

DOWNTON PARISH COUNCIL



Minutes of the Ordinary meeting of the Parish Council held on Monday 11th March 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, Pearce, Prince, and Ricketts.

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

Also present: Four members of the public.

Public Question Time:

Mr Jeremy Parsons, as Chair of the Barford Day Centre, gave a brief report on the reasons for requesting a grant from the Parish Council and the recent correspondence from Wiltshire Council advising, without notice, of a 30 percent cut to its grant to the Centre for 2019.

Unitary Councillor Richard Clewer: Cllr Clewer advised that he was unaware that cuts to grants for Wiltshire's day centres would take effect in the next financial year and would investigate the matter.

He also gave a brief update on Wiltshire Council's response to the Local Government Boundary Commission for England's draft recommendations on Council division boundaries which includes the splitting up of parts of Laverstock which it was opposing.

220.18 To receive apologies from Councillors: The Clerk advised that the following apologies had been received:
Cllrs Sutcliffe and Watts for the reasons of a work commitment and Cllrs Gentle for the reason of a personal commitment.
Cllr Mace proposed from the Chair and it was RESOLVED that the apologies and the reasons for them be noted.

221.18 To consider and resolve to approve the Minutes of the Ordinary Meeting held on Monday 11th February 2019: Downton Parish Council RESOLVED, with 1 abstention from Cllr Cornell, to approve the Minutes of the Ordinary Meeting held on 11th February 2019 and they were signed as a true record by the Chairman.

222.18 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:**
No declarations of interest were received.

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

.....Date.....

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.

223.18 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: No other matters were raised by members of the public other than that which was to be considered under Minute 232.18.

224.18 Planning and Tree Works Applications:

19/01930/LBC Downton C of E Primary School, Gravel Close, Downton - Internal reconfiguration and full refurbishment of existing Toilet facilities. Works include the removal of existing internal stud work partitions: Downton Parish Council RESOLVED to support this application on the grounds that (a) it would resolve some safeguarding issues at the site; and (b) it would have no impact on the Downton Conservation Area.

19/01424/TCA Willowdene, Long Close, Downton - Willow tree - re-pollard 50%: Cllr Mace advised that this application had already been determined and approved with conditions by the Tree Officer.

225.18 To consider a request from Mr John Underhill of Doccombe European Ltd for the Parish Council's views on a proposed plan and elevations for a canopy on the Doccombe European Ltd site in Batten Road, Downton prior to the submission of a planning application: Following a brief discussion, Cllr Mace proposed from the Chair and it was RESOLVED that the Council's comments be as follows:

- Councillors had no particular objection to the plans.
- Councillors wished to see a lighting plan.
- Councillors wished to be informed of the material to be used for the canopy and to know whether or not it was transparent.

226.18 To consider recommendations from Cllrs Mace and Brentor with regard to the recent tender and evaluation process for the Re-Roofing of the Downton Memorial Hall and to resolve to approve the appointment of one contractor to commence the works to the roof in April 2019: Cllr Mace advised that in the course of the tender process the Clerk had received 13 enquiries for tender documentation, 6 tender submissions of which 4 were compliant. He said the tenders had been considered by Cllr Brentor and himself with assistance from the Clerk and Cllr Sutcliffe and they recommended that CB Roofing of Salisbury be appointed. He said that CB Roofing had scored the highest overall total of combined points across all quality and price criteria.

Name	Tender Price
CB Roofing	£28,000
Tenderer B	£31,160
Tenderer C	£35,900
Tenderer D	£54,850

Following a discussion, Downton Parish Council RESOLVED to approve the appointment of CB Roofing of Salisbury to carry out the work to replace the roof on the Downton Memorial Hall.

Downton Parish Council further RESOLVED to delegate the formulation and signing of the JCT Contract to Cllr Sutcliffe and Mace. Cllr Mace advised that the work to the roof will commence on 1st April and will take approximately 3 weeks.

