



**Minutes of the Ordinary meeting of the Parish Council held on Monday 9<sup>th</sup> October 2017 at the Band Hall, Gravel Close, Downton at 7.30 pm.**

**Present:** Cllr Sutcliffe (Acting Chairman) and Cllrs Brentor, Cornell, Cordell, Gentle, Mason, Pearce, Quarmby, Ricketts and Yeates.

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

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

**Public Question Time:**

Mrs Chris Parry expressed concern about the visibility of the black and white lines on the pedestrian crossing to drivers following a recent incident when the children attending the Afterschool Club were in the process of crossing on it and a car drove straight over it without stopping. She said she had reported it to Wiltshire Council Highways but no action had been taken.

Cllr Clewer said he would raise it again with the Cabinet at Wiltshire Council as a number of issues raised by members had not been followed up.

Mrs Parry also reported that there was a leak in the roof at the Memorial Hall which she said she was in the process of having repaired by Chalk Valley Roofing at the cost of £150. The roofers had also noticed that tiles had been removed from roof of the public toilets and they would be returning later in the week to assess the repairs.

Mr Gillett asked when the Council would be carrying out work to the willow trees on Tannery Bridge which regularly dropped branches, following a letter written to the Council by himself and three of his neighbours. He said nobody knows who owns the land on which they are situated and they had offered to make a modest contribution towards the work.

Mrs Nikki Wilson advised that it was the Downton Society's view that the Parish Council should pay for the work to the trees and the Downton Society would also be able to make a modest contribution towards the work.

Mrs Chant spoke in objection to planning application 17/08974/FUL stating that the container would be located immediately on the boundary of her property as shown in the photographs she circulated to councillors.

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

- The consultation on parking charges was now on the Wiltshire Council website. He encouraged everyone present to complete it.
- The funding for Downton Leisure Centre was now secure up to 2020. He said he was endeavouring to find a long term solution for the Centre.

- He was aware of the poor communication between officers at Wiltshire Council and the Parish Council regarding the issues which had arisen during the highway works being done in Wick Lane. He said he was determined to stop the 'buck passing' which had meant a lot of time had been wasted by the Parish Clerk in sorting out the issues and he had raised this matter with Cabinet members.
- He expressed his thanks to Cllr Jane Brentor for the presentation she gave at the Area Board on the Downton Intergenerational Project and the Downton A Caring Community Project. He said he hoped it would encourage others to extend the work to the whole of the community area.
- He had 'called in' the planning application for The Kings, 9 High Street, Downton as he said this should be considered by the Southern Area Planning Committee and not by officers.

Cllr Sutcliffe thanked Cllr Clewer for his report.

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

Cllr Mace due to a holiday commitment.

Cllr Watts due to a work commitment.

**125.17 To consider and resolve to approve the Minutes of the Ordinary Meeting held on Monday 11<sup>th</sup> September 2017:** Downton Parish Council

RESOLVED to approve the Minutes of the meeting held on 11<sup>th</sup> September 2017 as a true record and they were signed by the Chairman.

**126.17 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:**

No declarations of interest were received.

**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.

**127.17 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 responses to questions be noted as follows:

- In response to Mr Gillett and Mrs Wilson, Cllr Brentor said that the Council had spent £500 removing a broken branch in 2016 and if it were to take on the responsibility of the willow trees, this could involve annual maintenance costs to taxpayers. It was therefore important for the Parish Council to make detailed investigations into the ownership of the land before a decision could be taken. Cllr Sutcliffe said that it would be helpful for the Parish Council to understand what Mr Gillett and his neighbours meant by a 'modest' contribution.

- In response to Mrs Chant's comments, Cllr Sutcliffe said that councillors would take them into account when considering the planning application.

### **128.17 Planning and Tree Works Applications:**

**17/08974/FUL Brian Whitehead Sports Centre, Wick Lane, Downton - Siting of two modular portable buildings to be used for occasional meetings and storage for Downton Car Club - Temporary Consent for 3 years:** Following a detailed report from Cllr Quarmby, Downton Parish Council RESOLVED to approve the following response: 'Whilst Downton Parish Council is supportive in principle of the portable buildings being located on the site, it resolved to object to this application on the grounds that its proposed location and the height of the modular portable building would lead to the blocking of light and impact on the residential amenity of the dwelling adjacent to it. The Parish Council would support an appropriate alternative location.'

