

Donhead St Andrew Parish Council



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

Thursday 13th July 2023 @ 7:00pm

Present: Cllr Simon Barkham (Meeting Chairman)
Cllr Shena Kozuba-Kozubska Cllr Alistair Stoker
Cllr Clive Burrows Cllr Patricia Maxwell-Arnott
Cllr John Barton

In Attendance: Cllr Richard Budden; Wiltshire Councillor
Simon Pritchard; The Parish Clerk
Nick Martin; Wessex Fibre Broadband Voluntary Coordinator

Members of the Public: One

Questions or Statements from Residents: None

Report from Wiltshire Councillor Richard Budden:

- A welcome was made to Richard who was attending his first meeting since being elected.
- **The New Local Plan:** will be going to council for approval before going out to public consultation in the autumn. It's a massive document and a lot to take in.
- **The LHFIG Committee:** this looks after the budget locally for highways and rights of way improvements and has £11,000 left in the pot for new projects between now and next April. It already has requests for projects totalling £33,000.

It has been suggested that the parish councils be asked to increase their contribution from 25% to 50% - this will be on the next Area Board agenda.

There has been no increase to LHFIG budget for five years. Seems to be an area where cost is slowly being pushed down onto the parish councils and this will have an effect on their precepts.

Question: why was the parish council told that it would have to fund 100% of a 20mph speed limit in the Village?

Answer: don't know but will try and find out.

- **Station Works:** 60 houses are earmarked for the area in the Local Plan. The recent application was for 80 homes and a care home. This was only turned down on flooding grounds, but there will be development on this site at some point.

The new Local Plan says that 112 homes are required in Tisbury over the next 15 years, with at least 60 of those coming from the station works site.

Wessex Fibre Broadband to Residential Homes:

Nick Martin undated Members.

NB: The written report will be on the Parish Council website and noticeboards.

Parish Clerk: Mr S. Pritchard

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Agenda Item:	
15	<p><u>Election of Meeting Chairman:</u> Councillors agreed unanimously that Cllr Barkham should chair the meeting.</p>
16	<p><u>Apologies of absence:</u></p> <ul style="list-style-type: none"> ▪ Cllr Jane Sullivan - Family commitments
17	<p><u>Declarations of Interest:</u> None</p>
18	<p><u>Adoption of Previous Council Meeting Minutes:</u></p> <ul style="list-style-type: none"> ▪ Minutes of Thursday 18th May 2023 - Annual Council Meeting <p>Cllr Burrows proposed that the minutes be adopted, seconded by Cllr Maxwell-Arnot and resolved unanimously.</p> <p>The Clerk provide an update on the council's insurance. At the May meeting it had been agreed to increase the cover on the war memorial up from £5,000 to £10,000. The current insurance company then increased the premium by over £100. In order to price check this a second company was asked for a quote and they offered insurance much cheaper than the original company even with the increase in cover for the war memorial. This information had been emailed out to members, and a steer had been given to go for the cheaper premium, this was now in place.</p>
19	<p><u>CO-OPTION OF NEW COUNCIL MEMBERS:</u></p> <p>The parish council has two vacancies that it can fill via co-option. These had been advertised in the Donhead Digest mag, on all three noticeboards and on the council's website. By the deadline for applications two had been received from:</p> <ul style="list-style-type: none"> • Jonathan Mason • Jeremy Hartley <p>Jonathan Mason had been unable to addend the meeting, so his application was deferred to the next meeting.</p> <p>A. Interview of the Candidates: Jeremy Hartley introduced himself and gave some background as to his experiences. Members highlighted the areas of responsibility that the council was short in, not least a Parish Flood Warden.</p> <p>B. Election of New Members: It was proposed by Cllr Barkham that Jeremy Hartley be co-opted onto the parish council, seconded by Cllr Stoker and resolved unanimously.</p> <p>C. Declaration of Acceptance of Office: Due to the Clerk's printer not working, there was no declaration to sign. It was agreed that this could be signed at the very next opportunity.</p>

