

## DOWNTON PARISH COUNCIL

**Minutes of the Meeting held on Monday 11<sup>th</sup> May 2015 at the Band Hall, Gravel Close, Downton at 7.30 pm.**

**Present:** Cllr Mace (Chairman) and Cllrs Chandler, Cordell, Dickinson, Dean, Ford, Lacey, Hayward, Pearce, Quarmby, Ross, Sutcliffe, Watts, Whitmarsh and Yeates.  
Bev Cornish, Parish Clerk.

Seven members of the public were present.

**15/01: To elect the Chairman for 2015/16:** Cllr Ross proposed, Cllr Hayward seconded and it was agreed by the meeting that Cllr Mace be elected Chairman.

**15/02: To elect the Vice-Chairman for 2015/16:** Cllr Hayward proposed, Cllr Quarmby seconded and it was agreed by the meeting that Cllr Sutcliffe be elected Vice-Chairman.

**15/03: Apologies:** Unitary Cllr Julian Johnson

**15/04: Minutes:** The Minutes of the Parish Council meeting held on 27<sup>th</sup> April 2015 were approved as a true record and signed by the Chairman. Proposed by Cllr Watts seconded by Cllr Quarmby and agreed by the meeting with abstentions from Cllrs Ross and Yeates.

**15/05: Public Question/Statement Time –15 minutes to receive any other questions or statements from members of the public:**

Ms Susan Barnhurst-Davies requested a copy of the report on the Governance Review. Cllr Quarmby agreed to email it to her.

Mrs Jenny Saxby raised the issue of the Primary School's application with particular regard to the proposed swale and the size of the MUGA as shown on the plans on the Wiltshire Council website, which in her view were wrong. She asked that the school uploaded the correct plans to reduce the confusion. She also raised the issue of the Noise Assessment which only assessed the playground for 270 children when Mr Fishlock had previously stated that the school would be accommodating 315 children.

Mrs Christine Parry queried Cllr Sutcliffe's reference at a previous meeting to an outline planning application for the Memorial Hall which she was now aware was not an outline application but a full application.

Cllr Sutcliffe apologised for the confusion and confirmed that a full planning application was to be submitted.

**15/06: Declarations of Interest:** None.

**15/07: Matters arising from the Minutes:**

**14/346: Migration of the Parish Council's website:** Cllr Mace reported that the Parish Council website had now been completely rebuilt and was now hosted by 1&1. He said some documents had yet to be uploaded and more photographs were needed but offered his thanks to the Clerk and Mr Paul Cornish for their considerable efforts.

**14/376: Letter regarding opening hours of the Wiltshire Council Recycling Centres:** Cllr Mace reported that the Clerk had sent the letter to Ms Tracy Carter, Associate Director, Waste and Environment and an acknowledgement had been received with the promise of providing a fuller response in due course.

**14/370: The proposed Swale in the Memorial Gardens:** Cllr Mace reported that following confirmation from the planning officer for the Primary School's application that he

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did not think it appropriate for all parties to meet to resolve the objections, the Clerk had written to Mr Malcolm Dodds to propose that he looked at their entering into discussions with the owner of the field upstream of the Memorial Gardens who had indicated that he would be happy to consider the option of widening or deepening the ditch in the field to expand its capacity to retain the water otherwise held by the swale.

**15/08: Wiltshire Council matters – Unitary Councillor’s Report:** In Cllr Johnson’s absence, no report was received.

### **15/09: Planning and Tree Works Applications:**

**15/03755/FUL - Arqiva Ashcroft Tucker Transmitting Station Lode Hill Downton - The installation of 1 x 60cm transmission dish together with support bracket, feeder cable and ancillary works:** Cllr Sutcliffe proposed, Cllr Watts seconded and it was agreed by the meeting that no objection be raised on the grounds that the application would cause no material impact.

**15/10: To consider and review the pilot Terms of Reference for the Committees:** Cllr Ford proposed, Cllr Hayward seconded and they were approved by the meeting.

### **15/11: To consider and approve nominations for membership of the Parish Council’s pilot Committees:**

Cllr Hayward proposed, Cllr Ford seconded and it was agreed by the meeting that the following councillors be elected as members of the following Committees for 2015/16, the Chairman and Vice-Chairman being ex-officio members of all Committees:

- 1 Amenities – Cllrs Cordell, Dean, Hayward, Pearce, Ross, Watts & Whitmarsh.
- 2 New Housing Development – Cllrs Cordell, Ford, Hayward, Lacey, Quarmby & Yeates.
- 3 Complaints – Cllrs Cordell & Dean.
- 4 Watermeadows & Flood Defence – Cllrs Dickinson, Quarmby, Whitmarsh & Yeates.
- 5 Staffing – Cllrs Ford, Quarmby & Yeates.

