

# DOWNTON PARISH COUNCIL



**Minutes of the Ordinary meeting of the Parish Council held on Monday 12<sup>th</sup> June 2017 at the Band Hall, Gravel Close, Downton at 7.30 pm.**

**Present:** Cllr Sutcliffe (Chairman) and Cllrs Brentor, Cordell, Cornell, Pearce, Saxby, Sutcliffe, Ricketts, Watts and Yeates.

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

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

**Public Question Time:**

Mrs Nikki Wilson clarified two points on her planning application number 17/04306/FUL for 124 The Borough:

1. She said that the 'watercourse', as described in the plans, running alongside the property was a ditch and no longer had any water in it following its closure when the flood defence system was installed.
2. She may wish to make minor amendments to the plans as she was reconsidering whether to apply render to the brickwork due to the fact that the reason for doing so was the house was built from Downton bricks and there was a problem with matching. As an alternative to the render she may replace the PVC windows with timber if funds allowed.

Mrs Chris Parry reported that the Brian Whitehead Sports Centre Association had received a £2.5K grant from the Area Board towards the project to refurbish the toilets in the Social Club building. She also asked if, as part of the Area Board's project to plant trees to commemorate the end of the Great War, that more trees be planted in the Memorial Gardens to replace the yew trees removed to facilitate the playground for the Primary School. Furthermore, she offered her congratulations to the Clerk for passing her Certificate in Local Council Administration.

**Unitary Councillor Clewer:** Cllr Clewer gave the following report:

1. The Wiltshire Housing Site Allocations Development Plan Document would be published imminently but did not contain any further housing for Downton. He said it would contain 100 additional houses for Coombe Bissett on a site at Rowbarrow, which was on the boundary with Salisbury, and a new site at Netherhampton which would provide 780 houses.
2. The project referred to by Mrs Parry would be completed in 2018 and it had yet to be decided whether the trees planted would be located around the county or a site would be identified for the creation of a peaceful woodland area which residents could visit. However, he said he was sure that the Council would be supportive if parishes wished to plant some trees in commemoration.
3. He said that although it would be a long road ahead, he was pursuing the issue of campus monies and trying to see what sort of project was viable in the Southern Area over the next 4 years.

Cllr Sutcliffe thanked Cllr Clewer for his report.

**37.17 To receive a written application for the office of Parish Councillor and to resolve to approve the co-option of Ms Becky Cornell to fill one of the existing vacancies:** Cllr Brentor proposed, Cllr Saxby seconded and it was RESOLVED that Ms Cornell be co-opted to the Parish Council. Cllr Sutcliffe welcomed her to the Council and she signed her Declaration of Acceptance of Office.

**38.17 To receive apologies from Councillors:** Cllr Sutcliffe proposed from the Chair and it was RESOLVED that following apologies and the reasons for them be noted:

Cllrs Quarmby and Mace due to holiday commitments.

**39.17 To consider and resolve to approve the Minutes of the Annual Meeting held on Monday 15<sup>th</sup> May 2017:** Downton Parish Council RESOLVED, with 2 abstentions from Cllrs Cordell and Yeates, to approve the Minutes of the meeting held on 15<sup>th</sup> May 2017 as a true record and they were signed by the Chairman.

**40.17 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 Saxby declared a personal and pecuniary interest in Minute 59.17.

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

The Clerk advised that she had not received any requests for dispensations.

**41.17 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 Sutcliffe proposed from the Chair and it was RESOLVED that the following actions be taken:

1. The Council will take note of Mrs Wilson's comments when considering her application.
2. The Amenities Committee will consider the Wiltshire Council project to plant trees in 2018 in commemoration of the Great War at its next meeting.

**42.17 Planning and Tree Works Applications**

**17/04306/FUL 124 The Borough, Downton - Demolish the existing single garage and erect a two storey side extension incorporating new garage with wrap around single storey rear extension and associated internal alterations. Part rendering of the existing property:** Downton Parish Council RESOLVED to support this application and raised no objection to the applicant's stated potential amendments to retain the brick and replace the PVC windows with timber windows.

**17/04335/VAR The Headlands Garage, 2 The Borough, Downton - Variation of Condition 9 - Revised Position of Gable End Window and Alteration to Courtyard Area (15/12046/FUL):** Downton Parish Council RESOLVED to raise no objection to this application.

