

## DOWNTON PARISH COUNCIL

**Minutes of the Meeting held on Monday 9<sup>th</sup> June 2014 at the Band Hall, Gravel Close, Downton at 7.30 pm.**

**Present:** Cllr Mace (Chairman) and Cllrs Chandler, Cordell, Dean, Ford, Harrison, Lacey, Quarmby, Ross, Sutcliffe, Whitmarsh, Watts and Yeates.  
Unitary Cllr Julian Johnson and Bev Cornish, Parish Clerk.

Three members of the public were present.

### Part 1

**14/29: Apologies:** None.

**14/30: Minutes:** The Minutes of the meeting held on 12<sup>th</sup> May 2014 were approved as a true record and signed by the Chairman. Proposed by Cllr Sutcliffe, seconded by Cllr Ford and agreed by the meeting.

### **14/31: Public Statement/Question Time:**

Pc Matt Holland, the Beat Manager for the Southern Wiltshire Neighbourhood Policing Team attended to provide an update on policing matters to members. He reported that crime was still relatively low and the details of recent incidents were included in the June bulletin which he had already circulated. He also said that one of the current priorities was monitoring HGVs within the 7.5 tonne zone.

Pc Holland further reported that Inspector Andy Noble had been replaced by Inspector Dave Minty and Sergeant Dave Linane was also likely to be replaced fairly soon.

He asked members to continue to use the 101 number for non-urgent calls. He also said that he would check whether the Police had provided all the information needed by Wiltshire Council following the arrest of a driver who had demolished the bus shelter in Salisbury Road.

The Chairman thanked Pc Holland for taking the time out of his duty to attend the meeting.

No questions or statements were received from members of the public.

**14/32: To receive Declarations of Interest from Councillors in respect of matters contained in this agenda in accordance with the Localism Act 2011:** No declarations were received.

### **14/33: Matters Arising:**

**13/28 3: Councillor Vacancy:** The Chairman reported that the vacancy which arose from Susan Barnhurst-Davies's resignation was being advertised for co-option until 16<sup>th</sup> June. He advised that Cllr Judi Brown had also resigned and confirmed that Wiltshire Council had been advised of the vacancy and were processing the letter to advertise it. Cllr Mace proposed from the chair that a letter of thanks be sent by the Clerk to Ms Susan Barnhurst-Davies and Mrs Judi Brown for their many years of service to the parish.

**14/34: Wiltshire Council matters – Unitary Councillor's Report:** U/Cllr Julian Johnson reported that Wiltshire Council had allocated £21 million to the repair and maintenance of highways across the county over the next six years. He also said that he had attended a meeting hosted by the National Park Authority with representatives from Hampshire, Wiltshire and Dorset to discuss the issue of HGVs using the restriction zones, with the aim

## DOWNTON PARISH COUNCIL

of getting better signage installed by the Highways Agency on the M27. He said a further meeting would be held later in the year.

**14/35: To consider a recommendation from the Finance & General Purposes Committee to approve the piloting of a change to the governance model of the Parish Council until the next Annual Meeting in May 2015 as set out in a report from Cllrs Mace and Ford:** Cllr Sutcliffe proposed, Cllr Cordell seconded and it was agreed by the meeting with two abstentions from Cllrs Lacey and Yeates.

**14/36: To consider a recommendation from the Finance & General Purposes Committee to approve the terms of reference for the Staffing Committee and the Staffing Sub-Committee:** Cllr Ford proposed, Cllr Ross seconded and they were approved by the meeting with one abstention from Cllr Lacey.

**14/37: To elect members to the Staffing Committee:** Following a request from the Chairman to members to put themselves forward if they wished to be considered for election, Cllr Dean proposed, Cllr Watts seconded and it was agreed by the meeting that Cllrs Chandler, Cordell, Ford, Quarmby, Sutcliffe and Yeates be elected.

**14/38: To consider a recommendation from the Finance & General Purposes Committee to adopt the following new policies:**

- (i) **Absence Management Policy**
- (ii) **Equal Opportunities Policy**
- (iii) **Health & Safety Policy**
- (iv) **Time Off In Lieu (TOIL) Policy**
- (v) **Travel & Expenses Policy**

Following a request from Cllr Quarmby to change the references from 'her' and 'she' in the Time Off In Lieu Policy to 'employee', Cllr Ford proposed, Cllr Ross seconded and it was agreed by the meeting that the policies be approved.

