

# Donhead St Andrew Parish Council

## Full Meeting Minutes

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

	<b>Public Participation and Presentations</b> - A resident advised that she hadn't managed to get Wiltshire Council (WC) to address the drainage problem at Painshill. Tony Deane suggested that the clerk referred the resident to Chris Clark (the new WC head of local highways) <b>The clerk will send the resident his contact details.</b>	<b>Cl K</b>
13.11.01	<b>Apologies received and those present:</b> Present: M. Cullimore (Chairman), S Luck (Vice-Chairman), J. Barton, C. Burrows, P. Maxwell-Arnot, B. Miller was present until point 10 of the agenda after which she had to leave due to technical difficulties, M. York, S. Barkham, A Stoker. Also in attendance: W.Cnllr T. Deane; 2 residents; & Mrs J. Luck (Clerk). No Apologies.	
13.11.02	<b>Declarations and Dispensations</b> 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. <b>PCnllr AS declared an interest regarding agenda point 04 due to being on the Parochial Church Council. PCnllrs AS and SB declared an interest regarding agenda point 09 concerning being added as signatories to the PC bank account. PCnllrs were happy for them to remain present at the meeting but not to vote on these matters.</b>	
13.11.03	<b>Approval of minutes:</b> Full meeting - 18 <sup>th</sup> September 2020- PCnllrs approved, subject to a minor amendment being made to make the illustration of the voting on the speed restriction consultation options clearer.	
<b>PLANNING MATTERS</b>		
13.11.04	<b>Planning applications</b> - 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. <b>PCnllrs proposed "No Objections" Proposed JB/seconded SB/All remaining PCnllrs approved apart from PCnllr AS who abstained (see Declaration of interest).</b>	
13.11.05	<b>Applications determined since last meeting</b> - None	
<b>FINANCE</b>		
13.11.06	<b>Approval of payments information</b> PCnllrs noted and approved retrospective payments made between 01/09/2020 and 31/10/2020 - all from approved budgets circulated previously via email. PCnllrs noted the purchase of a wireless keyboard, mouse and laptop stand to assist the Clerk in working from home. <b>Proposed MY/Seconded AS/Unanimous</b>	
13.11.07	<b>Approval of Bank Reconciliation</b> PCnllrs noted and approved the bank reconciliation for September and October 2020, Circulated previously via email. <b>Proposed MY/Seconded AS/Unanimous</b>	
13.11.08	<b>Section 137 Donations</b> - PCnllrs noted that the donations they agreed in the last budget, for Donhead Digest, Royal British Legion, Tisbus and Wilts Bobby Van Trust had now been made.	

	The clerk advised that the Donhead Digest weren't sure when they would start up again and asked that no donation was made to them next year.	
13.11.09	<b>Parish Council Bank Signatories</b> - The Clerk had removed old signatories and prepared a mandate variation to add Alistair Stoker and Simon Barkham as new signatories. PCnllrs referred to the variation form and agreed the additions to allow the application to be completed. <b>Proposed BM/Seconded SL/ All remaining PCnllrs approved other than AS and SB who abstained as they were the signatories in question.</b>	
13.11.10	<b>Precept Consideration</b> PCnllrs considered and discussed the first draft working budget prepared by the clerk. PCnllrs wanted the budget for Website/technology increased slightly to allow for a new website and hosting if this was necessary. The total budget after this increase was taken into consideration totalled £13,000. <b>Proposed CB/Seconded AS/Unanimous.</b>	
<b>CEMETERY</b>		
13.11.11	<div><div>i.</div><div><b>Cemetery Maintenance</b> - PCnllrs noted that the long grass and wildflower bank had now been cut by Rob Pearce in addition to his usual cutting.</div></div> <div><div>ii.</div><div>PCnllrs didn't raise any maintenance issues that they felt needed attention in the cemetery. PCnllr PMA asked if any PCnllrs would object if she donated a tree to replace the dead tree on the cemetery bank. There were no objections raised and PCnllrs thanked her generosity.</div></div> <div><div>iii.</div><div><b>War Memorial</b> - PCnllrs noted 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 PCnllr PMA</b> - The clerk and PCnllr PMA had not been able to get a response from WC regarding the issue of the river continuing to erode footpath 1, which would eventually make the bridge impassible. <b>The clerk asked PCnllrs to report it via the Mywilts app to apply more pressure to WC.</b> The clerk said that the landowner at FP3 (Meadowbank) was concerned that his new driveway gate next to St Andrews church was being left open by walkers. PCnllrs noted this and raised concerns about the log steps that had been placed on the footpath by the landowner to assist walkers. <b>The clerk will write to the landowner asking whether the logs could be removed, as although it was appreciated this had been done to assist walkers, it was felt they could be dangerous when wet. PCnllr PMA asked the clerk to write to the landowner of Leggatts Farm to ask whether the stile could be repaired on FP19 as it was rotten. It was also raised that signage was missing on FP19 leading away from Barkers Hill and on FP6 leading away from Leat House. There was also a rotten stile on FP7 in Wardour woods. PCnllr PMA would talk to the landowner about this.</b> PCnllr JB said that he was adding another step to his stile at FP4 (Kelloways Mill) and he will adjust and lighten the dog gate.</div></div> <div><div>ii.</div><div><b>F8 and F9 Dengrove Farm</b> - PCnllrs noted that the clerk wrote to the landowner requesting that the footpaths were cleared so that the PC could then improve the signage and that no response had been received yet. <b>PCnllrs would walk these paths to see if any clearance had been carried out.</b></div></div>	<div><div>All PCnllrs</div><div>ClrK PMA</div><div>PCnllrs</div></div>
13.11.13	<b>Pedestrian Gate Funds</b> - PCnllr MC has asked PCnllr PMA to request landowner written permission to potentially replace stiles with pedestrian gates at TISB50 (Westfield Farm) and DSTA14 (the two stiles along this path leading towards Pile Oak Lodge). Approval for a gate at DSTA6 (near Leat House) obtained so far.	<div><div>PMA</div></div>
13.11.14	<b>Parish Steward Reports</b> - suggestions for work to PCnllr CB - PCnllr CB will make the parish steward aware of the flooded road at Roosters and a potentially blocked drain	<div><div>CB</div></div>