**17/05180/PNEX 32 Saxonhurst, Downton - Demolition of existing UPVC conservatory and replacement with traditionally built sun room:** Downton Parish Council RESOLVED to raise no objection to this application.

**43.17 To consider and resolve to approve the Governance Statement for 2016/17 for submission to the Parish Council's External Auditors following completion of the Internal Audit:** Downton Parish Council RESOLVED to approve the Governance Statement for 2016/17.

**44.17 To consider and resolve to approve the Accounting Statements contained in the Annual Return and Statement of Variances for 2016/17 for submission to the Parish Council's External Auditors following completion of the Internal Audit:** Downton Parish Council RESOLVED to approve the Accounting Statements contained in the Annual Return and Statement of Variances for 2016/17.

**45.17 To receive a brief report from Cllr Sutcliffe, as a representative of the Memorial Hall Working Group, and to resolve to approve the sum of £22,560.46, to be taken from the Parish Council's reserves, for Hebs Group to construct the flood boundary wall between the Memorial Gardens and the Primary School's new playground:** Cllr Sutcliffe explained that in working collaboratively with the Primary School's contractors, the Parish Council was being compliant with the requirements of the Memorial Hall extension's planning conditions of maintaining the integrity of the flood defence system whilst the works to both the school and the Memorial Hall were being carried out. He also said that the price had been checked and considered reasonable by the Parish Council's Quantity Surveyor and the reserves used would be replaced once the monies from Charles Church had been received.

Cllr Cordell proposed, Cllr Yeates seconded and it was RESOLVED that the sum be approved.

**46.17 To receive a brief report from Cllr Brentor and, using the Parish Council's power under Section 19 of the Local Government (Miscellaneous Provisions) Act 1976, to consider whether to approve a sum, to be taken from the S106 recreation (R2) contribution given to the Parish Council by Britford Parish Council, as an additional contribution towards Downton Tennis Club's project to resurface its tennis courts at Downton Leisure Centre:** Cllr Brentor explained that the grant obtained by the Tennis Club from the Area Board for the project had been under 50% of what had been requested. In view of the benefit being provided to the community and the amount of money already raised by the Tennis Club, she said she felt that the Council should consider using some of the Britford R2 monies to bridge the shortfall so that the project could proceed later in the summer.

Following a brief discussion, Cllr Brentor proposed, Cllr Saxby seconded and it was RESOLVED, with 1 abstention from Cllr Watts, that the sum of £2,612 be allocated from the Britford Parish Council recreation R2 funds to Downton Tennis Club.

**47.17 Using the Parish Council's power under Section 19 of the Local Government (Miscellaneous Provisions) Act 1976, to consider a request from the Brian Whitehead Sports Centre Association for a contribution towards the project to refurbish the Sports & Social Club's toilets:** Following a brief report from Cllr Sutcliffe advising of funds already given by the Area Board and allocated by the BWSCA itself, Cllr Cordell proposed, Cllr Pearce seconded and it was RESOLVED that £500 be awarded which was to be taken from the small surplus contained in the grasscutting budget line.

**48.17 To consider a recommendation from the Amenities Committee to allocate the sum of £200 from the Footpaths budget line to assist with the launch of the Circular Path which is to be suitable for people with dementia and their carers:** Following a brief explanation from Cllr Brentor and also advising that the Path will be open to be used by the whole community, she proposed, Cllr Ricketts seconded and it was RESOLVED that the sum of £200 be approved.

*At this point in the meeting, Cllr Sutcliffe proposed from the Chair that the meeting opened to enable Cllr Clewer to contribute.*

**49.17 To consider a recommendation from the New Housing Development Committee with regard to the Parish Council's position on additional dwellings and for both infill and small developments in Downton beyond the 190 dwellings allocated by the Wiltshire Core Strategy up to 2026:** Following a brief discussion and a recommendation from Cllr Clewer that he should seek further information from the Spatial Planning Department at Wiltshire Council, Cllr Sutcliffe proposed from the Chair that this item be deferred to the next meeting when a response will have been received to Cllr Clewer's enquiries.

