

# DOWNTON PARISH COUNCIL



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

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

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

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

**Public Question Time:** No questions or statements were received.

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

- Wiltshire Council had started the revision of the Wiltshire Core Strategy document which would need to be joined with Swindon. There were no plans to increase the number of houses in Southern Wiltshire with the majority of homes likely to be allocated to the Chippenham area.
- He will be touring the parish with the drainage engineer to identify any drainage issues or works which needed to be carried out.

**155.17 To receive apologies from Councillors:** Cllr Mace proposed from the Chair and it was RESOLVED that the following apology and the reason for it be noted:

Cllr Cornell due to a personal commitment.

**156.17 To consider and resolve to approve the Minutes of the Ordinary Meeting held on Monday 23<sup>rd</sup> October 2017:** Downton Parish Council RESOLVED to approve the Minutes of the meeting held on 23<sup>rd</sup> October 2017 as a true record and they were signed by the Chairman.

**157.17 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.

**158.17 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:** With no questions from members of the public, no actions were required.

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

.....Date.....

**159.17 Planning and Tree Works Applications:**

**17/10357/TCA The Old Tannery, High Street, Downton - Formative prune all the following trees 1 & 2 Pear trees 3 - Apple tree 4 - Birch tree 5 - Rowan tree 6 - Ash tree 7 - Crab Apple tree:** Downton Parish Council RESOLVED to support this application.

**17/10263/FUL 61 The Borough, Downton - Addition of a conservatory to the rear of the property:** Downton Parish Council RESOLVED to support this application on the grounds that it complied with Core Policies 57 and 58 of the Wiltshire Core Strategy and would be in a position of low prominence within the Downton conservation area.

**160.17 To receive a short verbal report from Cllr Sutcliffe and to consider a recommendation from the Memorial Hall Working Group and Parish Council's Quantity Surveyor to approve the following:**

- a. **The costs for the additional works to demolish the stage area entirely including the roof with the exception of the existing front and west stage walls which will be retained and protected against weather ingress and to re-instate the stage thereafter.**
- b. **The costs to construct new foundations for the east and rear walls of the stage area; and**
- c. **The costs to construct the boundary flood walls and return wall to the Bunny channel.**

Cllr Sutcliffe advised the following:

- No decision was able to be taken at this meeting because the Parish Council's architect and quantity surveyor had not yet agreed the costs of the works with SWH Build.
- The existing foundations for the rear and eastern walls of the stage were considered by the Building Control officer to be insufficient and new foundations needed to be constructed.
- The works to the stage area and its roof would have had to have been done at a later stage in the construction of the extension but the required works to the foundations had brought them forward.
- The approved Business Case had provided the Working Group with a £50K approval contingency and any greater amount would require approval by the Parish Council.
- The Working Group was awaiting the first valuation for work done so far and this would require approval by the architect and quantity surveyor.

**161.17 To resolve to approve the inclusion of the Sankt Croix multi-unit and matting to the value of £10,840 and removal of the roundabout and matting to the value £5,631 (net increase £5,209) to the list of play equipment on the Parish Council's Asset Register:** Cllr Sutcliffe proposed, Cllr Yeates seconded and it was RESOLVED that the changes to the Asset Register be approved.

## 162.17 Committee Reports:

**New Housing Development Committee:** Cllr Quarmby gave a brief report on a recent meeting at which the application for 9 The Kings, High Street had been discussed at length and a refusal had been recommended to the Parish Council meeting which had followed the meeting. He said he understood that the application had since been withdrawn by the applicant.

## 163.17 To resolve to receive and note the Minutes of:

The meeting of the New Housing Development Committee held on Thursday 6<sup>th</sup> July 2017.

Cllr Quarmby proposed, Cllr Yeates seconded and it was RESOLVED that they be noted.

## 164.17 Representative Reports:

**Memorial Hall Extension Working Group:** Cllr Quarmby said that he had no information to report which was in addition to the comprehensive report provided by Cllr Sutcliffe earlier in the meeting. However, he said that Cllr Brentor was doing some sterling work with regard to the communications of the extension to the parish.

## 165.17 To approve the following payments

- £735.00 - Maranji Commercial & Domestic Cleaning - October.
- £696.31 - Bawden Contracting Services Ltd - For grasscutting.
- £28.25 - West Mercia Energy - For public toilets.
- £200.00 - All Clear Pest Control - For removal of moles in Moot Lane Recreation Ground.
- £139.20 - Rialtas Business Solutions Ltd - For maintenance of finance software.
- £111.60 - Community Heartbeat Trust - For 3 sets of defibrillator electrodes.
- £222.79 - Glasdon UK Limited - For dog waste bin for Charlton All Saints.
- £1,560.00 - Wilsons LLP - For legal advice in connection with the agreement regarding the Memorial Hall with Charles Church Developments Limited.
- £124.97 - Amazon - New Printer for Clerk.
- £53.40 - Elliotts - For equipment and materials to fence off play area for mole treatment.
- £28.76 - 1&1 Internet Ltd - For website hosting for 3 months
- £163.44 - Dave Watton Electrical Ltd - For re-installation of defibrillator at the Memorial Hall.
- £450.00 - Mr I Shires - For repairs to public toilet and Memorial Hall rooves following vandalism.
- £50.40 - Time2Display - Foamex display panel for Memorial Hall extension site.
- £48.50 - Wiltshire Council - For discharge of conditions on Memorial Hall extension planning application.
- £84.40 - Mr Bob Moody - For work to erect signs and dog bin.

