

## DOWNTON PARISH COUNCIL

**Minutes of the Meeting held on Monday 28<sup>th</sup> July 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, Watts and Yeates.  
Bev Cornish, Parish Clerk.

Three members of the public were present.

### **Part 1**

**14/100: Apologies:** Cllrs Hayward and Whitmarsh.

**14/101: Minutes:** The Minutes of the Parish Council meeting held on 14<sup>th</sup> July 2014 were approved as a true record and signed by the Chairman. Proposed by Cllr Sutcliffe, seconded by Cllr Dean and agreed by the meeting.

**14/102: Public Statement/Question Time:** No statements or questions were received.

**14/103: To receive Declarations of Interest from Councillors in respect of matters contained in this agenda in accordance with the Localism Act 2011:** Cllr Mace declared a personal and non-pecuniary interest in Minute 14/105 due to the inclusion of a reference to Long Close, where he lived, in the Parish Council's holding response to the Charles Church application.

**14/104: Matters Arising:** None.

### **14/105: Planning and Tree Works Applications:**

**14/06542/TCA – The Court House, South Lane, Downton – Fell 1x Eucalyptus:** Cllr Ross proposed, Cllr Harrison seconded and it was agreed by the meeting that no objection be raised.

**14/06752/LBC – 39 The Borough, Downton – Remove the sitting room fireplace to expose the inglenook:** Cllr Sutcliffe proposed, Cllr Cordell seconded and it was agreed by the meeting that no objection be raised.

**14/06561/FUL - Charles Church - for Land to the West of Salisbury Road, Downton, Wiltshire - Erect 99 dwellings (83 houses and 16 flats) together with garages, timber pergolas, garden sheds and refuse/cycle stores and associated works – To consider and agree on a 'holding' response to meet the response deadline of 7<sup>th</sup> August 2014 pending the resolution of several outstanding issues:** Following a lengthy discussion and several agreed changes, Cllr Sutcliffe proposed, Cllr Chandler seconded and it was agreed by the meeting that the holding response be approved subject to any changes suggested by two professional advisers whose comments had not yet been received.

It was also agreed that a potential Press Release for future circulation be written for consideration at the next meeting.

Cllr Chandler asked that the thanks of the Parish Council be recorded to the contributors of the well-written response.

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**14/106: To open and consider five quotations from contractors for the tendering of the External Decoration and Maintenance Works of the Downton Memorial Hall and to approve one quotation to carry out the work:** The four quotations received were opened and Cllr Sutcliffe took time to examine and summarise for the Council how each quotation compared to the specification. This was followed by a discussion and a proposal from Cllr Sutcliffe, seconded by Cllr Ford and agreed by the meeting that The Bell Group (Salisbury) be awarded the tender for the price of £2,941.51, with the proviso that the provisional sum of £350 to cover unforeseen repairs be allowed and for it to be stipulated that Parish Council approval be sought for any sums beyond that figure.

**14/107: To consider a request from Happy Bats Tennis to use the Memorial Gardens for 'Pop Up' classes for pre-school and primary age children over the summer holidays:** Cllr Yeates proposed, Cllr Watts seconded and it was approved in principle by the meeting provided that specific dates were agreed with the Clerk.

**14/108: To approve the payment of £480 to Ava Recreation for the installation of the new swings and chains to the existing frames in the Moot Lane Recreation Ground:** Cllr Ford proposed, Cllr Quarmby seconded and it was approved by the meeting.

**14/109: To consider and approve the Terms of Reference for the Rights of Way Working Group:** Cllr Cordell proposed, Cllr Watts seconded and they were approved by the meeting.

**14/110: To consider a response to the Wiltshire Council consultation on Kerbside Garden Waste Collections following the consideration of residents' views provided at the recent Public Exhibition:** Cllr Quarmby proposed, Cllr Harrison seconded and it was agreed by the meeting that the Clerk should send a detailed letter which gave its backing for Option 1 (no green bin collections taking place during December, January and February) and set out the Parish Council's concerns about the promise made by Wiltshire Council in advance of the change to two weekly collections and the figures for the income stream for the compost generated by garden waste collections.