**50.17 To consider a recommended response and proposed future process for considering planning applications from the New Housing Development Committee following the written request by the Downton Society to reinstate the Planning Committee:** Cllr Sutcliffe read out the proposed process which was as follows:

1. The current system is more efficient in terms of the number of meetings and impact on the workload of the Clerk.
2. The current system can be improved by having nominated councillors review planning applications and report with their recommendation and reasons at Parish Council meetings. It is proposed that members of the New Housing Development Committee undertake this role but that all councillors are still to be expected to review applications and make comments.
3. A set of guideline responses and planning principles will be prepared to assist members in making sound, policy backed recommendations.

Cllr Cordell proposed, Cllr Saxby seconded and it was RESOLVED that the New Housing Development Committee's recommendation be approved.

**51.17 To consider recommendations from the Amenities and New Housing Development Committees for revised Terms of Reference for the Committees:**

**Amenities Committee:** Cllr Brentor proposed, Cllr Pearce seconded and it was RESOLVED that the revised Terms of Reference be approved.

**New Housing Development Committee:** Cllr Brentor proposed, Cllr Cordell seconded and it was RESOLVED, with 1 abstention from Cllr Saxby, that the revised Terms of Reference be approved.

**52.17 To consider Cllr Brentor's proposed changes to the Parish Council's Absence Management Policy for 2017/18 and to resolve its re-adoption:** Cllr Brentor proposed, Cllr Yeates seconded and it was RESOLVED that the changes be approved.

**53.17 To consider Cllr Brentor's proposed changes to the Parish Council's Time-Off in Lieu (TOIL) Policy for 2017/18 and to resolve its re-adoption:** Cllr Brentor proposed, Cllr Saxby seconded and it was RESOLVED that the changes be approved.

**54.17 To consider and resolve to approve a Document Retention and Disposal Policy for the Parish Council for 2017/18:** Cllr Yeates proposed, Cllr Cordell seconded and it was RESOLVED that the Document Retention and Disposal Policy be approved.

**55.17 To consider Cllr Brentor's proposed changes to the Parish Council's procedures for handling requests made under the Freedom of Information Act 2000 for 2017/18 and to resolve their re-adoption:** Following a detailed explanation from Cllr Brentor, she proposed, Cllr Watts seconded and it was RESOLVED that the changes be approved.

**56.17 Committee Reports:**

**Amenities Committee:** Cllr Brentor gave a detailed report on a recent meeting at which the launch of the Circular Path, an application of funding for repairs to footpath 66, play equipment for older children and improvements to the shelter in the Memorial Gardens had been discussed.

**New Housing Development Committee:** Cllr Sutcliffe read out a short written report from Cllr Quarmby on a recent meeting. He said that two items, on the Terms of Reference and on the Parish Council's policy for dwellings beyond the 190 figure, had already been discussed. The outcome of the Rivermead development was also discussed and the following key learning points for the Committee were identified:

1. Ensure that the Parish Council follows through on developer contributions at an early stage in getting legally backed commitments.
2. Ensure good dialogue with Wiltshire Council on early years funding and housing numbers.
3. Ensure technical evidence is secured to support the Parish Council's statements as Planning Inspectors require this.

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

The meeting of the Amenities Committee held on Monday 30<sup>th</sup> January 2017.

The meeting of the New Housing Development Committee held Thursday 12<sup>th</sup> January 2017.

Downton Parish Council RESOLVED that the Minutes of the meetings be noted.

## **58.17 Representative Reports:**

**Southern Wiltshire Area Board:** Cllr Brentor gave a brief report on a recent meeting at which the reduced Area Board budget for the year was advised, the priorities of transport and fly tipping were agreed, the project to plant trees to commemorate the end of the Great War was discussed and several grants were awarded, including two to Downton Tennis Club and the BWSCA.

**Wiltshire Council Housing Panel:** Cllr Brentor said she did not have very much to report but had attended a bingo session in the communal room in Castle Meadow at which some issues had been raised for Wiltshire Council to follow up.

**Brian Whitehead Sports Centre Association:** Cllr Sutcliffe gave a brief report on a recent meeting at which the storage for the DEWS car club, the success of the Bowling Club's recruitment drive and initial ideas for the Association from Cllr Clewer had been discussed.

**Memorial Hall Committee:** Cllr Sutcliffe gave a brief report on a recent meeting at which it had been advised that Mrs Hilary Mace would take over as Bookings Secretary, a new fitness class was using the Hall and he had given an update and taken questions on the Memorial Hall Extension.

