



**Minutes of the Ordinary meeting of the Parish Council held on Monday 11<sup>th</sup> June 2018 at the Band Hall, Gravel Close, Downton at 7.30 pm.**

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

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

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

**Public Question Time:**

Three parishioners raised the issues of:

- the poor state of The Stag public house which was attracting vermin and flytipping;
- the rectification works to the Puffin Crossing at the Headlands;
- the very overgrown condition of the cycle path from Downton to Bodenham which had become impassable; and
- the repairs to the lighting at The Borough Cross.

**Unitary Councillor Richard Clewer:** Cllr Clewer gave a brief update as follows:

- He will take up the issues raised by parishioners with Wiltshire Council's Environmental Health, Planning, Highways and Street Scene Departments.
- HRH The Prince of Wales and the Duchess of Cornwall would be visiting Salisbury on 22nd June.
- Visitor footfall in Salisbury was measured recently at just ahead of national trends, whereas the city used to be 10 percent ahead of national trends.
- The government is changing the basis on how housing numbers are determined so this may lead to the need for closer monitoring and the revision of the core strategy figures every two years.

**38.18 To receive apologies from Councillors:** The Clerk confirmed that one apology had been received from Cllr Watts due to a holiday commitment. Cllr Mace proposed from the Chair and it was **RESOLVED** that the apology and the reason for it be noted.

**39.18 To consider and resolve to approve the Minutes of the Annual Meeting held on Monday 14<sup>th</sup> May 2018:** Downton Parish Council **RESOLVED**, with 1 abstention from Cllr Cornell, to approve the Minutes of the Annual Meeting held on 14<sup>th</sup> May 2018 as a true record and they were signed by the Chairman.

**40.18 Declarations of Interest:**

- 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 Mace declared a personal and non-pecuniary interest in tree works application 18/05363/TCA.

**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.

**41.18 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 following actions be taken:

Cllr Clewer will take up the matters raised by parishioners with Wiltshire Council and the Clerk will also chase up officers again for information and clarification on the date when works to the Puffin Crossing will start.

**42.18 Planning and Tree Works Applications:**

**18/04840/LBC &**

**18/03868/FUL 44 High Street, Downton - Construction of a new, small, unheated porch extension, incorporating externally accessed boiler cupboard/store to the rear of a GII listed property, addition of new kitchen and bathroom extract fans. Provision of conservation roof lights to South facing pitch of roof to increase daylight and ventilation to second floor of the property. Dismantling and rebuilding of an existing, non-listed, structure (former WC outbuilding) within the curtilage of the listed building:** Following a report from Cllr Quarmbly, Downton Parish Council RESOLVED to have no objection in principle but to leave the decision on this application to the Conservation Officer so that any approval will include the appropriate conditions regarding the materials to be used.

**18/04167/CLE 4 Clearbury View Downton - Certificate of lawfulness for single storey pitched roof side extension with 2 roof lights and boundary fencing adjustments:** Following a report from Cllr Sutcliffe, Downton Parish Council RESOLVED to raise no objection to this application.

**18/04577/FUL 107 The Borough Downton - Removal of 2no Conservatory Single Storey Structures, Brick Single Storey Utility & Slate Roofed Catslide Roof & Part First Floor Store Floor. Proposed Single Storey Flat Roofed Extension with Rooflights replacing Conservatory Structure. Proposed Two Storey Roof Extension with Rooflights replacing Catslide Roof Element:** Following a report from Cllr Yeates, Downton Parish Council RESOLVED to support the application on the grounds that it is an improvement to the existing glass structures and would enhance the property as a family home. It would also have no impact on The Borough and the Downton Conservation Area.

**18/04687/LBC The Warren, 15 High Street, Downton - Replace ceiling structure and finish in bedroom 3 and install new steel binders in roof over bedroom with supports for purlins:** Following a report from Cllr Brentor, Downton Parish Council RESOLVED to leave the decision on this application to the Conservation Officer but supported it provided the appropriate materials are used.

