



Minutes of the Ordinary meeting of the Parish Council held on Monday 14th August 2017 at the Band Hall, Gravel Close, Downton at 7.30 pm.

Present: Cllr Mace (Chairman) and Cllrs Brentor, Cordell, Gentle, Mason, Pearce, Quarmby, Saxby, Sutcliffe, Watts and Yeates.

In attendance: Mrs Bev Cornish, Parish Clerk.

Also present: Six members of the public.

Public Question Time:

Mrs Chris Parry advised the Parish Council of several incidents whereby youths had been seen on the flat roof at the rear of the Memorial Hall and they had thrown off a number of the slate tiles onto the ground in the Memorial Gardens. She suggested that the contractors for the extension be informed of this so that they could erect adequate fencing.

The Clerk thanked Mrs Parry for her information and suggested that she report those and any future incidents to Wiltshire Police so that the individuals could be identified and a record kept of the vandalism caused. She said she would also be asking Pc Matt Holland to include frequent patrols of the rear of the Memorial Hall and Gardens when officers were in Downton.

Cllr Quarmby advised that the Memorial Hall Working Group would be meeting with the contractor for the extension on Thursday 17th July and would advise them of the issue with youths. They would be erecting Heras fencing around the works site but he said he would inform them of the need to consider using CCTV. Cllr Saxby said that she would also monitor the site for any youths and damage and would submit a report to Wiltshire Police if any occurred and if she could identify anyone causing the damage.

Mr Ian Campbell spoke in detail and at length on the proposed changes to the Downton Settlement Boundary which were being consulted upon by Wiltshire Council with its Site Allocations Plan and which he said were significant. He also said there were a number of inconsistencies as well as the removal of a number of gardens which residents may be unaware of and said that it may be advisable for the Parish Council to notify the residents affected so that they could submit comments.

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

Cllr Cornell due to a holiday commitment.

Cllr Ricketts due to illness.

Unitary Cllr Clewer due to a holiday commitment.

Downton Parish Council – Full Council Meeting Monday 14 August 2017
Minutes approved as a true and accurate record, and signed as so by the Chairman presiding

.....Date.....

85.17 To consider and resolve to approve the Minutes of the Ordinary Meeting held on Monday 10th 2017: Downton Parish Council RESOLVED, with 2 abstentions from Cllrs Gentle and Mason, to approve the Minutes of the meeting held on 10th July 2017 as a true record and they were signed by the Chairman.

86.17 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 105.17.

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.

87.17 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 Mace proposed from the Chair and it was RESOLVED that the Clerk should contact Wiltshire Police with regard to the vandalism at the Memorial Hall and the comments made by Mr Campbell had been noted and would be taken into account when item 97.17 was considered by councillors.

88.17 Planning and Tree Works Applications

17/06676/FUL 59 The Borough, Downton - Raising thatch ridge by 500mm above existing and raising chimney height by 1800mm above new ridge height:

Following a detailed report from Cllr Yeates, Cllr Mace proposed from the Chair and it was RESOLVED that the meeting be opened to enable Mrs Chris Parry and Mr Bryan Morris to advise the Council on recent changes to the Hetas requirements for open fires which insurance companies required owners of thatched cottages to comply with.

Following further discussion, Downton Parish Council RESOLVED to leave the decision on this application to the Planning Officer but wished to express its concern that:

1. This application was being submitted despite the fact that the works to enlarge the dormer window and raise the height of its roof contained in the previously approved application had not yet started.
2. The Parish Council believed that the need for this further planning application and request for additional ridge height was only precipitated by a technical error contained in that previous application.

17/06690/FUL Sunrize House, Unit C The Headlands, Salisbury Road Downton - Side extension and alterations to Unit C the Headlands: Downton Parish Council RESOLVED to support this application on the grounds that it was compliant with Policy LE 1 of the Downton Neighbourhood Plan.

17/06800/TCA 44 High Street, Downton - Removal of Yew Tree: Downton Parish Council RESOLVED to support this application

17/06726/TCA 33 Lode Hill, Downton - T1 /T2 - Field Maple - Pollard back to main trunk: Downton Parish Council RESOLVED to leave the decision on this application to the Tree Officer.

17/07480/TPO Land Adjacent to 2 Elizabeth Close, Downton - Horse Chestnut - x 2 Crown raise to 4.5 metres & reduce away from property to give 2.5m clearance: Downton Parish Council RESOLVED to strongly support this application.

17/07005/FUL 34 Greenacres, Downton - Garage conversion to disabled accommodation: Downton Parish Council RESOLVED to support this application on the grounds that it will have no impact on residential amenity or on the character and appearance of the area.

