



**Minutes of the Ordinary meeting of the Parish Council held on Monday 14<sup>th</sup> January 2019 in the Bonvalot Room at the Downton Memorial Centre, The Borough, Downton at 7.30 pm.**

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

**In attendance:** Pc Matt Holland, Community Policing Coordinator, Wiltshire South (Salisbury) Community Policing Team - Rural  
Mrs Bev Cornish, Parish Clerk

**Also present:** Twenty-one members of the public.

**Public Question Time:**

Pc Matt Holland gave a detailed update on recent incidents of criminal damage which were caused to a number of cars and properties on 27<sup>th</sup> December 2018, the theft of lead from a porch in The Borough in early January and the work being done to apprehend the offenders using cross-force intelligence with colleagues in Dorset and Hampshire.

He also reported that there had been a number of incidents of anti-social behaviour over the last two months caused by a group of young people who lived locally and several who travelled to the parish from Salisbury. He said the team were working with residents and the Trafalgar School at Downton to tackle this and to stop it.

Pc Holland responded to several questions from parishioners and councillors and said that Downton was currently a priority location for the team and any neighbourhood watch schemes being set up by residents would assist the work of the police.

Following a question regarding guidance on crime reduction, Pc Holland said that a colleague, Pc Amanda Clarke, would be able to provide advice to parishioners on this.

Cllr Mace thanked Pc Holland for his update and for attending the meeting.

A parishioner advised that Neighbourhood Watch Schemes were now set up in Barford Lane and Church Leat and he was happy to advise any other parishioners who wished to set up schemes in their area.

Mrs Christine Parry, Secretary of the BWSCA, advised members that Downton Football Club had submitted an application for a grant to the January meeting of the Southern Wiltshire Area Board and would appreciate its support.

Mrs Nikki Wilson, Chair of the Downton Society, making reference to item 192.18b on the Agenda, stated that the Downton Society was not asking for the Council to commit at this stage to forming a partnership but to give its initial views on the parish's participation in South West in Bloom in 2020 and in giving its 'in principle' support.

**183.18 To receive apologies from Councillors:** The Clerk advised that an apology had been received from Cllr Mason due to a personal commitment. Cllr Mace proposed from the Chair and it was RESOLVED that the apology and the reason for it be noted.

**184.18 To consider and resolve to approve the Minutes of the Ordinary Meeting held on Monday 10<sup>th</sup> December 2018:** Downton Parish Council RESOLVED, with an abstention from Cllr Gentle, to approve the Minutes of the Ordinary Meeting held on 10<sup>th</sup> December 2018 and they were signed as a true record by the Chairman.

**185.18 Chairman's announcements:** Cllr Mace informed the meeting of the sad news of the death of Cllr Roger Yeates on 1st January following a short illness. He said Cllr Yeates had been a member of the Parish Council since July 2005, had been a great role model for new councillors and had played a very active role in its work, serving as Vice-Chair of the Council for many years and Chair of the Planning Committee.

Cllr Mace also said that Cllr Yeates was one of the people who came up with the idea to extend the Memorial Hall and, over the last five years had been one of the councillors who had worked very hard and successfully to turn that bright idea into reality. He said he will remember him with respect and affection as a great colleague and he will be sorely missed by the Council and the community.

**186.18 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:**

Cllrs Brentor and Pearce declared a personal and pecuniary interest in items 200.18 and 201.18 and they did not speak or vote during the discussions.

Cllr Watts declared a personal and non-pecuniary interest in planning application 18/11579/FUL 25 Castle Meadow, Downton as the applicant was his neighbour and he did not speak or vote during the discussion.

**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.

**187.18 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 only matter which came out of the public discussion was for the Council to consider holding a Crime Prevention

Event to provide information to parishioners and he asked the Clerk to investigate a date and possible participants with Pc Amanda Clarke.

### **188.18 Planning and Tree Works Applications**

**18/11248/FUL 54 Catherine Crescent, Downton - Erection of a side porch with pitched roof and rear flat roof lounge extension:** Downton Parish Council RESOLVED to support this application on the grounds that it was compliant with Core Policy 57 of the Wiltshire Core Strategy

**18/11579/FUL 25 Castle Meadow, Downton - Single storey extension (to provide entrance lobby and ramp for a disabled person):** Downton Parish Council RESOLVED to support this application, with 1 abstention from Cllr Watts, on the grounds that it was compliant with Core Policy 57 of the Wiltshire Core Strategy

#### **18/11878/LBC &**

**18/11670/FUL Leicester House, 72 The Borough, Downton - New car port structure:** Downton Parish Council RESOLVED to support this application and the comments made by the Conservation Officer on the grounds that it was compliant with Core Policy 57 of the Wiltshire Core Strategy.

