

DOWNTON PARISH COUNCIL



Minutes of an Ordinary Meeting of the Parish Council held on Monday 14th November 2016 at the Band Hall, Gravel Close, Downton at 7.30 pm.

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

In attendance: Mrs Bev Cornish, Parish Clerk.
Unitary Cllr Julian Johnson

Also present: Four members of the public.

Public Question Time:

Mr Bryan Morris thanked the Parish Council for its support in closing the road for the Remembrance Sunday Parade and the Clerk for organising it and putting out the road signs. He said Wiltshire Police was no longer going to be able to be in attendance, so it was likely that there would need to be a similar closure each year from now on.

Mr Morris also said that it was now over a year since Cllr Quarmby had met with him and the neighbours to the school regarding the head of terms for the lease of the land in the Memorial Gardens. He asked whether the hours of use were agreed as 8am to 6 pm and whether there would be no lighting.

Mr Rick Ladds advised that the Bunny was in a terrible state and needed clearing by the Environment Agency and asked when this would be done. He also advised that he had heard that the work to build the Primary School's extension would commence in December and he asked whether the contractors would be allowed access to the land in the Memorial Gardens if the lease had not been signed.

Mrs Chris Parry, Chair of Memorial Hall Committee, said that she noted that the closed session later in the meeting was to discuss the Memorial Hall extension and asked that the Committee be provided with any publicly available information before they read it on the Spire FM website. Mrs Parry also thanked Parish Council for the newly installed bin outside the Co-op which had made a difference to the amount of litter in The Borough.

Mr Tony Pike, Chair of the Brian Whitehead Sports & Social Club, gave a brief report on the reason for his request for a contribution towards the purchase of new chairs for the Club.

Unitary Cllr Julian Johnson: Cllr Johnson reported that the focus for the Council was on finance. It had managed to bring this year's budget back to balance but was hoping that the new Government would respond to pleas to reign back the austerity measures and make more cash available to local councils. He said if things did not change, the Council had made savings of £210 million over the last 7 years and was required to make a further £46 million by 2019.

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Minutes approved as a true and accurate record, and signed as so by the Chairman presiding

.....Date.....

Cllr Johnson also said that the Council was working on catching up with the backlog of road maintenance. He said a schedule setting out a proposed scheme for road maintenance up to 2030 had been published.

163.16 To receive apologies from Councillors: Cllr Mace advised that apologies had been received from Quarmby and Pearce due to holiday commitments. Downton Parish Council RESOLVED to note the apologies received.

Cllr Watts was absent from the meeting.

164.16 To consider and resolve to approve the Minutes of the Ordinary Meeting held on 24th October 2016: Downton Parish Council RESOLVED, with abstentions from Cllrs Dean and Saxby, to approve the Minutes of the meeting held on 24th October 2016 as a true record and they were signed by the Chairman.

165.16 Declarations of Interest:

a. To receive Declarations of Interest in respect of matters contained in this agenda, in accordance with the provisions of the Localism Act 2011 in respect of members and in accordance with the provisions of the Local Government Act 1972 in respect of officers:

Cllr Dean declared a personal and non-pecuniary interest in planning application 16/10033/FUL.

Cllr Saxby declared a personal and pecuniary interest in Minute 173.16 and did not speak or vote when the item was discussed.

b. To consider any Dispensation Requests received by the Parish Clerk and not previously considered:

The Clerk advised that no dispensation requests had been received.

166.16 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:

In response to the questions from Mr Morris, Cllr Mace said he was unable to confirm either question as the Parish Council was still in the middle of negotiations with the Primary School.

In response to the questions from Mr Ladds, the Clerk advised that she would chase the Environment Agency and Cllr Mace said that no access would be given to the land in the Memorial Gardens unless the lease had been signed. Cllr Saxby also commented that there had been some contractors taking photographs of the Bunny and they had told her they would be forwarding them onto the Environment Agency.

In response to the request from Mrs Parry, Cllr Sutcliffe said he would keep the Memorial Committee fully informed.

