

# Donhead St Andrew Parish Council



## Notice of Meeting:

To all Members of Donhead St Andrew Parish Council  
you are hereby summoned to attend a meeting of the Parish Council  
to resolve on the matters as outlined below

**to be held in St Andrew's Church, Donhead St Andrew  
on Thursday 14<sup>th</sup> September 2023 @ 7:00pm**

Signed: *S. Pritchard* **Simon Pritchard** PSLCC  
**Parish Clerk & Responsible Finance Officer**

### Questions or Statements from Residents:

A short period of time is set aside prior to the start of the meeting for questions or statements from members of the public on any matter concerning the village; each person speaking for no longer than 3 minutes.

Please note that any question requiring an answer that needs to be researched will be noted and included in the agenda for the following meeting.

Statements will be noted at the meeting, but no discussion will take place unless the topic is already on the agenda; any discussion will take place during the agenda item.

### Report from Wiltshire Councillor Richard Budden:

To receive a verbal update from Wiltshire Councillor Richard Budden and an opportunity for residents / councillors to ask questions.

### Wessex Fibre Broadband to Residential Homes:

To receive any updates on this project

## Formal Meeting Agenda

### **32) Election of Meeting Chairman**

To elect a member of the council to act as Chairman for this meeting only.

### **33) Apologies for Absence:**

To receive and approve any apologies of absence from members of the council.

### **34) Declarations of Interest:**

Members to declare interests in any agenda item:

- a) Declarations of disclosable pecuniary and non-pecuniary interests already declared in the Register of Interests.
- b) Declarations of disclosable pecuniary and non-pecuniary interests not previously declared in the Register of Interests.
- c) Applications for dispensations; to be submitted in writing to the Parish Clerk before the meeting.

### **35) Adoption of Previous Council Meetings Minutes:**

#### **a) Thursday 13<sup>th</sup> July 2023**

### **36) CO-OPTION OF NEW COUNCIL MEMBER(S):**

To receive any valid applications submitted by the deadline of Tuesday 14<sup>th</sup> of September and resolve on any appointments.

Application received at the time of the agenda being issued:

- Jonathan Mason

#### **A. Interview of the Candidates:**

Council members to interview the candidate(s).

#### **B. Election of New Members:**

Members are invited to make any proposal(s) of co-option.

#### **C. Declaration of Acceptance of Office:**

Any new council member(s) are required to sign a declaration of acceptance of office. Once signed that person becomes a member of the council and should join the table for the rest of the meeting.

### **37) Pre-Planning Application Consultation:**

A resident has requested informal feedback from the Parish Council on her sketches / ideas to convert an outbuilding into accommodation.

### **38) PARISH COUNCIL FINANCE:**

#### **A. Approval of Payments:**

To approve payments to be made and receive the payments list.

1. F. Warren - Cemetery Work- £405.00
2. M. Cullimore - Gate Repairs - £90.00
3. S. Pritchard - Expenses and WFH allowance July to September - £66.39
4. WALC - Training Ticket - £54.00

#### **B. Payments Made Since the Last Meeting:**

To receive the payments list.

#### **C. Budget Vs Spend to Date and Earmarked Balances:**

To receive the latest budget spend to date & earmarked balances information

#### **D. 2023/24 Parish Council Projects:**

The first opportunity for members to suggest projects for the 2024/25 budget.

**39) Kissing Gates Installation:**

To receive an update on this project from Cllr Barkham and approve a cost.

**40) Cemetery Management (Lower Street):**

To receive an update from Cllr Barkham as to the works undertaken and to agree on any further works required including any cost.

**41) Cemetery Issue - Unauthorised Interment:**

At the end of July (2023) Bracher Brothers of Gillingham (owned by the national chain Dignity Funerals) instructed a gravedigger to open a grave in the Lower Street Cemetery without the consent or knowledge of the Parish Clerk. The grave opened was not the grave that should have been opened and as such a double depth interment has taken place.

**a) Council to resolve on the fees to be charged to Bracher Brothers considering:**

- The failure to comply with proper practice by not gaining consent from the Burial Authority (in this case the Parish Council) before instructing a Gravedigger.
- The disturbance to the Parish Clerk's holiday (including having to carry out a site visit).
- The spoil that has not been removed from the Cemetery (as is the Council's policy), but instead it has been dumped at the back of the Cemetery.

**b) Buying back the unused grave:**

The grave that should have been opened is empty and no longer required the family would be content to sell it back to the Parish Council. Council to resolve on this and any price to be offered.

**42) Parish Council Donations:**

To resolve on the awarding of any donations to local groups / charities that provide a service to the Parish. This may include:

- Wiltshire Citizens Advice (L/Y £100)
- Tisbus (L/Y £50)
- The Bobby Van (L/Y £50)
- Wilshire Air Ambulance
- St John Ambulance
- Any other local group / charity...

**43) Appointment of Community Roles (on behalf of the Parish Council):**

To resolve on the appointment of:

- a) A Parish Flood Warden** (Cllr Hartley has been nominated)
- b) A Parish Tree Warden** (Wilshire Council are restarting the scheme)

**44) Donhead St Andrew Village Design Statement:**

To receive the re-drafted VDS from Cllr Barkham and agree how it will be consulted upon before its final submission to Wiltshire Council.

**45) Parish Council Website:**

To note and approve the information received that the current website provider will soon start to charge £11.99 per month for the current free website.

**46) Wiltshire Council Flood Resilience Workshop:**

To receive a verbal briefing from Cllr Stoker who attended the workshop and resolve on any next steps including any budget.

**47) Election of Council Chairman for the Municipal Year 2023-24:**

To elect a chairman for the remainder of the municipal year.

**48) Election of Council Vice-Chairman for the Municipal Year 2023-24:**

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**49) Verbal Reports:**

To receive any verbal reports.

- a) Chairman's Report**
- b) Highways / Parish Steward** - Cllr Burrows
- c) Rights of Way** - Cllr Maxwell-Arnot
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