

# DOWNTON PARISH COUNCIL



4<sup>th</sup> March 2016

**To: All Members of Downton Parish Council**

**You are summoned to a Full Council Meeting of Downton Parish Council on Monday 14<sup>th</sup> March 2016 at 7.30 pm at the Band Hall, Gravel Close, Downton for the purpose of transacting the following business.**

**Yours sincerely**

**Bev Cornish  
Clerk to the Council**

*The Chairman will confirm if all or part of the meeting may be filmed, photographed or audio recorded. If any member of the public has an objection to being filmed or photographed, please would they make themselves known to the Chairman or the Parish Clerk before the start of the meeting.*

## **7.30pm Public Question Time**

Prior to the start of the meeting, there will be a public session which, at the Chairman's discretion may last up to 15 minutes, to enable members of the public to ask questions of and make comment to the Council. Questions not answered at this meeting will be answered in writing to the person asking the question or may appear as an agenda item for the next appropriate Parish Council or Committee meeting. Members of the public are asked to restrict their comments and/or questions to three minutes. This section is not part of the formal meeting of the Council.

**Unitary Councillor Julian Johnson** – To receive a short verbal report.

**Footbridge and Path across the Avon Proposal** – To receive a short verbal report from Mr Ian Campbell, Chairman of the Parish Council's Rights of Way Working Group.

## **Part 1**

### **Agenda**

#### **1. To receive and accept apologies for absence.**

Members who cannot attend a meeting shall tender their apologies to the Parish Clerk prior to the meeting as, under Section 85(1) of the Local Government Act 1972, the members present must decide whether the reason(s) for a member's absence shall be accepted.

2. To consider and resolve to approve the Minutes of the Parish Council meeting held on Monday 8<sup>th</sup> February 2016.
3. To receive Declarations of Interest in respect of matters contained in this agenda in accordance with the Localism Act 2011.
4. To resolve to refer any business raised by the public in public discussion, and any other matters or items of information from councillors, to the appropriate committee or to resolve to agree on any other action.
5. To consider and resolve to approve the New Downton Footbridge and Path proposal produced by the Rights of Way Working Group and to agree to its submission to Mr A Jones-Perrott at Longford Estates.
6. To consider a recommendation from the New Housing Development Committee to write to Wiltshire Council with regard to an offer of a contribution towards community infrastructure from Foreman Homes, the applicant for the proposed development at Rivermead, Breamore Road.

**7. Planning and Tree Work Applications:**

**15/10934/FUL Wick Lodge, The Headlands, Downton (Revised and Resubmitted Plans) - Two Storey Rear Extensions; Replace Garage with Single Storey Extension.**

**16/01189/FUL 7 Elizabeth Close, Downton - Single storey pitched roof extension to the front of the property.**

**16/01706/FUL The Willows, South Lane, Downton - Proposed alterations to the existing dwelling including a new roof structure and expansion of roofspace volume, conversion of garage and minor widening of access, with associated alterations.**

**16/02026/FUL 9 Clearbury View, Downton - Proposed raising of roof of existing garage to create first floor, including insertion of dormer window and rooflights. Proposed creation of link walkway between garage and house.**

**16/02029/FUL 7 Clearbury View, Downton - Proposed raising of roof of existing garage to create first floor, with insertion of dormer window and rooflights.**

**16/02308/LBC Rosemary Cottage, Wick Lane, Downton - Retrospective application for construction of an attached outbuilding to rear elevation.**