Cllr Mace proposed from the Chair and it was RESOLVED that the above actions be noted.

167.16 Planning and Tree Works Applications:

16/10033/FUL 102 The Borough, Downton - Conversion of existing double garage and store at rear of property to create new 'Granny Annexe' type living accommodation: Following a discussion, Downton Parish Council RESOLVED to raise no objection to this application provided that:

1. The planning officer has satisfied himself that there will be sufficient parking for two dwellings.
2. The Velux windows of the north-east elevation are obscured.
3. There is a planning condition which states that the Annexe must remain subservient to the house and cannot be sold off as a separate dwelling.

16/09971/FUL 8 Charlotte Close, Downton - Creation of room in existing loft including 2 roof lights/Velux windows to front & rear elevations of loft, installation of internal staircase & other minor alterations: Following a discussion, Downton Parish Council RESOLVED to object to this application on the following grounds:

1. The description of the room in the loft and attached plans were unclear and difficult to interpret.
2. The Parish Council was aware that one parking space was allocated by the developer to each dwelling and it was not possible to determine whether the loft room would impact on the existing parking for the new development.
3. The Parish Council did not wish to set a precedent and compromise this new development's architectural integrity based on unclear plans.

16/10645/TCA 56 The Borough, Downton - T1 - Lime Tree - Reduce crown in height by up to 25%. Crown raise lower branches by up to 4.5 metres from the ground: Downton Parish Council RESOLVED to raise no objection to this application.

168.16 To consider three quotes from demolition contractors and resolve to approve one quote to demolish the Moot Lane Pavilion and any other actions to be taken: Following a brief report from Cllr Sutcliffe, he proposed, Cllr Brentor seconded and it was RESOLVED that the quote of £3,100 from Wessex Demolition and Salvage Ltd be accepted with their additional proviso that a full R & D Asbestos Survey be carried out at the cost of £300. It was also agreed that if there were to be any additional costs following the survey, those costs should come back for consideration by the Parish Council.

169.16 To consider a request under the Freedom of Information Act 2000 from Ms Sacha Cohen for all documents, emails, letters and any other written information or correspondence relating to the 'New Downton Footbridge and Path Proposal' and to resolve to agree on the actions to be taken: Following a report from Cllr Brentor, which included advice that the work on the request had exceeded the 18 hour limit beyond which a charge for the information could be made, Downton Parish Council RESOLVED to agree to provide the requested information in accordance with the Freedom of Information Act 2000 and guidance thereto. Cllr Brentor also proposed, seconded by Cllr Ford and it was RESOLVED that the Council's Policy for the FOI Act be

revisited with specific regard to the requirement for voluntary non-councillor members of Working Groups to be required to provide access to their emails.

170.16 Using the Parish Council's power under Section 137 of the Local Government Act 1972, to consider a request from Mr Tony Pike, Chair of the Social Club Committee at Downton Leisure Centre for a contribution towards the purchase of 100 new banqueting chairs: Cllr Sutcliffe proposed, Cllr Hayward seconded and it was RESOLVED that a contribution of £300 be approved.

171.16 Representative Reports:

Parish Surgery: Cllr Mace gave a brief report on a recent meeting which had been attended by one resident. He said the issue she had raised was about the Neighbourhood Plan but he had also had to advise her of the working hours of the Clerk because she had said that she had called her at 8.30 am on that Saturday morning.

Code of Conduct Training: Cllr Saxby gave a brief report on an excellent and very worthwhile training session which she had attended with the Chairman and Clerk and also with members of Redlynch and Alderbury parish councils. The Clerk advised that she would circulate the presentation materials to all councillors.

