

DOWNTON PARISH COUNCIL



Minutes of an Ordinary Meeting of the Parish Council held on Monday 12th December 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, Watts, Whitmarsh and Yeates.

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

Also present: Three members of the public.

Public Question Time:

Mrs Chris Parry, Chair of the Memorial Hall Committee, asked when information on the Memorial Hall Extension would be available to members of the Committee. She asked if a representative from the Committee would be able to be part of the Working Group in similar terms to when the Chair of Governors and Headteacher of the Primary School were members of the New Housing Development Committee when the Primary School's extension and leasing of land were being considered.

Mrs Emma Goddard spoke in support of planning application 16/11025/106 The Old Bungalow, Wick Lane and responded to questions from councillors.

Unitary Councillor Julian Johnson: Cllr Johnson gave a brief report on the issues of central government funding for local authorities which would shortly be announced, the recent media stories regarding the funding of social care and fly tipping. He said that:

1. 25 beds were being occupied currently at Salisbury District Hospital by patients who are unable to return to their homes but who no longer needed hospital care.
2. 10 incidents of fly tipping were being reported to Wiltshire Council every day and the new model planning application for tree works would include a box to provide information on the ways in which the cuttings would be disposed of.
3. Wiltshire Council had accepted further Syrian refugees over and above those welcomed last year.

190.16 To receive apologies from Councillors: Cllr Mace advised that apologies had been received from:

Cllr Quarmby due to work commitments.

Cllr Pearce due to illness.

Downton Parish Council RESOLVED to note the apologies received.

191.16 To consider and resolve to approve the Minutes of the Extraordinary Meeting held on 23rd November 2016: Downton Parish Council RESOLVED, with abstentions from Cllrs Brentor, Dickinson, Hayward and Whitmarsh, to approve the Minutes of the meeting held on 23rd November 2016 as a true record and they were signed by the Chairman.

Downton Parish Council – Full Council Meeting Monday 12th December 2016

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

.....Date.....

192.16 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 Sutcliffe declared a personal and pecuniary interest in planning application 16/11389/FUL and did not speak or vote when the application was discussed.

All other councillors declared a personal and non-pecuniary interest in planning application 16/11389/FUL as colleagues of Cllr Sutcliffe.

Cllr Brentor declared a personal and pecuniary interest in Minute 203.16 and did not speak or vote when the item was discussed.

Cllr Saxby declared a personal and pecuniary interest in Minute 204.16 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.

193.16 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:

Following a suggestion from Cllr Ford, Cllr Mace proposed from the Chair that the Memorial Hall Working Group consider inviting additional members to join once the tenders for contractors have been determined and the preferred contractor appointed.

194.16 Planning and Tree Works Applications:

16/10521/FUL Former New House Cottage, Land to the West of Salisbury Road, Downton - Demolition of existing dwelling and erection of 2no. two-storey dwellings and associated works: Downton Parish Council RESOLVED to raise no objection to this application provided that:

1. It was subject to all of the same planning conditions, and particularly in relation to drainage and noise, as those set out in the decision notice for the adjacent Charles Church development for 99 dwellings; and
2. It was subject to pro rata s106 and CIL contributions based on the 99 dwellings now becoming 101, particularly as there is no provision for visitor parking contained in the application and the visitor parking provided by the adjacent development is being offered as the solution to compliance with policy.

The Clerk was also asked to make enquiries of the Wiltshire Council drainage team about whether any inspection of the works so far on the Charles Church site had taken place.

16/11025/106 The Old Bungalow, Wick Lane, Downton - Modification of Section 106 Agreement (formerly Section 52) – discharge of obligation relating to Application S/1986/1323 (removal of agricultural condition): Downton Parish Council RESOLVED, with 1 abstention from Cllr Mace, to raise no objection to this application.

16/11144/FUL 49 Catherine Crescent, Downton - Proposed shed and boundary fence: Downton Parish Council RESOLVED to object to this application on the grounds of insufficient information with regard to the use and siting of the shed as well as its

colour, being white, which would have a detrimental impact on the adjacent Area of Outstanding Natural Beauty.