**18/11740/FUL Barn at Manor House, Barford Lane, Downton - Change of use of barn to be used as a Micro Distillery:** Downton Parish Council RESOLVED to submit the following comments:

'Whilst Downton Parish Council wishes to be supportive of new businesses and in accordance with Policy LE2 of the Downton Neighbourhood Plan, councillors considered that insufficient information had been provided in the application in order for them to consider properly the impact of the new micro-distillery or the future consequences of the title 'change of use' on a building within the curtilage of an historically important listed building and on neighbouring properties within the conservation area.

The Council therefore requests that more information be provided to it or that the Planning Officer consults with the Environmental Health Officer and no decision is taken until they are satisfied that there will be no detrimental impact on the property, to the residential amenity of neighbouring properties or to the tranquillity of the Parish Church of St. Laurence's, and its graveyard, which are immediately adjacent to the applicant's property.'

**18/11793/PNEX 32 Downlands Close, Downton - Prior Notification (larger home extension scheme) - Single storey rear extension with rear projection of 4.5 metres with eaves height of 2.45 metres and maximum height of 2.85 metres:** Cllr Mace informed councillors that this application had been determined.

**18/11751/TCA Heronswalk, 76 The Borough, Downton - T1 & T2 - Weeping Willows - Pollard to 4 Metres:** Downton Parish Council RESOLVED to support this application.

**18/12044/TCA Walnut Cottage, 26 The Borough, Downton - Walnut tree - overall reduction up to 2m Ash tree - reduce limbs by 1m:** Downton Parish Council RESOLVED to support this application.

**189.18 To resolve to approve the repayment of £88,271 which was paid to the Parish Council a second time in error by Wiltshire Council for the s106 Community Facilities monies from the Charles Church development:** Following a brief report from the Clerk, Cllr Cornell proposed, Cllr Pearce seconded and it was RESOLVED that the repayment be approved.

**190.18 To consider the following recommendations from the Amenities Committee with regard to the allocation of the Charles Church s106 monies for National Park SPA mitigation to the value of £24,150:**

- a. **The Parish Council commissions the design specification for the Bridge over the Avon working through the Bridge Working Group and purchases the circular path notice and continues the improvement to Footpath 66;** Following a report from Cllr Brentor, she proposed, Cllr Pearce seconded and it was RESOLVED that the design specification for the Bridge over the Avon be commissioned.
- b. **The Parish Council retains £7,800 of the monies for tasks identified as its responsibility but works with the Millennium Green Trust to undertake the provision of the 2 and 6 finger signposts and the creation and distribution of leaflets for which the Parish Council will undertake to pay:** Cllr Brentor proposed, Cllr Pearce seconded and it was RESOLVED that £7,800 be retained for the tasks outlined above for which the Parish Council will undertake to pay.
- c. **The Parish Council transfers the sum of £16,350 to the Millennium Green Trust to enable the completion of the Trust's responsibilities with a request for a report on an annual basis of how the monies have been spent:** Cllr Brentor proposed, Cllr Pearce seconded and it was RESOLVED that the sum of £16,350 be transferred and that an annual report be requested from the Millennium Green Trust.

**191.18 To consider recommendations from the Amenities Committee following its consideration of a request to register the White Horse Public House as a Community Asset as follows:**

- a. **That the Committee reconsiders the registration again at the March 2019 meeting once more information is known about the sale and interest in purchasing the tenancy:**  
Cllr Brentor gave a detailed report on her investigations into the registration of an asset of community value and the criteria required to apply for it. Following a discussion, she proposed, Cllr Cornell seconded and it was RESOLVED that a decision be deferred until the March meeting of the Amenities Committee, unless information received subsequently required it to be considered prior to that meeting, and that work be done in the meantime to garner the views and evidence of the community's support by the parishioners who wished to register the public house.

