

# DOWNTON PARISH COUNCIL



## **Minutes of an Ordinary Meeting of the Parish Council held on Monday 13<sup>th</sup> February 2017 at the Band Hall, Gravel Close, Downton at 7.30 pm.**

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

**In attendance:** Unitary Cllr Richard Clewer  
Mrs Bev Cornish, Parish Clerk.

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

### **Public Question Time:**

Ms Susan Barnhurst-Davies requested that the Parish Council follow up residents' continued concerns about the lack of action being taken by 3663 to reduce the impact of its new outside lighting system on the properties in Long Close and Gravel Close which she said were still 'lit up like a Christmas tree'. She said it was also having an impact on the wildlife as birds were flying around long after the time when the rest of the village was in darkness.

Mrs Nikki Wilson asked whether there had been any progress with the reinstatement of a post box in the High Street.

**Unitary Cllr Johnson:** In Unitary Cllr Julian Johnson's absence the Chairman read out his written report as follows:

- The Budget will be debated at Full Council on 21st February. One of the amendments to it is to invest £175k in the Waste Service to allow the three recycling centres – Chippenham, Trowbridge & Salisbury – to stay open for an extra day.
- Fly-tipping continues to be a serious and costly problem and the recent conviction and custodial sentence on an offender should send out warning signals to others.

### **244.16 To receive apologies from Councillors: Cllr Mace advised that apologies had been received from:**

Cllrs Ford and Watts due to personal commitments and Cllr Hayward due to work commitments. Apologies were also received from Unitary Cllr Julian Johnson. Downton Parish Council RESOLVED to note the apologies received.

**245.16 To consider and resolve to approve the Minutes of the Ordinary Meeting held on Monday 23<sup>rd</sup> January 2017:** Downton Parish Council RESOLVED, with 1 abstention from Cllr Dickinson, to approve the Minutes of the meeting held on 23<sup>rd</sup> January 2017 as a true record and they were signed by the Chairman.

**246.16 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:**

Cllrs Cordell, Sutcliffe and Pearce declared a personal and non-pecuniary interest in planning application 16/12389 and did not speak or vote when it was discussed.

Cllr Brentor declared a personal and pecuniary interest in Minute 258.16 and 259.16.

Cllr Saxby declared a personal and pecuniary interest in Minute 259.16.

- 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.

**247.16 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 advised that the Clerk would follow up the issues raised on the post box and the lighting at 3663 and proposed from the Chair and it was RESOLVED that these actions be noted.

**248.16 Planning and Tree Works Applications:**

**16/12389/FUL 115 The Borough, Downton - Removal and replacement of the existing sunroom to create larger sunroom. Removal and replacement of the existing porch:** Downton Parish Council RESOLVED to raise no objection to this application.

**17/00082/FUL Wick Farm, Wick Lane, Downton - Change of use of land for the creation of all-weather horse schooling arena 40m by 20m:** Downton Parish Council RESOLVED to raise no objection to this application providing the approval included a condition that the schooling arena should not be permitted to be lit or illuminated.

**17/00578/TCA Hamilton House, Barford Lane, Downton - 2 Yew trees - reduce overall by one-third:** Downton Parish Council RESOLVED to raise no objection to this application.

**17/00739/FUL 81 The Borough, Downton - Demolition of existing single garage and entrance lobby, and replacement with two storey extension:** Following councillors' stated wish to be consistent with a similar planning application for Wick Lodge, Downton Parish Council RESOLVED to leave the decision on this application to the Planning Officer under his delegated powers. With limited offsite parking in that part of The Borough, it was concerned about the limited onsite parking available with the increase in bedrooms.

**249.16 To receive a short verbal report from Cllr Quarmby and the Memorial Hall Working Group on the progress of the work to conduct a public consultation and exhibition:** Cllr Quarmby advised that he was working on the Business Case with Cllrs Brentor and Ford and this would be submitted to the next meeting.

- a. **Consider and approve a letter to be delivered to all households explaining the Parish Council’s proposals to consider a Public Works Loan Board loan and giving notification of a forthcoming Exhibition and Public Consultation;** Downton Parish Council RESOLVED to approve the letter to residents and to delegate the Memorial Working Group to finalise the wording of the letter and to produce the presentation.
- b. **Consider and approve that an Exhibition and Public Consultation be held with residents on Saturday 4<sup>th</sup> March 2017 at the Memorial Hall from 10 am to 4 pm;** Downton Parish Council RESOLVED to approve the holding of an Exhibition and Public Consultation.
- c. **Consider any other actions to be taken:**  
It was considered that no further actions needed to be taken.