17/07304/FUL Units 6 and 7 Parkers Close, Downton Business Centre Downton - Proposed workshop extension with small lean to extension to house compressor equipment: Downton Parish Council RESOLVED to support this application on the grounds that it was compliant with Policy LE 1 of the Downton Neighbourhood Plan.

17/07524/TCA Heronswalk, 76 The Borough, Downton - T1 & T2 - two Willow trees - pollard to 5m: Downton Parish Council RESOLVED to support this application.

89.17 To reconsider 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: Cllr Brentor gave a short report on the work she and Cllr Quarmby had done in arriving at the final wording with the support of Unitary Cllr Clewer.

At this point in the meeting Cllr Mace proposed from the Chair and it was RESOLVED that the meeting be opened to enable Mr Ian Campbell to make comments with regard to how the proposed changes to the settlement boundary may affect the Council's statement. Cllr Quarmby commented that the statement was still valid even after the potential changes to the settlement boundary had been made.

Cllr Brentor proposed, Cllr Cordell seconded and it was RESOLVED that the following statement be approved:

'The Parish Council is under no compulsion to support additional housing and has not been allocated further housing in the 2017 Wiltshire Housing Allocations review. The Parish Council will consider reviewing the housing numbers in relation to the Neighbourhood Plan in 2020/21 in preparation for any revision to the Core Strategy after 2026.

Until that point, the Parish Council will respond to new housing planning applications on their individual merits, bearing in mind that the limit of 190 additional homes identified in the Neighbourhood Plan and Wiltshire Core Strategy has already been met. The Parish Council will therefore always assess compliance with these plans when responding to planning applications, having an

awareness of the potential risk of challenge and the strength of any case to be made and will consider in particular that:

- a. There would need to be some social and community benefit such as a community contribution.
- b. There would be no impact on schools and minimal impact on traffic.
- c. There would be a presumption against new housing in the Conservation Area.
- d. There would be a presumption against back garden development and any annex or associated development linked to a residential house would require a condition that it will not be sold separately.'

90.17 To consider a recommendation from the Memorial Hall Working Group to resolve to appoint Mr Martin Pickard as the Quantity Surveyor for the Memorial Hall Extension project at the cost of £8,100. The fee is to be paid from the Memorial Hall project's project management & QS budget line and he is to work in partnership with the Parish Council's Principal Designer, Paul Stevens of Paul Stevens Architecture: Following a brief report from Cllr Sutcliffe, Cllr Quarmby proposed, Cllr Saxby seconded and it was RESOLVED that the appointment of Mr Pickard be approved.

91.17 To consider a recommendation from the Memorial Hall Working Group to resolve to approve the requirement of two additional insurance policies with Aviva to be put in place in advance of the construction of the Memorial Hall Extension. They being:

- a. Additional insurance for the existing Memorial Hall at the cost of £61.60; and
- b. Joint insurance policy with SWH Build, the contractor for the term of the construction at the cost of £ £1,451.03, which includes Insurance Premium tax (IPT).

Both fees to be taken from the Memorial Hall project's enabling costs budget line.

Following a brief explanation from the Clerk, Cllr Quarmby proposed, Cllr Sutcliffe seconded and it was RESOLVED that the payments for the additional insurances be approved.

92.17 To consider a recommendation from the Amenities Committee and resolve to approve the purchase of a piece of playground equipment for under 5s from Ledon entitled the 'Sankt Croix' at the cost of £10,840 to replace the roundabout in the Memorial Gardens. The costs include matting and reinstatement of the ground prior to installation and the R2 monies given by Britford Parish Council are to be used for the purchase: Cllr Brentor gave a detailed report following representations made by the mothers of young children regarding the lack of play equipment for younger children in the Memorial Gardens. She said the remaining monies from Britford Parish Council, together with the equipment provided by the National Lottery 'Awards for All' grant, was to be allocated to the provision of equipment for older children.

Cllr Brentor proposed, Cllr Saxby seconded and it was RESOLVED that the purchase and installation of the Sankt Croix be approved.

93.17 To consider a recommendation from the Amenities Committee that the Parish Council should work in partnership with the Royal British Legion to plant a tree for every soldier listed on the Downton War Memorial and who died in the First World War. This project will form part of the Wiltshire Council Tree Planting project to commence in 2018 to commemorate the end of the First World War: Cllr Brentor said that, in addition to the planting of trees which would be provided by the Woodland Trust, a leaflet would be produced to identify the location of each tree and the soldier it commemorated. She proposed, Cllr Sutcliffe seconded and it was RESOLVED that the project be approved.