**14/39: To consider a recommendation from the New Housing Development Committee on the ways in which the plans for Charles Church's Salisbury Road development can be displayed for residents to view during the consultation period following the submission of the plans to Wiltshire Council at the end of June 2014:** Following a discussion, Cllr Cordell proposed, Cllr Quarmby seconded and it was agreed by the meeting that Charles Church be asked to hold an exhibition at which the plans could be displayed and residents could record their comments. It was also agreed that the Parish Council should advertise widely the fact that the plans were online at the Wiltshire Council website and at Downton Library as well as the details of the exhibition.

**14/40: To consider and agree on whether any action should be taken by the Parish Council prior to the closure of the High Street Post Office:** Cllr Mace proposed, Cllr Whitmarsh seconded and it was agreed by the meeting that the Clerk should contact the owners of various premises in the area to ask whether there was any scope for a Post Office to be incorporated.

**14/41: To consider two quotes from Active Tree Care and Mr David Mercer on the removal of the large Sycamore tree which overhangs the play area at the Redrow development:** The Chairman reported that only one quote of £500 had been received from Active Tree Care. He said it was within the limit for approval without two quotes provided it was considered to represent good value for money. Cllr Ross proposed, Cllr Harrison seconded and it was agreed by the meeting with one abstention from Cllr Dean, that it be approved.

## DOWNTON PARISH COUNCIL

### **14/42: To approve the following payments:**

- £73 – Bournemouth & West Hampshire Water for water at Downton Cemetery.
- £36 – Subscription to Community First
- £287.76 – Play Inspection Company for the playground inspections.
- £28.99 – Jane Brentor for Instantprint information flyers for the Neighbourhood Plan stall at Downton Cuckoo Fair.
- £262.50 - ASG Maintenance for 1<sup>st</sup> of 3 payments for the annual grasscutting contract at the Redrow development.
- £3,214 - Mr J Savage for 1<sup>st</sup> of 3 payments for the annual grasscutting contract in the parish.
- £180 – Active Tree Care for the emergency removal of a fallen hawthorn tree in the Memorial Gardens.

Cllr Yeates proposed, Cllr Whitmarsh seconded and it was agreed by the meeting that they be approved.

**14/43: To approve the Clerk's expenditure of £200 under her emergency delegated powers for legal advice related to the proposed leasing of part of the Memorial Gardens from Messrs Hedleys Solicitors:** Cllr Ford proposed, Cllr Ross seconded and it was approved by the meeting.

### **14/44: Committee Reports:**

**Planning Committee:** Cllr Harrison gave a brief report on a recent meeting at which an application for an illuminated sign at the Mazda dealership had been deferred to the next meeting so that its likely impact on the neighbouring new development could be investigated.

**New Housing Development Committee:** Cllr Mace gave a report on a recent meeting from which there had been numerous outcomes and which the Clerk was following up. He said the Clerk would be drawing up a timeline to ensure that every issue needing to be dealt with on the Charles Church was not missed.

**Finance & General Purposes Committee:** Cllr Mace said he had nothing to report as all of the items discussed at the meeting of the Committee had been included in the Parish Council Agenda.

**Rights of Way Committee:** Cllr Whitmarsh gave a brief report on a recent meeting at which a number of issues relating to the Footbridge project, being led by Mr Ian Campbell, had been discussed. She said it had also been reported that the requests for the changing of two stiles to kissing gates on Barford Down and at the entrance to Millennium Green was to be funded by the Area Board.

### **14/45: Representatives' Reports:**

**Southern Wiltshire Area Board:** Cllr Whitmarsh gave a detailed report of a recent meeting at which there had been presentations from Wiltshire Highways, the relocation of the Police Station and custody suite and the amalgamation of the Dorset and Wiltshire & Swindon Fire Authorities.

**Neighbourhood Plan Steering Group:** Cllr Ford gave a brief report on a recent meeting. He encouraged members of the Parish Council to attend future meetings and reported that the Group would be having a planning consultant speak at a meeting being held on

## DOWNTON PARISH COUNCIL

Thursday 12<sup>th</sup> June. He also said that members of the group had met with a representative of Idmiston Parish Council, which was also formulating a Neighbourhood Plan, in order to share information.

**Charles Church Meeting:** Cllr Mace gave a very brief report on a meeting at which the revised plans for the Salisbury Road site were laid out for members. He said there were no changes to either the play areas or the road layout.

