

DOWNTON PARISH COUNCIL



Minutes of the Meeting held on Monday 14th March 2016 at the Band Hall, Gravel Close, Downton at 7.30 pm.

Present: Cllr Mace (Chairman) and Cllrs Brentor, Chandler, Cordell, Dean, Dickinson, Ford, Quarmby, Pearce, Sutcliffe, Whitmarsh, Watts and Yeates.

In attendance: Mrs Bev Cornish, Parish Clerk.

Also present: Unitary Cllr Julian Johnson and ten members of the public.

Public Question Time:

A member of the public asked for the current status on the Foreman Homes development at Rivermead, Breamore Road, Downton.

Mr Chris Hall queried the increase by 10,000% by Longford Estates of the rental for the Borough Greens. He said as far as he could recall, there was nothing in the Agreement which allowed for an increase. He suggested that rather than send the amount of 5p each year, the Parish Council could make an agreement to be invoiced for the total £5 charge in 100 years. Cllr Mace said that members would bear his comments in mind when the item was considered.

Mrs Nikki Wilson asked about the current status of the long awaited repair to Iron Bridge. Cllr Johnson said that once the new contractor, Ringway, was in place on 1st April 2016, he would chase officers to ensure that the work was done. He said the previous officer he had liaised with on the matter had left Wiltshire Council.

Mr Rick Ladds asked about the current status of the Memorial Hall application, whether the plans shown online were the final plans and what the arrangements for parking would be once the pre-school was on site. He also asked whether any progress had been made with the Conservation Officer with regard to the materials to be used on the two storey classroom extension.

Unitary Cllr Julian Johnson gave a brief report advising of the following:

- The Budget was likely to announce further cuts to local authorities.
- Wiltshire Council would have to make £2.5 million in cuts over the next year and negotiations were currently being held with union representatives with regard to further staffing cuts.
- The Clean for the Queen event had been very well supported across the county with 80 different groups of around 1800 volunteers taking part and collecting over 1800 bags of rubbish.

Cllr Mace thanked Cllr Johnson for his report.

Downton Footbridge and Path proposal: Mr Ian Campbell gave a brief report and responded to questions from councillors on the proposed Footbridge and Path proposal produced by the Rights of Way Working Group. He said that following surveys of residents and discussions with the Rights of Way Officer at Wiltshire Council, the most suitable route had been identified as crossing the Avon beside Moot Gardens and following the existing footpath to South Lane. He said that the proposal was currently just an idea and would require permission from the landowner, Longford Estates. However, the project had received both Parish Council and community support and had been identified as an objective within the Downton Neighbourhood Plan

Cllrs Quarmbly, Ford, Yeates and Mace commended Mr Campbell for his report and asked several questions. These related to the ownership and maintenance of the bridge, the benefit to Longford Estates and a potential link to their request for a small development of up to 5 houses in Wick Lane, as well as confirmation that the members of the Rights of Way Working Group would continue to work on the project.

Cllr Mace thanked Mr Campbell for his report.

Part 1

15/275: To receive and accept apologies for absence: Downton Parish Council RESOLVED to note Cllr Hayward's apologies due to work commitments.

15/276: To consider and resolve to approve the Minutes of the Parish Council meeting held on Monday 8th February 2016: Downton Parish Council RESOLVED, with 3 abstentions from Cllrs Dean, Pearce and Watts, to approve the Minutes of the meeting held on Monday 8th February 2016 as a true record and they were signed by the Chairman.

15/277: To receive Declarations of Interest in respect of matters contained in this agenda in accordance with the Localism Act 2011:

Cllr Pearce declared a personal and pecuniary interest in Minutes 15/298 and 15/299 as they contained approvals of her expenses.

Cllr Mace declared a personal and non-pecuniary interest in Minute 15/279 as his wife was a member of the Rights of Way Working Group.

Cllr Sutcliffe declared a personal and non-pecuniary interest in Planning Application 16/01517/TCA as he knew the applicant.

Cllr Brentor declared a personal and non-pecuniary interest in Planning Application 16/01924/TCA as she knew the applicant.

15/278: 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:

The Clerk was asked to make enquiries with the Project Manager for the Primary School's planning application with regard to the status of the materials to be used on the two storey classroom extension.

