

DOWNTON PARISH COUNCIL

Minutes of the Meeting held on Monday 8th June 2015 at the Band Hall, Gravel Close, Downton at 7.30 pm.

Present: Cllr Mace (Chairman) and Cllrs Cordell, Lacey, Pearce, Quarmby, Ross, Sutcliffe, Whitmarsh and Yeates.
Unitary Cllr Julian Johnson and Bev Cornish, Parish Clerk.

Two members of the public were present.

15/49: Apologies: Cllrs Chandler, Dean, Dickinson, Ford, Hayward and Watts.

15/50: Minutes: The Minutes of the Parish Council meeting held on 26th May 2015 were approved as a true record and signed by the Chairman. Proposed by Cllr Sutcliffe seconded by Cllr Ross and agreed by the meeting with abstentions from Cllrs Cordell and Quarmby.

15/51: Public Question/Statement Time –15 minutes to receive any other questions or statements from members of the public: No questions or statements were received.

15/52: Declarations of Interest: Cllr Lacey declared a personal interest in planning application 14/11057/ADV.

15/53: Matters arising from the Minutes:

The Chairman advised that the Street Cleaner, Mr James Howells, had resigned and would be leaving the Council's employment at the end of June. He said the Clerk had liaised with Cllr Ford, Chair of the Staffing Committee, to place an advert on the Council's website with the deadline of 18th June in order to enable an interview process and handover period to take place prior to Mr Howells's departure.

15/54: Wiltshire Council matters – Unitary Councillor's Report: Cllr Johnson gave a brief report on the following issues:

- The outcome of the election would mean that further cuts were likely in the coming years, particular to the Department of Communities and Local Government;
- £30 million had been ploughed back into services from the sale of 48 council buildings which had not been fit for purpose;
- There had been a higher uptake than expected to the garden waste bin collection scheme;
- The Tisbury Campus would be opened next year; and
- There was to be a meeting on the Southern Wiltshire Campus project on 7th July 2015.

15/55: Planning and Tree Works Applications:

14/11057/ADV – Magna Mazda Company, The Headlands, Downton – New image Mazda signage to replace existing: Cllr Sutcliffe proposed, Cllr Quarmby seconded and it was agreed by the meeting, with one abstention from Cllr Lacey, that the Parish Council should recommend refusal for the application on the grounds that the height of the Totem was excessive and should be no higher than the existing Totem. Members concurred with the views of the Conservation Officer and agreed that the application was contrary to Core Policy 57 of the Wiltshire Core Strategy. This requires 'the sensitive design of advertisements and signage, which are appropriate and sympathetic to their local setting by means of scale, design, lighting and materials'. This application was unsympathetic and out of keeping with the street scene.

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15/56: To consider and approve the Annual Accounts, Governance Statement and Statement of Variances for 2014/15 for submission to the Parish Council's External Auditors following the Internal Audit and to note the Budget to Actual figures for 2014/15: Cllr Pearce proposed, Cllr Cordell seconded and they were approved by the meeting.

15/57: To consider the detailed implementation proposals put forward by Cllr Quarmby following the suggested improvements to the running of the Parish Council outlined in the Pilot Governance Review and to agree on the actions to be taken: Cllr Quarmby talked through the proposals and responded to questions from members. He proposed, Cllr Yeates seconded and the proposals were approved by the meeting. The Chairman expressed his thanks to Cllrs Quarmby, Ford, Hayward and the Clerk for their work on the governance review.

15/58: To consider and approve the updated Standing Orders of the Parish Council following the Pilot Governance Review: Following agreement to make minor amendments, Cllr Quarmby proposed, Cllr Ross seconded and they were approved by the meeting.

15/59: To consider and approve the updated Financial Regulations of the Parish Council following the Pilot Governance Review: Cllr Quarmby proposed, Cllr Ross seconded and they were approved by the meeting.

15/60: To consider and approve the Terms of Reference for the Amenities Committee and New Housing Development Committee: Cllr Sutcliffe proposed, Cllr Quarmby seconded and the Terms of Reference for the Amenities Committee were approved by the meeting. Cllr Yeates proposed, Cllr Quarmby seconded and the Terms of Reference for the New Housing Development Committee were approved by the meeting.

15/61: To consider a proposal from Cllr Ross that the Parish Council considers the validity of the Downton Parish Council Byelaws document and, if necessary, prepares a new set for confirmation: Cllr Ross confirmed that he wished to withdraw the item from the Agenda.

15/62: To consider a request from Mr Paul Etheridge of Downton Leisure Centre for permission to use the Moot Lane Recreation Ground for the finish only of the Downton Half Marathon which is to be held on Sunday 29th November 2015: Cllr Sutcliffe proposed, Cllr Cordell seconded and it was approved by the meeting.

15/63: To consider and approve a contribution of £50 towards the Community Area Transport Group's work to create new turning arrangements to provide safer access onto the A338 southbound route at Charlton Manor Farm: Following an explanation from Cllr Yeates, he proposed, Cllr Sutcliffe seconded and it was approved by the meeting.

15/64: To consider a request for a short term rent of the Parish Room as a storage facility by Mr B Bennett for the monthly rate of £100: Following an explanation from the Clerk, Cllr Sutcliffe proposed, Cllr Cordell seconded and it was approved by the meeting with the request that the Clerk draft a rolling licence with a one month notice to terminate on both sides.

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15/65: Representatives' Reports:

Southern Wiltshire Area Board: Cllr Whitmarsh gave a detailed report on a recent meeting at which Wiltshire Council's 'Big Pledge', Police Community Messaging and the services for older people had been discussed. She also reported that the Fire Service was proposing to offer fire prevention checks to residents in thatched houses following the Redlynch thatched house fire.