**18/04689/LBC Witherington Cottage Lower Road Charlton All Saints - Demolition of detached outbuilding (privy) and reinstatement of ground:** Following a report from Cllr Mace, Downton Parish Council RESOLVED to support this application on the grounds that it is not separately listed and is in a very poor and unsafe condition.

**18/05363/TCA Long Close House, Long Close West, Downton - Walnut tree - fell:** Following a report from Cllr Cordell, Downton Parish Council RESOLVED to accept the decision of the Tree Officer.

**43.18 To consider the revised Terms of Reference for the Amenities Committee Committees with a recommendation from the Committee that they be approved.** Following a brief discussion, Cllr Brentor proposed, Cllr Pearce seconded and it was RESOLVED that the revised terms of reference for the Amenities Committee be approved.

**44.18 To consider and re-adopt the Parish Council's Co-option Policy for 2018/19:** Cllr Mace proposed from the chair and it was RESOLVED that the Co-option Policy be re-adopted.

**45.18 To resolve to elect Cllr Prince to the Amenities Committee:** Cllr Brentor proposed, Cllr Pearce seconded and it was RESOLVED that Cllr Prince be elected to the Amenities Committee.

**46.18 To consider a proposal from Cllr Mace to make a minor change to the Terms of Reference for the Memorial Hall Extension Working Group:** Cllr Mace proposed, Cllr Brentor seconded and it was RESOLVED that point 14 be removed altogether and there should be no limit to the numbers which form the Working Group.

**47.18 To receive a report from Cllr Pearce on the annual review of the effectiveness of the system of internal control, to consider the findings of the review, the internal audit work performed and the internal audit arrangements:** Following a report from Cllr Pearce, Downton Parish Council RESOLVED that the current system of internal control and internal audit were appropriate, effective and sufficient.

**48.18 To consider and resolve to approve the Annual Governance Statement contained within the Annual Governance and Accountability Return (AGAR) Part 3 for the year ended 31<sup>st</sup> March 2018 for submission to the Parish Council's External Auditors following completion of the Internal Audit:** Following a brief report from the Clerk, Downton Parish Council RESOLVED to approve the Governance Statement for 2017/18 as contained in the Annual Governance and Accountability Return.

**247.17 To consider and resolve to approve the Accounting Statements contained in the Annual Return and Statement of Variances within the Annual Governance and Accountability Return (AGAR) Part 3 for the year ended 31<sup>st</sup> March 2018 for submission to the Parish Council's External Auditors following completion of the Internal Audit:** Following a brief report from the Clerk, Downton Parish Council RESOLVED to approve the Accounting Statements contained in the

**49.18 To resolve to note that in the Data Protection Act 2018 and for the purposes of the General Data Protection Regulation there is no requirement for parishes as a ‘public body’ or ‘public authority’, as defined in the Act, to appoint a Data Protection Officer:** Following a brief explanation from the Clerk, Downton Parish Council RESOLVED to note that under the Data Protection Act 2018 there is no requirement for parishes to appoint a Data Protection Officer.

**50.18 To consider a recommendation from the Amenities Committee to use the Council’s Recreation (R2) monies to purchase four picnic tables for the Moot Lane Recreation Ground:** Following a brief explanation from Cllr Brentor and confirmation that the cost of the benches and their installation (which would be done on a voluntary basis) would be around £1,500, she proposed, Cllr Cordell seconded and it was RESOLVED that the purchase be approved and that the Council’s Recreation (R2) monies be used for the purpose.

**51.18 To consider a proposal from Cllrs Mace and Brentor to purchase a commemorative WW1 bench from David Ogilvie Engineering Ltd at the cost of £820 (including delivery) for installation in the Memorial Gardens:** Following a brief explanation from Cllr Mace, he proposed, Cllr Brentor seconded and it was RESOLVED that the purchase be approved.

