

# 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 9<sup>th</sup> January @ 7:00pm**

**Present:** Cllr Simon Barkham (Chairperson)  
Cllr Clive Burrows Cllr Shena Kozuba-Kozubska  
Cllr Alistair Stoker Cllr Jennifer Luckyn-Malone  
Cllr Jeremy Hartley

**In Attendance:** Simon Pritchard: Parish Clerk

**Members of the Public:** None

**Questions or Statements from Residents:**

No public at the meeting.

**Report from Wiltshire Councillor Richard Budden:**

Cllr Budden issued a few reports before the meeting, he was unable to attend the meeting as an extraordinary Wiltshire Council meeting to debate devolution had been called.

**Wessex Fibre Broadband to Residential Homes:**

Nick Martin's (Wessex Fibre Broadband Voluntary Coordinator) report was tabled. It will be posted onto the noticeboards and website. Nick was unable to attend the meeting.

19:05

Agenda Item:	
<b>49</b>	<b><u>Apologies of absence:</u></b> Cllr Patricia Maxwell-Arnot - Away Cllr Jane Sullivan - Family commitments Cllr Richard Budden (Wiltshire Councillor) - Wiltshire Council meeting Mr Nick Martin - Away
<b>50</b>	<b><u>Declarations of Interest:</u></b> None

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<b>51</b>	<p><b><u>Adoption of Previous Council Meeting Minutes:</u></b></p> <ul style="list-style-type: none"> <li>▪ <b>Thursday 14th November 2024</b></li> </ul> <p><b>It was proposed by Cllr Barkham to adopt the minutes of the 14<sup>th</sup> of November 2024, seconded by Cllr Hartley and resolved unanimously</b></p>
<b>52</b>	<p><b><u>CO-OPTION OF NEW COUNCIL MEMBER:</u></b></p> <p>An application had been received from Mr Bob Ashcroft, but he was unable to attend the meeting as he was away on a business trip. It was noted that there are local elections in May, so the option will be given to Mr Ashcroft if he wants to attend the March meeting for interview or not, given that everyone will have to stand for election in May anyway.</p>
<b>53</b>	<p><b><u>Planning Applications Submitted to Wiltshire Council:</u></b></p> <p>None received by the time of the meeting.</p>
<b>54</b>	<p><b><u>Conditions of the Roads in the Donheads:</u></b></p> <p>A follow up letter was sent to Samantha Howell – Director of Highways &amp; Transport at Wiltshire Council - at the end of December, this has been acknowledged by her Executive Assistant and the promise of a full response made. A copy was also sent to John Glen MP &amp; Cllr Richard Budden (Wiltshire Councillor)</p>
<b>55</b>	<p><b><u>Wiltshire Council's Local Transport Plan 4 - Consultation:</u></b></p> <p>Members that had taken the time to read the plan felt it was rather repetitive. The consultation asks the responder to what degree they agree with certain elements of the plan, making it difficult for the Parish Council to issue a response as its rather comes down to individual opinion. <b>It was agreed that individual members should respond to the consultation if they wished.</b></p>
<b>56</b>	<p><b>PARISH COUNCIL FINANCE:</b></p> <p><b>A. <u>Approval Of Payments:</u></b> No payments to approve.</p> <p><b>B. <u>Payments Made Since The Last Meeting:</u></b> This information had been circulated ahead of the meeting and was received.</p> <p><b>C. <u>Budget Vs Spend To Date:</u></b> This information had been circulated ahead of the meeting and was received.</p> <p><b>D. <u>Appointment of Internal Auditor:</u></b> <b>It was agreed to reappoint Mrs N. Phillips</b></p> <p><b>E. <u>Parish Council Budget &amp; Precept 2025/26:</u></b> The RFO had circulated a draft budget and some options for the precept.</p>

	<p><b>It was proposed by Cllr Burrows to approve the draft budget with a projected total spend of £13,773, seconded by Cllr Kozuba-Kozubska and resolved unanimously.</b></p> <p>Durning the current year some reserves have been used to offset an increase, but it was noted that this is not sustainable and therefore a small increase would be required.</p> <p><b>It was proposed by Cllr Stoker to set the precept as £13,424.41, representing a 2.5% increase per Band D property, seconded by Cllr Hartley and resolved unanimously.</b></p>
<b>57</b>	<p><b><u>New Pedestrian Gates Installation - Update on Project:</u></b></p> <p>Still not able to make contact with owner of Kelloway's Mill to consult with them about changing the stiles on their land over to accessible gates. Agreed that the council will push ahead with buying the gates and serve notice to the property before the works start.</p> <p>A pedestrian gate has been purchased from Wiltshire Council, awaiting delivery from Rights-of-way Officer. To be installed on DSTA2, permission already granted.</p>
<b>58</b>	<p><b><u>Meeting Dates July 2025 Onwards:</u></b></p> <p>Agreed as:</p> <ul style="list-style-type: none"> <li>• <b>Thursday 10<sup>th</sup> July 2025</b></li> <li>• <b>Thursday 11<sup>th</sup> September 2025</b></li> <li>• <b>Thursday 13<sup>th</sup> November 2025</b></li> <li>• <b>Thursday 15<sup>th</sup> January 2026</b></li> <li>• <b>Thursday 12<sup>th</sup> March 2026</b></li> <li>• <b>Thursday 14<sup>th</sup> May 2026</b></li> </ul>
<b>59</b>	<p><b><u>Verbal Reports:</u></b></p> <p>To receive any verbal reports.</p> <p><b>a) Chairperson's Report</b></p> <ul style="list-style-type: none"> <li>○ Received cemetery notice board, will install soonest.</li> <li>○ Strimmed entrance to DSTA23 from St Bartholomews Street</li> </ul> <p><b>b) Cemetry Update:</b></p> <ul style="list-style-type: none"> <li>○ Noticeboard waiting to be installed.</li> <li>○ Need to obtain a few tenders for the summer strimming.</li> </ul> <p><b>c) Highways / Parish Steward - Cllr Burrows</b></p> <ul style="list-style-type: none"> <li>○ Pleased to say the Berry Wood Lane bridge railings have finally been repaired.</li> <li>○ The Park Gate Farm bend has been reported a few times, but nothing done</li> <li>○ The top of Wardour Lane could do with some ice warning signs as large amounts of persistent ice accumulates when tempers are sub-zero.</li> <li>○ Park Gate to Hook Farm is flooded, a sign has been put up. Gully under road is blocked.</li> <li>○ The Parish Steward's duties include driving the gritters, so we may see less of him for a while.</li> </ul>

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	<p><b>d) Rights of Way</b> – Cllr Maxwell-Arnot</p> <ul style="list-style-type: none"> <li>○ Not at meeting, but email had been sent to members to update them, nothing major to report.</li> </ul> <p><b>e) Flood Warden</b> – Cllr Hartley</p> <ul style="list-style-type: none"> <li>○ Since last meeting there has been two flood alerts but no flooding in the Village.</li> </ul> <p><b>f) Parish Clerk's Reports</b></p> <ul style="list-style-type: none"> <li>○ <b>May Local Elections Reminder:</b> Seem to be going ahead. All councillors' terms in office will come to an end, will need to stand for election if want to continue on the council.</li> <li>○ <b>.gov email address:</b> will look into the cost of this, as personal email address such as a Gmail address will soon be an internal audit fail.</li> <li>○ <b>Planning Training:</b> to be held on Wed 19<sup>th</sup> February 7pm in Charlton Village Hall.</li> </ul>
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End of Formal Meeting 20:35