

Donhead St Andrew

Parish Council



Minutes of the Annual Parish Council Meeting
 Held at St Andrew’s Church, St Bartholomew’s Street
 Donhead St Andrew

Thursday 18th May 2023 @ 7:30pm

Present: Cllr Simon Barkham Cllr Jane Sullivan (Chairman)
 Cllr Simon Luck Cllr Shena Kozuba-Kozubska
 Cllr Clive Burrows Cllr Patricia Maxwell-Arnot

In Attendance: The Parish Clerk; Simon Pritchard

Members of the Public: Zero

Questions or Statements from Residents:

None

Agenda Item:	
1	<p><u>Election of Chairman:</u> The retiring Chairman, Cllr Simon Luck oversaw this agenda item. Cllr Luck had already given notice of his resignation effective from the next day (19th May).</p> <p>After much debate it was recognised that no one wanted to permanently hold the position of Chairman at the moment, everyone had their own reasons for not feeling able to take on the role right now. With two members missing from the meeting, and the possibility of having a further two new members co-opted at the July meeting the item was deferred.</p> <p>20:00 - Cllr Kozuba-Kozubska left the meeting.</p> <p>In order to facilitate the meeting Cllr Sullivan agreed to be the meeting Chairman</p>
2	<p><u>Election of Vice Chairman:</u> Cllr Maxwell-Arnot agreed to temporary hold this role.</p>
3	<p><u>Apologies of absence:</u></p> <ul style="list-style-type: none"> ▪ Cllr Alistair Stoker - Away ▪ Cllr John Barton - Other commitments ▪ Cllr Shena Kozuba-Kozubska (had started the meeting)

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4	<p><u>Declarations of Interest:</u> None</p>
5	<p><u>Adoption of Previous Council Meeting Minutes:</u> <ul style="list-style-type: none"> ▪ Minutes of Thursday 2nd March 2023 Cllr Barkham proposed that the minutes be adopted, seconded by Cllr Maxwell-Arnot and resolved unanimously.</p> <p>Cllr Maxwell-Arnot requested that the minutes be sent out again with the agenda for the meetings.</p>
6	<p><u>Members Portfolios:</u> To confirm any special areas of responsibility held by members on behalf of the Council (to be recorded on website)</p> <ul style="list-style-type: none"> • Footpaths / Rights of way - Cllr Maxwell-Arnot • Highways / Parish Steward - Cllr Burrows • Flood Warden - Bring back to next meeting. • Bank Rec Checker - Cllr Sullivan
7	<p><u>Assets Register 2023:</u> To review and adopt the council's assets register. The Parish Clerk had circulated this before the meeting. It was agreed that the war memorial was undervalued at £5,000 and that this needed to be at least £10,000</p> <p>It was proposed by Cllr Maxwell-Arnot to increase the insurance on the war memorial, seconded by Cllr Barkham and resolved unanimously.</p>
8	<p><u>Risk Assessment 2023/24:</u> To review and adopt the 2023/24 risk assessment. It was noted that the risk assessment referred to council policy around the gifting of grants. The Parish Clerk will bring a policy to the next meeting of the council for consideration.</p> <p>Its was proposed by Cllr Barkham to adopt the risk assessment, seconded by Cllr Burrows and resolved unanimously.</p>
9	<p><u>Insurance Renewal 2023/24:</u> To review and approve the council's insurance policy. This year the policy is £430.90.</p> <p>It was proposed by Cllr Burrows to renew the policy, seconded by Cllr Barkham and resolved unanimously.</p>
10	<p><u>Annual WALC Membership Renewal 2023/24:</u> Members debated the benefits of membership.</p> <p>It was proposed by Cllr Burrows that the council maintain membership of the Wilshire Association of Local Councils and authorise payment of £186.05, seconded by Cllr Maxwell-Arnot and resolved unanimously.</p>