**52.18 To consider a proposal from Cllr Mace to approve the purchase of a commemorative wreath for the soldiers from Downton who died in the First World War to be laid by the Downton branch of the Royal British Legion at a ceremony to be held in Ypres in August 2018:** Cllr Mace proposed, Cllr Yeates seconded and it was RESOLVED that Downton Parish Council should make a donation of £36 to the Royal British Legion for the commemorative wreath.

**53.18 Committee Reports:**

**Amenities Committee:** Cllr Brentor gave a detailed report on a recent meeting at which the Committee had considered a complaint regarding the grasscutting at the Cemetery, received an update on the bridge project which had not received the funding from CSG to carry out a feasibility study, the issue of disabled parking outside the Co-op and the resources required under Wiltshire Council’s parish emergency assistance scheme ahead of next winter.

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

The meeting of the Amenities Committee held on Monday 19<sup>th</sup> March 2018.

Cllr Mace proposed from the Chair and it was RESOLVED that the noting of the Minutes be deferred to the next meeting.

**55.18 Representative Reports:**

**Memorial Hall Extension Construction Working Group:** Cllr Sutcliffe gave a detailed report on the progress of the extension. He said that the project was

progressing well but due to the poor weather in January and March 28 days had been lost and it would not finish until early October. However, with good weather in the next couple of months it was anticipated completion could be brought forward to the end of September. Cllr Quarmby advised that there had been no requirement so far to draw down on the Public Works Loan and the Clerk was awaiting further section 106 and Community Infrastructure Levy monies due from Wiltshire Council.

**Memorial Hall Extension Working Group:** Cllr Mace reported on a recent meeting and also on a meeting held jointly with the Memorial Hall Committee. He said that four of the trustees had resigned since the meeting and the Committee was currently considering appointing replacement trustees. He also said that he was pleased to advise that the atmosphere of the Working Group was now more positive and the Group was looking to recruit more members in order to spread the workload.

**Downton Cuckoo Fair:** Cllr Pearce gave a brief report on the recent lengthy ‘wash up’ meeting which was held to capture all the feedback and information received from this year’s fair in order to make improvements ahead of next year’s fair.

**56.18 To approve the following payments:**

- £770.00 - Maranji Commercial & Domestic Cleaning - May.
- £696.31 - Bawden Contracting Services Ltd - For grasscutting in April.
- £205.63 - Idverde - For bin collection in May.
- £90.00 - Salisbury Window Cleaning Services - For cleaning of bus shelters.
- £3,498.00 - Cain Bioengineering - For restoration to Downton Footpath 66.
- £100.00 - Fair Account - For the Internal Audit of the accounts for 2017/18.
- £31.38 - West Mercia Energy - For the public toilets.
- £28.76 - 1&1 Internet - For Website hosting 01/05/2018-01/08/2018
- £103.95 - Mrs B Cornish - Clerk’s expenses from April-June 2018.

**Memorial Hall extension payments:**

- £114,785.81 - SWH Group - For building construction.
- £1,301.72 - Paul Stevens Architecture - For Contract administration.
- £2,400.00 – Martin Pickard - For Quantity Surveyor costs.
- £154.53 - Downton Memorial Hall - Utility costs reimbursement.

Cllr Quarmby proposed, Cllr Cordell seconded and it was RESOLVED that the payments be approved.

**57.18 To resolve to approve the sum of £127,271.79 as the Accounts for payment for June and to record the bank balances:**

<b>Payee</b>	<b>Detail and payment made by bank transfer</b>	<b>£</b>
Maranji Commercial & Domestic Cleaning		770.00
Bawden Contracting Services Ltd		696.31
Idverde		205.63
Salisbury Window Cleaning Services		90.00
Cain Bioengineering		3,498.00
Fair Account		100.00
West Mercia Energy		31.38
1&1 Internet		28.76
Mrs B Cornish		103.95

Downton Parish Council – Full Council Meeting on Monday 11<sup>th</sup> June 2018  
Minutes approved as a true and accurate record, and signed as so by the Chairman presiding

.....Date.....

