commenced. Cllrs confirmed that both developments had commenced. Clerk to contact WC and inform them. Clerk

4. (0643) The trees were added to the Tree Management Policy.

5. Clerk circulated the CCTV policy. It was clarified that to put CCTV on private land there is no requirement to comply with the policy for cameras on public land. Cllrs will consider this. Ongoing

**0680. To receive reports from Cllrs.**

The bus shelter on the A30 will be painted once the building has dried out and the weather improves.

**0681. Clerk’s Report.**

Audit information received.

Precept acknowledgement.

Phone call re work for the parish steward, the issue was not highways related and the Clerk advised the caller to contact the appropriate department of WC.

Highways briefing on 8th May – same time as DsMPC meeting. Clerk will circulate the slides when received and has asked colleagues for notes.

Networking day on 9th May – no one available to attend.

SWWAB will meet on 4th June (rescheduled from 23rd May)

SWW CSG will meet on 12th June

OFWG will meet on 12th June at Bulford

SWWAB 17th July

CATG 24th July

**0682. To agree what should be submitted to the Donhead Digest.**

Donhead St Mary PC resolved to include the following;

Overgrown hedges

Litter

Parish steward role

My Wiltshire app

New Chairman and new Cllrs.

**0683. To note items for the agenda of the next meeting.** Any items for the agenda should be sent to the Clerk before Monday 24th June.

**0684. To confirm the date and venue of the next meeting** as Wednesday 3rd July 2019.

Donhead St Mary PC resolved to confirm the date of the next meeting.

Cllr Miles closed the meeting at 9.20pm