20	<p><u>PARISH COUNCIL FINANCE:</u></p> <p>A. Approval of Payments & Payments Made Since the Last Meeting:</p> <p>To approve payments to be made and receive the payments list.</p> <p>1. S. Pritchard - Travel & WFHA; March to June 2023- £83.72</p> <p>Cllr Burrows inspected the claim document.</p> <p>It was proposed by Cllr Stoker to make the payment, seconded by Cllr Burrows and resolved unanimously.</p> <p>B. Budget Vs Spend to Date and Earmarked Balances:</p> <p>This information had been circulated ahead of the meeting and was received.</p> <p>C. Updating of Signing Mandate with Bank:</p> <p>The Clerk was recommending that the council change the number of signatories needed to make payments from 3 to 2</p> <p>It was proposed by Cllr Stoker to change the bank mandate to two signatories required to make payments, seconded by Cllr Burrows resolved unanimously.</p> <p>D. Appointment of Bank Signatories:</p> <p>Currently the council has Councillors Stoker & Barkham as members who can authorise payments with the bank.</p> <p>Cllr Stoker proposed adding Cllr Kozuba-Kozubska, seconded by Cllr Barkham and resolved unanimously.</p>
21	<p><u>Further Coronation Mugs:</u></p> <p>An original 40 mugs had been commissioned for giving out to children in the Village. Cllr Maxwell-Arnot had been overseeing this and with all the mugs now having been given out, she is aware of further requirement.</p> <p>The Clerk reported that they would likely be £3.95 each +P&P</p> <p>It was proposed by Cllr Maxwell-Arnot to buy a further 12 mugs, seconded by Cllr Burrows and resolved unanimously.</p>
22	<p><u>Obstructing of Wardour Lane:</u></p> <p>Watergate Cottage is being redeveloped, there isn't enough off-road parking for the contractors, every time they have a delivery it blocks the road. Owners are now living onsite, and the build works are nearing an end but road is still being blocked regularly. What role if any dose the parish council have?</p> <p>The parish council should ask more questions when looking at planning applications that will involve a lot of vehicles being on site as to how that will be managed.</p> <p>It was noted that the Clerk had contact Wilshire Council Parking Services who had said that as there are no parking restrictions on the road (yellow lines) than they don't have a role to play and that it was a police matter as it is an offence to block a public highway.</p> <p>Cllr Budden wondered if it was possible for Wilshire Council to add conditions into the planning permission to try and stop this sort of problem.</p>

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	<p>It was noted the banks of the lane are eroded, that soil is being washed down the road and this keeps blocking the drain at the bottom. The road surface is in very poor condition.</p>
23	<p><u>COUNCIL POLICIES:</u></p> <p>A. Grants Awarding A draft policy had been circulated to the members ahead the meeting. There was concern that the policy was too onerous. It was agreed that Cllr Stoker would have a go at redrafting it and bring back to the next meeting.</p> <p>B. Information and Data Protection Policy: The updated policy had been circulated to the members ahead the meeting. It was proposed by Cllr Burrows to re-adopt the policy, seconded by Cllr Kozuba-Kozubska and resolved unanimously.</p>
24	<p><u>Kissing Gates Installation:</u></p> <p>Grant funding for this project had been applied for, first from the Area Board but this was rejected as the new Wilshire Council policy is not to fund town / parish council projects with Area Board money. So, an application was submitted to LHFIG but this wasn't on the last LHFIG agenda and so hasn't been considered by the committee, the indication is that it will now have to wait until the September meeting. Members should note the information received in Cllr Budden's report that LHFIG is oversubscribed by 3to1 - The Clerk suggested that the parish council simply push on with this project and employ the local contractor he had found to install the gates.</p> <p>Cllr Maxwell-Arnot questioned the £1,100 cost per gate, this was a lot more than had been paid for previous gates of the same variety and that alternative tenders had not been gained. Further it wasn't known what model of gate this cost was for or what model of gate was actually required. The Rights-of-Way Officer at Wilshire Council normally advised on this sort of thing and would install the gates for a lot less.</p> <p>The Parish Clerk remind members of the history of the project that had now been going on for over a year and that he had, on many occasions, tried to contact the Rights-of-Way officer but had simply stopped getting any response.</p> <p>The gates that had been installed before had been installed by volunteers organised by the Rights-of-Way Officer and may well have benefited from bulk discount.</p> <p>The local contract route had been explored when it became apparent that the Rights-of-Way officer had become non-communicative. Yes, the council will pay more, but it would also see the project completed in a matter of weeks.</p> <p>It was suggested that the parish council contact the Tisbury Walking Club for advice on the modal of gate required and to see if they have the ability to install the gates.</p> <p>Agreed that Cllr Barkham will contact Tisbury Walking Club and report back.</p>

