

# DOWNTON PARISH COUNCIL



## **Minutes of the Annual Meeting held on Monday 9<sup>th</sup> May 2016 at the Band Hall, Gravel Close, Downton at 7.30 pm.**

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

**In attendance:** Mrs Bev Cornish, Parish Clerk.

**Also present:** Eight members of the public.

### **Public Question Time:**

Ms Susan Barnhurst-Davies said she was speaking on behalf of the Downton Society and would like to make reference to the preceding meeting of the New Housing Committee. She said she thought the designed scheme for the Primary School's extended playground as approved by Wiltshire Council was a 'pig's ear' and asked that the Parish Council submit a complaint for the way in which officers had behaved towards the Parish Council which she considered had been disgusting.

Ms Barnhurst-Davies also asked members to consider requesting that a replacement tree be planted when considering the forthcoming applications for the felling of trees in the conservation area.

Mrs Jenny Saxby asked the Parish Council to look at measures to reduce the fencing within the plans for the Primary School's extended playground and to state robustly that these measures, together with the terms for the lease, were not negotiable. Otherwise, the neighbours of the school could have no confidence in the protection already agreed by the Parish Council.

Mr Giles Hall made a lengthy statement regarding the footbridge and footpath proposal and said that the residents of South Lane felt that they had not been adequately consulted with four out of the six households being against the proposal. He asked that the proposal submitted to the Longford Estates be withdrawn until the residents had been consulted. He also asked that the Parish Council take some action with regard to the extensive parking of cars at the northern end of South Lane at school drop off and collection.

**01.16 To elect the Chairman for 2016/17:** Cllr Chandler proposed, Cllr Yeates seconded and it was RESOLVED that Cllr Mace be elected Chairman of the Council for 2016/17.

**02.16 To elect the Vice-Chairman for 2016/17:** Cllr Chandler proposed, Cllr Hayward seconded and it was RESOLVED that Cllr Sutcliffe be elected Vice-Chairman of the Council for 2016/17.

**03.16 To receive apologies from Councillors:** Unitary Cllr Julian Johnson.

**04.16 To consider and approve the Minutes of the meeting held on 11th April 2016:** Downton Parish Council RESOLVED, with 1 abstention from Cllr Dickinson, to approve the Minutes of the meeting held on 11<sup>th</sup> April as a true record and they were signed by the Chairman.

At this point in the meeting Cllr Mace proposed from the Chair to bring forward the item on the Agenda regarding any business raised by the public.

**05.16 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:** Cllr Mace said that the issues raised by Ms Barnhurst-Davies and Mrs Saxby would be taking into account when councillors considered the items on the Agenda.

Cllr Mace gave a detailed explanation of the process conducted by the Rights of Way Working Group and Parish Council with regard to the Footbridge proposal and said:

- It had been a long-standing issue for the Parish Council going back a number of years and was identified in the Neighbourhood Plan.
- Letters had been delivered to both South Lane and Green Lane in December as well as an article included in the Baptist Church Newsletter.
- It was currently a proposal and could only be pursued if permission was given by the Longford Estates.
- It was important for residents to be consulted and once a response had been received from the Longford Estates further consultation would be held with residents in the parish.
- South Lane had been identified as the best route, not because the residents of Green Lane had raised objections, but because it was the preferred route and there was an existing footpath in South Lane.

**06.16 To receive Declarations of Interest in respect of matters contained in this agenda in accordance with the Localism Act 2011:**

Cllr Dickinson declared a personal and pecuniary interest for Minute 06.16, application 16/03434/PNEX and did not speak or vote when it was discussed.

Cllrs Mace and Dean declared a personal and non-pecuniary interest for Minute 06.16, application 16/03622/TCA.

Cllr Hayward declared a personal and pecuniary interest for Minute 24.16 and did not speak or vote when it was discussed.

Cllr Brentor declared a personal and pecuniary interest for Minutes 32.16 and 33.16 and did not speak or vote when they were discussed.

**07.16 Planning and Tree Works Applications:**

**16/03434/PNEX 4 West Wick, Downton Prior - Notification (larger home extension scheme) - Proposed single storey rear extension with rear projection of 4.28 metres with an eaves and ridge height of 3.25 metres:** Downton Parish Council RESOLVED, with 1 abstention from Cllr Dickinson, to note this application.