	at Overway near the A30 junction. A PCnllr also raised the issue of potholes at the top of Barkers Hill heading towards Leggatts Farm.	
<b>OTHER MATTERS</b>		
13.11.15	<p><b>Identifying Verges that could be left uncut to assist wildlife</b> - PCnllrs referred to the emails between the clerk and WC Highways which outlined the steps that needed to be taken if the PC wanted to classify a verge as a "wildflower verge" It was noted that if this went ahead the PC would have to accept total maintenance responsibility for the wildflower verge concerned, including grass cutting and legal liability. This would need to be thought over carefully as grass would still need to be cut to ensure highway safety through forward visibility etc. <b>PCnllrs suggested that we investigate how our current protected verge at Berry Wood Lane was being managed before we looked at taking responsibility for any new ones. PCnllr CB offered to investigate and report back to the PC.</b></p>	CB
13.11.16	<p><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 - This item was looked at out of order before agenda item 10. The Clerk had circulated quotes for a new compliant website and explained that the current website provider, Hugo Fox had confirmed that their template was now compliant but that all the content would need assessing. The clerk said that she would need to investigate to see how much work was involved in making sure all the content was in an accessible format. PCnllrs asked the clerk to query with Hugo Fox whether it was possible to get the website email alert option to function. <b>The clerk will carry out more work and report back to PC.</b></p>	Clrk
<b>Reports</b>		
13.11.17	<p>W. Cnllr Tony Deane - spoke on a number of items, one suggestion was that he recommended that DsA PC utilised Tisbury Footpath group and the charity Seeds for success, to assist in our footpath work that needed to be carried out. <b>The clerk will investigate this.</b></p>	Clrk
13.11.18	<p>Other reports;</p> <p>Chairman -</p> <ul style="list-style-type: none"> <li>Fingerposts update - The posts at the West End junction, Cross Rivers, Pigstrough and top of Wardour Lane had been completed and installed. He asked that PCnllrs checked they were happy with the posts asap before he paid David Scott. <b>The clerk will apply to Wiltshire Council to try and obtain a grant towards the cost of these posts.</b></li> <li><b>Benches - He hopes to install the bench at St Bartholomews shortly (voluntarily)</b></li> <li>Speed Restriction Public Consultation - There had 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>PCnllrs noted that the planning officer at WC visited the residents at The Haven, regarding the bandstand Structure build on Agricultural land, and it had subsequently been removed.</li> </ul> <p>Clerk -</p> <ul style="list-style-type: none"> <li>The clerk hadn'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</li> </ul>	<p>Clrk</p> <p>MC</p>

	<p>she requires training in GDPR and Cemetery management. Webinars for SLCC members are approx. £30+VAT each.</p> <ul style="list-style-type: none"> <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> <li>• The clerk had chased up the WC highways engineer concerning the poor state of the road surface at West End and Lower Street. He reiterated that these roads would be treated in their entirety by preparatory tarmac patching for the deepest defects in January of 2021 onwards, to be followed by surface dressing of all that surface, by their contractors Kealy, later on in the spring, or summer of 2021. This latter process is seasonal, being dependant on sufficiently high ambient temperature. He advised that Funding for major maintenance can never be infinite and that there are many needy sites that have to be prioritised across Wiltshire, which is carried out by their major maintenance team, purely based on physical need and route hierarchy. All such sites are carefully assessed from their comprehensive collection of data. There is no geographical rotation of funding accordingly. He confirmed that roads in Donhead St Andrew will continue to be subject to routine driven inspection and any concerns about specific highway defects, must please, be submitted via the My Wilts App, for inspection and consideration.</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> - None at this stage.</p>	