

Donhead St Mary Parish Council



Minutes of the Annual Council Meeting

held in The New Remembrance Hall, Charlton
on **Wednesday 6th May 2026 at 7:50pm**

Present: Cllr Roger Brake (Chairperson)
Cllr. Eric Adams
Cllr. Phoebe Fortescue
Cllr. Thomas Rossiter
Cllr. Bruce Hibbert
Cllr. John Feltham
Cllr. Ros Rogers
Cllr. Paul Dewey
Cllr. Lin Walker
Cllr. John Wright

In Attendance: Simon Pritchard (The Parish Clerk)

Members of the Public in Attendance: One

The member of the public was attending to talk to agenda item 7 – it was agreed to let them speak when the council got to that item.

Item no:	
ACM 1	<u>Election of Parish Council Chairperson for the Municipal Year 2026/27:</u> Cllr Wright proposed that Cllr Brake be elected as the Council's Chairperson, seconded by Cllr Rogers. There were no other nominations. It was therefore resolved unanimously that Cllr Brake be elected at Chairperson for the municipal year 2026/27. Cllr Brake thanked the council members for their faith in him but also said that this would be his last year as the Chair.
ACM 2	<u>Apologies for Absence:</u> None
ACM 3	<u>Declarations of Pecuniary Interests & Dispensations:</u> None
ACM 4	<u>Adoption of Minutes:</u> The minutes of the last two meetings were presented for adoption. 1. Wednesday 4 th March 2026 2. Saturday 18 th April 2026 It was proposed by Cllr Rogers to adopt the minutes of 4th March, seconded by Cllr Walker and resolved unanimously.

Donhead St Mary Parish Council: 6th May 2026

Email: parishclerk@donheadstmary-pc.gov.uk

Website: www.donheadstmary-pc.gov.uk

Signed: _____ Date: _____

	<p>It was proposed by Cllr Hibbert to adopt the minute of 18th April, seconded by Cllr Adams and resolved unanimously.</p>
<p>ACM 5</p>	<p><u>Members Portfolios 2026/27:</u> It was agreed that everyone would continue in their current roles:</p> <ul style="list-style-type: none"> a) New Remembrance Hall Committee Representative – Cllr Adams b) Donhead Sports Club – Cllr Dewey c) Remembrance Fields Trustees Representative – Chairperson & Cllr Dewey d) Wiltshire Council Area Board - Cllr Brake e) Footpaths / Rights of Way – Cllr Rogers f) S.I.D Coordinator – Cllr Dewey g) Parish Steward Coordinator – Cllr Feltham h) Highway Matters (inc LHFIG) - Cllr Hibbert i) Flood Warden – Cllr Walker j) Snow Warden – Cllr Rossiter k) National Landscape Matters – Cllr Fortescue
<p>ACM 6</p>	<p>TRAFFIC CALMING IN THE PARISH:</p> <p><u>A. A30 (Rising Sun Area) - Traffic Calming Scheme:</u> (Wiltshire Council issue number: 14-24-09 originally raised July 2024) A works order was issued to M Group in May 2025. The Parish Council is covering the full cost of up to £6,284.09. on the understanding that the works would be completed within 6-months. Signage and white line painting now completed. It was confirmed that the project has now been completed as the lining painting has been done.</p> <p><u>B. A30: Speed Monitoring:</u> Cllr Dewey reported that there has been police enforcement in Fovant with no one caught speeding, will be inviting the police to set up on the A30 were there is persistent speeding.</p> <p><u>C. A30 (Salisbury Road) Request for Speed Limit Assessment on 50mph zone:</u> (Wiltshire Council issue number: 14.24.16 originally raised November 2024) The Parish Council made a formal request to LHFIG (Wiltshire Council) to have the 50mph zone between Charlton Lane and the border of Dorset assessed for appropriateness, with a view to having the speed limit reduced. Cost of speed limit assessment is £3,250 (LHFIG pay £2,437.50 / Parish Council contribution £812.50). The Parish Council agreed to the expense in July 2025. Report received in March 2026, this shows support for reducing the speed down to 40mph in half the area surveyed. The Parish Council has agreed to appeal this, with a view that having the whole area moved down to 40mph as this makes much more sense. Donhead St Andrew Parish Council has also now sent a letter of support to Wiltshire Council backing the stance that the whole stretch of road should become 40mph. It is understood that Wiltshire Council need to put in place an appeals system before the appeal can be addressed.</p> <p><u>D. Request for 7.5t Weight Limit on Dennis Lane:</u> (Wiltshire Council issue number: 14.25.04 originally raised May 2025)</p>