- b. The Parish Council sets up a community asset group to consider mapping the parish's assets identified to be of community value:**  
Following a brief discussion, Cllr Cornell proposed, Cllr Brentor seconded and it was RESOLVED that a Working Group be formed and that Cllr Gentle and Cllr Brentor be members of it together with several parishioners who expressed an interest in joining it.

**192.18 To consider recommendations from the Amenities Committee following its consideration of two requests from the Downton Society as follows:**

- a. With regard to the refurbishment of the shelter in the Memorial Gardens, that the Parish Council works with the Downton Society to agree mutually the materials for its refurbishment and that the Parish Council accepts a contribution of £1,500 towards the cost of that refurbishment:**  
Following a brief report from Cllr Brentor, she proposed, Cllr Pearce seconded and it was RESOLVED that the £1,500 be accepted and that a site meeting be arranged to agree on the work to be done and the materials to be used.
- b. With regard to the parish's participation in 'South West in Bloom' in 2020, the Parish Council agrees 'in principle' to form a partnership with the Downton Society to enable that participation:**  
Cllr Brentor proposed, Cllr Cornell seconded and it was RESOLVED that the Parish Council should give its 'in principle' support and that the project be considered again later in the year with the potential for allocating an amount to the 2020/2021 budget.

**193.18 To consider a recommendation from the Amenities Committee to resolve to set up a Communications Working Group with the remit of communicating the work of the Committee and projects being carried out by the Parish Council to residents and to resolve to agree on its membership:**  
Following a report from Cllr Cornell and a discussion, she proposed, Cllr Brentor seconded and it was RESOLVED that a Communications Working Group be formed and that Cllrs Cornell, Prince and Watts be members of it.

**194.18 To consider a recommendation from the Amenities Committee to resolve to adopt the Downton Playground Risk Management Policy:** Following a brief report from Cllr Brentor, she proposed, Cllr Cordell seconded and it was RESOLVED that it be approved with the proviso that the reference to the frequency of playground inspections by councillors be agreed amongst councillors allocated for that role and that any change to the document be consistent with the agreed frequency.

**195.18 Using its power under Section 31 of the Local Government and Rating Act 1997, to consider a request from residents for a contribution of £60 towards the cost of signage in the setting up a Neighbourhood Watch Scheme in Barford Lane:** Cllr Cordell proposed, Cllr Watts seconded and it was RESOLVED that the contribution of £60 be approved.

**196.18 To consider a proposal from Cllr Sutcliffe, following a report he has received from a resident, to investigate the safety of the southern pedestrian exit from the Charles Church development onto Wick Lane:** Following a report

from Cllr Sutcliffe and discussion, he proposed, Cllr Pearce seconded and it was RESOLVED that the Clerk should write to Charles Church to request that a second set of barriers be added to the south eastern exit of the development in Wick Lane which were not currently shown on the landscaping plan.

#### **197.18 Committee Reports:**

**Amenities Committee:** Cllr Brentor on a recent meeting at which many of the items discussed had already been considered by the Parish Council. She reported that a discussion was held following concerns raised by five parishioners about the condition of the A338 cycle path from Downton to Salisbury. A site visit had since been carried out and a letter was to be sent to Wiltshire Highways to request that a contribution from the £7.3 million central government funding for transport and infrastructure be spent on the refurbishment of the cycle way so that it was fit for purpose and safe to be used.

#### **198.18 To resolve to receive and note the Minutes of:**

The meeting of the Amenities Committee held on Monday 17<sup>th</sup> September 2018.

Cllr Brentor proposed, Cllr Watts seconded and it was RESOLVED that the Minutes be noted.

#### **199.18 Representative Reports:**

**Parish Surgery:** Cllr Mace advised that no parishioners had attended the surgery on 5<sup>th</sup> January 2019.

#### **200.18 To resolve to approve the following payments:**

- £770.00 - Maranji Commercial & Domestic Cleaning - November.
- £716.21 - Bawden Contracting Services Ltd - For grasscutting in December.
- £205.63 - Idverde - For bin emptying in December.
- £11.27 - Mercia Energy - For electricity at the Public Toilets.
- £135.92 - Mr Bob Moody - For installation of baby change unit in the Memorial Centre.
- £225.00 Water2Business - For waste water at the Public Toilets.
- £30.00 - Cllr Pearce - For materials for the Parish Council's exhibit at the Downton Christmas Tree Festival 2018.
- £50.00 - Cllr Brentor - For materials for the Memorial Centre opening.
- £30.46 & £56.62 - Viking - For a key cabinet and key rings for the Memorial Centre and exhibition materials for the Memorial Centre opening.
- £682.20 - Time2Display - For all signage at the Memorial Centre.
- £120.00 – David Mercer Smaller Woodlands – For part-replacement of hedging in Memorial Gardens.