227.18 To consider a proposal from Cllr Brentor to extend by another 3 years the contract for the cleaning and maintenance of the Public Toilets with Marangi Commercial and Domestic Cleaning Ltd at the 2019/20 cost of £9,660: Cllr Brentor reported briefly on the proposal which was to renew for another 3 years with an increase of £35 per month per year (which is on the same terms as was agreed for the previous 3 years). Cllr Brentor proposed, Cllr Cornell seconded and it was RESOLVED that the 3 year renewal of the cleaning and maintenance contract with Marangi Commercial and Domestic Cleaning Ltd be approved.

228.18 In relation to Minute 190.18, to resolve to correct the sums agreed to be paid to the Millennium Green Trust as £15,850 rather than £16,350 to enable the completion of the Trust's responsibilities in relation to the Charles Church development's s106 monies for National Park SPA mitigation: Following an explanation from Cllr Brentor, Cllr Mace proposed from the Chair and it was RESOLVED that the correction of the sums be approved.

229.18 To consider a response to The Local Government Boundary Commission for England's draft recommendations on Council division boundaries in Wiltshire: Following a brief report from Cllr Brentor as to the approach the Council should take on the response, Cllr Mace proposed from the Chair and it was RESOLVED that the response be delegated to Cllr Brentor and the Clerk.

230.18 To consider a written request from Mr Tony Pike, Chair of the Downton Cuckoo Fair Committee, to use the Borough Greens and the Memorial Gardens for this year's Cuckoo Fair on Saturday 4th May 2019: Cllr Mace proposed from the Chair and it was RESOLVED that the approval be given with the proviso that any damage sustained be rectified as soon after the Fair as possible.

231.18 To consider and resolve to approve the closure of the B3080 from The Borough at its junction with The Headlands to Church Hatch from 08.30 hours to 18.00 hours on Saturday 4th May 2019 for Cuckoo Fair: Cllr Mace proposed from the Chair and it was RESOLVED that the temporary closure be approved.

232.18 Using the Parish Council's power under Section 137 of the Local Government Act 1972, to consider a request from the Barford Day Centre for support in providing a one day a week facility for older and disabled residents of Downton and surrounding village together with respite for their carers: Following a brief discussion and taking into consideration Cllr Clewer's commitment to investigate the cut to the Centre's annual grant, Cllr Brentor proposed, Cllr Cornell seconded and it was RESOLVED that the sum of £450 be allocated in the Council's end of year reserves until such time as further information from Wiltshire Council is known.

233.18 To consider a proposal from Cllr Prince to resolve to agree on the actions to be taken with regard to vehicles parking close to the junctions of Barford Lane, High Street and Lode Hill thereby blocking the visibility splay for drivers trying to exit those roads: Following a lengthy discussion during which various suggestions were considered, Cllr Pearce proposed, Cllr Brentor seconded and it was RESOLVED that the writing of an article for the forthcoming issue of InDownton be delegated to Cllr Prince which would ask residents to be mindful of the Highway Code when parking close to junctions and to have a thought for what inconvenience and even danger may be caused by where they park.

234.18 To consider a revised quote of £12,500 from Wiltshire Highways to kerb the Borough Green near to The Bull public house and to resolve to approve the allocation from reserves of £3,125 (being the required 25% contribution) and also receiving prior confirmation of Longford Estates' 50% contribution before submitting a request to the Community Area Transport Group: Following a brief report from the Clerk, Cllr Mace proposed from the Chair and it was RESOLVED that the sum of £3,125 be reserved and all agreed that the work to kerb the Green was needed urgently.

235.18 To consider an email regarding Wiltshire Council's Service Devolution and Asset Transfer Programme and to resolve to agree on whether the Parish Council wishes to undertake negotiations for the delegation of services and assets such as grounds maintenance and streetscene services: Following a brief discussion, a consensus formed that discussion was needed amongst parishes on how they could work together before any decision could be taken. Cllr Mace proposed from the Chair and it was RESOLVED that Downton Parish Council did not wish to pursue the delegation of services and assets at this time.