**16/03622/TCA Long Close House, Long Close, Downton - T1 - Willow - Pollard T2 - Norway Spruce - Fell T3 - Leylandii - Fell T4 - Pear - Fell T5 - Canadian Oak – Fell:** Downton Parish Council RESOLVED to have no objection to this application.

**16/03693/TCA 107 The Borough, Downton PP1 - Purple Plum tree – fell:** Downton Parish Council RESOLVED to have no objection to this application.

**16/03360/LBC Downton C of E Primary School, Gravel Close, Downton - Demolition of existing brick wall:** Downton Parish Council RESOLVED, with 1 abstention from Cllr Yeates, to have no objection to this application.

**08.16 To consider and review the Terms of Reference for the Committees:**

Following a request from the Chairman, Downton Parish Council RESOLVED to approve the Terms of Reference subject to the inclusion of the requirement for playground inspections being added to the Terms of Reference for the Amenities Committee.

**09.16 To consider and approve nominations for membership of the Parish Council's Committees:** Cllr Hayward proposed, Cllr Ford seconded and it was RESOLVED that the following councillors and people be elected and co-opted as members of the following Committees for 2016/17, the Chairman and Vice-Chairman being ex-officio members of all Committees:

- 1 Amenities – Cllrs Brentor, Cordell, Dean, Hayward, Pearce, Watts & Whitmarsh.
- 2 New Housing Development – Cllrs Brentor, Cordell, Ford, Hayward, Quarmby & Yeates together with Mrs Nicki Wilson, Mr Richard Fishlock and Mrs Alison Small.
- 3 Complaints – Cllrs Cordell & Dean.
- 4 Watermeadows & Flood Defence – Cllrs Dickinson, Quarmby, Whitmarsh & Yeates.
- 5 Staffing – Cllrs Ford, Quarmby & Yeates.

**10.16 To consider and approve nominations for Parish Council Representatives:**

Cllr Hayward proposed, Cllr Ford seconded and it was RESOLVED that the following councillors be elected as Representatives of the Parish Council for the following organisations:

- 1 Brian Whitehead Sports Centre Association – Cllrs Hayward and Watts.
- 2 Carver Trust – Cllr Yeates.
- 3 Cuckoo Fair – Cllr Pearce.
- 4 Downton Link – Cllr Pearce
- 5 Downton Moot Preservation Trust – Cllrs Ford.
- 6 Memorial Hall Committee – Cllr Sutcliffe.
- 7 Millennium Green Trust – Cllrs Whitmarsh and Dean
- 8 Stockman & Woodlands Trust – Cllr Yeates and Mr Jeremy Parsons.
- 9 Allotments Association – Cllr Watts.
- 10 Southern Wiltshire Area Board – Cllrs Brentor and Whitmarsh.
- 11 Southern Wiltshire Area Board Community Area Transport Group – Cllr Yeates.
- 12 Southern Wiltshire Area Board Footpath Group – Cllr Dickinson.
- 13 Community Safety & Neighbourhood Police Tasking Group – Cllr Cordell.
- 14 Chalk Pit Management Committee – Cllr Ford and Cllr Yeates.
- 15 Neighbourhood Plan Steering Group – Cllrs Ford, Brentor and Mace.
- 16 Wiltshire Council Housing Panel – Cllr Brentor.

**11.16 To consider and approve the Parish Council's Annual Subscriptions:**

- Society of Local Council Clerks - £187.
- Wiltshire Association and National Association of Local Councils – £781.80
- CPRE - £36
- Information Commission - £35

Downton Parish Council RESOLVED to approve the annual subscriptions.

**12.16 To consider and adopt the Parish Council's Standing Orders and Financial Regulations following recommended amendments for 2016/17:** Downton Parish Council RESOLVED to approve the Standing Orders and Financial Regulations.

**13.16 To consider and re-adopt the Parish Council's Dignity at Work Policy for 2016/17:** Downton Parish Council RESOLVED to approve the re-adoption of the Dignity at Work Policy.