### **15/12: To consider and approve nominations for Parish Council Representatives:**

- 1 Brian Whitehead Sports Centre Association – Cllrs Hayward and Watts. Proposed by Cllr Sutcliffe, seconded by Cllr Ford and agreed by the meeting.
- 2 Carver Trust – Cllr Yeates. Proposed by Cllr Cordell, seconded by Cllr Hayward and agreed by the meeting.
- 3 Cuckoo Fair – Cllr Pearce. Proposed by Cllr Hayward, seconded by Cllr Yeates and agreed by the meeting.
- 4 Downton Link – Cllr Lacey. Proposed by Cllr Whitmarsh, seconded by Cllr Yeates and agreed by the meeting.
- 5 Downton Moot Preservation Trust – Cllrs Ford and Watts. Proposed by Cllr Hayward, seconded by Cllr Whitmarsh and agreed by the meeting.
- 6 Memorial Hall Committee – Cllr Sutcliffe. Proposed by Cllr Dean, seconded by Cllr Quarmby and agreed by the meeting.
- 7 Millennium Green Trust – Cllr Whitmarsh. Proposed by Cllr Dean, seconded by Cllr Quarmby and agreed by the meeting.
- 8 Stockman & Woodlands Trust – Cllr Yeates and Mr Jeremy Parsons. Proposed by Cllr Sutcliffe, seconded by Cllr Whitmarsh and agreed by the meeting.
- 9 Allotments Association – Cllr Watts. Proposed by Cllr Ross, seconded by Cllr Whitmarsh and agreed by the meeting.

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- 10 Southern Wiltshire Area Board – Cllrs Lacey and Whitmarsh. Proposed by Cllr Sutcliffe, seconded by Cllr Ross and agreed by the meeting.
- 11 Southern Wiltshire Area Board Community Area Transport Group – Cllr Yeates. Proposed by Cllr Sutcliffe, seconded by Cllr Chandler and agreed by the meeting.
- 12 Southern Wiltshire Area Board Footpath Group – Cllr Dickinson. Proposed by Cllr Watts, seconded by Cllr Brown and agreed by the meeting.
- 13 Community Safety & Neighbourhood Police Tasking Group – Cllr Cordell. Proposed by Cllr Quarmby, seconded by Cllr Sutcliffe and agreed by the meeting.
- 14 Chalk Pit Management Committee – Cllr Ford and Cllr Yeates. Proposed by Cllr Hayward, seconded by Cllr Sutcliffe and agreed by the meeting.
- 15 Neighbourhood Plan Steering Group – Cllrs Ford, Lacey, Hayward and Mace. Proposed by Cllr Sutcliffe, seconded by Cllr Cordell and agreed by the meeting.

**15/13: To consider and approve the Parish Council's Annual Subscriptions:**

- Society of Local Council Clerks - £167
- CPRE - £36
- Local Council Review - £15.50
- Information Commission - £35

Cllr Sutcliffe proposed, Cllr Hayward seconded and they were approved by the meeting.

**15/14: To consider and re-adopt the Parish Council's Pilot Standing Orders and Financial Regulations for 2015/16:** Cllr Quarmby proposed, Cllr Cordell seconded and they were approved by the meeting.

**15/15: To consider and re-adopt the Parish Council's Complaints Policy and Vexatious Complaints Policy for 2015/16:** Cllr Quarmby proposed, Cllr Cordell seconded and they were approved by the meeting.

**15/16: To consider and re-adopt the Parish Council's Dignity at Work Policy for 2015/16:** Cllr Hayward proposed, Cllr Quarmby seconded and it was approved by the meeting.

**15/17: To consider and re-adopt the Parish Council's Co-option Policy for 2015/16:** Cllr Hayward proposed, Cllr Quarmby seconded and it was approved by the meeting.

**15/18: To consider and re-adopt the Parish Council's Statement of Controls for Identified Risks for the Parish Council's financial systems for 2015/16:** Cllr Hayward proposed, Cllr Quarmby seconded and it was approved by the meeting.

**15/19: To consider and re-adopt the Parish Council's Policy on Filming, Photographing, Audio Recording & Social Media Reporting of Public Parish Council and Committee Meetings for 2015/16:** Cllr Hayward proposed, Cllr Quarmby seconded and it was approved by the meeting.

**15/20: To consider and re-adopt the Parish Council's Policy on Grants under Section 137 of the Local Government Act 1972 for 2015/16:** Cllr Hayward proposed, Cllr Quarmby seconded and it was approved by the meeting.

**15/21: To consider and re-adopt the Parish Council's Absence Management Policy for 2015/16:** Cllr Hayward proposed, Cllr Quarmby seconded and it was approved by the meeting.

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**15/22: To consider and re-adopt the Parish Council's Equal Opportunities Policy for 2015/16:** Cllr Hayward proposed, Cllr Quarmby seconded and it was approved by the meeting.

**15/23: To consider and re-adopt the Parish Council's Health & Safety Policy for 2015/16:** Cllr Hayward proposed, Cllr Quarmby seconded and it was approved by the meeting.

**15/24: To consider and re-adopt the Parish Council's Time-Off in Lieu (TOIL) Policy for 2015/16:** Cllr Hayward proposed, Cllr Quarmby seconded and it was approved by the meeting.