**16/01517/TCA The Cottage, Barford Lane, Downton - Fir Tree - Fell.**

**16/01924/TCA The Old Stables, Barford Lane, Downton - T1 - Lawson Fir – Fell, T2 - Holly - Cut back to boundary.**

- 8. To consider an offer from Wiltshire Council to receive the sum of £7,574 for the 2016/17 financial year being the annual maintenance, utility and Non-Domestic Rates costs for the Downton Public Conveniences to enable its lease with the Parish Council to be surrendered on the 1st April 2016.**
- 9. To consider and resolve to note the year end Budget to Actual figures.**
- 10. To consider and resolve to approve the Parish Council's Annual Reserves for 2015/16 of £64,600.**
- 11. To consider a recommendation from the New Housing Development Committee to approve the sum of £20,000 for the purpose of instructing Paul Stevens Architecture to produce detailed design plans for the Memorial Hall Extension to RIBA Stage 4.**
- 12. To consider and resolve to approve Fair Account as the Parish Council's Internal Auditor for 2016/17.**
- 13. To consider and resolve to approve the tender documentation for the appointment of a contractor to service the Downton Public Conveniences for 1 year from 1<sup>st</sup> April 2016 and to delegate the responsibility of appointing a contractor to the Vice-Chairman of the Parish Council, Chairman of the Amenities Committee and the Clerk.**
- 14. To consider a recommendation from the New Housing Development Committee with regard to a request from Persimmon Homes South Coast and resolve to agree on the names of the five streets which will form the Charles Church development in Salisbury Road, Downton.**
- 15. To consider a written request from Mrs Chris Parry, Chair of the Memorial Hall Committee, for a contribution from the Parish Council towards the purchase of new chairs for the Hall.**
- 16. To consider a written request from Mr Tony Pike, Chair of the Cuckoo Fair Committee, to use the Borough Greens, Memorial Gardens and Parish Rooms for this year's Cuckoo Fair on Saturday 30<sup>th</sup> April 2016.**
- 17. To consider a request from Mrs Danie Williams-Papeguay, Secretary of Downton Band, to use the Memorial Gardens on Sunday 10<sup>th</sup> July 2016 for a Band Concert and picnic.**
- 18. To consider and resolve to approve a response to Wiltshire Council's consultation on the future provision of subsidised bus services in Wiltshire.**
- 19. To consider and resolve to agree on the themes and a speaker(s) for the 2016 Annual Parish Meeting on Monday 25<sup>th</sup> April 2016.**
- 20. To consider and resolve to agree that in compliance with the Pensions Act 2008 the Parish Council be registered with the Pension Regulator for 'automatic enrolment' as a workplace pension provider.**

**21. To consider a proposal from Mr Alasdair Jones Perrott of Longford Estates to increase the annual rental for the Borough Greens from 5p to £5.00.**

**22. Committee Reports:**

**New Housing Development Committee:** To receive a short verbal report from Cllr Quarmby on a recent meeting.

**23. To resolve to receive and note the Minutes of:**

The meeting of the New Housing Development Committee held on 15<sup>th</sup> February 2016.

**24. Representatives reports:**

**Chalk Pit Management Committee:** To receive a short verbal report from Cllr Yeates on a recent emergency meeting.

**Downton Cuckoo Fair Committee:** To receive a short verbal report from Cllr Pearce on a recent meeting.

**Southern Area Planning Committee:** To receive a short verbal report from Cllr Mace on a recent meeting.

**Brian Whitehead Sports Centre Association:** To receive a short verbal report from Cllr Watts on a recent meeting.

**Parish Surgery:** To receive a short verbal report from Cllr Sutcliffe on the Surgery held on Saturday 5<sup>th</sup> March 2016.

**Memorial Hall:** To receive a short verbal report from Cllr Sutcliffe on the AGM.

**Clean for the Queen Day on Saturday 5<sup>th</sup> March:** To receive a short verbal report from the Clerk and to resolve to approve a vote of thanks to all who helped on the day.

**25. To approve the following payments**

- £183.84 - The Landscape Group – for bin emptying.
- £169.00 - Mrs B Cornish – for Home Working allowance April '15-March '16.
- £163.16 - Mrs B Cornish – For Clerk's expenses January - March '16.
- £130.80 - Rialtas Accounts Business Solutions – Alpha Software Maintenance.
- £480.00 - Stephen Linard – For a Survey of the Public Conveniences.
- £72.50 - Alderbury Parish Council – For New Councillor training.
- £241.00 - Mr Bob Moody – For work to fascias & guttering at the Memorial Hall.
- £32.00 - Cllr Pearce – For materials for the Christmas tree festival.
- £410.00 - All Saints Church, Charlton All Saints for annual grasscutting.
- £36.00 - CPRE Annual subscription.
- £30.00 – Mr Richard Nash – For planning guidance.

**26. To resolve to approve the sum of £3,632.32 as the Accounts for payment for March and to record the bank balances.**

- 27. To resolve to note the Clerk's report providing information on recent issues and work completed. To resolve to note the Correspondence received.**
- 28. Date of next meeting – Tuesday 29<sup>th</sup> March 2016 at 7.30 pm at the Band Hall, Gravel Close, Downton.**

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

- 29. Cllr Mace to propose the following resolution – ‘That in view of the confidential nature of the business about to be transacted, it is advisable in the public interest, that the press and public be temporarily excluded and they be instructed to withdraw’.**
- 30. To receive a short verbal report from Cllr Ford on the Clerk's annual appraisal.**
- 31. To consider and approve the raising of the Clerk's salary from 1st April 2016 to spinal point 29 of the National Association of Local Council's document entitled ‘2014/16 National Salary Award’ in accordance with her Employment Contract.**