

# Draft Minutes of a Virtual Meeting<sup>1</sup> of Donhead St Mary Parish Council held on 6<sup>th</sup> May 2020.

**Present** (Virtually) Cllrs; Andrews, Dewey, Ms Elbrow, Feltham, Mrs Fortescue, Mrs Fraser, Mrs Garnett, Lewis Rossiter, Mrs Walker and White.  
**In attendance;** Mrs C Churchill (Clerk) and 0 members of the public.  
**Apologies;** Cllrs Adams 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

### **0868. Due to the absence of both the Chairman and Vice Chairman, the first business was to elect a Chairman for the meeting.**

Donhead St Mary PC resolved to elect Cllr Feltham as Chairman for this meeting.

**0869. Election of Chair and other appointments.** To confirm that under the legislation that came into force on 4<sup>th</sup> April 2020, the current appointments agreed in May 2019 will continue until May 2021. This includes the role of Chairman and Vice Chairman.

Donhead St Mary confirmed the appointments will run until May 2021.

**0870. Apologies for absence** were received from Cllr Adams (tech issues) and Cllr Miles (work). Donhead St Mary PC resolved to accept the apologies for the reason given.

*Local Government Act 1972 s85(1)*

**0871. Council meeting minutes** - to confirm and sign the minutes of the parish council meeting held on 4<sup>th</sup> March 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)*

**0872. Council meeting minutes** - to confirm and sign the minutes of the parish council planning meeting held on 15<sup>th</sup> April 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)*

### **0873. 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.

**0874. 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*

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<sup>1</sup> 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.

**0875. To adopt the draft Protocol for Remote Meetings of Donhead St Mary Parish Council.**

Donhead St Mary PC resolved to adopt the Draft protocol for remote meetings.

**0876. To agree the Lease to Donhead St Mary Sports Club.** Cllr Dewey reported that nothing had been received.

Donhead St Mary PC resolved that upon receipt of the draft lease the Clerk will arrange a meeting to consider the lease for approval. Clerk

**0877. Maintenance of Trees on land maintained / owned by Donhead St Mary PC.**

Donhead St Mary PC resolved to agree to the summary circulated by Cllr Dewey.

Donhead St Mary PC noted the survey will be completed on 8<sup>th</sup> May.

Cllr Dewey will circulate the report once received.

Cllr Dewey

Donhead St Mary PC approved the payment once the survey has been completed and received.

**0878. Highway Issues.**

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

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

Cllr Walker reported several gullies require emptying, Cllr Walker to send details to Cllr Feltham for reporting.

All Cllrs were asked to email Cllr Feltham of blocked drains and gullies.

Donhead St Mary PC were reminded that WC is unable to monitor the gullies and request the parishes report any issues.

Cllr Lewis had circulated some photos showing issues with verge overrun, damage to property (caused by large vehicles) and problems with signage.

Clerk has alerted Wiltshire Police to the problem.

Clerk to report signage issues to CATG.

(iii) To resolve to send a letter to any Landowner who has overgrown hedges requiring cutting. None required.

(iv) Rights of Way within the parish. None reported.

**PLANNING**

**0879. To respond to Wiltshire Council on the following planning application;**

(i) **20/02656/VAR. Mulberry House, Front Horsehill Lane.** Variation of condition 13 of 18/08522 to allow residential occupation of the roof space of the garage.

Condition 13 is as follows

The accommodation within the roofspace of the garage hereby permitted shall not be occupied at any time other than for purposes ancillary to the residential use of the main dwelling and it shall remain within the same planning unit as the main dwelling.

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

Overdevelopment

Highway access

Donhead St Mary PC resolved to request that the application is called into committee should Officers be minded to approve.

(ii) **20/02778. Mountfield, Higher Coombe.** Proposed conversion of garage into living accommodation and first floor extension above.

Donhead St Mary PC resolved to support this application.

(iii) **20/02491. Ashgrove Farm B3081 Northwest to county boundary, Higher Ashgrove.** Partial demolition of semi derelict barn. Create new brewery store and bottle store to support the growing Brewery business. Decorative bottle store utilises remains of stone quoined cob and rubble stone barn end

Donhead St Mary PC resolved to support this application.

**0880. To consider how to respond to any planning applications** made after the publication of the agenda. There were none.

**0881. To note any tree applications** received after the publication of this agenda. There were none.

**0882. To note the following planning decisions**, full details are available online.  
20/01245. Wild Cherry. Refused.

20/00836. Donhead Sports Club. Approve with conditions  
Donhead St Mary PC resolved to note the decisions.

**0883. 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.

**0884. Donhead St Mary Open Spaces survey.** The documentation has been resent but Cllrs were unable to open the attachment.

**0885. Rural Facilities survey.** The Clerk has emailed WC to request this as it did not arrive with Donhead St Mary, but nothing has been received.

**0886. Update of Actions of the Minutes** dated 4<sup>th</sup> March and 15<sup>th</sup> April. To note the following.

1. (0836) This is ongoing, Clerk has been trying to contact the charity commission.
  2. (0839) Planning response was emailed to WC.
  3. (0840) Planning responses were emailed to WC.
  4. (0844) Clerk contacted enforcement and circulated the response.
  5. (0845) Clerk has informed WC of the co-option. An updated contact list has been circulated.
  6. (0846) Climate Change will on the next agenda once meetings can be held in person.
  7. (0848) Work to the roof of the Old Pump House – ongoing.
  8. (0851) The Flood plan will be on the next agenda once meetings can be held in person.
  9. (0853) The Great British spring clean has been postponed due to covid-19.
  10. (0863) Planning responses were emailed to WC. Cllr Deane called in the application as requested.
- Donhead St Mary PC noted the update.

**0886. Year ending 31<sup>st</sup> March 2020.**

- (i) To note the balance of the accounts.
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|-----------------|------------|
| Opening balance | £22,070.00 |
| Total receipts  | £25,183.42 |
| Total payments  | £14,873.91 |
| Closing balance | £32,379.51 |
- Of which £18,332.77 is solar fund money and £1,187.98 is ringfenced.  
Leaving a balance of £12,859.01  
Balance in Lloyds bank account £32,917.35 unpresented cheque total £537.84.
- (ii) **To authorise for payment** Donhead St Mary PC authorised the Clerk to pay the additional cemetery charges,  
amend the monthly standing order for the cemetery  
pay the invoice for the tree inspection (see 0877)  
pay the regular payments as agreed in the budget
- (iii) **Solar fund.** No requests received for solar fund money.  
There is one request but still awaiting full details.  
Clerk to write an article for applications to go into the Donhead Digest.  
*Account and Audit Regulations 2003 reg 4. Local Government Act 1972 s150(5)*

**Due to the meeting time expiring the following items were not considered.**

**0887. Grasscutting contract for Charlton Cemetery.**

**0888. To agree what should be submitted to the Donhead Digest.**

**0889. To note items for the agenda of the next meeting.** Any items for the agenda should be sent to the Clerk **before** Wednesday 17<sup>th</sup> June 2020.

**0890. To confirm the date and venue of the next meeting** as Wednesday 1<sup>st</sup> July 2020.

Cllr Feltham closed the meeting at 8.08pm