**17/08817/FUL 5 Bundy Grove, Downton - Erection of a double garage to replace the existing single garage:** Downton Parish Council RESOLVED to support this application on the grounds that it was in keeping with the existing dwelling and would have no impact on the amenity of neighbouring properties.

**17/08874/VAR Linton House, Lower Road, Charlton All Saints - Variation of Condition 1 of planning application 14/10295/FUL to allow for a three year extension of time to commence the development:** Downton Parish Council RESOLVED to support this application on the grounds that it had supported the original planning application 14/10295/FUL.

**17/09435/FUL 43 Catherine Crescent, Downton - Single storey garden room extension:** Downton Parish Council RESOLVED to support this application on the grounds that it complied with the Downton Neighbourhood Plan and the garden room extension would not be visible from the road.

**129.17 To consider and resolve to approve the closure of The Borough and High Street from the Memorial Hall to Church Hatch for 1 hour on Sunday 12th November 2017 at 10.00 am for the Remembrance Day Service and Parade:** Cllr Yeates proposed, Cllr Brentor seconded and it was RESOLVED that the closure be approved.

**130.17 To resolve to agree the Heads of Terms regarding the lease for the Downton Community Pre-School starting in summer 2018 for recommendation to the Memorial Hall Committee:** Cllr Sutcliffe gave a detailed report on positive discussions with the Chair of the Community Pre-School and asked that the Parish Council should recommend a lease on the following terms to the Memorial Hall Committee:

- The Lease to commence in July 2018 with a rent free period until January 2019.
- A rising rent for a six year lease starting at £3,800 per annum up to £6,300 in year six.
- There to be a clause in the Lease which states that the rent can be reviewed by the Memorial Hall Committee and Downton Parish Council.
- Legal costs were yet to be agreed.

- It was noted that there was a Wiltshire Council requirement, on the payment of the s106 Early Years monies, that the facility be made available for use as a pre-school for a period of 30 years.

Cllr Brentor proposed, Cllr Quarmby seconded and it was RESOLVED that the recommended terms be approved and passed to the Memorial Hall Committee.

**131.17 To consider a recommendation from the Amenities Committee to install a dog waste collection bin in Charlton-All-Saints at the cost of £330.00**

**comprising £186 for the dog waste bin and £144.00 for the annual cost of emptying it by the Parish Council's contractor, Idverde:** Following a statement from the Clerk that the cost for emptying the waste bin would be £182 rather than £144 and her confirmation that the Parish Council could afford the additional costs, Cllr Brentor proposed, Cllr Dene seconded and it was RESOLVED that they be approved.

**132.17 To consider a recommendation from the Amenities Committee to accept the amendments to the actions allocated to it in the Parish Council's 3 year strategy:**

Following a brief explanation from Cllr Brentor, she proposed, Cllr Cordell seconded and it was RESOLVED that the amendments be approved.

**133.17 To resolve to submit a response devised by Cllrs Brentor and Cornell to Wiltshire Council's Waste and Recycling Survey 2017:**

Cllr Cornell advised that a survey had been posted on the Facebook sites for Downton Mummies, Downton Dads and Downton Now and Then and she was awaiting further responses. Cllr Sutcliffe proposed from the Chair and it was RESOLVED that a response to the survey be delegated to Cllrs Brentor and Cornell once they had received feedback from residents.

**134.17 To resolve to submit a response to the Wiltshire Council consultation on car parking charges:**

Following a brief discussion, Cllr Sutcliffe proposed from the Chair and it was RESOLVED that a response to the survey be delegated to Cllrs Brentor and Cornell once they had received feedback from residents in a similar manner to that used for the Waste & Recycling Survey.

**135.17 To consider an invitation from St Laurence's Church to enter a Parish Council Christmas Tree for the Christmas Tree Festival being held at St Laurence's Church in mid-December:**

Cllr Quarmby proposed, Cllr Yeates seconded and it was RESOLVED that the Parish Council should enter a tree for the Festival and that the task be delegated to Cllr Pearce.