236.18 Following a brief report and proposal from Cllr Brentor and using the Parish Council's power under Section 19 of the Local Government (Miscellaneous Provisions) Act 1976, to resolve to approve the allocation of a further £700 from reserves to the Brian Whitehead Sports Centre Association for the purpose of repairing the roof of the Leisure Centre: Following a brief explanation from Cllr Brentor that work to the roof was required to make it watertight and further work would also be needed to the roof lights, the costs for which were currently being sought, she proposed, Cllr Prince seconded and it was RESOLVED that the sum of £700 be approved.

237.18 To resolve to note the 26 recommendations contained in the Committee on Standards in Public Life's Review on Local Government Ethical Standards: Following a brief explanation from the Clerk, Cllr Mace proposed from the Chair and it was RESOLVED that the 26 recommendations be noted.

238.18 Representative Reports:

Southern Wiltshire Area Board: Cllr Brentor gave a detailed report on a recent meeting at which:

- There had been an interesting talk and video on Landford and Whiteparish's shared Speed Indicator device.

- Confirmation was given that this year's British Spring Clean had been cancelled following the Novichok incident and advice from Public Health England which was 'don't pick up anything you didn't drop'
- Information on the British Armed forces day in June which will include a social media campaign asking for photos as part of the event launch of 'what the armed forces mean to you', a community art tapestry project and a human poppy world record attempt.
- Downton and Redlynch were awarded funding of up to £800 for the purchase of a shared Speed Indicator Device.

Parish Surgery: Cllr Mace advised that no members of the public had attended the March surgery.

239.18 To resolve to approve the following payments:

- £770.00 - Maranji Commercial & Domestic Cleaning - December.
- £716.21 - Bawden Contracting Services Ltd - For grasscutting in February.
- £205.63 - Idverde - For bin emptying in February.
- £29.33 - Mercia Energy - For electricity at the Public Toilets.
- £312.00 - Play Inspection Company Ltd - For playground inspections.
- £310.00 - Fair Account – For half year audit.
- £410.00 - All Saints Church, Charlton - For annual grasscutting.
- £8.39 - 1&1 Ionos - For website maintenance.
- £70.89 - Viking - For printer cartridges.
- £510.68 - Mr Bob Moody - For play equipment and noticeboard repairs, seat refurbishment including materials.
- £1077.67 - Water2Business - For Public Toilets.
- £802.43 - Bournemouth Water - For Public Toilets.
- £468.70 - Mr Andrew Whitelock - For plumbing repairs and replacement parts to Public Toilets.
- £0.05 - Longford Estates - For annual rent of the Borough Greens.
- £110.00 - Downton Baptist Church - For parish surgery adverts.
- £12.00 - SLCC - For practical guides on website content and communication.
- £90.00 – Salisbury Window Cleaning - For bus shelter cleaning.
- £68.00 - Environment Agency - Compliance Report fee following flood risk permit.
- £169.00 - Mrs B Cornish - For Clerk's Home Working Allowance April 2018 to March 2019.
- £145.27 - B Cornish - Phone, Broadband, Travel and general expenses for Jan-Mar 2019

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

240.18 To resolve to approve the sum of £8,254.41 as the Accounts for payment for March and to record the bank balances:

Payee	Detail and payment made by bank transfer	£
Maranji Commercial & Domestic Cleaning		770.00
Bawden Contracting Services Ltd		716.21
Idverde		205.63
West Mercia Energy		29.33

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Play Inspection Company Ltd	312.00
Fair Account	310.00
All Saints Church, Charlton	410.00
Ionos	8.39
Viking	70.89
Mr Bob Moody	510.68
Water2Business	1077.67
Bournemouth Water	802.43
Andrew Whitelock	468.70
Longford Estates	0.05
Downton Baptist Church	110.00
SLCC	12.00
Salisbury Window Cleaning	90.00
Environment Agency	68.00
B Cornish Expenses	156.45
B Cornish Annual Home Working Allowance	169.00
Mr N Saxby	151.20
Mr T Matthewman	151.20
Mrs B Cornish	1498.13
Total	<u>8,254.41</u>

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

Balances to be Approved and Noted as at 11.03.19

Current A/c: £2,313.49 Deposit A/c: £93,407.72

Memorial Hall Extension A/c: £85,633.70

Cllr Pearce proposed, Cllr Cordell seconded and it was RESOLVED that the balances be approved and noted.

