

DOWNTON PARISH COUNCIL



1st August 2016

To: All Members of Downton Parish Council

You are summoned to a Meeting of Downton Parish Council on Monday 8th August 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.

Agenda

Part 1

71.16 To receive apologies from Councillors.

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.

72.16 To consider and resolve to approve the Minutes of the meeting held on 11th July 2016.

- 73.16 To receive Declarations of Interest in respect of matters contained in this agenda in accordance with the Localism Act 2011.**
- 74.16 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.**
- 75.16 Planning and Tree Works Applications:**
- 16/06065/FUL Barford Cliff Cottage, Barford Lane, Downton** - Erect an oak framed balcony to rear gable end to replace the existing bedroom window and install set of folding sliding doors.
- 16/06599/PNEX 4 West Wick, Downton** - Prior Notification (larger home extension scheme) - Rear family room extension with rear projection of 6 metres and rear utility extension with ridge height of 4 metres and eaves height of 2.85 metres.
- 16/06117/FUL 49 Catherine Crescent, Downton** - Single storey side extension and conversion of garage.
- 16/06547/FUL 9 Clearbury View, Downton** - Proposed raising of roof of existing garage to create first floor, with insertion of dormer window and rooflights (Resubmission of 16/02026/FUL).
- 16/06548/FUL 7 Clearbury View, Downton** - Proposed raising of roof of existing garage to create first floor, with insertion of dormer window and rooflights (Resubmission of 16/02029/FUL).
- 16/06106/FUL 59 The Borough, Downton** - Replacement of thatch roof covering to existing rear lean to roof.
- 16/06876/VAR Land Adjacent to 16 Downlands Close, Downton** - Variation of Condition 2 of Planning Application 14/03381/FUL relating to ridge height.
- 76.16 To resolve to approve the revised Downton Neighbourhood Plan for re-submission to Wiltshire Council incorporating the recommended minor changes following the Independent Examiner's report.**
- 77.16 To resolve to adopt revised Financial Regulations following guidance from the National Association of Local Council and recent legislative changes.**
- 78.16 To resolve to adopt revised Standing Orders following guidance from the National Association of Local Council and recent legislative changes with regard to the Council's Financial Regulations.**
- 79.16 To consider a recommendation from the Amenities Committee that the Moot Lane Pavilion be demolished following confirmation from Mr Hamish Ross that the Moot Lane Sports Club withdraws its offer to set up a sports club.**

- 80.16 To consider a proposal from the Memorial Hall Extension Working Group to allocate the sums from the Parish Council's reserves as follows:**
- a. £7,500 for the appointment of a Structural Engineer to provide the Parish Council's Architect with design details and structural calculations for the foundations, floor slab, roof structure and other structural openings;**
 - b. £8,250 for the appointment of an M & E consultancy to provide the Parish council's Architect with engineering designs for the mechanical (plumbing & heating), electrical and ancillary works;**
 - c. £1,200 for Building Control work to ensure that our extension is designed and constructed in accordance with building regulations and associated legislation;**
 - d. £744 for the calculation and submittal of an EPC (Energy Performance Certificate) in accordance with Building Regulations Part L.**
 - e. £500 allowance for a contractor to dig pilot holes to allow the structural engineers to inspect the present foundations and site conditions.**

And to resolve to confirm that the sums of £1,800 for the Principal Designer and £900 for the Quantity Surveyor, already approved, also be allocated from reserves.

81.16 To resolve to approve the revised list of allocated reserves.

- 82.16 To receive a short verbal report from Cllr Sutcliffe on a recent meeting of the Design Working Group for the Primary School Extension and to:**
- a. Consider and resolve to approve in principle the proposal put forward by Cllr Quarmby in his paper for the demolition of the Parish Room and flood defence wall reconstruction; and**
 - b. Consider and resolve to approve that delegated authority be given to the Design Working Group to agree any changes to that proposal as required through negotiations with the Primary School.**

83.16 To consider whether to raise any objection to a request from Mrs Melanie Smith of 4 Wheelwrights Mews to acquire a small piece of highway land which is attached to the front garden of her property. This will require Wiltshire Council to go through a consultation process to obtain a 'stopping-up' order.

84.16 To consider a request from Mrs Caroline Musselwhite to install bollards on the footpath from The Sidings to Barford Lane in order to deter vehicles from mounting the pavement and to consider whether to submit an application to the Community Area Transport Group with a request to investigate the issue.

85.16 To consider a resolve to approve a request from Downton Baptist Church to use the Moot Lane Recreation Ground again on Sunday 11th September 2016 for a Christian themed community family event entitled "Create" with the aim of being inclusive and providing family activities and music.

86.16 To consider and resolve to agree on a response to the Wiltshire Council consultation on the designation of Odstock Parish as a neighbourhood area.

87.16 Representative Reports:

Southern Wiltshire Area Board: To receive a short verbal report from Cllr Brentor.

Wiltshire Council Housing Panel: To receive a short verbal report from Cllr Brentor.

Downton Moot Preservation Trust: To receive a short verbal report from Cllr Ford.

88.16 Committee Reports:

Amenities Committee: To receive a short verbal report from Cllr Brentor.

89.16 To resolve to receive and note the Minutes of:

The meeting of the Amenities Committee held on 23rd May 2016.

90.16 To resolve to approve the following payments:

- £76.60 - SLCC Enterprises – 10th Edition of Local Council Administration.
- £700.00 - Maranji Commercial & Domestic Cleaning - August.
- £55.10 - Bob Moody – For repairs to gates in Memorial Gardens.
- £57.12 - Greenflow – For annual maintenance at Public Toilets.
- £47.89 - Wessex Water – For Public Toilets

91.16 To resolve to approve the sum of £2,684.33 as the Accounts for payment for August and to record the bank balances.

92.16 To resolve to note the Clerk's report providing information on recent issues and work completed.

93.16 To resolve to note the Correspondence received.

94.16 Date of next meeting – Monday 12th September 2016 at 7.30 pm at the Band Hall, Gravel Close, Downton

Part 2 – CONFIDENTIAL INFORMATION ON TENDERS AND CONTRACTS

95.16 Cllr Mace to propose the following resolution – ‘That under the Public Bodies (Admission to Meetings) Act 1960 it is advisable in the public interest, that the press and public be temporarily excluded and they be instructed to withdraw in view of the confidential nature of the business about to be transacted’.

96.16 To receive a short verbal report from Cllr Sutcliffe on the progress of the plans for the Memorial Hall Extension and on the proposed process for the tendering of the contracts.

97.16 To receive a short verbal report from Cllr Mace on the progress of negotiations on the Lease with Downton Primary School.