

# DOWNTON PARISH COUNCIL



1<sup>st</sup> December 2017

**To: All Members of Downton Parish Council**

**You are summoned to an Ordinary meeting of Downton Parish Council on Monday 11<sup>th</sup> December 2017 at 7.30 pm at the Band Hall, Gravel Close, Downton for the purpose of transacting the following business.**

Yours sincerely

**Bev Cornish  
Clerk to the Council**

*The Chairman will confirm if all or part of the meeting may be filmed, photographed or audio recorded. If any member of the public has an objection to being filmed or photographed, please would they make themselves known to the Chairman or the Parish Clerk before the start of the meeting.*

## **7.30pm Public Question Time**

Prior to the start of the meeting, there will be a public session which, at the Chairman's discretion may last up to 15 minutes, to enable members of the public to ask questions of and make comment to the Council. Questions not answered at this meeting will be answered in writing to the person asking the question or may appear as an agenda item for the next appropriate Parish Council or Committee meeting. Members of the public are asked to restrict their comments and/or questions to three minutes. This section is not part of the formal meeting of the Council.

**Unitary Councillor Richard Clewer** - To receive a short verbal report.

## **Agenda**

### **170.17 To receive apologies from Councillors.**

Members who cannot attend a meeting shall tender their apologies to the Parish Clerk prior to the meeting as, under Section 85(1) of the Local Government Act 1972, the members present must decide whether the reason(s) for a member's absence shall be accepted.

### **171.17 To consider and resolve to approve the Minutes of the Ordinary Meeting held on Monday 13<sup>th</sup> November 2017.**

**172.17 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.
- b. To consider any **Dispensation Requests** received by the Parish Clerk and not previously considered.

**173.17 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.**

**174.17 Planning and Tree Works Applications**

**17/11373/FUL Unit 20, Parkers Close, Downton Business Centre, Downton** - Change of use from B8 (Storage) unit to D2 (Assembly and Leisure) facility.

**17/11551/TCA 114 The Borough, Downton** - Holm Oak - Remove Apple Tree – Remove.

**17/11546/TCA The Manse, South Lane, Downton** - Holly tree – fell.

**17/11749/TCA 81 The Borough, Downton** - Sycamore (T1) - reduce one of its two limbs by 6m.

**175.17 To consider a recommendation from the New Housing Development Committee with regard to the proposed amendments to the following planning application:**

**17/03795/REM Scotts House, Salisbury Road, Downton** - Reserved Matters following outline approval 15/08510/OUT (residential development of 17 dwellings), for appearance, landscaping, layout, and scale.

**176.17 To consider and resolve to approve a revised 3 year Budget and level of Precept for 2018/19, 2019/20 and 2020/21 as recommended by the Budget Working Group and prepared by the Clerk.**

**177.17 To consider whether to raise the burial fees at Downton Cemetery for 2018.**

**178.17 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 payments of £76,830.17 and £34,352.56 for works carried out so far which is to be funded from the Early Years Contribution and Charles Church Section 106 contributions together with a payment of £1,292.81 to Paul Stevens Architecture for the monthly fee for contract administration of Memorial Hall Extension.**

**179.17 To consider a proposal from the Memorial Hall Working Group to:**

- a. Release Cllrs Quarmby, Sutcliffe and Yeates from the Memorial Hall Working Group and to resolve to approve the formation and their election to a Construction Working Group with the sole purpose and terms of reference of focusing on the overseeing and monitoring of the construction of the Memorial Hall Extension;
- b. To resolve to approve the election of additional councillors to the Memorial Working Group with terms of reference to focus on those issues of most importance to the future use of the extension.
- c. To resolve to approve the Terms of Reference for the Construction Working Group.
- d. To resolve to approve the revised Terms of Reference for the Memorial Hall Working Group.

**180.17** To consider and resolve to approve the appointment of Mr David Webber, Interim Chair of the Memorial Hall Committee, and Mrs Jen Brewin, Joint Chair, Downton Community Pre-School to the Memorial Hall Working Group.

**181.17** To consider a recommendation from the Amenities Committee to take no further action, on the grounds of not setting a precedent, with regard to the overgrown and overhanging willow trees beside the Noticeboard on Tannery Bridge following requests from several residents and in the light of there being no known owner for the land.

**182.17** To resolve to approve the appointment of Mr Tom Matthewman in the role of Street Cleaner for the Parish Council following the resignation received from Mr Billy Johnson.

**183.17** To consider and resolve to agree on whether to continue to fund the website for the Downton Neighbourhood Plan.

**184.17** To consider and resolve to agree on a response to the Wiltshire Council consultation entitled 'Wiltshire Local Plan Review and Swindon and Wiltshire Joint Spatial Framework Issues Paper'.

**185.17** To consider a proposal from Cllr Brentor regarding training for the Clerk as follows:

- a. Data Protection and the new General Data Protection Regulation - Participation by the Clerk and Cllr Brentor in a Society of Local Council Clerks Webinar on Wednesday 24th January at the total cost of £60 for both participants.
- b. SLCC Practitioners' Conference on 22nd & 23rd February 2018 in Kenilworth - Attendance at the Conference at the cost of £269.

**186.17 Committee Reports:**

**Amenities Committee:** To receive a short verbal report from Cllr Brentor on a recent meeting.

**New Housing Development Committee:** To receive a short verbal report from Cllr Quarmby on a recent meeting.

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

The meeting of the Amenities Committee held on Monday 18<sup>th</sup> September 2017.

The meeting of the New Housing Development Committee held on Monday 23<sup>rd</sup> October 2017.

**188.17 Representative Reports:**

**Memorial Hall Committee:** To receive a short verbal report from Cllr Mace on a recent meeting.

**Cuckoo Fair Committee:** To receive a short verbal report from Cllr Pearce on a recent meeting.

**Parish Surgery:** To receive a short verbal report from Cllr Pearce on the December surgery.

**Downton Moot Preservation Trust:** To receive a short verbal report from Cllr Brentor on a recent meeting.

**Downton Millennium Green Trust:** To receive a short verbal report from Cllr Brentor on a recent meeting.

**Meeting with Wessex Water:** To receive a short verbal report from Cllr Mace on a meeting to receive an update on works being carried out in Downton.

**189.17 To approve the following payments:**

- £735.00 - Maranji Commercial & Domestic Cleaning - November.
- £696.31 - Bawden Contracting Services Ltd - For grasscutting.
- £200.64 & £229.80 - Idverde - For bin emptying for October and November.
- £246.62 - Bournemouth Water - For Public Toilets
- £118.80 - Bournemouth Water - For Memorial Hall Extension
- £77.74 - Viking - For stationery and printer cartridges.
- £90.00 - Salisbury Window Cleaning Services - For the bus shelters.

**190.17 To resolve to approve the sum of £2,872.82 as the Accounts for payment for December and to record the bank balances.**

**191.17 To resolve to approve and note the Budget Actual figures to 31<sup>st</sup> December 2017.**

**192.17 To resolve to note the Clerk's report providing information on recent issues and work completed.**

**193.17 To resolve to note the Correspondence received.**

**194.17 Date of next meeting - Monday 8<sup>th</sup> January 2017 at 7.30 pm at the Band Hall, Gravel Close, Downton.**

***Councillors are asked to note that in the exercise of their functions, they must take note of the following: Equal Opportunities (race, gender, sexual orientation, marital status and any disability); Crime & Disorder, Health & safety, and Human Rights.***

***Any person who may have difficulty with access to the meeting through disability is asked to advise the Clerk on 01725 513874 at least 24 hours before the meeting so that every effort may be made to provide access.***