172.16 To resolve to approve the following payments:

- £422.40 – Mr David Mercer – For emergency work to remove a broken branch on a willow tree at Tannery Bridge.
- £700.00 - Maranji Commercial & Domestic Cleaning - November.
- £150.00 - Johnson Fencing – For installation of seat outside Co-op
- £205.65 - Mr Bob Moody – For various amenity jobs at Cemetery, Moot Lane Recreation ground and installation of litter bins.
- £183.84 – The Landscape Group – Bin emptying for October.
- £22.29 – Viking – For stationery.
- £330.00 – Pete Watton & Co Ltd – For excavation of trial holes for the Memorial extension.
- £137.00 – Priority – For leaflets for the Neighbourhood Plan Referendum.
- £36.57 –Southern Electric – Final bill for Moot Lane Pavilion.
- £900.00 – RTS Fencing – For fencing on boundary in Moot Lane Recreation Ground.

Cllr Hayward proposed, Cllr Brentor seconded and it was RESOLVED that the payments be approved.

173.16 To resolve to approve the sum of £4,854.94 as the Accounts for payment for November and to record the bank balances.

	£
Mr David Mercer – For emergency tree work.	422.40
Maranji Commercial & Domestic Cleaning - November	700.00
Johnson Fencing – For installation of seat outside Co-op.	150.00
Mr Bob Moody – For various amenity jobs.	205.65
The Landscape Group – Bin emptying for October	183.84
Viking – For stationery	22.29
Pete Watton & Co Ltd – For excavation of trial holes for the Memorial extension	330.00

Priority – For leaflets for the Neighbourhood Plan Ref	137.00
Southern Electric – Final bill for Pavilion	36.57
RTS Fencing – Fencing in Moot Lane Recreation Ground	900.00
Mr B Johnson – November Salary	151.20
Mr N Saxby – November Salary	151.20
Mrs B Cornish – November salary	1444.79

Total	4854.94
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Balances to be Approved and Noted as at 14.11.16:

Current A/c: £5,091.83 Deposit A/c: £92,156.66

Cllr Sutcliffe proposed, Cllr Brentor seconded and it was RESOLVED that the payments be approved and the balances be noted.

174.16 To resolve to note the Clerk’s report providing information on recent issues and work completed:

Bins: The two double bins, outside the Co-op and pharmacy had been installed and were being emptied weekly. Cllr Brentor had written to the Co-op to seek financial support to empty them.

Bench: This has been reinstated outside the Co-op by Matt Johnson

General repairs: Mr Bob Moody had carried out repairs to the bench in the Moot Lane Recreation Ground and to the leaking tap at Downton Cemetery. He has also attached extending plastic ties to the crossbars of the swings in all of the playgrounds so that birds cannot land on the crossbars and dirty the recently cleaned seats.

Fencing and clearance in Moot Lane Recreation Ground: The clearing work had taken place and the fence had been installed. The work to the trees will be done at a later date.

Damage to Pirate Ship: some minor damage to the pirate ship had been repaired.

Charles Church Site Access:

- Numerous calls and emails had been received from residents and businesses in Wick Lane and the Clerk had several emails and made numerous calls to Carolyn Thomson Easter at Enforcement and Julie Cleave and Graham Axtell at Wiltshire Highways.
- Charles Church had been given an extension for the Wick Lane site entrance until 5th December because SSE had not done the work to put the existing overhead cables underground on the site. They had been asked to install a wheel washing facility so that mud was not carried out of the site and work was not able to start before 7.30 am on weekday mornings.
- With regard to the errors made in installing the crossing point, Julie Cleave was asking an inspector to carry out an audit of the work done and further action would be considered after this was done. The work to the puffin crossing will not commence until as late as next Easter as the paperwork wasn’t in place to start on 20th October.

Repair of Iron Bridge: The work to reinstate the new railings had been completed, although there was no information as to whether they will be painted.