241.18 To resolve to approve and note the Budget to Actual figures to 31st March 2019 and proposed virements:

Amount	Budget line From	Budget line To
£310	Bus shelter repairs	Audit fees
£7	Office equipment	Telephone/Internet
£23	Office equipment	Stationery
£150	Insurance Premiums	Band Hall hire
£203	Cemetery improvements	Cemetery grasscutting
£414	Bus Shelter repairs	Gardens Misc repairs
£61	Bus Shelter repairs	Memorial Hall
£879	Loan repayment	Public Toilets
£1,217	Loan repayment	Footpaths
£1,294	Loan repayment	R2 Expenditure

Cllr Pearce proposed, Cllr Cordell seconded and it was RESOLVED that the Budget to Actual figures to 31st March 2019 and the above virements be approved and noted.

242.18 To resolve to approve and note the Parish Council's Allocated Reserves as at 31st March 2019:

Final Payment for Construction of Memorial Hall Extension	60,000
Re-Roofing of Existing Memorial Hall Roof	35,000
Child and youth play equipment for play areas	25,000
Maintenance of Redrow play area for 10 years	10,000
Memorial Hall Health & Safety Improvements	5,000
Memorial Hall Stage Refurbishments	9,000
Legal Fees for Memorial Hall Leases	5,000
Election Expenses	4,500
Charles Church development s106 monies	8,300
for National Park Special Protection Area mitigation	
Kerbing of a Village Green	3,125
Replacement Spot Lights for Borough Cross	2,000
Tree Planting in Memorial Gardens	1,500
Refurbishment of Shelter in Memorial Gardens	1,000
Defibrillator for Charlton All Saints	2,500
Section 137 Grant to Barford Day Centre	450
Clerk's training	1,500
	£173,875

Cllr Brentor proposed, Cllr Prince seconded and it was RESOLVED that the Allocated Reserves as at 31st March 2019 be approved and noted.

243.18 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:

Shelter in the Memorial Gardens: The Council's contractor will start the work to the Shelter on Monday 11th March. He estimates the cost of the work to be around £700 with materials on top of that of around £250.

Other Work: The Council's contractor has repaired the barrel in the Charlton playground which was broken, installed an attachment to the noticeboard in Moot Lane so that people can better affix notices to it, refurbished 3 benches which will replace the broken seats in Moot Lane/Castle Meadow, disposed of the demolished seat in Castle Meadow and cleaned the bus shelters of graffiti.

Bus Shelters: The Clerk has been liaising with the Landford, Redlynch and Alderbury Clerks to collate work needing to be done to the shelters in each of their parishes which will be coordinated through the Area Board. Queensbury Shelters will carry out the work once the quotes are known and approved.

244.18 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 4th March.
 - Briefing Note Number 19-007 - Retail Rate Relief for the High Street
 - Briefing Note 19-008 Community Led Housing Project.
2. Wiltshire Police – Monthly police report from Pc Matt Holland.

3. Environment Agency – An email advising of the Environment Agency’s social media campaign raising awareness of groundwater flooding and to promote sign up to the new groundwater flood warning service. There are now 34 groundwater flood warning areas available for communities in Dorset and Wiltshire.
4. An email from a resident regarding the progress of the bridge project.
5. An email from a resident regarding the installation of a defibrillator in Charlton All Saints.
6. An email from a resident of Redlynch regarding the ‘excessive and hazardous parking around the staggered crossroads of Barford Lane/Moot Lane and Lode Hill’.

245.18 Date of next meeting: Cllr Mace confirmed the date of the next meeting as Monday 8th April 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 8.45 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.