**14.16 To consider and re-adopt the Parish Council's Co-option Policy for 2016/17:** Downton Parish Council RESOLVED to approve the re-adoption of Co-option Policy.

**15.16 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 2016/17:** Downton Parish Council RESOLVED to approve the re-adoption of Council's Policy on Filming, Photographing, Audio Recording & Social Media Reporting of Public Parish Council and Committee Meetings.

**16.16 To consider and re-adopt the Parish Council's Policy on Grants under Section 137 of the Local Government Act 1972 for 2016/17:** Downton Parish Council RESOLVED to approve the re-adoption Policy on Grants under Section 137 of the Local Government Act 1972.

**17.16 To consider and re-adopt the Parish Council's Absence Management Policy for 2016/17:** Downton Parish Council RESOLVED to approve the re-adoption of the Absence Management Policy.

**18.16 To consider and re-adopt the Parish Council's Equal Opportunities Policy for 2016/17:** Downton Parish Council RESOLVED to approve the re-adoption of the Equal Opportunities Policy.

**19.16 To consider and re-adopt the Parish Council's Health & Safety Policy for 2016/17:** Downton Parish Council RESOLVED to approve the re-adoption of the Health & Safety Policy.

**20.16 To consider and re-adopt the Parish Council's Time-Off in Lieu (TOIL) Policy for 2016/17:** Downton Parish Council RESOLVED to approve the re-adoption of the Time-off in Lieu Policy.

**21.16 To consider and re-adopt the Parish Council's Travel & Expenses Policy for 2016/17:** Downton Parish Council RESOLVED to approve the re-adoption of the Travel & Expenses Policy.

**22.16 To consider and re-adopt the Parish Council's Policy for The Borough Greens for 2016/17:** Downton Parish Council RESOLVED to approve the re-adoption of the Policy for The Borough Greens.

**23.16 To consider and re-adopt the Parish Council's Complaints Policy and Vexatious Complaints Policy for 2016/17:** Downton Parish Council RESOLVED to approve the re-adoption of the Complaints Policy and Vexatious Complaints Policy.

**24.16 To consider and review the Parish Council's Asset Register and Inventory of Land for 2016/17:** Downton Parish Council RESOLVED to approve Asset Register and Inventory of Land.

**25.16 To confirm approval of the arrangements for insurance cover in respect of all insured risks for 2016/17:** Downton Parish Council RESOLVED, with 1 abstention from Cllr Hayward, to approve the arrangements for insurance cover in respect of all risks.

**26.16 To approve the Parish Council's procedures for handling requests made under the Freedom of Information Act 2000 for 2016/17:** Downton Parish Council RESOLVED to approve the re-adoption of the procedures for handling requests made under the Freedom of Information Act 2000 subject to an amendment being made to include the 3 year Management Strategy.

**27.16 To approve the dates, times and place for ordinary meetings of the full Council for 2016/17:** Downton Parish Council RESOLVED the dates, times and place for ordinary meetings of the full Council.

**28.16 Following confirmation from Wiltshire Council that it will not carry out any further investigations into the 'upstream solution' to The Bunny in relation to the Primary School's planning application, to consider the recommendations put forward by the New Housing Development Committee:** Cllr Quarmby gave a detailed report on the meeting of the New Housing Development Committee which had preceded the Parish Council meeting. He said that:

- Everyone had expressed their disappointment at the lack of partnership working by Wiltshire Council in resolving the upstream solution for The Bunny which would have reduced the impact of the primary school's playground extension on the conservation area and its neighbours.
- The Committee had reluctantly recommended that the Parish Council should now lift its current objection to the signing of the lease until the upstream solution had been resolved and should move forward to agree the lease.
- The only positive in the process was that Wiltshire Council had agreed that the Parish Council could work with it and the Primary School to improve the design and impact of the fencing and landscaping as approved.

Cllr Quarmby proposed, Cllr Ford seconded and it was RESOLVED that:

1. The Parish Council should submit a formal complaint to Wiltshire Council in view of the lack of partnership working, lack of response and its renegation on written commitments.
2. The Parish Council reluctantly should lift its current objection to the signing of the lease until the upstream solution had been resolved and should move forward to agree the lease.