With regard to parking, Cllr Yeates commented that as the users of the pre-school currently parked at the Co-op and behind the White Horse, he did not foresee any changes to the current arrangements when the pre-school was relocated to the Memorial Hall.

15/279: 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: Cllr Dean proposed, Cllr Quarmby seconded and it was RESOLVED that the proposal be submitted to Longford Estates as the landowner for consideration by the Trustees.

15/280: 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: Following a brief report from Cllr Quarmby, Cllr Sutcliffe proposed, Cllr Watts seconded and it was RESOLVED that the Parish Council should write to Wiltshire Council stating that it wished to maintain its objection overall, but wished to lift its objection to there being no offer of community benefit. It was doing so on the grounds of the impending Neighbourhood Plan inspection and referendum, as an approval of the development would take the parish above the 190 houses allocated to Downton in the Wiltshire Core Strategy.

It was also the view of members that any further consideration of the planning application and the sum of £300k offered by Foreman Homes would need to be considered through community consultation after the referendum had taken place.

15/281: 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: Following a brief report from Cllr Ford, Downton Parish Council RESOLVED to leave the decision on this application to the Planning Officer under his delegated powers. It acknowledged that it was a revised application but continued to be concerned about the limited onsite parking available and the use of the 'new extension' which was undefined. It also concurred with the comments made by the Conservation Officer with regard to the infilling of the porch as the building was defined as an "undesigned heritage asset" within the Conservation Area.

16/01189/FUL 7 Elizabeth Close, Downton - Single storey pitched roof extension to the front of the property: Following a brief report from Cllr Brentor, Downton Parish Council RESOLVED to raise no objection to this application.

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: Following a brief report from Cllr Quarmby, Downton Parish Council RESOLVED to raise no objection to this application.

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: Following a brief report from Cllr Yeates, Downton Parish Council RESOLVED to raise no objection to this application but asked that it be considered and determined together with planning application number 16/02029 for 7 Clearbury View, Downton

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:

Following a brief report from Cllr Yeates, Downton Parish Council RESOLVED to raise no objection to this application but asked that it be considered and determined together with planning application number 16/02026 for 9 Clearbury View, Downton

16/02308/LBC Rosemary Cottage, Wick Lane, Downton - Retrospective application for construction of an attached outbuilding to rear elevation: Following a brief report from Cllr Brentor, Downton Parish Council RESOLVED to raise no objection to this application but wished to leave the decision to the Conservation Officer.

16/01517/TCA The Cottage, Barford Lane, Downton - Fir Tree – Fell: Following a brief report from Cllr Sutcliffe, Downton Parish Council RESOLVED to raise no objection to this application

16/01924/TCA The Old Stables, Barford Lane, Downton - T1 - Lawson Fir – Fell, T2 - Holly - Cut back to boundary: Following a brief report from Cllr Sutcliffe, Downton Parish Council RESOLVED to raise no objection to this application

15/282: 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: Following a brief report from the Clerk, Cllr Ford proposed, Cllr Brentor seconded and it was RESOLVED that the sum be accepted to enable its lease with the Wiltshire Council to be surrendered on the 1st April 2016.

15/283: To consider and resolve to note the year end Budget to Actual figures: Cllr Quarmbly proposed, Cllr Sutcliffe seconded and it was RESOLVED that they be noted.

15/284: To consider and resolve to approve the Parish Council's Annual Reserves for 2015/16 of £64,600: Following a proposal from Cllr Sutcliffe, seconded by Cllr Pearce, it was RESOLVED that they be approved.

15/285: 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: Following an explanation from Cllr Sutcliffe and supporting comments from Cllrs Ford and Quarmbly, Downton Parish Council RESOLVED to approve the sum of £20,000 to enable detailed design plans to be produced for the Memorial Hall Extension to RIBA Stage 4.

15/286: To consider and resolve to approve Fair Account as the Parish Council's Internal Auditor for 2016/17: Cllr Yeates proposed, Cllr Cordell seconded and it was RESOLVED that Fair Account be approved.

15/287: 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 1st 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: Cllr Brentor proposed, Cllr Yeates seconded and it was RESOLVED that the documentation be approved and the appointment be delegated to the Vice-Chairman of the Parish Council, Chairman of the Amenities Committee and the Clerk.