**14/111: To consider a recommendation from the New Housing Development Committee to approve the sum of £3,000 to be taken from reserves for the production of more detailed plans for the Memorial Hall by Footprint Architects:** Following a query from Cllr Chandler, the Clerk was instructed to seek specific costs for drawing up a set of more detailed plans and build costs for consideration at the next meeting.

**14/112: To consider a recommendation from the Staffing Committee to approve the Clerk's attendance at the Society of Local Council Clerk's Annual Conference in October in compliance with her new contract at the cost of £395, excluding travel, which, if approved, is to be taken from reserves:** Cllr Ford briefed the Parish Council on the background to the item and proposed, Cllr Sutcliffe seconded and it was approved by the meeting.

**14/113: To consider a recommendation from the Staffing Committee to approve the Clerk's registration for the Certificate in Local Council Administration at the pro rata cost of £197.37 with Godshill Parish Council:** Cllr Ford briefed the Parish Council that the Clerk had long-held the wish to complete her CiLCA training and this should be supported by the Council. He proposed, Cllr Dean seconded and it was approved by the meeting.

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### 14/114: Committee Reports:

**New Housing Development Committee:** Cllr Mace gave a brief report on a recent meeting at which the Charles Church application and the details of a response thereto had been considered. He said there had been several items on the agenda which were to provide updates from Wiltshire Council on the several outstanding issues. However, these had not been forthcoming at the time of the meeting and the Clerk had taken the initiative to send an email to Ms Carolyn Godfrey, Corporate Director for Childrens Services, to express the Parish Council's frustration and concern particularly with regard to the limited time now available to respond to the Charles Church planning application.

### 14/115: Representatives' Reports:

**Community Area Transport Group:** Cllr Yeates gave a brief report on a recent meeting at which the Local Highways Investment Fund for 2014-2020 had been discussed with the carriageway repairs at Lode Hill and the resurfacing of the junction with The Borough and Barford Lane being on the list. He also reported that the recent survey work in The Borough was to check the surface water drains ahead of the resurfacing of The Borough.

Cllr Yeates further reported that the safety marking works for the cycle way at Church Lane, Charlton All Saints would be completed as part of the remarking of the highway, with little delay and that there was currently a safety scheme being drawn up for the Warren Lane junction, due to a number of minor collisions in daylight, for which the Committee was awaiting details.

**14/116: Correspondence:** The following correspondence had been received:

- 1 Mr Jonathan Freer – An email expressing concern about the state of the two bus shelters on the A338. *The Clerk has sent a response.*
- 2 Mr Tony Moore – An email expressing concern about the state of the boarded windows at Standlynch Church. *The Clerk has sent a response.*
- 3 Environment Agency – An email from Aysha Musson regarding the proposed works to strengthen the flood defence to the gate in the wall leading into the Memorial Gardens behind the Memorial Hall.
- 4 Wiltshire Council – A letter from Alistair Cunningham in response to the letter sent by the Parish Council on 24<sup>th</sup> June.
- 5 Wiltshire Council – A letter from Alistair Cunningham enclosing a map showing the proposed changes to the settlement boundary for Downton parish.
- 6 Trafalgar School – An email from Mr John Foster, Clerk of Governors and Bursar, advising that the school would be objecting to the Charles Church planning application.
- 7 Wiltshire Council – An email from Mr Adrian Hampton in response to an email from the Clerk regarding the removal of a dead deer in Salisbury Road.
- 8 Mr Peter Favier – Two copy emails to Mr Matt Wheeldon of Wessex Water and other residents regarding the Charles Church planning application.
- 9 Environment Agency – An email alert from Mr Guy Parker advising of adverse weather over the period of 17-20<sup>th</sup> July.

### 14/117: To approve the following payment:

£336.00 – Mrs B Cornish for reimbursement of the payment for the publication of Public Notice in Salisbury Journal: Cllr Sutcliffe proposed, Cllr Ford seconded and it was approved by the meeting.

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

**14/117: The Chairman to propose 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’:** Cllr Mace proposed, Cllr Harrison seconded and it was agreed by the meeting.

The next meeting of the Parish Council will be held on Monday 11<sup>th</sup> August 2014 at 7.30 pm at the Band Hall, Gravel Close, Downton.

With no further business the meeting closed at 9.18 pm.