Cllr Mace proposed from the Chair that the Clerk's report be noted:

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

1. Wiltshire Council – An email from Ms Emily Kavanagh attaching the Public Health briefing for September 2016.
2. Wiltshire Association of Local Councils – Three emails from Ms Katie Fielding enclosing details of the AGM on 10th November, the October Newsletter and a survey to complete regarding workshop topics.
3. Wiltshire Council – Several emails from Ms Natasha Styles and Ms Tracey Clements regarding the Neighbourhood Plan and the Neighbourhood Plan Referendum.
4. Persimmon Homes South Coast – A copy email from Dave Buczynskyj, Development Planner, regarding the extension to the use of the Wick Lane site entrance for the Charles Church development.
5. Wiltshire Council Enforcement – Several email exchanges with Ms Carolyn Thomson Easter regarding the continued use of the Wick Lane site entrance.
6. Co-op – An email from Mr Mark Felstead, Business Resilience Manager, Central Retail Support advising that they wish to remove the defibrillator attached to their property in The Borough as a defibrillator will be installed in the shop. *The Clerk has asked them to pay for the relocation of it as there is no money in the budget to pay for this until after March 2017. She was awaiting a response.*
7. Mr Richard Nash – An email advising the Parish Council that he is planning to create some small wreaths with Years 1 and 2 at Downton Primary Forest School groups on 10 and 11 November, using fallen leaves in the Memorial Gardens and at the end of each session is planning to ask the children to leave the wreaths around the base of the sundial, having first explained its significance.
8. Wiltshire Council – Several emails from Financial Planning regarding the 2017/18 precept process, timetable and Band D calculation.
9. Ms Susan Barnhurst-Davies – An email requesting that Pc Matt Holland be invited to a future meeting to explain the reorganisation of the Neighbourhood Policing Team.
10. Wiltshire Police – An email from Pc Matt Holland asking for feedback on how he should provide a regular police report as the community policing team now encompasses Salisbury City council, Wilton Town council and 29 other parish councils. *The Clerk to request a regular/monthly all parish report.*
11. Ms Sacha Cohen – An email complaint that a link on the Parish Council's website was not working.
12. Grant Thornton – An email from Ms Jo Farr advising that there will be a delay in sending invoices to parishes for carrying out the external audit.
13. Mrs K Harrison – An email regarding a container stored behind a property in The Borough.
14. Wiltshire Council – An email from Mr John Cole enclosing the Road Closure Notice for the Remembrance Sunday road closure.
15. Wiltshire Highways – An email from Mr Adrian Hampton enclosing Cllr Whitehead's November Newsletter.
16. Wiltshire Council – An email from Baroness Cllr Jane Scott OBE enclosing the Council's response to the consultation on the local government finance settlement.
17. CSE, an impartial Bristol charity which offers free energy advice to householders in the South West – An email from Ms Karen Smith asking with the parish council or residents would be interested in a short informal talk or Q & A session about smart

meters at one of the parish meetings or a local event before the end of 2016. *Cllr Brentor will follow this up with the Green Group.*

18. Ms W Rickards – An email regarding the revised plans for 4 Green Lane, Downton.

176.16 To confirm the date of the next meeting as Monday 28th November 2016 at 7.30 pm at the Band Hall, Gravel Close, Downton: Cllr Mace advised that an Extraordinary Meeting may need to be called to approve the Lease and other documents prior to the next meeting which was scheduled for 28th November. He asked members to await advice from the Clerk.

Part 2 – CONFIDENTIAL INFORMATION – EXEMPT MATTERS

177.16 To resolve 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: Tenders and Contracts: Cllr Mace proposed, Cllr Sutcliffe seconded and it was RESOLVED that the meeting be closed to the press and public.

178.16 To receive a report from Cllr Sutcliffe on the detailed costings for the Memorial Hall Extension and the anticipated sources of funding for its construction and to resolve to agree on any actions to be taken: Following a detailed briefing from Cllr Sutcliffe and a number of questions from members answered, Downton Parish Council RESOLVED that three actions be taken to investigate the timings for the receipt of monies due under the Section 106 agreements and alternative sources of funding.

With no further business, the meeting closed at 9.10 pm.

Members of the Council considered the foregoing in the matters in consideration of their duties: Equal Opportunities, (race, gender, sexual orientation, marital status and any disability); Crime & Disorder, Health & Safety, and Human Rights.