16/11389/FUL 39 Gravel Close, Downton - Single storey extension to rear (west) elevation: Following guidance given by the Clerk, Cllr Mace proposed from the Chair and it was RESOLVED that the Parish Council should refrain from commenting on this application as the applicant was the Vice-Chairman of the Council.

16/11434/FUL 1 Avon Meadow, Downton - Construction of two-storey dwelling as extension of existing dwelling, together with associated works and provision of outbuilding: Following a discussion, Downton Parish Council RESOLVED to object to this application on the grounds that the proposed dwelling was an overdevelopment of the small site and contrary to Policy CP57 of the Wiltshire Core Strategy.

16/11442/FUL 61 The Borough, Downton - First floor extension to the rear of the property: Downton Parish Council RESOLVED to raise no objection to this application.

16/11456/FUL 25 Lode Hill, Downton - Proposed Garden Room/Office to Rear Garden: Downton Parish Council RESOLVED to leave the decision on this application to the Planning Officer but requested that she note:

1. That this was a retrospective application;
2. The comments submitted by the neighbour; and
3. She carry out a site visit prior to determining the application.

195.16 To consider a response to Wiltshire Council's Consultation on its draft Wiltshire Playing Pitch Strategy and Wiltshire Open Space Study: Downton Parish Council RESOLVED that the formulation and submission of a response be delegated to Cllrs Brentor, Hayward and Saxby and the Clerk.

196.16 To consider Wiltshire Council's Parish Newsletter dated 24th October 2016 advising of the transfer of the £500K council taxpayer funded 3G all weather pitch to Calne Town Council and the £100K council taxpayer funded toucan crossing at Calne and to seek clarification on when residents of Southern Wiltshire will benefit from the campus/health and wellbeing offer provided by Wiltshire Council:

Following a brief explanation from Cllr Brentor and her offer to write a letter, Cllr Ford proposed, Cllr Yeates seconded and it was RESOLVED that the formulation of a positive letter be delegated to Cllr Brentor and the Clerk.

197.16 To consider a recommendation from the Amenities Committee to support bi-monthly meetings between the Chair of the Amenities Committee and the Chair of Governors of the Primary School to encourage follow up of actions; act as a liaison between the school and the Parish Council for parking solutions and offer Parish Council support where appropriate: Cllr Hayward proposed, Cllr Saxby seconded and it was RESOLVED that the recommendation be approved.

198.16 To consider a recommendation from the Amenities Committee to build a case for marking parking spaces partly on the pavement outside the Spinnaker fish shop, including investigating whether there is a need for a dropped kerb and to apply for Community Area Transport Committee monies to fund 50 percent of the cost of its implementation: Following a brief discussion and agreement from Cllr Yeates that he was willing to raise the issue with the Community Area Transport Group, Cllr Mace proposed from the Chair and it was RESOLVED that the Clerk should seek an

indication of the likely costs of the work from the Highways Engineer before a request is approved formally by the Parish Council.

199.16 To approve the payment of £12,959.00 to Jacksons solicitors for legal work carried out on the Lease, Car Park Deed and Car Park Contract with the Salisbury Diocesan Board of Education which will be reimbursed by Wiltshire Council:

Downton Parish Council RESOLVED to approve the payment and Cllr Mace confirmed that the amount would be reimbursed by Wiltshire Council.

200.16 Committee Reports:

Amenities Committee: Cllr Brentor gave a brief report on recent meeting at which several items, such as the outcomes of the Parking Working Group had already been considered by the Parish Council. She also said that matters relating to the Moot Lane Recreation Ground and Working Group for the replacement of the Pavilion had been discussed.

201.16 To resolve to receive and note the Minutes of:

The meeting of the Amenities Committee held on 26th September 2016.

Downton Parish Council RESOLVED to note the Minutes of the Amenities Committee dated 26th September 2016.