**Cuckoo Fair Committee:** Cllr Pearce gave a detailed report on the Committee's 'Wash Up' meeting at which the organisation of the Fair on the day was discussed and issues and concerns raised along with feedback from visitors, stallholders and residents so that the necessary changes and improvements could be made in advance of Cuckoo Fair 2018.

## **59.17 To approve the following payments**

- £1400.00 - Maranji Commercial & Domestic Cleaning – May & June.
- £280.80 - Initial – For annual supply and collection of Sanitary and Nappy units in the Public Toilets
- £413.64 - Idverde Group - for bin emptying to include invoice not received from August 2016.
- £95.00 - Fair Account - For the Internal Audit for 2016/17.
- £38.95 - Staples - For files and Epson cartridges.
- £101.00 - Mrs B Cornish - Quarterly expenses for phone, internet, padlocks etc.
- £696.31 - Bawden Contracting Services Ltd - For grasscutting in May.
- £168.00 - Mr B Moody – For materials and labour for graffiti removal and other work in the Moot Lane Recreation Ground.
- £90.00 - Salisbury Window Cleaning Services - For Quarterly cleaning of Bus Shelters.

Cllr Yeates proposed, Cllr Pearce seconded and it was RESOLVED that they be approved.

**60.17 To resolve to approve the sum of £5051.73 as the Accounts for payment for June and to record the bank balances:**

Maranji Commercial & Domestic Cleaning – May & June	1400.00
Initial – Sanitary and Nappy units in the Public Toilets	280.80
Idverde Group - Bin emptying	413.64
Fair Account - Internal Audit for 2016/17	95.00
Staples - Files and Epson cartridges	38.95
Mrs B Cornish - Quarterly expenses	101.00
Bawden Contracting Services Ltd - Grasscutting	696.31
Mr B Moody - Graffiti removal etc	168.00
Salisbury Window Cleaning Services - Bus Shelters	90.00
Mr B Johnson – June Salary	151.20
Mr N Saxby – June Salary	151.20
Mrs B Cornish – June salary	1465.63
<b>Total</b>	<b>5051.73</b>

**Balances to be Approved and Noted as at 12.06.17**

Current A/c: £12,118.93      Deposit A/c: £62,816.48

Cllr Pearce proposed, Cllr Brentor seconded and it was RESOLVED that they be approved.

**61.17 To resolve to approve the Budget to Actual to 30<sup>th</sup> June 2017:** Cllr Sutcliffe proposed from the Chair and it was RESOLVED that this item be deferred to the next meeting.

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

*Internal Audit:* The Internal Audit was carried out on Wednesday 7<sup>th</sup> June by Paul Reynolds of Fair Account. The accounts were approved and no other issues were raised.

*Grasscutting:* There are still some small issues which the Clerk is raising with the new grasscutting contractors.

*Graffiti Removal:* The Parish Council's contractor spent a day in the Moot Lane Recreation Ground removing graffiti from the skatepark, play equipment and shelter.

*Certificate in Local Council Administration:* The Clerk has passed the Certificate in Local Council Administration and is now a qualified Clerk.

**63.17 To resolve to note the Correspondence received:** Cllr Sutcliffe proposed from the Chair and it was RESOLVED that the following items of correspondence be noted:

1. Wiltshire Council – Emails regarding:

- Highway Newsletter for June.
  - Public Health Monthly Briefing for May.
  - Notification of Planning Training Events, the closest being held on 3rd August 2017, 6.15pm - 8.15pm City Hall, Malthouse Lane, Salisbury, Wiltshire, SP2 7TU
  - Notification that Scottish and Southern Electric have once again opened their community resilience grant for the South Central England SSEN area, £285,000 is currently available. The PC can apply for funding from £1,000 up to a maximum of £20,000. The fund will provide support for projects which create a stronger, coordinated resilience framework for local communities.
2. Mr J Parsons – A copy email to Wessex Water regarding drainage.
  3. Mrs A Duckham – A request for maintenance to be carried out to the hedge in Hyde Lane.
  4. Mr D Bennett – Two emails giving notification of two lots of fly tipping in Charlton.
  5. Mr R Ladds – A request for further information on The Bunney following clarification given by the EA to a request made at a recent Parish Council meeting.

**64.17 Next meeting:** The next meeting will be held Monday 10th July 2017 at 7.30 pm at the Band Hall, Gravel Close, Downton.

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.*