**250.16 To consider recommendation from the Amenities Committee and Rights of Way Working Group to approve the formal designation of a Circular Walk of 3.5 miles around Downton parish, in partnership with those created at Alderbury and Pitton:** Following a brief report from Cllr Brentor and strong support from councillors, Downton Parish Council RESOLVED to approve that the Circular Walk of 3.5 miles around Downton parish be formally designated and approved a budget of £200 to enable it to become a route suitable for residents with dementia and their carers.

**251.16 To consider a response to the Department of Communities and Local Government’s consultation on ‘Fixing Our Broken Housing Market’ as part of the Government’s Housing White Paper:** Following a brief discussion, Cllr Mace proposed from the Chair and it was RESOLVED that a response be devised and submitted by Cllrs Brentor and Saxby and the Clerk.

**252.16 To consider and resolve to approve the Parish Council’s participation in the ‘Great British Spring Clean’ in the parish on Saturday 4<sup>th</sup> March 2017:** Cllr Mace proposed from the Chair and it was RESOLVED that the Parish Council participate in the Spring Clean. However, it was noted that the event coincided with the Parish Council’s Exhibition and Public Consultation on the Memorial Hall Extension.

**253.16 To consider and resolve to approve the date of the Annual Parish Meeting as Monday 27<sup>th</sup> March 2017 at the Memorial Hall and to agree on its format and on any actions to be taken:** Following a brief discussion, Downton Parish Council RESOLVED to approve the date of Monday 3<sup>rd</sup> April 2017 as the date of the Annual Parish Meeting subject to the availability of the Memorial Hall.

**254.16 To consider and resolve to approve the date of the Annual Meeting of the Parish Council as Monday 15<sup>th</sup> May rather than Monday 8<sup>th</sup> May 2017 to take account of the Parish and Town Council Elections being held on Thursday 4<sup>th</sup> May 2017:** Downton Parish Council RESOLVED to approve the date of the Annual meeting as Monday 15<sup>th</sup> May 2017.

## **255.16 Committee Reports:**

**Amenities Committee:** Cllr Brentor gave a brief report on a recent meeting at which the Circular Walk, an issue with the public toilets, which was currently in the process of being resolved, and a noticeboard in Moot Lane had been discussed.

**New Housing Development Committee:** Cllr Quarmby reported that the last meeting had considered the appeal submission for the Rivermead application prior to it being considered by the Parish Council and also a letter from Longford Estates seeking the Parish Council's views on a potential planning application for 5 small semi-detached dwellings in Wick Lane.

## **256.16 To resolve to receive and note the Minutes of:**

The meeting of the Amenities Committee held on Monday 28<sup>th</sup> November 2016.

The meeting of the New Housing Development Committee held Monday 5<sup>th</sup> September 2016.

Downton Parish Council RESOLVED to note the Committee Minutes of 5<sup>th</sup> September and 28<sup>th</sup> November 2016.

## **257.16 Representative Reports:**

**Southern Wiltshire Area Board:** Cllr Whitmarsh gave a detailed report on a recent meeting at which there had been a presentation on the Police and Crime Commissioner's proposed increase in precept, a talk on cybercrime and the intergeneration project in Downton to bring together young people and the older generation, for instance, to learn how to use computers.

**Brian Whitehead Sports Centre Association:** In Cllr Watts's absence, this item was deferred to the next meeting.

**Pedestrian Refuge on the A338 in Salisbury Road, Downton:** Cllr Mace gave a brief report on the discussions held with the Highways Officer and representatives of Charles Church. He said that the work to the pedestrian refuge was due to start on 11<sup>th</sup> February for a week whilst the schools were on holiday. He also said that Charles Church's contractors were doubtful that the Puffin Crossing could be installed in the two weeks of the Easter school holidays so this may need to be deferred until the summer holidays.

**Parish Surgery:** Cllr Mace advised that no residents were present for the surgery and suggested that for future dates an A-Board be located on the Green to alert residents to the time and date when it was taking place.

## **258.16 To resolve to approve the following payments:**

- £700.00 - Maranji Commercial & Domestic Cleaning – February.
- £75.00 - P D Brentor – For maintenance of the Neighbourhood Plan website.
- £360.00 - Envirochem – For Asbestos Survey of Moot Lane Pavilion.
- £229.80 - Idverde Group – For bin emptying in January.
- £135.60 - RBS Software – For maintenance of computer software.
- £198.58 - Water2business – For Public Toilets.

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Downton Parish Council – Full Council Meeting on Monday 13<sup>th</sup> February 2017  
Minutes approved as a true and accurate record, and signed as so by the Chairman presiding

.....Date.....

- £36.00 – CPRE – Annual membership.