**15/25: To consider and re-adopt the Parish Council's Travel & Expenses Policy for 2015/16:** Cllr Hayward proposed, Cllr Quarmby seconded and it was approved by the meeting.

**15/26: To consider and re-adopt the Parish Council's Policy for The Borough Greens for 2015/16:** Cllr Hayward proposed, Cllr Quarmby seconded and it was approved by the meeting with one abstention from Cllr Ross.

**15/27: To consider and review the Parish Council's Asset Register and Inventory of Land for 2015/16:** Cllr Sutcliffe proposed, Cllr Hayward seconded and they were approved by the meeting.

**15/28: To confirm approval of the arrangements for insurance cover in respect of all insured risks for 2015/16:** Cllr Hayward proposed, Cllr Quarmby seconded and they were approved by the meeting.

**15/29: To approve the Parish Council's procedures for handling requests made under the Freedom of Information Act 2000 for 2015/16:** Cllr Hayward proposed, Cllr Ross seconded and they were approved by the meeting.

**15/30: To approve the dates, times and place for ordinary meetings of the full Council for 2015/16:** Cllr Hayward proposed, Cllr Ross seconded and they were approved by the meeting.

**15/31: To approve the following payments:**

- £124.14 – Viking – for ink cartridges and stationery.
- £150.00 – Johnson Fencing – For the emergency repair to the wire fence adjoining The Bunny in the Memorial Gardens.
- £183.84 – The Landscape Group – For bin emptying.
- £90.00 – Salisbury Window Cleaning Services – Quarterly cleaning of bus shelters.
- £126.75 – Mr Bob Moody – For playground maintenance.
- £7,620.00 – Mant Leisure – For the Pirate Ship play equipment piece.
- £85.00 – Mr J Savage – Repair and reseed grass in Memorial Gardens and Borough Greens.

Cllr Pearce proposed, Cllr Sutcliffe seconded and they were approved by the meeting.

**15/32: Representatives' Reports:**

**Downton Millennium Green Trust:** Cllr Whitmarsh gave a detailed report on the recent AGM at which the activities of the last year had been discussed. She said the Trust had joined with the Friends to form one organisation and had increased the annual subscription

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to £15 per year. She also said that it had purchased a grass roller and was addressing the issue of the invasive non-native Himalayan balsam across the Green.

### 15/33: To approve the Accounts for payment for May and to record the bank balances:

	£
Viking – for ink cartridges and stationery	124.14
Johnson Fencing – For emergency repair to fence in Memorial Gardens	150.00
The Landscape Group – For bin emptying	183.84
Salisbury Window Cleaning Services – Bus shelters cleaning	90.00
Mant Leisure – For the Pirate Ship play equipment piece	7620.00
Mr J Savage – Reseed grass in Memorial Gardens & Borough Greens	85.00
Priority Printing – Neighbourhood Plan Printing	111.60
Priority Printing – Neighbourhood Plan Postcard Printing	93.60
James Howells - May Salary	196.80
B Cornish - May Salary	1393.08
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Total	10048.06
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### Balances to be Approved and Noted as at 11.05.15:

Current A/c: £3,830.28 Deposit A/c: £51,837.92 Santander Time Deposit: £42,067.66

Cllr Yeates proposed, Cllr Sutcliffe seconded and they were approved by the meeting.

### 15/34: Correspondence:

- 1 Wiltshire Police – An email from Pc Matt Holland providing a crime number for the reported damage to the bins and sign in the Moot Lane Recreation Ground.
- 2 Mrs Claire Smith – An email regarding the traffic lights in The Borough for the works to the pavements and the impact on the school children crossing the road on the Crossing.
- 3 Wiltshire Council – A letter in acknowledgement from Ms Karen Fryer of the report about the felled tree in the Conservation Area behind Green Lane, Downton.
- 4 Wiltshire Council – Several emails from Ms Emma Dragge, Youth Coordinator, on issues relating to youth opportunities and health education.
- 5 Wiltshire Highways – An email from Mr Tracy Myers providing the monthly update.
- 6 Southern Wiltshire Area Board – An email from Mrs Karen Linaker confirming the date of the next CATG meeting as 19th May at 6.30 pm at the Bourne Hill offices, Salisbury.
- 7 Southern Wiltshire Area Board – An email from Mrs Karen Linaker regarding volunteers for the Wiltshire Council Pageant in Salisbury to celebrate the 800<sup>th</sup> anniversary of the Magna Carta on Monday 15<sup>th</sup> June 5.30 pm and asking for representatives from Downton Band, Cuckoo Fair etc.
- 8 Ms Deborah Harris-Blakemore – An email regarding the lack of cones in Lode Hill during Cuckoo Fair which caused more cars to park and asking the Parish Council to 'sort it out'.
- 9 Clerks & Councils Direct – May Issue
- 10 SLCC - May issue of The Clerk magazine.

**15/35: Date of next meeting:** Tuesday 26<sup>th</sup> May 2015 at 7.30 pm at the Band Hall, Gravel Close, Downton.

With no further business, the meeting closed at 9.10 pm.