	<p>The June 2025 LHFIG (Wiltshire Council) committee meeting agreed to support an assessment of the lane to see if it would be appropriate to install a weight limit. Report due in December 2025 – Still awaiting the report, hope to get an update at the next LHFIG meeting.</p> <p><u>E. Village Gateways in Charlton:</u> Resolved by the Parish Council in Sep 2025 to ask LHFIG (Wiltshire Council) to cost a village gateway project for Charlton. Locations were agreed by the Parish Council in January 2026 and sent to LHFIG (Wiltshire Council) for approval and costing. Awaiting outcome, hope to get an update at the next LHFIG meeting.</p> <p><u>F. A350 Speed Limits (with East Knoyle and Sedgehill & Semley Parish Councils): (Originally raised May 2024)</u> To receive any verbal update on the appeal that has been made to the Wiltshire Council Cabinet Members for Highways, as to the result of the speed limit assessment report that recommended no change to the speed limits on the A350 north of Shaftesbury. Have been told that an appeals system needs to be put in place for the appeal to be heard.</p> <p>Noted that Stag Estate agents have erected a large ‘to let’ sign up on the A350 that is blocking the oncoming traffic view for vehicles joining the A30 from Wincombe lane. This was reported to Wilshire Council via MyWilts a week ago, but not action has been taken. The Parish Clerk will also contact Stags to make them aware that they maybe be liable for any accident at this notorious.</p>
ACM 7	<p><u>Defibrillator Budget 26/27 (including Sports Club):</u> The member of the public, representing the sports club, informed members that defib pads have to be replaced every two years as the go out of date, at a cost of around £80 and the battery every 4 to 5 years. As the sport club defib is available as a public asset it was hoped that the Parish Council would cover these costs. Its was proposed by Cllr Feltham that the Parish Council set a budget of £1,000 to cover the cost of replacement batteries and pads for the council’s two defibs and the sports club defib, seconded by Cllr Rogers and resolved unanimously.</p>
ACM 8	<p><u>4-Villages Spring Fete – Parish Council Stall:</u> Cllr Rogers reported that it was now apparent that people are too busy to run a Parish Council stall but that she was happy to pull together information for display about where the local defibs are located and information as to who the council members are, again to be displayed as a poster. Possible that a QR code can also be set up to take you to the Parish Council’s website.</p>
ACM 9	<p><u>Community Orchard Maintenance:</u> Councillors Brake & Rogers had site visited. They have agreed that a path should be cleared from the top to bottom, for safe access, this would be with a strimmer and would need doing a few times per year. Also, the brambles to be cleared as a one-off job. It was agreed that the Parish council would carry out this work. The Parish Clerk will ask the contractor who cuts the play park if they can undertake the works.</p>

<p>ACM 10</p>	<p><u>PLANNING APPLICATIONS:</u></p> <p>AMENDED PLANS/ADDITIONAL INFORMATION</p> <table border="1" data-bbox="268 318 1444 504"> <tr> <td>Application No:</td> <td>PL/2025/09697</td> </tr> <tr> <td>Application Type:</td> <td>Full planning permission</td> </tr> <tr> <td>Proposal:</td> <td>Erection of a dwelling</td> </tr> <tr> <td>Site Address:</td> <td>Birdbush Park, Ludwell, SP7 9HH</td> </tr> <tr> <td>Applicant:</td> <td>Mr Thomas Light</td> </tr> </table> <p>It was agreed that the Parish Council had No objection</p>	Application No:	PL/2025/09697	Application Type:	Full planning permission	Proposal:	Erection of a dwelling	Site Address:	Birdbush Park, Ludwell, SP7 9HH	Applicant:	Mr Thomas Light
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<p>ACM 11</p>	<p><u>Adoption of Council IT Policy:</u></p> <p>The Parish Clerk reported that it is now a requirement that the Parish Council has an adopted IT policy or it cannot give a positive response to the annual audit assertion ten question on the Annual Governance Statement.</p> <p>It was proposed by Cllr Walker to adopt the IT policy, seconded by Cllr Dewey and resolved unanimously.</p>										
<p>ACM 12</p>	<p><u>PARISH COUNCIL FINANCE:</u></p> <p>A. 2026/27 - List of Payments Made to Date: A list of all payments made since 1st April 2026 was received. Payments numbers 1 to 15 – Total £2,715.19 – Attached to the minutes.</p> <p>B. 2026/27 - Budget Vs Spend to Date: The budget vs spend to date was received.</p> <p>C. End of Year Outturn 2025/26: The end of year outturn was received. The members asked the RFO a few pertinent questions, including how the VAT spend and reclaim had been accounted for.</p>										
<p>ACM 13</p>	<p><u>Assets Register 2026:</u></p> <p>The assets list had been circulated.</p> <p>It was proposed by Cllr Feltham to adopt the assets register, seconded by Cllr Hibbert and resolved unanimously.</p>										
<p>ACM 14</p>	<p><u>Risk Assessment 2026/27:</u></p> <p>The Council's risk assessment had been updated and circulated to Members.</p> <p>It was proposed by Cllr Wright to adopt the risk assessment, seconded by Cllr Dewey and resolved unanimously.</p>										
<p>ACM 15</p>	<p><u>Insurance Renewal 2026/27:</u></p> <p>The insurance company has not issued details of the premium. Item deferred to the next meeting.</p>										

END OF YEAR AUDIT:

A. Internal Audit Report 2025/26:

The internal report had been circulated– all the AGAR tests have been passed. Question was raised as to the auditor’s comments about creating a ‘document for a risk assessment’, the Prash Clerk reported that the council had a long established risk assessment document, this was what the council had just adopted under agenda item14 and that had he been asked he could of provided a copy of this to the auditor.

B. Annual Governance Statement 2025/26:

To consider & approve the council’s Annual Governance Statement. The Parish Clerk that given the clean Internal Audit report, that unless any members had any concerns over the Council’s governance, that a positive response could be given to all assertions.

It was proposed by Cllr Brake to give a positive response to all the Annual Governance Statement questions, seconded by Cllr Feltham and resolved unanimously.

C. Accounting Statement 2025/26:

This accounting statement been circulated before the meeting

It was proposed by Cllr Brake to approve the accounting statement, seconded by Cllr Feltham and resolved unanimously.

D. Confirmation of Public Rights Dates:

Confirmed that the dates for the public right of inspection will be Wednesday 3rd June 2026 to Tuesday 14th July 2026

Meeting Closed at 20:50