**136.17 Committee Reports:**

**Amenities Committee:** Cllr Brentor gave a brief report on a recent meeting at which a temporary position for the basketball net in the Memorial Gardens, the removal of moles in the Moot Lane Recreation Ground, the dog waste bin in Charlton and the amendments to the Strategic Plan had been discussed.

**137.17 To resolve to receive and note the Minutes of:**

The meeting of the Amenities Committee held on Monday 17<sup>th</sup> July 2017.

Cllr Sutcliffe proposed from the Chair and it was RESOLVED that the Minutes be noted.

### **138.17 Representative Reports:**

**Southern Wiltshire Area Board:** Cllr Brentor gave a detailed report on a recent meeting at which Pc Matt Holland had given a comprehensive report on policing matters and also of PCSO vacancies in Salisbury, there had been a presentation on the Waste & Recycling Strategy and she had given a presentation on the activities taking place in Downton.

**Memorial Hall Committee:** Cllr Sutcliffe gave a report on a recent meeting at which Mr David Webber had taken the chair temporarily and Mrs Hilary Mace had been elected to the Committee as the Bookings Secretary and Cllr Brentor had been elected to represent the Downton Green Group. He said that the Hall's financial position was strong and a number of issues from hall users had been discussed such as the new chairs and a temporary stage for the Clubsize teacher. He also said that he had briefed the Committee on the work to the extension.

**Memorial Hall Extension Working Group:** Cllr Quarmby gave a detailed report on the progress of the construction of the extension. He said progress had not been trouble free due to Hebs, the school's contractor's, delays and their non-compliance with Environment Agency requirements when demolishing the Parish Rooms and building the flood defence wall. However, the Parish Council now had the key issue of the construction of the flood defence wall at the rear of the Memorial Hall resolved by having an approved Environment Agency Permit, so construction could progress as planned by the Parish Council's contractors.

Cllr Sutcliffe expressed his thanks to Cllr Quarmby for his hard work in resolving the issues with the Environment Agency.

### **139.17 To approve the following payments**

- £735.00 - Maranji Commercial & Domestic Cleaning - September.
- £183.84 - Idverde Group - for bin emptying in August.
- £696.31 - Bawden Contracting Services Ltd - For grasscutting in September.
- £600.00 - Active Tree Care - for work to trees in Moot Lane Recreation Ground.
- £90.00 - Salisbury Window Cleaning Services Ltd – for bus stop cleaning.
- £13,008.00 – Mant Leisure Ltd – for purchase and installation of Sankt Croix multi-unit in Memorial Gardens, matting and removal of roundabout.
- £1456.19 - Paul Stevens Architecture - Monthly fee for contract administration of Memorial Hall Extension.
- £220.92 - Clerk's expenses for July-September.

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

**140.17 To resolve to approve the sum of £20,065.91 as the Accounts for payment for October and to record the bank balances:**

	£
Maranji Commercial & Domestic Cleaning	735.00
Idverde Group	183.84
Bawden Contracting Services Ltd	696.31
Active Tree Care	600.00
Salisbury Window Cleaning Services Ltd	90.00
Mant Leisure Ltd	13,008.00
Paul Stevens Architecture	1456.19
B Cornish	220.92
Mr B Johnson – October Salary	151.20
Mr N Saxby – October Salary	151.20
Mrs B Cornish – October salary	1,465.83
HM Revenue & Customs – PAYE July, Aug, Sept	1307.42
Total	20,065.91

**Balances to be Approved and Noted as at 9.10.17**

Current A/c: £4,317.21                      Deposit A/c: £159,752.62

Cllr Gentle proposed, Cllr Mason seconded and it was RESOLVED that they be approved.

**141.17 To resolve to approve and accept the External Auditor's Certificate for the Annual Return to 31st March 2017 and to note Grant Thornton's comments:**

The Clerk advised that Grant Thornton had approved the Audit with one issue raised which was separate to their professional opinion on the audit, that being the boxes for 'Total Borrowings' for 2016 and 2017 should be completed rather than left blank. Cllr Sutcliffe proposed from the Chair and it was RESOLVED that the Parish Council should accept the External Auditor's Certificate for the Annual Return to 31st March 2017 and to note its comments.