Cllr Cornell proposed, Cllr Gentle seconded and it was RESOLVED that the payments be approved.

#### **201.18 To resolve to approve the sum of £6,312.55 as the Accounts for payment for January 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		716.21
Idverde		205.63
West Mercia Energy		11.27
Mr R Moody		135.92
Water2Business		225.00
Cllr Pearce		30.00
Cllr Brentor		50.00
Viking		87.08
Time2Display		682.20
David Mercer Smaller Woodlands		120.00
Mr N Saxby		151.20
Mr T Matthewman		151.20
Mrs B Cornish		1498.13
HM Revenue & Customs – PAYE for Oct, ,Dec		1478.71
	<b>Total</b>	<b><u>6,312.55</u></b>

Cllr Cornell proposed, Cllr Gentle seconded and it was RESOLVED that the accounts be approved.

**Balances to be Approved and Noted as at 14.01.19**

Current A/c: £9,541.64 Deposit A/c: £98,402.27  
 Memorial Hall Extension A/c: £50,905.98

Cllr Sutcliffe proposed, Cllr Cornell seconded and it was RESOLVED that the balances be approved and noted.

**202.18 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:

*Speed Indicator Device:* Redlynch Parish Council has approved the joint venture with Downton Parish Council to purchase a Speed Indicator Device with the assistance of the Southern Wiltshire Area Board, with all three parties contributing a third share in the purchase cost.

*Part-time 20 Scheme:* Following last month’s meeting, the Chair of Governors of the Primary School suggested that the school flashing lights on the Green and by the bus stop west of Gravel Close be re-commissioned. This was followed up by the Clerk with the Wiltshire Council Highways Engineer who advised that there was a scheme called ‘Taking Action on School Journeys’ of which the ‘Part-time 20’ formed a part. The direction would need to come from the school but such a scheme was possible to implement. The Clerk has therefore left it for the Primary School to initiate through the Headteacher but has offered assistance.

*Kerbing of Borough Green:* A meeting has been arranged on 24th January with the new Estate Manager at Longford Estates to discuss the repair and kerbing of the Borough Green adjacent to The Bull public house.

*Flooding outside The Borough Dental Practice:* Graham Axtell, the Highways Engineer, has advised the Clerk that he will be meeting with the Major Maintenance Officer shortly to look at the site. He advised that this work will probably be done as part of Wiltshire Council's 'reactive programme' in the new financial year.

**203.18 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:
  - Parish Newsletter for w/c 7<sup>th</sup> January.
  - Briefing Note 19-001 - Statutory Consultation Opens on Vision for Special Needs Schools.
  - Cllr Wayman's Highways Newsletter for December.
  - An email from the Weather Team regarding vigilance for groundwater flooding.
  - An email advising of the Parish Steward Programme for Jan - April 2019.
2. Wiltshire Police – Monthly police report from Pc Matt Holland.
3. Wiltshire Association of Local Councils - January Newsletter.
4. An email from a parishioner regarding the restoration of the Memorial Gardens and the Bunney.
5. An email from a parishioner regarding the parking on pavements in the High Street and Lode Hill and at the edge of junctions in the same locations which blocks visibility for drivers exiting Barford Lane and Moot Lane.
6. An email from a parishioner requesting information on the precept for 2019-20.
7. A copy email to Graham Axtell at Wiltshire Highways regarding the flooding around the Green outside The Borough Dental practice.
8. An email from a parishioner requesting that a large climbing shrub be cut down on the boundary between the Moot Lane Recreation Ground and the bungalows in Castle Meadow.
9. An email from a parishioner advising that a Neighbourhood Watch Scheme had been set up in Barford Lane.

**204.18 Date of next meeting:** Cllr Mace confirmed the date of the next meeting as Monday 11<sup>th</sup> February 2019 at 7.30 pm in the Bonvalot Room at the Downton Memorial Centre, The Borough, Downton.

With no further business, the meeting closed at 9.05 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.*