15/288: 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: Following a short report from Cllr Quarmby and in consultation and agreement with the British Legion, Downton Parish Council RESOLVED to approve 5 names from the War Memorial for the 5 streets which will form the Charles Church development in Salisbury Road, Downton.

Following a suggestion from Cllr Mace, it was also RESOLVED that the following wording be added to the street sign 'In memory of a soldier and son of this parish who gave his life in the First World War'.

Following a comment from Cllr Watts regarding the selection process which he disagreed with, members concurred that every family who lost a son or sons in the First World War made a sacrifice and those whose family name had been selected, made no greater a sacrifice than any other family.

15/289: 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: Cllr Mace proposed from the chair that the meeting be opened to the public so that Mrs Chris Parry was able to respond to questions from councillors. Following a very lengthy discussion, comments from Cllrs Ford, Brentor, Pearce and Quarmby and a vote, for which there were 4 votes in favour and 6 against, it was RESOLVED not to agree to a contribution being given, with the recommendation that new chairs be procured in one order at the time of the furnishing of the new Memorial Hall extension.

15/290: 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 30th April 2016: Cllr Dean proposed, Cllr Brentor seconded and it was RESOLVED that the request be approved. The Clerk advised that the Cuckoo Fair Committee would donate the sum of £100 to the Parish Council for the hire of the Parish Rooms.

15/291: To consider a request from Mrs Danie Williams-Papeguay, Secretary of Downton Band, to use the Memorial Gardens on Sunday 10th July 2016 for a Band Concert and picnic: Cllr Yeates proposed, Cllr Whitmarsh seconded and it was RESOLVED that the request be approved.

15/292: To consider and resolve to approve a response to Wiltshire Council's consultation on the future provision of subsidised bus services in Wiltshire: Cllr Brentor advised that she and the Clerk were meeting shortly with Ms Susan Barnhurst-Davies to complete the consultation.

15/293: To consider and resolve to agree on the themes and a speaker(s) for the 2016 Annual Parish Meeting on Monday 25th April 2016: Following a brief discussion and suggestion from Cllr Quarmby, Downton Parish Council RESOLVED that there should be a presentation on the Downton Footbridge and Path project and on the Downton Neighbourhood Plan.

15/294: 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: Following a short briefing from Cllr Ford, he proposed, Cllr Yeates seconded and it was RESOLVED that the Parish Council be registered.

15/295: 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: Following a brief discussion, Cllr Brentor proposed, Cllr Pearce seconded and it was RESOLVED with one abstention from Cllr Chandler, that the Clerk should write to Mr Jones Perrott requesting sight of the clause stating that Longford Estates could increase the rent for the Borough Greens.

15/296: Committee Reports:

New Housing Development Committee: Cllr Quarmby gave a brief report on a recent meeting at which most of the items approved earlier in the meeting, such as the community contribution from Foreman Homes, the detailed plans for the Memorial Hall extension and the Street Names for Persimmon Homes South Coast, had been discussed.

15/297: To resolve to receive and note the Minutes of:

The meeting of the New Housing Development Committee held on 15th February 2016.

Cllr Quarmby proposed, Cllr Sutcliffe seconded and it was RESOLVED that they be noted.

15/298: Representatives reports:

Chalk Pit Management Committee: Cllr Yeates gave a brief report on a recent emergency meeting to discuss the issue of a caravan and horse currently on the site which had caused the Scouts to cancel a number of events. He said discussions had been held with Wiltshire Police and with the Traveller Liaison Officer at Wiltshire Council.

Downton Cuckoo Fair Committee: Cllr Pearce gave a brief report on a recent meeting at which the Management Plan document had been discussed in detail. She also said that the road would be closed this year from 8.30 am to 6 pm.

Southern Area Planning Committee: Cllr Mace gave a very brief report on a recent meeting at which the planning application for Scotts House had been given approval.

Brian Whitehead Sports Centre Association: Cllr Watts gave a brief report on a recent meeting at which a new secretary and a new treasurer had been appointed and discussions were held on the Association's plans to apply for grants for the resurfacing of the car park which would cost in the region of £13.5K.

At this point in the meeting standing orders were suspended and Cllr Mace proposed from the chair and it was RESOLVED that the meeting continue to 10.15 pm.