**142.17 To resolve to approve and note the Budget Actual figures to 30<sup>th</sup>**

**September 2017:** Cllr Gentle proposed, Cllr Brentor seconded and it was RESOLVED that the figures be approved and noted.

**143.17 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:

*Memorial Hall:* There was a leak in the Memorial Hall roof following incidents of youths getting on the roof and removing lead and tiles. A contractor would be assessing the damage and implementing the repairs as soon as possible.

*Memorial Hall Extension:* A major incident occurred on Wednesday 4<sup>th</sup> October when a resident, who was a member of the Art Group, opened the emergency doors in the main hall and walked onto the building site to complain to the site manager about parking outside the Hall whilst the contractors were in the process of demolition works. Signs were ignored on the Emergency Doors in the Hall which clearly state 'Fire Exit', 'Construction Site Keep Out' and 'No unauthorised personnel

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Downton Parish Council – Full Council Meeting on Monday 9<sup>th</sup> October 2017

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

.....Date.....

allowed on this site'. Mrs Chris Parry has sent all Memorial Hall users an email asking them to alert their club members of the seriousness of this incident and that the emergency exit should only ever be used for that, an emergency.

*Trees in Moot Lane Recreation Ground:* Active Tree Care completed the work on 21<sup>st</sup> September. The Clerk is still awaiting confirmation of a meeting with Wiltshire Council Housing to discuss the boundary responsibilities.

*Path Improvement Grant for Footpath 66 (Moot to Millennium Green):* Peter Quarmby has met with Cain Bioengineering and agreed that in addition to the repair of two 5 metre length sections of footpath 66 which have eroded, they will also reclaim/repair a further 30 metres so that it is in a good state if the footbridge project should progress. The combined quote is £2,610 + VAT and the Clerk was awaiting confirmation from Wiltshire Council as to when the Path Improvement Grant process will be relaunched.

*Cemetery, Goalposts and Willow Trees:* Mr Bob Moody has painted the gates at the entrance to the cemetery. He has also raised the height of the willow branches which were dangling too low across the pavement on Tannery Bridge and painted the goalposts in all of the play areas.

*Ramps in Wick Lane & Greenacres:* The Clerk has spent an inordinate number of hours managing complaints and concerns about the two ramps in Wick Lane and Greenacres which were put in place for Wessex Water across two groundwater drainage pipes in the road for Wessex Water which are installing new sewers in the Bishop's Mead development. She has liaised with Cllr Becky Cornell to provide responses and information on progress to the Facebook sites for Downton Mummies and Downton Now and Then.

**144.17 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:
  - Financial Planning - an email regarding the Council Tax Setting Programme for 2018/2019.
  - Cllr Wayman's Highways Newsletter for October.
2. 4 residents of The Borough - A written complaint from 4 residents living opposite the willow trees on Tannery Bridge asking for the Parish Council to take the initiative and maintain the trees so that they don't affect their telephone connection wires.
3. Wiltshire Police - Report for October.
4. Wiltshire Association of Local Councils - September Newsletter.
5. Numerous emails from residents, including Mr Will Dickson, regarding the issues with the ramps in Wick Lane and Greenacres and the inaccessibility for grain and farm vehicles to the farm.
6. PMC Contractors - An email apology from Mr Steve Davies regarding the incident in Greenacres on 25<sup>th</sup> September.
7. Downton Society - An email from Ms Claire Freemantle regarding the 7.5 tonne sign at the entrance to the B3078 at Brook just off J1 of the M27.
8. Mrs S Froude - An email expressing concern about dog fouling.

9. Mrs S Hill - An email expressing concern about parking and overgrown greenery on Lode Hill.
10. Mr Jonathan Freer - Several emails regarding his interventions with Wiltshire Council in trying to sort out the completion of the puffin crossing and issues with the ramps.
11. Mr D Bennett - One report of flytipping being collected from Charlton but another pile as yet uncollected.
12. Mrs G Marlow - Several email regarding potholes and ownership of Chapel Lane, Charlton.
13. Mr G Luscombe - An email of complaint regarding parking at the Memorial Hall.

**145.17 Next meeting:** The next meeting will be held on Monday 13<sup>th</sup> November 2017 at 7.30 pm at the Band Hall, Gravel Close, Downton.

With no further business, the meeting closed at 9.15 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.*