**14/46: Accounts for payment for May:** Cllr Ford proposed, Cllr Chandler seconded and it was agreed by the meeting that the following accounts be approved:

	£
Bournemouth Water - Water for Cemetery	73.00
Community First Annual Subscription	36.00
Play Inspection Co Inspection of Playgrounds	287.76
Jane Brentor - Downton Cuckoo Fair flyers	28.99
Mr J Savage - Annual Grasscutting Contract	3214.00
ASG Maintenance - Annual Grasscutting at Redrow development	262.65
Active Tree Care - Emergency removal of tree in Memorial Gardens	216.00
J Howells - June Salary	196.80
Bev Cornish – June Salary	1264.30
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	5579.50
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### **Balances to be Approved and Noted as at 09.06.14:**

Current A/c: £5,435.67 Deposit A/c: £46,227.59 Santander Time Deposit: £42,067.66

**14/47: Correspondence:** The following letters had been received:

- 1 Mrs Judi Brown – Her letter of resignation.
- 2 Mr Matt Wheeldon, Wessex Water – Two emails providing an update and enclosing a copy of a letter being sent to Wiltshire Council stating that they will be objecting to development in areas of high groundwater unless a groundwater management strategy is in place.
- 3 Wiltshire Highways – An email from Ray McKenzie regarding a resident's concern about the willow trees bordering Tannery Bridge.
- 4 Balfour Beatty – An email from Adam Whitchurch stating that BBLP will not be taking on or extending any contracts to empty bins in parishes.
- 5 Colin Chandler – An email enclosing the agenda and minutes for a meeting of the Memorial Hall Committee on 10<sup>th</sup> June.
- 6 Wiltshire NHS – An email from Barry Grimes regarding upcoming public meetings on the Wiltshire CCG setting out its plans for more care in the community – the most appropriate date for Downton is Wednesday 11<sup>th</sup> June 6-8 pm at The Crown Court, Salisbury Guildhall.
- 7 Two emails via the website from Mrs Thomason and Mrs Hawkins regarding the height of the grass in Moot Lane.
- 8 Wiltshire Council – An email inviting members to a First World War Commemoration at Tidworth Military Cemetery on 20<sup>th</sup> July 2014 at 10 am.
- 9 Wiltshire Council – An email update from Tracy Myers on grasscutting and other issues.
- 10 WALC- an email from Katie Fielding regarding a training session for new clerks on 9<sup>th</sup> July 2014.
- 11 Community First – An email from Sheila Martin regarding the publication of First News at [www.communityfirst.org.uk](http://www.communityfirst.org.uk).

## DOWNTON PARISH COUNCIL

- 12 Wiltshire CAB – An email from Wiltshire Citizen’s Advice stating that they are looking to recruit more volunteers in various roles.
- 13 Wellington Academy – An email from Cressida Henderson seeking responses to a consultation on the proposed structure for governance of the new primary academy. This can be found at [www.welingtonprimary.org.uk](http://www.welingtonprimary.org.uk).
- 14 McKillop & Gregory – A request from Chris Hatcher for information on advertising in local magazines.
- 15 Mr Christopher Bird – Two emails regarding Wessex Water.
- 16 Police Wiltshire – June Bulletin
- 17 Wiltshire Council – An email from David Parkes including a link to the Southern Area Planning Committee Agenda.
- 18 Southern Wiltshire Area Board – An email from Tom Bray suggesting a date for a meeting of Clerks and Chairmen to discuss cross parish collaboration.
- 19 Community Heartbeat Trust – Two emails regarding the requirement to log reports on the defibrillators to be put onto the new WebnoS system.
- 20 UK Cycling – An email from Glenn Longland providing information on the National Time Trial Championship 2014 which will start at Downton Football Club on 10<sup>th</sup> August 2014 at 9 am.
- 21 WALC – June Newsletter.
- 22 Wiltshire CPRE – Newsletter plus details of the AGM being held on Wed 18<sup>th</sup> June 2014 at Wilton House at 7 pm.
- 23 Bobby Van Trust – 2014 Newsletter

### Part 2 – CONFIDENTIAL INFORMATION – EXEMPT MATTERS - STAFFING

**14/48: The Chairman proposed the following resolution – ‘That in view of the confidential nature of the business about to be transacted on a personal employee matter, it is advisable in the public interest, that the press and public be temporarily excluded and they be instructed to withdraw’:** Seconded by Cllr Sutcliffe and agreed by the meeting.

The next meeting of the Parish Council will be held on Monday 23rd June 2014 at 7.30 pm at the Band Hall, Gravel Close, Downton.

With no further business the meeting closed at 9.40 pm.