3. A small Working Group consisting of Cllrs Quarmby, Sutcliffe and Yeates be formed to work with Wiltshire Council and the Primary School with the remit to consider the design and materials of the playground area and the materials used for the two storey classroom with the aim of reverting for approval to the New Housing Development Committee and Parish Council for approval.
4. The Primary School be strongly encouraged to work with its neighbours on the design and materials to be used.
5. The Parish Council be mindful that the construction of the Memorial Hall extension and school extension will take place at the same time and there may be opportunities to work together to reduce costs.
6. The Clerk should organise the production of a definitive map containing an accurate and digitised measurement of the area to be leased to the school up to the cost of £1,000 as finalised by the Working Group.

**29.16 To consider and agree on a response to the Department of Communities and Local Government's Technical Consultation on Starter Homes Regulations:**

Following a brief explanation from Cllr Brentor, Downton Parish Council RESOLVED to delegate a response to be devised by Cllr Brentor, Mrs Nikki Wilson and the Clerk and for it to be circulated to all councillors prior to submission.

**30.16 Committee Reports:**

**New Housing Development Committee:** Cllr Quarmby said he had no additional information to report.

**31.16 To resolve to receive and note the Minutes of:**

The meeting of the New Housing Development Committee held on 9<sup>th</sup> April 2016.

Downton Parish Council RESOLVED that they be noted.

**32.16 To approve the following payments**

- £938.16 - Wiltshire Association of Local Councils – Annual Subscription.
- £875.00 - McConnell Roofing – for repairs to roof vents on Memorial Hall.
- £734.40 - Wallgate – for Service contract for wash basin units in public toilets.
- £39.34 - Wallgate – for Keys for the wash basin units in public toilets.
- £700.00 - Maranji Commercial and Domestic Cleaning – Public Toilets - April.
- £700.00 - Maranji Commercial and Domestic Cleaning - Public Toilets - May.
- £543.00 - Jacksons - for legal work on the Deed of Surrender for the public toilets.
- £183.84 - The Landscape Group - for bin emptying.
- £120.00 - Cllr Brentor - Neighbourhood Plan expenses.
- £102.93 – Mrs N Wilson - Neighbourhood Plan expenses.
- £200.00 - Downton Moot Preservation Trust - s137 grant.
- £90.00 - Salisbury Window Cleaning Services - for bus shelter cleaning in January.
- £90.00 - Salisbury Window Cleaning Services - for bus shelter cleaning in April.
- £80.00 - Mr Michael Thorne - for a replacement noticeboard at Charlton.
- £70.20 - Bournemouth Water - Annual bill for Downton Cemetery.
- £93.53 - Viking – for printer cartridges. £32.50 - Mrs B Cornish - for purchase of a wreath from Lady Haig's Poppy Factory for 2<sup>nd</sup> Lieutenant Bonvalot's grave at Bethune, France.
- £17.96 - Mrs B Cornish - for 3 month Downton website hosting contract with 1&1.

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

**33.16 To resolve to approve the sum of £7,346.34 as the Accounts for payment for May and to record the bank balances:**

	£
The Landscape Group – for bin emptying	183.84
Wiltshire Asssoc of Local Councils - Annual Subscription	938.16
McConnell Roofing – for repairs to roof vents on Memorial Hall	875.00
Wallgate – for contract for wash basin units in public toilets	734.40
Wallgate – for Keys for the wash basin units in public toilets	39.34
Maranji Commercial and Domestic Cleaning - April	700.00
Maranji Commercial and Domestic Cleaning - May	700.00
Jacksons - Deed of Surrender for the public toilets	543.00
Cllr Brentor - Neighbourhood Plan expenses	120.00
Mrs N Wilson - Neighbourhood Plan expenses	102.93
Downton Moot Preservation Trust - s137 grant	200.00
Salisbury Window Cleaning Servs - Feb bus shelter cleaning	90.00
Salisbury Window Cleaning Servs – April bus shelter cleaning	90.00
Mr Michael Thorne - for a replacement noticeboard at Charlton	80.00
Bournemouth Water - Annual bill for Downton Cemetery	70.20
Viking – for printer cartridges	93.53
Mrs B Cornish – wreath for 2nd Lieutenant Bonvalot's grave	32.50
Mrs B Cornish - for 3 month website hosting contract with 1&1	17.96
Ms R Saxby – April Salary	151.20
Mr T Price – April Salary	151.20
B Cornish – April Salary	1433.08
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Total	<b>7346.34</b>
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**Balances to be Approved and Noted as at 09.05.16:**

Current A/c: £5,240.87      Deposit A/c: £95,802.16

Cllr Hayward proposed, Cllr Chandler seconded and it was RESOLVED that they be approved.