202.16 Representative Reports:

Southern Wiltshire Area Board: Cllr Brentor gave a very detailed report on a recent meeting at which there had been a presentation on the new policing arrangements and a request for residents' views on the 101 service, a discussion on footpaths, particularly the Alderbury Circular Footpath, together with an offer of equipment and training. She also advised that there would be a meeting in Winterslow on 16th February to consider the Joint Strategic Assessment and priorities for 2017/18.

Neighbourhood Plan Referendum: Cllr Brentor gave a brief report and confirmed that the Plan had received approval by referendum on 24th November. She also said the Plan had received significant support on voting day from the Downton Mummies Facebook group which had encouraged all parents to vote and she said she would be writing a letter of thanks to them.

Brian Whitehead Sports Centre Association: Cllr Hayward gave brief reports on two recent meetings. Firstly, the AGM, at which the Association had elected a new Chairman, Mr Chris Hall, for the coming year as Dr Tony Howgrave-Graham was stepping down. He said that a small loss had been made in the last year due to the payment for the LED lighting but this had saved the Association £4000 over the last year and would lead to it making a small surplus by the end of 2017.

Cllr Hayward said that the subsequent Committee meeting had discussed the grant from Wiltshire Council and the other costs incurred, such as rates. He said that Beacon Leisure would be formulating a long term business case to submit to Wiltshire Council for consideration which would comprise small percentage reductions in expenditure over the next 3-5 years in order to achieve a longer than one year commitment to the grant.

Parish Surgery: Cllr Ford gave a brief report on the recent surgery which he had conducted with Cllr Quarmby and which had been attended by two members of the public. He said the issues raised were for an update on the quest for a replacement post box in the High Street and repairs to the fence on the boundary with Redrow development and the Football Club and he said he had passed them to the Clerk to follow up.

203.16 To resolve to approve the following payments:

- £700.00 - Maranji Commercial & Domestic Cleaning - December.
- £183.84 - The Landscape Group – Bin emptying for November.
- £91.98 - Cllr Jane Brentor – Neighbourhood Plan expenses.
- £84.14 - Viking - Ink cartridges and paper.
- £360.00 - Grant Thornton - Annual External Audit.
- £139.98 - Bournemouth Water – Public Toilets.
- £0.21 - Bournemouth Water – Moot Lane Recreation Ground.
- £1,080.00 - Martin Pickard – Quantity Surveyor Services for Memorial Hall extension.
- £4,455.00 - Chris Reading & Associates - Building Services Consulting for Memorial Hall extension.
- £600.00 - Active Tree Care – For Moot Lane Recreation Ground scrub clearance.
- £3,345.00 - J D Savage – 3rd tranche of grasscutting contract.
- £273.25 - 3rd tranche of grasscutting contract at West Wick.
- £100.00 - Downton Baptist Church – Advertisement for parish surgeries.
- £90.00 - Salisbury Window Cleaning Services – Cleaning of bus shelters.
- £15.00 – Wiltshire Council – DBS check for playground inspection.
- £60.00 – SLCC – CiLCA re-submission of 2 sections.
- £228.12 - B Cornish – Quarterly expenses.

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

204.16 To resolve to approve the sum of £26,512.51 as the Accounts for payment for December and to record the bank balances:

SLCC – CiLCA re-submission of 2 sections	60.00
Maranji Commercial & Domestic Cleaning - December	700.00
The Landscape Group – Bin emptying for November	183.84
Cllr Jane Brentor – Neighbourhood Plan expenses	91.98
Viking - Ink cartridges and paper	84.14
Grant Thornton - Annual External Audit	360.00
Bournemouth Water – Public Toilets	139.98
Bournemouth Water – Moot Lane Recreation Ground	0.21
Mr Martin Pickard – Quantity Surveyor Services	1080.00
Chris Reading & Assocs - Building Services Consulting	4455.00
Active Tree Care – For Moot Lane Recreation Ground	600.00
Mr J D Savage – 3 rd tranche of grasscutting contract	3345.00
ASG Maintenance - 3 rd tranche of grasscutting contract	273.25
Downton Baptist Church – Advertisement for parish surgeries	100.00
Salisbury Window Cleaning Services – Cleaning of bus shelters	90.00
Wiltshire Council – DBS check for playground inspection	15.00
Jacksons solicitors – legal work on Lease etc	12959.00
B Cornish – Quarterly expenses	228.12