Cllr Sutcliffe proposed, Cllr Whitmarsh seconded and it was RESOLVED that the payments be approved.

**259.16 To resolve to approve the sum of £3,482.17 as the Accounts for payment for February and to record the bank balances:**

|  |                 |
|--|-----------------|
| Maranji Commercial & Domestic Cleaning - February      | 700.00          |
| P D Brentor –Maintenance of Neighbourhood Plan website | 75.00           |
| Envirochem – For Asbestos Survey of Moot Lane Pavilion | 360.00          |
| Idverde Limited – Bin emptying for January             | 229.80          |
| RBS Software – For maintenance of computer software    | 135.60          |
| Water2business – For Public Toilets                    | 198.58          |
| CPRE – Annual membership                               | 36.00           |
| Mr B Johnson – Feb Salary                              | 151.20          |
| Mr N Saxby – Feb Salary                                | 151.20          |
| Mrs B Cornish – Feb salary                             | 1444.79         |
| Total  | <u>3,482.17</u> |

**Balances to be Approved and Noted as at 13.02.17**

Current A/c: £2,328.68      Deposit A/c: £50,053.08

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

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

*Grasscutting Tenders:* The Clerk has issued three tenders for the 5 year parish grasscutting contract with the deadline for submission being Friday 3<sup>rd</sup> March 2017.

*Early Years Funding:* Cllrs Quarmby, Brentor and Mace will be meeting with senior officers in Trowbridge on Wednesday 15<sup>th</sup> February to brief them on the Memorial Hall Extension and to seek additional funding for the pre-school construction. .

Cllr Mace proposed from the Chair and it was RESOLVED that the Clerk’s report be noted.

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

1. Wiltshire Council Neighbourhood Planning – An email from the Neighbourhood Planning team that the Downton Neighbourhood Plan was ‘made’ on 13<sup>th</sup> January 2017.
2. Proposed Pedestrian Crossing on the A338 Consultation – Two copy emails from residents expressing their objection to it.
3. Ms Susan Barnhust-Davies – An email regarding the Circular Walk and the process for getting permission for it and publicising it.

4. Wiltshire Council Education – Several emails from Ms Angela Brennan regarding Early Years funding and the grants awarded to six pre-school education providers across Wiltshire.
5. Southern Wiltshire Area Board – An email from Mr Tom Bray advising of the Joint Strategic Assessment meeting being held at the City Hall on Thursday 16<sup>th</sup> February 2017 at 7 pm.
6. Wiltshire Council Enforcement – An email from Mrs Carolyn Thomson Easter advising that the Wick Lane access for the Charles Church development was now closed and she has received no reports of out of hours working in the last few weeks and has therefore closed the file. She asks the Clerk to notify her of any further breaches via the Enforcement Reporting tab on the Council's website
7. Wiltshire Council Highways – An email from Mr Tim Woolford advising of the Parish Steward schedules up to April 2017.
8. Wiltshire Association of Local Councils – Three emails from Ms Katie Fielding enclosing the February Newsletter, advising of the South West Regional Conference on 16<sup>th</sup> March in Taunton and on Wiltshire Community Land Trust meetings regarding planning within communities through neighbourhood development plans.
9. Wiltshire Council – An email from Mr Graham Axtell advising that the Yew Tree at the end of Joanna Close will be removed by Wiltshire Council within the next three months as trimming it will be unviable and will cause it to decline.
10. Wiltshire Council – An email from Ms Katherine Hoskin attaching the Monthly Public Health Briefing for January.
11. NFU South West – An email from Mr Paul Cottington, South West Environment Advisor, writing on behalf of farmers in Wiltshire and Swindon to offer their support for planning in the county and say that 'Good planning can enable economic and environmental growth that benefits us all.'
12. Salisbury Museum – An email from Ms Louise Tunnard advising of forthcoming events.
13. Wiltshire Police – An email from Pc Matt Holland attaching the February parish monthly report.
14. CPRE – A further email advising of the Best Kept Village Competition for 2017.
15. Ms H Cheeseman – An email advising of several near misses on the pedestrian crossing in The Borough and requesting more signs to notify drivers as well as '20 is plenty' signs and a lolly pop lady.
16. Wiltshire Council – An email from Baroness Jane Scott, MBE inviting members to the opening of the Nadder Centre at Tisbury on Thursday 2<sup>nd</sup> March from 3.30-5.30 pm.

**262.16 To confirm the date of the next meeting as Monday 13th March 2017 at 7.30 pm at the Band Hall, Gravel Close, Downton.** The Chairman confirmed the date of the next meeting as Monday 13th March 2017.

With no further business, the meeting closed at 8.50pm.

*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.*