<p>11</p>	<p>Planning Applications Submitted to Wiltshire Council: To pass comment on any planning applications listed below that have been submitted to Wiltshire Council</p> <table border="1" data-bbox="272 365 1441 584"> <tr> <td>Application No:</td> <td>PL/2023/03116</td> </tr> <tr> <td>Application Type:</td> <td>Householder planning permission</td> </tr> <tr> <td>Proposal:</td> <td>Carry out alterations and erect first floor extensions.</td> </tr> <tr> <td>Site Address:</td> <td>Scotts Hill House, Scotts Hill, Donhead St Andrew, Shaftesbury, SP7 9EP</td> </tr> </table> <p>It was noted that a site visit would have been more ideal to be able to fully appreciate the size of the extensions. A site visit could be arranged for the next week, but this would be after the deadline for response to Wiltshire Council and it couldn't be guaranteed that Wiltshire Council would accept late submissions. The Clerk had set up the projector to allow any of the plans to be projected onto the screen. It was noted that at the time of the meeting, there were no public comment on the Wiltshire Council website. While the increase in size is on the large side, other houses in the area have done the same and the materials are in keeping. There was nothing about how light would be managed in the planning documents.</p> <p>It was proposed by Cllr Burrows that the Council had No Objection providing there are conditions relating to external lighting to protect endangered species and neighbours, in line with the dark sykes reserve. Seconded by Cllr Maxwell-Arnot and resolved unanimously.</p>	Application No:	PL/2023/03116	Application Type:	Householder planning permission	Proposal:	Carry out alterations and erect first floor extensions.	Site Address:	Scotts Hill House, Scotts Hill, Donhead St Andrew, Shaftesbury, SP7 9EP
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<p>12</p>	<p><u>PARISH COUNCIL FINANCE:</u></p> <p>A. Approval of Payments:</p> <ol style="list-style-type: none"> 1. K. Sandon - Cemetery Database Update- £123.50 2. N. Phillips - Internal Audit - £60.00 <p>Cllr Barkham proposed that payments be approved, seconded by Cllr Burrows and resolved unanimously.</p> <p>The payments to date list was also received, showing seven payments at a total of £1,210.62 - this is attached to the minutes.</p> <p>B. Budget Vs Spend to Date:</p> <p>This had been circulated before the meeting and was duly received.</p>								
<p>13</p>	<p><u>Annual Governance & Accounting Return 2022/23:</u></p> <p>a) End of Year Outturn 2022/23: The final spend against budget report had been circulated ahead of the meeting and was duly received.</p> <p>b) Internal Audit Report 2022/23: The Internal Auditors report had been circulated, comments were noted, and the Clerk will action the points raised.</p>								

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	<p>c) The Annual Governance Statement 2022/23: To resolve on the council’s response to the governance statement. The Clerk advised the council that as the council had received a positive internal audit report, he could see no reason why the council cannot give a positive response to all of the governance statements. It was proposed by Cllr Burrows that the council give a ‘Yes’ response to all the governance statements, seconded by Cllr Maxwell-Arnot and resolved unanimously.</p> <p>d) The Annual Accounting Statement 2022/23: This had been completed by the RFO and had been circulated. It was proposed by Cllr Burrows to approve the accounting statement, seconded by Cllr Barkham and resolved unanimously.</p> <p>e) Declaration of Exemption: It was proposed by Cllr Barkham that as the council’s income and expenditure is less than £25,000 over the year, that the council claim exemption from external audit, seconded by Cllr Burrows and resolved unanimously.</p> <p>f) Confirmation of Public Rights: It was confirmed that the dates for public rights of inspection will be Monday 5th June to Friday 14th July 2023</p>
14	<p><u>The King’s Coronation Events Grants:</u></p> <p>A. Events in St Andrew’s Church: An event was held in the Church this was advertised locally with wine and nibbles. It was proposed by Cllr Burrows to retrospectively grant up to £200 to this event on production of receipts, seconded by Maxwell-Arnot and resolved unanimously.</p> <p>B. Event at the Foresters: Live music and a BBQ as well as a colouring in for children, had taken place at the Foresters. Any grant awarded would go towards the cost of the live music. It was proposed by Cllr Barkham that the council make a retrospect grant of £200, seconded by Cllr Maxwell-Arnot. 2-in Favour 3 Against - the motion was not carried.</p>

End of Formal Meeting 21:02