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

**166.17 To resolve to approve the sum of £6,465.25 as the Accounts for payment for November and to record the bank balances:**

<b>Payee - payment made by bank transfer</b>	<b>£</b>
Maranji Commercial & Domestic Cleaning	735.00
Bawden Contracting Services Ltd	696.31
West Mercia Energy	28.25
All Clear Pest Control	200.00
Rialtas Business Solutions Ltd	139.20
Community Heartbeat Trust	111.60
Glasdon UK Limited	222.79
Wilson's LLP	1,560.00
Amazon	124.97
Elliotts	53.40
1&1 Internet Ltd	28.76
Wiltshire Council	48.50
Dave Watton Electrical Ltd	163.44
Mr I Shires	450.00
Time2Display	50.40
Mr B Moody	84.40
Mr B Johnson – November salary	151.20
Mr N Saxby – November salary	151.20
Mrs B Cornish – November salary	1,465.83
<b>Total</b>	<b><u>6,465.25</u></b>

**Balances to be Approved and Noted as at 13.11.17**

Current A/c: £4,135.58                      Deposit A/c: £65,430.90

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

**167.17 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 and Toilets:* Mr Ian Shires of Chalk Valley Roofing had repaired the Memorial Hall roof tiles and also replaced the removed tiles on the public toilets.

*Moles in Moot Lane Recreation Ground:* The eastern part of the recreation ground was closed for a week at the end of October and the moles removed following two treatments applied on Monday 30<sup>th</sup> October and Wednesday 1<sup>st</sup> November.

*Defibrillator at Memorial Hall:* The defibrillator is now been installed on the wall outside the entrance to the Memorial Hall and connected to the electricity in the hall and to the NHS South Western Ambulance system.

*Path Improvement Grant for Footpath 66 (Moot to Millennium Green):* Following a conversation with Tom Bray at the Area Board, the Clerk has received confirmation that the Board will fund the £2,610 cost of work to Footpath 66.

*Signs on playgrounds:* Mr Bob Moody has erected all the 'no dogs' and 'clean it up' signs on playground gates and in areas where there is a high level of dog fouling.

*Dog bin in Charlton:* Mr Moody has also erected the bin at entrance to the watermeadows in Charlton and the Parish Council's contractor, Idverde, has been notified that it requires emptying.

*Resignation of Street Cleaner:* Mr Billy Johnson has resigned but has advised that he will stay in post until the Parish Council finds a replacement. The job has been advertised and interviews will be take place shortly with the aim of having a new person trained and in post by the end of November.

*Unlit Traffic Lights on A338:* The Clerk has continued to liaise with Wiltshire Council regarding the traffic lights. She has been advised that they are not yet ready to be switched on and that Telent were due to install the loops for the MOVA detectors during w/c 30<sup>th</sup> October. Once this has been completed Wiltshire Council's term contractor, Atkins, will be required to check the civil works and signals and then there will be a formal Site Acceptance Test.

*Reconciliation of Finances:* Cllr Pearce spent a morning checking and reconciling the Parish Council's Bank Statements and payments from 1<sup>st</sup> April to 30<sup>th</sup> September in accordance with the Council's Financial Regulations and found that everything was in order.

**168.17 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:
  - Financial Planning – a further email regarding the Council Tax Setting Programme for 2018/2019. Deadline for submission of precept is 19<sup>th</sup> January 2018
  - Cllr Wayman's Highways Newsletter for November.
  - Items for the Community Area Transport Group.
  - Briefing Note 333 – Community Assets and Right to buy.
  - Public Health briefing for November.
  - Road Closure Order for road closure on Sunday 12<sup>th</sup> November from 10-11 am.
  - Path Improvement Grants – Notification of re-launch of scheme.
  - Notice that a 6 week consultation on the scope and content of the local plan review is to start on 7 November 2017 and close at 5pm on 19 December 2017.
2. Wiltshire Police – Report for October.
3. Wiltshire Association of Local Councils – October Newsletter.
4. Network Rail – An email advising of its engagement with local authorities and nature conservation groups about its commitment to No Net Loss of Biodiversity on the Greater West Programme project to deliver the electrification of the railway line between Maidenhead and Cardiff. They believe this is a great opportunity to make a significant difference for wildlife and the local community and are particularly interested in supporting landscape scale projects (e.g. 5 ha

of woodland enhancement or 10ha of woodland creation) but also smaller projects getting together as one under a partnership.

5. Downton Scouts – A letter giving notification of their Annual Firework Event on 4<sup>th</sup> November at the White Horse.
6. Salisbury City Council – An email advising of the Christmas Lights Switch on being held on Thursday 16<sup>th</sup> November from 6-8 pm.
7. Downton Society – A letter setting out its objection to the planning application for 9 The Kings, High Street, Downton.
8. Mr D Bennett – One report of flytipping.
9. Mrs G Marlow – Several email regarding potholes and ownership of Chapel Lane, Charlton.
10. Mr G Luscombe – An email regarding Travel Plan for the Memorial Hall extension.
11. Mr D Moore – An email regarding a request to erect a sign on a garage wall to advise cars to slow down in the Redrow development.
12. Mrs J Hawkins – An email regarding a dangerous tree in a privately owned garden.
13. Mrs J Saxby – An email regarding the overgrown birch tree at the rear of the Memorial Gardens and a request that it be either pruned or removed.

**169.17 Next meeting:** The next will be held on Monday 11<sup>th</sup> December 2017 at 7.30 pm at the Band Hall, Gravel Close, Downton.

With no further business, the meeting closed at 8.05 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.*