Parish Surgery: Cllr Sutcliffe gave a brief report on the Surgery held on Saturday 5th March 2016 which had been attended by 3 members of the public. He said the issues of parking in front of the Co-op, the seat outside the Co-op, lorries and a crossing in the High Street had been raised. He also suggested that the Parish Council might consider putting an A-board on the Green opposite the Memorial Hall to advertise the Surgery.

Cllr Mace asked that an item on the Parish Surgery and the advertising of it be added to the next agenda.

Memorial Hall: Cllr Sutcliffe gave a brief report on the recent AGM at which it had been reported that the Hall had had an excellent year under the new chairmanship of Mrs Chris Parry and had made a small profit of £1370.

Clean for the Queen Day on Saturday 5th March: The Clerk reported that thirteen residents and two parish councillors had helped to collect over 20 bags of litter and rubbish. Members expressed their thanks to all who volunteered and helped on the day.

15/299: 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.

Cllr Whitmarsh proposed, Cllr Quarmby seconded and it was RESOLVED that they be approved.

15/300: To resolve to approve the sum of £3,632.32 as the Accounts for payment for March and to record the bank balances.

	£
The Landscape Group – for bin emptying	183.84
Mrs B Cornish – Home Working allowance April '15-March '16.	169.00
Mrs B Cornish – For Clerk's expenses January - March '16	163.16
Rialtas Business Solutions – Alpha Software Maintenance	133.20

Stephen Linard – For a Survey of the Public Conveniences	480.00
Aldbury Parish Council – For New Councillor training	72.50
Mr R Moody – For work to guttering at the Memorial Hall	241.00
Cllr Pearce – For materials for the Christmas tree festival	32.00
All Saints Church, Charlton All Saints - For annual grasscutting	410.00
CPRE - Annual subscription	36.00
Mr Richard Nash – For planning guidance	30.00
Ms R Saxby – March Salary	151.40
Mr T Price – March Salary	151.20
B Cornish – March Salary	1381.73

Total	3635.03
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Balances to be Approved and Noted as at 14.03.16:

Current A/c: £3,471.38 Deposit A/c: £17,159.78 Santander Time Deposit: £41,650.92

Cllr Ford proposed, Cllr Brentor seconded and it was RESOLVED that they be approved.

15/301: To resolve to note the Clerk’s report providing information on recent issues and work completed: Cllr Mace proposed from the Chair it was RESOLVED that the Clerk’s report be noted.

15/302: Correspondence.

- 1 Wessex Water – An email from Ms Lucy George advising of their carrying out some jetting and CCTV of sewers within the Downton area, from 15th-26th February. The purpose of the work is to identify issues with pipework where infiltration is entering the network and causing additional pressure on the sewage system.
- 2 Southern Wiltshire Area Board – An email from Mrs Lisa Moore enclosing the minutes of the Southern Wiltshire Area Board, Thursday, 28th January 2016.
- 3 Mr Patrick Briddon of Green Lane – An email apologising for his early departure from the last Parish Council meeting. He was unaware that he could stay past the public session.
- 4 Wiltshire Council – A series of email exchanges with Ms Kat Fowler, Environmental Health Officer, the Clerk and residents regarding the issue of the new lighting at Bidvest/3663.
- 5 Persimmon Homes South Coast – An email from Mr Paul Bedford advising of the approval of the Primary School’s planning applications.
- 6 Downton Band – An email from Mrs Danie Papequay-Williams requesting the use of the Memorial Gardens for a concert on 10th July 2016.
- 7 Wiltshire & Swindon History Centre – An email from Mr Mike Marshman enclosing the February edition of the Intelligencer.
- 8 WALC – An email from Ms Katie Fielding advising of a forthcoming training event on 15th April 2016 entitled ‘Negotiate a Better Outcome in Planning’ which offers practical skills in negotiating with developers and planning officers to secure planning gain.
- 9 Memorial Hall Committee – A letter from Mrs Chris Parry, Chair, requesting support with the purchase of new chairs for the Hall in advance of the submission of a grant application to the Southern Wiltshire Area Board.