Mr B Johnson – December Salary	151.20
Mr N Saxby – December Salary	151.20
Mrs B Cornish – December salary	1444.59
Total	<u>26,512.51</u>

Balances to be Approved and Noted as at 12.12.16:

Current A/c: £4,579.32 Deposit A/c: £64,156.66

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

205.16 To resolve to approve the Budget to Actual figures to 31st December 2016:

Downton Parish Council RESOLVED to approve the Budget to Actual figures to 31st December 2016.

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

Moot Lane Pavilion: Confirmation had been given to Wessex Demolition for its appointment to carry out the demolition of the Pavilion. Envirochem will be carrying out the R&D Asbestos Survey later in December.

Repair of Iron Bridge: The railings were painted on Wednesday 7th December.

Freedom of Information Act Request: All the documents requested were submitted to the applicant on 17th November. The Clerk has not received any acknowledgement but access has been provided to the dropbox folder created for the purpose. Due to the number of hours spent (which was over 18 hours) by all members and members of the working group, and in accordance with the FOI Act, they have been advised that any request for further information will incur a charge.

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

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

1. Wiltshire Council – An email from Ms Caroline Rudland, Principal Electoral Services Officer
2. Electoral Services, attaching the Declaration of Result form for the Neighbourhood Plan Referendum.
3. The Trafalgar School at Downton – An email and letter to all councillors from the Chair of Governors, Mr John McLaughlin and Headteacher, Mr Stewart Roderick, regarding a forthcoming event to consult on the proposal for the school to join a Multi Academy Trust with St Edmunds and Wyvern schools in Salisbury to be known as the Magna Learning Partnership Multi-Academy Trust. The event will be held in the school hall on Wednesday 11th January 2017 at 6.30 pm
4. Ms J Launchbury – An email expressing concern about the amount of water and the length of time it is taking for the work to be done to the pumping station in Green Lane.
5. Mr A Lockhart – An email of complaint regarding the lack of information regarding the work to the pumping station in Green Lane and when it will be completed.

6. Wiltshire Council – An email from Ms Marie Lewis advising of the popular ‘Assertiveness at work’ half day workshop which is being held on 13th January 2017 in Chippenham at the cost of £60.
7. Ms G Froud – An email thanking the Parish Council for commemorating her relatives’ names, Ralph and Bob Bundy, as one of the road names in the Charles Church development.
8. Wiltshire Council – An email from Mr Adrian Hampton enclosing the Highways Newsletter for December.
9. Two residents of Twynham Close and Downlands Close – Emails regarding the dead trees on land with unclear ownership requesting that they be removed. *The Clerk is seeking clarification on the ownership of the land from Wiltshire Council.*
10. Wiltshire Council – An email from Ms Katherine Hoskin attaching the November Monthly Health Briefing.
11. Salisbury Museum – An email from Ms Louise Tunnard advising of an event entitled ‘By George, it’s Christmas!’ on Saturday 10 December which will be a day of family Christmas fun.

208.16 To confirm the date of the next meeting as Monday 9th January 2016 at 7.30 pm at the Band Hall, Gravel Close, Downton: The Chairman confirmed the date of the next meeting as Monday 9th January 2017.

Part 2 – CONFIDENTIAL INFORMATION – EXEMPT MATTERS

209.16 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 from the Chair and it was RESOLVED that the meeting be closed to the press and public.

210.16 To receive an update from Cllr Sutcliffe on the outcomes of the actions agreed at the meeting held on 14th November, with regard to anticipated sources of funding for the construction of the Memorial Hall Extension, and to resolve to agree on any further actions to be taken: Following a detailed report from Cllr Sutcliffe regarding the costs of the Memorial Hall Extension it was RESOLVED that three actions be taken in advance of the approval of the Precept for 2017/18 at the next meeting.

With no further business, the meeting closed at 9.35 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.