

# AGENDA

## Donhead St Andrew Parish Council Full Meeting

Friday 13<sup>th</sup> November 2020 to be held online via Zoom at  
7:30pm

Meeting ID: 810 2357 3540

Passcode: 324182

Councillors are summoned to an online meeting called by:  
Mrs Jessica Luck, Clerk to the Parish Council  
c/o Truffles, Pigtrough Lane, Donhead St Andrew, SP7 9ES  
[donheadstandrewpc@gmail.com](mailto:donheadstandrewpc@gmail.com)

*Jessica Luck*  
09/11/2020

The Chairman will confirm if any part of the meeting **may not** be filmed, photographed or audio recorded.

If any member of the public has an objection to being filmed, photographed or audio recorded, would they make themselves known to the Chairman or the Parish Clerk before the start of the meeting.

### **Public Participation and Presentations** - Questions and/or statements

This is an opportunity for residents of Donhead St Andrew Parish to speak before the meeting commences, for a maximum of 3 minutes, on any agenda item or other matter of interest.

13.11.01 **Apologies** received/accepted and those present/not present.

### 13.11.02 **Declarations and Dispensations**

- 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.

### 13.11.03 **Approval of minutes:**

Full meeting - 18<sup>th</sup> September 2020, PCnlrs to approve.

## PLANNING MATTERS

13.11.04 **Planning applications** - 20/09498/TCA St Andrews Church, a proposal to reduce a Holly tree in height by approximately 4 metres & shape inside profiles by up to a metre. Deadline 19/11/2020. PCnlrs to refer to paperwork previously circulated by clerk and agree a response.

13.11.05 **Applications determined since last meeting** - None

## FINANCE

### 13.11.06 **Approval of payments information**

PCnlrs to note and approve retrospective payments made between 01/09/2020 and 31/10/2020 - all from approved budgets circulated previously via email. PCnlrs to note purchase of wireless keyboard, mouse and laptop stand to assist the Clerk working from home.

### 13.11.07 **Approval of Bank Reconciliation**

PCnlrs to note and approve the bank reconciliation for September and October 2020, Circulated previously via email.

13.11.08 **Section 137 Donations** - PCnlrs to note that the donations they agreed in the last budget, for Donhead Digest, Royal British Legion, Tisbus and Wilts Bobby Van Trust have now been made.

13.11.09	<b>Parish Council Bank Signatories</b> - The Clerk has removed old signatories and prepared a mandate variation to add Alistair Stoker and Simon Barkham as new signatories. PCnlrs to refer to the variation form and agree the additions before the application is progressed.	
13.11.10	<b>Precept Consideration</b> PCnlrs to consider and discuss the first draft working budget prepared by the clerk - papers circulated previously via email.	
<b>CEMETERY</b>		
13.11.11	<div><div>i.</div><div><b>Cemetery Maintenance</b> - PCnlr JB requested that the long grass and wildflower bank was now cut which has been carried out by Rob Pearce in addition to his usual cutting.</div></div> <div><div>ii.</div><div>PCnlrs to raise any maintenance issues that they feel need attention in the cemetery.</div></div> <div><div>iii.</div><div><b>War Memorial</b> - PCnlrs to note that the remembrance service was carried out virtually this year.</div></div>	
<b>HIGHWAYS/RIGHTS OF WAY</b>		
13.11.12	<div><div>i.</div><div><b>Footpath Update from PCnlr PMA.</b></div></div> <div><div>ii.</div><div><b>F8 and F9 Dengrove Farm</b> - PCnlrs to note that the clerk wrote to the landowner requesting that the footpaths were cleared so that the PC could then improve the signage, but no response has been received yet.</div></div>	
13.11.13	<b>Pedestrian Gate Funds</b> - PCnlr MC to confirm whether landowner written permission has been received to potentially replace stiles with pedestrian gates at TISB50 (Westfield Farm) and DSTA14 (the three stiles along this path towards Pile Oak Lodge). Approval for a gate at DSTA6 (near Leat House) obtained so far.	
13.11.14	<b>Parish Steward Reports</b> - suggestions for work to P.Cnlr CB.	
<b>OTHER MATTERS</b>		
13.11.15	<b>Identifying Verges that could be left uncut to assist wildlife</b> - PCnlrs to refer to the emails between the clerk and WC Highways and advise if they have identified any suitable verges and whether they feel it is appropriate for the PC to progress this.	
13.11.16	<b>A new Parish Council website to comply with the Accessibility regulations</b> - aiming to ensure public sector websites are accessible to all users, especially those with disabilities. - PCnlrs to read the summary and three quotes circulated previously by the clerk and resolve how they would like to proceed.	
<b>Reports</b>		
13.11.17	W. Cnlr Tony Deane	
13.11.18	Other reports; Chairman - <ul style="list-style-type: none"><li>Fingerposts update - The posts at the West End junction and at Cross Rivers have been completed and installed. The others are near completion.</li><li>Benches - update.</li><li>Speed Restriction Public Consultation - There has been a good response from residents and the clerk is keeping a confidential spreadsheet of all votes received via both email and post.</li><li>PCnlrs to note that the planning officer at WC visited the residents at The Haven, regarding the bandstand Structure build on Agricultural land, and it has subsequently been removed.</li></ul>	

	<p>Clerk -</p> <ul style="list-style-type: none"> <li>• The clerk hasn't been able to attend any training this year due to children being at home throughout lockdown. SLCC are offering online training which the clerk would like to attend when there is availability in topics such as, how to prepare word/excel/PDF documents that meet Accessibility criteria when loaded on the PC website. The Clerk also feels she requires training in GDPR and Cemetery management. Webinars for SLCC members are approx. £30+VAT each.</li> <li>• Working together - The clerk, prompted by Judith Barton, investigated whether the platform launched by Wessex Community Action would be suitable for the PC to replace their current dated website. Unfortunately, it was not suitable as public sector websites now have to comply with accessibility legislation. Therefore, the PC must have its own standalone website to maintain control and ensure this legislation is adhered to.</li> </ul>	
13.11.19	<p><b>Closure of meeting and Date and time of next meetings:</b></p> <p>Full Council Meeting - Friday 15/01/2021 7.30pm - likely to be held via virtually zoom.</p> <p>Interim planning meetings as required.</p>	
	<p><b>Public participation</b> - for comments relating to the evening's agenda items and discussion.</p>	