

Donhead St Andrew

Parish Council



Minutes of the Annual Council Meeting Held at St Andrew's Church, Donhead St Andrew **Thursday 19th May 2022 @ 7pm**

Present: Cllr Malcolm Cullimore (Chairman)
Cllr Simon Barkham Cllr Jane Sullivan
Cllr Clive Burrows Cllr John Barton
Cllr Alistair Stoker Cllr Simon Luck

In Attendance: Wiltshire Councillor; Nick Errington
Parish Clerk; Simon Pritchard

Members of the Public: One

Questions or Statements from Residents:

A Member of the public provided an update as to his and Cllr Barkham's efforts to bring highspeed broadband to the Parish. The report is attached to the minutes in full.

Report from Wiltshire Councillor Nick Errington:

- The CATG highways committee is now called LHFIG and incorporates footpaths / rights of way as well with a bigger budget. The group doesn't cover routine maintenance
- The Area Board will no longer offer capital grants to Parish Councils. Grants for gates can still be applied for via LHFIG.
- 2,823 households across Wiltshire have registered to be home refugees from Ukraine.
- May is local history month so the libraries will be having teamed events.
- Wiltshire police are having a recruitment drive and are increasing numbers.
- Wiltshire Council has launched a dog walking scheme for people who need their dog walking in the daytime as they are at work.
- A member reported that there had been a break in at Westend and that it would be nice to see some police present in the Village
- A question about the Planning Department capacity was raised and there seems to be a high number of local planning apps that had yet to be determined. It was confirmed that the department was under pressure from a high workload and low staffing levels.

Agenda
Item:

- 1 Election of Chairman:**
Cllr Stoker proposed Cllr Cullimore, seconded by Cllr Luck. There were no other nominations. **It was therefore unanimously resolved to elect Cllr Cullimore as the council's chairman for the municipal year.**

2 Election of Vice-Chairman:

It was proposed by Cllr Barkham to elect Cllr Luck, seconded by the Chairman. There were no other nominations. **It was therefore unanimously resolved to elect Cllr Luck to serve as Vice-chairman for the municipal year.**

3 Apologies of absence:

No apologies received. It was noted that councillors; Patricia Maxwell-Arnot & Shena Kozuba-Kozubska were absence.

4 Declarations of Interest:

None

5 Adoption of Previous Council Meeting Minutes:

- a) Meeting of Friday 11th March 2022**
- b) Interim Meeting Monday 25th April 2022**

Cllr Stoker asked for an update on the tree that was to be planted for the platinum jubilee. The Chairman confirmed the details of an email that had been previously circulated to members, that the Memorial Stone was to be placed to the second-choice location of the grounds of the Village Hall in Donhead St May and that a weeping Cherry tree will be planted with this rather than an oak tree as an oak will be too large for the surroundings. 25th of June is the target date for the ceremony.

It was proposed by Cllr Luck to adopt the minutes of 11th March, seconded by Cllr Sullivan and resolved unanimously.

Cllr Burrows suggested that in the minutes of 25th April, agenda item 25.04.03 should have the line "It was noted that the garage that already had planning permission was no longer wanted" deleted, as it was understood that a garage was wanted, just not to the scale that planning permission had been previously approved for. The Clerk reported that a line could be put through the text. Going forward corrections like this should be ironed out when the minutes were calculated ahead of the meeting.

It was proposed to adopt the minutes of Monday 25th April by Cllr Barkham with one correction, seconded by Cllr Sullivan and resolved unanimously.

6 Members Portfolios:

Confirmed as;

- **Cllr Clive Burrows - Parish Steward coordinator**
- **Cllr Patricia Maxwell-Arnot - Rights of way / Footpaths**

It was also noted that the Parish has a Resident that serves as a Tree Warden and that a Flood Warden is required.

7 Assets Register 2022:

The Clerk had circulated the council's assets list. A few items had been highlighted as no longer being in the council's possession, an inkjet printer, an iPhone 7 and a wireless keyboard & mouse, the clerk recommended these items were written off. Further the insurance value for two of the noticeboards appeared to be too low and should be moved to £1,000 each

It was agreed to adopt the assets register with the proposed changes.

8 Risk Assessment 2022/23:

The clerk had reviewed and circulated the council's risk assessment ahead of the meeting. The clerk commented on the wide scope of the assessment and suggested that it was possibly taken from a much larger council and therefore could be reduced in size.

Members agreed to ask the Clerk to simplify the assessment and bring back to the next meeting for adoption.

Action - The Clerk

9 Insurance Renewal 2022/23:

Cllr Barkham suggested that the renewal amount seems rather high, and that the premium was insuring buildings and this wasn't required. The Clerk reported that the amount should be based on the council's asset register and that the amount appeared correct to him.