- 10 Persimmon Homes South Coast Ltd – An email from Mrs Jean Brimble requesting that the Parish Council selects 5 names for the roads in the Charles Church development.
- 11 Wiltshire Council – Several emails from Mr Tim Woolford and Mr Adrian Hampton to all towns & parishes taking on public toilets from 1st April providing an update and TUPE guidance.
- 12 CPRE – An email enclosing a letter and invitation from Mr Mike Manson regarding the 2016 Best Kept Village Competition.
- 13 Mr David Gillett – An email enclosing a letter regarding the Footbridge project and asking the Clerk to pass it on to the Rights of Way Working Group.
- 14 Foreman Homes – An email from Mr Steve Carrington providing his ‘thoughts’ primarily in respect of future housing numbers, and village-housing-delivery.
- 15 Southern Wiltshire Area Board – An invitation from Mr Tom Bray to attend a meeting at 6.30 pm on 22nd March 2016 at River Bourne Community Farm to discuss village maintenance and how River Bourne Community Farm are equipped to carry out a range of maintenance tasks for parishes in Southern Wiltshire.
- 16 Wiltshire Highways – An email from Mr Tracy Myers advising of the forthcoming Parish & Town Council Involvement Evenings the best one being Wednesday 20th April from 19.10-21.00 at the City Hall, Salisbury. The usual topics will be discussed, but this year they have the new: highway contract and arrangements; contact arrangements following the split in services; parish and town council involvement initiatives; public convenience policy.
- 17 Unitary Cllr Julian Johnson – An email advising of the Wiltshire Council agreed budget for 2016/17.
- 18 Wiltshire Youth Service – An email from Ms Emma Dragge advising that she is covering for the Area Community Youth Officer, Ms Nicola Sage, whilst she’s on sick leave.
- 19 Mr Chris Chelu – An email notifying of the need for the Coombe Bissett Drama Club to find a male actor for one part in a play being performed in May.
- 20 Skanska Infrastructure Services – An email from Ms Katy Macdonald, Communications Officer, regarding white lining improvement works that Skanska, on behalf of Highways England, is carrying out on various sections of the A36 from 25th February to 21st March 2016 and which will require overnight closures.
- 21 Wiltshire Highways – An email from Mr Adrian Hampton enclosing the March 2016 Highways newsletter.
- 22 CPRE – An email from Mr Mike Manson enclosing the Minutes of a recent A36/A350 Corridor Alliance meeting and information on Stonehenge and the plans for upgrading the A303.
- 23 Cuckoo Fair Committee – An email from Mr Tony Pike requesting the use of the Greens, Memorial Gardens and Parish Room for this year’s Fair on Saturday 30th April 2016.
- 24 Mrs Judith Lacey – An email regarding her request for a mirror to be placed in The Borough on the other side of the exit to Green Lane to enable drivers to turn right safely.
- 25 Minster Parish Council – An email inviting the Parish Council to sign a petition entitled ‘Give parish councils the right to appeal planning decisions’.
- 26 Wiltshire Council – An email from Ms Lianna Bradshaw advising of a series of training/update events on the Community Infrastructure Levy and emerging changes to national planning policy. The sessions have been designed to cover the consultation Wiltshire Council is undertaking from 14 March to 25 April 2016 on revisions to two documents that support the Wiltshire Community Infrastructure Levy

(CIL) Charging Schedule t. The best event is Monday 11th April 6.15pm – 8.15pm in the Alamein Suite, City Hall, Salisbury although this is the same night as a parish council meeting.

- 27 Mrs Judy Gimson – An email regarding the use of the parish rooms at Cuckoo Fair.
- 28 Ms E Holme of Castle Meadow – An email with a complaint about the weeds and brambles from the Moot Lane Recreation Ground impacting a new fence along the gardens at Castle Meadow. *The Clerk has asked John Savage to clear them.*
- 29 Wiltshire Council – Several emails from Mr Mike Dawson, Estates Manager, regarding the lease for the land for the public conveniences.

15/303: Date of next meeting – Monday 11th April 2016 at 7.30 pm at the Band Hall, Gravel Close, Downton.

Part 2 – CONFIDENTIAL INFORMATION – EXEMPT MATTERS - STAFFING

15/304: 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’, seconded by Cllr Yeates and it was RESOLVED that the meeting be closed to the press and public.

15/305: To receive a short verbal report from Cllr Ford on the Clerk’s annual appraisal: Cllr Ford gave a short report and responded to questions from councillors on the Clerk’s appraisal which he had carried out with Cllr Yeates.

15/306: 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: Cllr Ford proposed, Cllr Yeates seconded and it was RESOLVED that the raise be approved.

With no further business, the meeting closed at 10.15 pm.