94.17 To consider a recommendation from the Amenities Committee to resolve to approve that a Working Group be formed for the Tree Planting Project and to approve the councillors who will be members of it: Cllr Sutcliffe proposed, Cllr Brentor seconded and it was RESOLVED that Cllrs Gentle, Pearce and Watts be approved as members of the Tree Planting Project Working Group.

95.17 To resolve to approve the election of new members to the Moot Lane Recreation Ground Working Group following the departure of members at the recent elections: Cllr Brentor proposed, Cllr Pearce seconded and it was RESOLVED that Cllrs Cordell, Gentle and Watts be approved as members of the Moot Lane Recreation Ground Working Group.

96.17 To resolve to approve the purchase of 'No Dogs' signs for the entrances to the play areas and further 'Clean It Up' signs to be erected around the parish to prompt dog owners to clean up after their dogs at the cost of £185.22: Cllr Brentor proposed, Cllr Saxby seconded and it was RESOLVED that the purchase of signs to prompt dog owners to clean up after their dogs be approved.

97.17 To consider and resolve to approve a response to the Wiltshire Council Consultation on the Pre-submission draft Wiltshire Housing Site Allocations Plan and Settlement Boundary changes: Cllr Brentor gave a brief report on the response which she had produced with Mrs Nikki Wilson and the Clerk. She said the closing date for the response is not until the 22nd September and that residents have been notified of the consultation via the Parish Council's website and noticeboards and also through the 'Downton Now and Then' Facebook page and comments, in addition to those submitted by Mr Campbell, could be made by individuals.

Following a discussion, Cllr Brentor proposed, Cllr Saxby seconded and it was RESOLVED that the response be approved subject to the adding of a 'not inexhaustive' list of sites which show discrepancies and inconsistencies with regard to the proposed changes in the Settlement Boundary.

98.17 To resolve to give Downton Band retrospective formal permission to use the Memorial Gardens for a picnic and concert on Sunday 6th August 2017: Cllr Cordell proposed, Cllr Pearce seconded and it was RESOLVED that retrospective permission be given.

99.17 To resolve to approve the election of Cllr Cornell to the Amenities Committee: Cllr Brentor proposed, Cllr Mason seconded and it was RESOLVED that Cllr Cornell be elected to the Amenities Committee.

100.17 To resolve to approve the removal of the now demolished Parish Rooms from:

- a. The Parish Council's Asset Register and valued at £41,547; and**
- b. The Parish Council's Insurance Policy and valued by Aviva at £45,855.75:**

Cllr Yeates proposed, Cllr Quarmby seconded and it was RESOLVED that approval be given for its removal from the Asset Register and Insurance Policy.

101.17 Committee Reports:

Amenities Committee: Cllr Brentor gave a brief report on a recent meeting at which the Committee had discussed the progress of the Circular Path project, a request from the Downton Society to renovate the area of ground at Moot Lane corner by carrying out work to the trees and planting several rows of daffodils and also the issue of play equipment for older children. In addition, she said that the Amenities Committee's actions contained in the Parish Council's 3 year strategy were being reviewed. Following the meeting, she said that the Committee had carried out a site visit of the play area at the rear of the Leisure Centre to consider equipment for older children and once costings were known, a proposal would be put forward to a future meeting.

102.17 To resolve to receive and note the Minutes of:

The meeting of the Amenities Committee held on Monday 22nd May 2017

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

103.17 Representative Reports:

Chalk Pit Committee with Redlynch Parish Council: Cllr Yeates gave a brief report on a recent meeting at which representatives of Downton Scouts had been present and the recent work to improve the use and security of the Chalk Pit had been discussed. He said that the work done had made a difference which meant that the scout group could get some benefit from using the site.

Parish Council Surgery: Cllr Mace advised that he and Cllr Pearce had held a surgery in the Memorial Hall on the first Saturday of August but no residents had attended it.

104.17 To approve the following payments

- £167.21 - Bournemouth Water Ltd - For public toilets.
- £735.00 - Maranji Commercial & Domestic Cleaning - August.
- £229.80 - Idverde Group - for bin emptying in July.
- £696.31 - Bawden Contracting Services Ltd - For grasscutting in July.
- £312.00 - Play Inspection Company Ltd - For playground inspections.
- £470.00 - Downton Band - For meeting hall hire since January 2015.
- £83.88 - HCI Data Ltd - For 2 year renewal of website domain name.
- £46.72 - 1&1 Internet Ltd - For website hosting for 6 months.
- £60.00 - M Mackenzie Ltd - For courier to Devizes of PWLB loan application.
- £420.00 - JCP Structural Engineers – Contract Plans
- £61.49 – Greenflow Water Saving – Public Toilets maintenance

- £8,160.00 – Martin Pickard, Quantity Surveyor - Memorial Hall Extension QS work and production of Bill of Quantities.