25	<p>Cemetery Groundskeeper: The Clerk reported historically there had been someone who carried out works in the Cemetery other than the grass cutting. There is someone in place that cuts the grass, but no one cutting the hedges or clearing the sides of brambles. It was agreed that Cllrs Barkham & Barton would meet onsite, evaluate the requirements and report back.</p>
26	<p>Village Design Statement: Further information on this had finally been obtained from Wilshire Council. This laid out the steps that the parish council will have to go through if it wants Wilshire Council to adopt the updated Village Design Statement. It was noted that a lot of work had already been carried out on updating the VDS. It seems the final steps are agreeing the final draft and then holding a public meeting to confirm, after this it can be submitted to Wilshire Council again for adoption. It was agreed that Cllr Barkham would edit the document to create a final draft and bring back to the next meeting.</p>
27	<p>Bench at Wardour Pond: The Council had allocated £500 to buying a bench. A request from a member of the public was made for a Coronation bench, one was identified for £1,000. Cllr Barton had carried out his own research and found a good quality bench for £400 this can have engraving added to it making the total price £700. It was proposed by Cllr Burrows to buy the bench with no engraving for £400, seconded by Cllr Kozuba-Kozubska and resolved 6 in favour - 1 against.</p>
28	<p>Election of Council Chairman for the Municipal Year 2023-24: This item was deferred to the next meeting.</p>
29	<p>Verbal Reports: To receive any verbal reports.</p> <p>a) Chairman's Report No report</p> <p>b) Highways / Parish Steward - Cllr Burrows Parish Steward is now back from pothole filling duty but still, plenty of potholes to fill. It is important to report all road deficiencies directly to Wilshire Council online.</p> <p>c) Rights of Way - Cllr Maxwell-Arnott FP6 Brickyard field is where the two kissing gates are going to go and currently the fence needs repairing. FP14 The electric fence is not on. FP6 Parkgate Farm was overgrown, but now cleared. FP1 No animals on it at the moment. FP6 One of the gates on the bridge has come off, going to ask Mr Cullimore to repair it. Cllr Barkham reported that the fingerposts that had been agreed to purchase had gone up in price by £156. Members still wanted to proceed.</p> <p>d) Local Planning & Development</p>

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	<p>Scotts Hill House is the only outstanding application that Wilshire Council are yet to resolve upon.</p> <p>e) Parish Clerk's Reports</p> <p>The Parish Clerk noted that he was looking at options to have a landline installed to receive / make parish council calls on.</p>
30	<p><u>Confidential Session:</u></p> <p>It was agreed to go into confidential session.</p> <p>At this point Cllr Budden left the meeting. There were no other public or press.</p>
31	<p><u>Annual Staff Salary Award:</u></p> <p>The Clerk had circulated details of his contract. The council needed to resolve on the annual award. The Clerk was asked to leave the room - 10:00pm The Clerk was invited back into the room - 10:10pm</p> <p>The Council confirmed that it had approved the annual award and that an appraisal should take place as soon as possible.</p>

End of Formal Meeting 22:10