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

**35.16 To resolve to note the Correspondence received:** Downton Parish Council RESOLVED to note the following correspondence:

1. Wiltshire Council – Several email exchanges with Mr Mike Dawson re the public toilets.
2. Wilsons – Several email exchanges with Ms Jane Weston regarding the legal agreements with Charles Church and Mr Rob Hewlett.
3. Jacksons - Several email exchanges with Mr David Bowen-Ashwin re the public toilets and the lease with the Primary School.
4. Wiltshire Council – An email from Ms Beryl Maddison, Estates Manager and legal adviser, advising that the responsibility for completing the Lease with the Primary

School has been passed to Mr Martyn Kemp at the Salisbury Diocese who was in the process of appointing Messrs Parker Bullen.

5. Ms A Ivens-Smith and Ms S Cohen – Two email from residents in South Lane seeking information on the footbridge proposal.
6. Wiltshire Police – An email from Mr G Ketchen advising of the AGM of the Wiltshire Neighbourhood Watch Association being held on Saturday 25th June 2016, in the Bay Window Room, Wiltshire Police Headquarters, London Road, Devizes, SN10 2DN at 10.00am until 12.00 noon and at which the newly re-elected Police and Crime Commissioner, Mr Angus Macpherson is expected to speak.
7. Wiltshire Association of Local Councils – Two Newsletters from Ms Katie Fielding for April and May.
8. Longford Estates – Several email exchanges with Ms Nancy Stewart and Mr Alasdair Jones Perrot regarding the footpath project and the issue of flytipping.
9. Wiltshire Council – Two emails from Mr John Cole of the Traffic Orders Department, regarding road closures for Cuckoo Fair and the resurfacing of Gravel Close from 27<sup>th</sup> May 2016.
10. Wiltshire Council – An email from Ms Emily Kavanagh attaching the Public Health briefing for May.
11. Wiltshire Council – An email advising of a link to the Parish Newsletter and an email from Mr Adrian Hampton enclosing the Highway Briefing and the presentation materials for the Town and Parish Council Highway Briefing held in April.
12. Mr Ian Garthwaite – An email seeking information on the car rally being held on the May bank holiday weekend.
13. Ms Katrina Edwards – An email raising concerns about the delays caused by the temporary traffic lights installed at the corner of Moot Lane.
14. Wiltshire Council – An email from Mr Mike Marshman attaching the April edition of the Intelligencier.
15. Ms Margaret Tribe – An email suggesting that the Clerk should contact the chief executive at the Post Office regarding the Post Box for the High Street.
16. Mr C and Mr R Greville-Heygate – Further emails regarding the inadequacy of the changes made to the outdoor lighting at Bidvest.
17. Southern Wiltshire Area Board – An email advising of the change of start time for the next Area Board being held in Downton on Thursday 26<sup>th</sup> May to 6.45 pm.
18. Wiltshire Council – An email from Ms Lianna Bradshaw enclosing the presentation and Q&As from the Town and Parish Council CIL and National Planning Update.
19. Mr Robert Beasley – An email thanking the Parish Council for submitting its revised response to the planning applications for 7 and 9 Clearbury View.
20. Salisbury Museum – An email from Ms Louise Tunnard advising of the forthcoming British Museum Touring Exhibition 'Writing for Eternity: Decoding Ancient Egypt' which opens on Saturday 21 May 2016 and tells the story of 4,000 years of writing in Ancient Egypt. It is an interactive and family friendly exhibition.

**36.16 Date of next meeting** – Monday 13th June 2016 at 7.30 pm at the Band Hall, Gravel Close, Downton.

With no further business, the meeting closed at 8.55 pm.