Community Area Transport Group: Cllr Yeates gave a report on a recent meeting at which the parish's request to switch off the Britford Park & Ride traffic lights had been opposed by the other parishes following a vote. He also said that the Group had an allocated capital fund budget of £13,676 with a further £5,400 being carried forward from last year and asked members to consider possible highway projects which could be considered for submission to the Group.

15/66: To consider and approve the payment of £12,029.90 to Paul Stevens Architecture for design costs up to planning and submission to RIBA stage 3 for the Extension to the Memorial Hall: Following an explanation from Cllr Sutcliffe, he proposed, Cllr Yeates seconded and it was approved by the meeting.

15/67: To approve the following further payments:

- £1,155 – Wiltshire Council – Fee for registering the planning application for the Memorial Hall Extension.
- £183.84 - The Landscape Group – for bin emptying services.
- £1,127.41 – Milford Roofing – For work to the roof of the Moot Lane Pavilion.
- £100.00 – Fair Account – For the annual Internal Audit.
- £278.77 – Mr B Moody – For maintenance work at Downton Cemetery.
- £3,279.00 – Mr J Savage – First instalment for parish grasscutting
- £268.00 – ASG Maintenance – For grasscutting at Redrow development.
- £313.78 – Dave Watton Electrical – For work to install an outside light and sensor at the Memorial Hall.
- £885.86 – Wiltshire Association of Local Council – Annual subscription.
- £300.00 – Active Tree Care – For work to conifer tree in Memorial Gardens.
- £212.54 – Mrs B Cornish – Quarterly expenses for stationery, phone, post, travel and 1&1 website hosting.

Cllr Ross proposed, Cllr Cordell seconded and they were approved by the meeting.

15/68: To allocate £5K from Parish Council reserves to the Downton Neighbourhood Plan: Cllr Sutcliffe proposed, Cllr Yeates seconded and it was approved by the meeting.

15/69: To consider and approve the immediate transfer of 'all of the funds' contained in the Santander Time Deposit, now discontinued, to the Lloyds Bank Treasurer Account and to approve the reinvestment of £41,000 to a 90 day Fixed Term Deposit Account: Following an explanation from the Clerk, Cllr Sutcliffe proposed, Cllr Quarby seconded and it was approved by the meeting.

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15/70: To approve the Accounts for payment for June and to record the bank balances and budget to actual:

	£
Wiltshire Council – Fee Memorial Hall Extension planning application	1155.00
The Landscape Group – for bin emptying services	183.84
Milford Roofing – Repair of Moot Lane Pavilion Roof	1127.41
Active Tree Care – For work to conifer tree in Memorial Gardens	300.00
Fair Account – For the annual Internal Audit	100.00
Dave Watton Electrical – Installation of light outside Memorial Hall	313.78
Mr B Moody – For maintenance work at Downton Cemetery	278.77
ASG Maintenance – For grasscutting at Redrow development	268.00
Southern Electric – Moot Lane Pavilion	45.78
Mr J Savage – First instalment for parish grasscutting	3279.00
Wiltshire Association of Local Council – Annual subscription	885.86
Paul Stevens Architecture- Memorial Hall Plans	12029.90
Mrs B Cornish – Quarterly expenses	212.54
James Howells - June Salary	196.80
B Cornish - June Salary	1399.88

Total	21776.56
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Balances to be Approved and Noted as at 08.06.15:

Current A/c: £16,727.64 Deposit A/c: £24,839.09 Santander Time Deposit: £41,650.92

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

15/71: Correspondence:

- 1 Wiltshire Council – Several emails on Youth Issues from Ms Emma Dragge, Youth Co-ordinator.
- 2 Wiltshire Council – A letter from Ms Tracy Carter in response to the Parish Council's letter on the closure of the Household Recycling Centre in Salisbury.
- 3 Southern Wiltshire Area Board – An email from Mrs Karen Linaker on the issue of flytipping and the delay in its collection by Balfour Beatty Living Places and stating that the board has asked BBLP to try to take some short/medium term action to clear the backlog.
- 4 Wiltshire Council – An email from Mr David Parkes attaching a link to the Southern Area Planning Committee Agenda for Thursday 11th June 2015.
- 5 The Moot Trust – An email from Mr Charles Greville-Heygate advising that the caravan has been removed from the car park of the Moot.
- 6 Wiltshire Council – An email from Ms Sally Canter advising that the proposals for the Community Infrastructure Levy (CIL) were adopted by Full Council on 12 May 2015 with the implementation date being 18 May 2015. This means that Wiltshire Council has become a charging authority for CIL and that any decisions made on or after 18th May could be liable for a CIL contribution. It also seeks questions from councillors ahead of a briefing meeting to be held later in the summer.
- 7 Southern Wiltshire Area Board – An email from Mrs Karen Linaker on the issue of workshops to be held in the Southern Wiltshire Area to enable the board to improve what's on offer to people over 60. The workshop in Downton is to be held on Monday 27th July at 2.30 pm at the Memorial Hall.

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- 8 Mrs S Moody – A copy letter to the Bishop of Salisbury regarding the Yew trees in the Memorial Gardens.
- 9 Mr K Telfer – A copy letter to Mr John Glen MP regarding traffic in the High Street.

15/72: Date of next meeting: Monday 22nd June 2015 at 7.30 pm at the Band Hall, Gravel Close, Downton.

With no further business, the meeting closed at 9.05 pm.