Mr N Saxby	151.20
Mr T Matthewman	151.20
Mrs B Cornish	1,474.27
HM Revenue & Customs	1,329.03
Total	<u>8,629.73</u>

**Memorial Hall Extension payments**

SWH Group	114,785.81
Paul Stevens Architecture	1,301.72
Martin Pickard	2,400.00
Downton Memorial Hall	154.53
Total	<u>118,642.06</u>

**Balances to be Approved and Noted as at 11.06.18**

Current A/c: £5,277.40    Deposit A/c: £85,803.52  
 Memorial Hall Extension A/c: £83,597.92

Cllr Mason proposed, Cllr Quarmby seconded and it was RESOLVED that the Accounts and Balances be approved and noted.

**58.18 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:

*Public Toilets:* Following the damage caused to the ladies toilets at Cuckoo Fair, the repairs have been carried out and paid for by Downton Cuckoo Fair. Further damage, this time in the gent’s toilets, was caused on Thursday 7<sup>th</sup> June which involved the wrenching off its hinges of a door to a cubicle. Repairs were carried out on the same day to enable the toilets to remain open to the public.

*Grasscutting:* Two issues have arisen with regard to complaints about grasscutting. The damage to flowers as a result of strimming at the cemetery which has been resolved and the length of the grass at Charlton All Saints’s playground which the Clerk has followed up with the director of Bawdens to ensure that it is cut in accordance with the contract.

*Litter Picking:* The Litter Picker has returned to work following his broken wrist.

*Footpath 66:* Work to restore footpath 66 between the Moot and the Millennium Green has been completed by Cain Bioengineering. A contribution of £1,467 towards the work has been received from Wiltshire Council.

**59.18 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:
  - An email advising that the Big Pledge Challenge - The campaign, which runs from 14 May to 8 July, is open to enter now for all ages and every level of fitness and ability. Participants can choose from a wide array of pursuits to complete their personal challenge, including football, cricket, tennis, basketball, athletics, dance, cycling, walking, running and badminton.

- Briefing Note 356 – Homelessness.
  - Parish Newsletter for 4<sup>th</sup> June 2018.
  - Wiltshire Highways – Notice of Temporary Closure of Barford Lane from 27-29<sup>th</sup> June 2018 from Barford Lane (Part), Downton from property Parsonage Farm House for a distance of approximately 560m in a northerly direction to enable BT Openreach to access overhead network for customer connection. The closure will be required between the hours of 09.30 and 15.30.
2. A former Downton parishioner - An email enclosing a High Court judgement which dismissed a claim against the written ministerial statement on Neighbourhood Plans issued on 12 December 2016.
  3. Charlton parishioner - A report on flytipping in Warrens Lane, Charlton and concerns raised about the grasscutting and playground equipment at the Charlton All Saints playground.
  4. Downton parishioner - An email of complaint regarding the grasscutting at the Cemetery.
  5. Downton parishioner - An email confirming the concerns raised about the Cemetery on Facebook.
  6. Downton parishioner – An email asking whether planning permission is required for the painting of the former High Street post office dwelling within the conservation area.
  7. Downton parishioner - An email expressing concerns about the parked cars leading up to the pinch points and asking if the Parish Council can do anything about it.
  8. Downton parishioner - An email asking about the setting up of a mobile business to meet the needs of the community and whether any permissions are required.
  9. Downton parishioner - An email asking when the basketball net is to be installed.
  10. Downton parishioner - An email expressing concerns about not being able to park near to their house and asking whether a residents parking zone could be created.
  11. Chairman of Downton Bowling Club - An email seeking the views of the Parish Council with regard to the potential requirement for planning permission for a water tank on the Leisure Centre site.
  12. Downton Society – An email asking the parish council to take some action on the weeds in the High Street and the bollard on the Green opposite the Memorial Gardens.

**60.18 Date of next meeting:** Cllr Mace confirmed the date of the next meeting as Monday 9<sup>th</sup> July 2018 at 7.30 pm at the Band Hall, Gravel Close, Downton.

With no further business, the meeting closed at 8.57 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.*