Cllr Sutcliffe proposed, Cllr Quarmby seconded and it was RESOLVED that they be approved.

105.17 To resolve to approve the sum of £13,395.86 as the Accounts for payment for August and to record the bank balances:

Bournemouth Water Ltd – For public toilets	167.21
Maranji Commercial & Domestic Cleaning - August	735.00
Idverde Group - for bin emptying in July	229.80
Bawden Contracting Services Ltd - For grasscutting in July	696.31
Play Inspection Company Ltd - For playground inspections	312.00
Downton Band - For meeting hall hire	470.00
HCI Data Ltd – For 2 year renewal website domain name	83.88
1&1 Internet Ltd - For website hosting for 6 months	46.72
Safety Signs for Less – No Dog and Clean It Up signs	185.22
M Mackenzie Ltd – For courier to Devizes	60.00
JCP Structural Engineers – Contract Plans	420.00
Greenflow Water Saving – Public Toilets	61.49
Martin Pickard, Quantity Surveyor –Bill of Quantities	8,160.00
Mr B Johnson – August Salary	151.20
Mr N Saxby – August Salary	151.20
Mrs B Cornish – August salary	1,465.83
Total	<u>13,395.86</u>

Balances to be Approved and Noted as at 14.08.17

Current A/c: £6,804.31 Deposit A/c: £46,819.64

Cllr Sutcliffe proposed, Cllr Cordell seconded and it was RESOLVED that they be approved.

106.17 To resolve to note the Clerk’s report providing information on recent issues and work completed: Cllr Mace proposed from the Chair and it was RESOLVED that the Clerk’s report be noted:

Memorial Hall: The application for borrowing approval was approved by the Secretary of State for the Department of Communities & Local Government on 21st July. The Clerk was currently chasing all the other payments due ie Charles Church, Wiltshire Education and CSG and setting up the Loans so that they were in place for drawing down when required

Path Improvement Grant for Footpath 66 (Moot to Millennium Green): The Clerk had met with EA recommended contractors, Cain Bioengineering of Breamore, to provide a quote for the repair of two 5 metre length sections of footpath 66 which have eroded. She has also liaised with officers at Wiltshire Council regarding an application for a Path Improvement Grant, the scheme for which was to be relaunched through the Area Boards in September.

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

1. Wiltshire Council - Emails regarding:
 - Development Management - Notification that from 31st July all parish and town councils will be notified of all planning and tree applications by email.
 - Area Board request for expressions of interest from parishes in the WW1 tree planting project.
 - Mr Steve Fletcher, Project Manager for primary school project confirming that Wiltshire Council is going to instruct the contractor to relocate the new playground fence so that the fence and acoustic fence on the northern boundary will be installed within the boundary of the school's leased land.
 - An invitation to interactive public meetings to consider how Wiltshire Council will meet the challenges ahead. The most appropriate meeting for Downton is being held on 5th September at the City Hall, Salisbury.
 - Road closure notification for Temporary Closure of: A354 Blandford Road (Part), Coombe Bissett on 18/09/2017 for one night between the hours of 19.00 and 06.00.
2. Versant Homes re Scotts House Site - An email from Mr Neil Ford commenting on the objections raised by the Parish Council to the reserved matters application and advising how they wish to work with the Council to achieve a scheme that not only they are proud of but also a scheme that the Parish Council is proud of.
3. Jacksons Solicitors - A letter advising that the practice will merge with Bonollack & Bishop on 29th September but will still remain in Fordingbridge.
4. Department for Communities & Local Government - A letter confirming approval of the Parish Council's Public Works Loan borrowing application.
5. The Trafalgar School at Downton - An email from Mr Stewart Roderick, Headteacher, expressing his thanks for the letter from the Parish Council regarding the intergenerational computing project and stating that a quote from the letter will be used in the school's next Newsletter which contains an article regarding the project.
6. Mrs H Cheeseman - An email asking whether the street cleaner could clear litter in the parking area of Moot Close where a resident is persistently dropping litter.
7. Wiltshire Association of Local Councils – July Newsletter plus training flyers and a briefing note on the reform of data protection regulation which will come into effect in 2018.
8. Mrs S Bellamy - A request for a white line to be painted across her dropped kerb to deter people blocking her driveway which must now go through the Community Area Transport Group.

108.17 Next meeting: The next meeting will be held on Monday 11th September 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.