It was agreed that, subject to the cover being based on the assets list, that the council will enter into a three-year agreement with Gallaher Insurance at £418.45 per year.

10 Annual WALC Membership Renewal 2022/23:

The Clerk confirmed to council the benefit of membership of WALC namely access to legal advice, councillor training and model documents / policies,

It was proposed by Cllr Barton to renew the council's membership at a cost of £184.78 seconded by Cllr Stoker and resolved unanimously.

11 Confirmation of 2022/23 Meetings Dates / Times:

In general Members agreed that a Thursday night are preferred. **It was agreed to defer the item to the next meeting for further consultation.**

12 Planning Applications Submitted to Wiltshire Council:

Application No: PL/2022/03344
Application Type: Listed building consent (Alt/Ext)
Proposal: Restoration of Parkland follies
Site Address: Trappers Lodge, Old Wardour Castle, Tisbury

Application No: PL/2022/03353
Application Type: Listed building consent (Alt/Ext)
Proposal: Restoration of Rock Arch
Site Address: Rock Arch, Old Wardour Castle, Tisbury, SP3 6RJ

Members agreed they had no objection to both applications

13 PARISH COUNCIL FINANCE:

a) Approval of Payments:

Members had been circulated with the payments list. Payments 1-6 had already been authorised.

Cllr Stoker proposed that payments 7-10 be authorised, seconded by Cllr Sullivan and resolved unanimously.

b) Bank Reconciliation:

This had been circulated to members. The Clerk reported that as part of the Internal Audit one of the recommendations was that the that a member who wasn't a bank signatory checked and signed the bank rec.

Members agreed that Cllr Sullivan would be appointed to this role.

c) Budget Vs Spend to Date:

The had been circulated ahead the meeting. It was noted that it appeared that staffing budget line would overspend. The Clerk offered to workout what the final total may be.

Action - The Clerk

14 Annual Governance & Accounting Return 2021/22:

a) Internal Audit Report 2021/22:

This had been calculated to members ahead of the meeting. The Council had received a positive response to all the tests. The recommendation on checking the bank recs had been resolved on under agenda item 13b, other matters were minor housekeeping items.

b) The Annual Governance Statement 2021/22:

The Clerk recommended to the council that a positive response could be made to all the statements as the council had a clean Internal Audit and he wasn't aware of any other issues.

It was proposed by Cllr Stoker that the council give a positive response to all statements, seconded by Cllr Luck and resolved unanimously.

c) The Annual Accounting Statement 2021/22:

The Clerk tabled the accounting statement, this had been prepared by the former RFO and the old accounting software.

It was proposed by Cllr Luck to approve the annual accounting statement, seconded by Cllr Stoker and resolved unanimously.

d) Declaration of Exemption:

The Clerk reported that as the council had an income and expenditure of less than 25,000 and that as far as he is aware the council hasn't had a qualified audit in the last three years, the council could declare itself as exempt from audit.

It was proposed by Cllr Luck that the council declare exemption, seconded by Cllr Sullivan and resolved unanimously.

e) Confirmation of Public Rights:

Confirmed as being Monday 13th June to Friday 22nd July 2022

15 Parish Council Cemetery:

a) Cemetery Maintenance - Tree Works:

The Parish Clerk outlined the tree works that maybe required and suggested that professional advice sought. **It was agreed to ask the Tree Warden for support.**

Action - The Clerk

b) Availability of Cemetery Data:

A request has been made by a member of the public that the Parish Council share its Cemetery date with St Andrew's Church. It was agreed that members were happy with the status quo and that it was important that both organisations fingerpost to each other when approached by people wanting historical information.

16 Platinum Jubilee Grant:

It was proposed by Cllr Barkham to make up to £250 in funds available to the organising committee, seconded by Cllr Burrows and resolved unanimously.

17 New Websites:

a) Donhead St Andrew Parish Council Website:

The Clerk was aware of a person who is semi-retired but in recent years has bult at least 15 parish council websites. His rates are considerably less then commercial rates. Members had been supplied with a link to an example website. Members noted that the current website was free and that there seemed to be little use, however a majority favoured improving the councils web present.

It was agreed at a spec be draw up, so it was understood what was required.

b) A Donheads Website - For Local News and Organisations:

This item was deferred.

18 Verbal Reports:

For reporting matters only. No decisions can be made under these items.

a) Highways

- Berry Wood Lane bridge still has plastic barriers. This is on the Wiltshire Council Highways repair list, but never seems to get to the top.

b) Rights of way

- Dangerous strand of barbwire on fence on DStA 3 - needs to be reported to WC
- Electric wire fence blocking footpath DStA 14

c) Parish Steward Reports

d) Chairman Reports

- The Chairman thanked everyone for all the work that was going on behind the scenes to achieve events and make the parish such a nice place to live.

e) Parish Clerk Reports

f) Others?....

End of Formal Meeting 21:26