



**Minutes of the Annual Meeting of the Parish Council held on Monday 13<sup>th</sup> May 2019 in the Bonvalot Room at the Downton Memorial Centre, The Borough, Downton at 7.30 pm.**

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

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

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

**Public Question Time:**

A parishioner spoke in opposition to planning application 19/03399/FUL for 24 Moot Gardens.

A parishioner raised concern about the A-board recently located on the corner of Crossways Close.

**Unitary Cllr Richard Clewer:** Cllr Clewer advised that:

- There may be the opportunity for Lorry Watch to be revived and asked whether Downton could provide a sufficient number of volunteers to help with monitoring.
- 40,000 free tickets would be available for Armed Forces Day from 15th May and advised people to apply early.
- Baroness Jane Scott of Bybrook had confirmed that she would be stepping down as Leader of the Council in July 2019.

**01.19 To elect the Chairman for 2019/20:** Cllr Watts proposed, Cllr Pearce seconded and it was RESOLVED that Cllr Sutcliffe be elected as Chairman for the 2019/20 civic year. He signed his declaration of acceptance of office of Chairman.

He asked that his thanks to Cllr Dave Mace for all his hard work and dedication as Chairman over the last six years be recorded.

**02.19 To receive a written application for the office of Parish Councillor and to resolve to approve the co-option of Mr Chris Hall to fill an existing vacancy:** Following a brief discussion and questions put to the applicant, Cllr Brentor proposed, Cllr Cornell seconded and it was RESOLVED that Mr Hall be co-opted.

**03.19 To elect the Vice-Chairman for 2019/20:** No nominations were received for the role of Vice-Chairman for the 2019/20 civic year.

**04.19 To receive apologies from Councillors:** The Clerk reported that she had received apologies from Cllr Mace due to a holiday commitment and Cllr Prince due to personal commitment. Cllr Sutcliffe proposed from the Chair and it was RESOLVED that the apologies and the reasons for them be noted.

**05.19 To consider and resolve to approve the Minutes of the Ordinary meeting held on 8th April 2019:** Downton Parish Council RESOLVED to approve the Minutes of the meeting held on 8<sup>th</sup> April 2019 as amended by a proposal from Cllr Brentor, seconded by Cllr Pearce that the words ‘accompanied by another parishioner’ be added and the word ‘long-established’ be removed from the wording in the Public Session relating to the Bridge project. A further change was to be made in the second bullet point of Minute 249.18 removing the words ‘therefore was bound to take into account the views of’ and replacing them with ‘his role as Chairman was to consider the interests of the whole of the parish’. The Minutes were subsequently signed by the Chairman.

**06.19 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:**

Cllr Sutcliffe declared a personal and non-pecuniary interest in application 19/03399/FUL 24 Moot Gardens as he was acquainted with the applicant.

**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.

**07.19 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 Sutcliffe proposed from the Chair and it was RESOLVED that the following actions be taken:

- Councillors will take note of the comments made on 24 Moot Gardens when considering the application.
- Cllr Brentor will check whether there are any pedestrian or driver safety issues with the A-board and advise the Clerk on whether any actions need to be taken.

**08.19 Planning and Tree Works Applications**

**19/03475/VAR 107 The Borough, Downton - Variation of Condition 02 of planning permission 18/04577/FUL to allow for revised drawings showing an increase in the size of the extension:** Downton Parish Council RESOLVED to raise no objection to this application.

**19/03399/FUL 24 Moot Gardens, Downton - Single storey rear extension:**

Downton Parish Council resolved to comment on this application as follows:

1. It considers that the length and height of the extension will have an impact on the amenity of the neighbouring property in terms of the direction of the light and the view in the rear garden.
2. In view of the orientation of the property, the new chimney should be capped to avoid the prevailing wind blowing smoke over the neighbouring property.
3. In view of the concerns raised by neighbours about previous works being carried out during unsociable hours, it requests that if the application is given approval a condition be included that construction working hours should be limited to 8 am to 6 pm Monday-Friday, 8 to 1 pm on Saturdays and no work on Sundays or Bank Holidays.

**19/03623/FUL 8 Saxonhurst, Downton - Replacement of flat felt canopy roof with pitched tiled roof, to match style of existing dwelling:** Downton Parish Council RESOLVED to raise no objection to this application.

**19/04231/PNEX 3 Clearbury View, Downton - Prior Notification (larger home extension scheme) - Single storey flat roof rear extension with roof lantern with rear projection of 4.831 metres with eaves height of 2.869 metres and maximum height of 3.476 metres:** Downton Parish Council RESOLVED to note this application.

**09.19 To consider and review the Terms of Reference for the Committees and Working Groups:** Cllr Brentor proposed, Cllr Cornell seconded and it was RESOLVED that Terms of Reference for the Committees and Working Groups be approved with one change to the Terms of Reference of the Amenities Committee which is that the references to the Moot Lane Pavilion be removed.

**10.19 To consider and approve nominations for membership of the Parish Council's Committees:** Cllr Cornell proposed, Cllr Pearce seconded and it was RESOLVED that the following councillors be elected as members of the following Committees for 2019/20, the Chairman and Vice-Chairman being ex-officio members of all Committees:

- 1 Amenities - Cllrs Brentor, Cornell, Pearce, Prince, Ricketts & Watts.
- 2 New Housing Development - Cllrs Brentor and Gentle.
- 3 Complaints - Cllr Brentor.
- 4 Watermeadows & Flood Defence - Cllrs Gentle and Ricketts.
5. Staffing - Cllrs Brentor and Cornell.

**11.19 To consider and approve nominations for Parish Council Representatives:** Cllr Sutcliffe proposed from the Chair and it was RESOLVED that the following councillors be elected as Representatives of the Parish Council for the following organisations:

1. Brian Whitehead Sports Centre Association - Cllr Brentor.
2. Carver Trust - Cllr Mace.
3. Cuckoo Fair - Cllr Pearce.
4. Downton Link - Cllr Pearce.
5. Downton Moot Preservation Trust - Cllrs Brentor and Hall.
6. Memorial Hall Committee - Cllr Pearce.
7. Millennium Green Trust - Cllr Brentor.
8. Stockman & Woodlands Trust - Cllr Watts and Mr Jeremy Parsons.
9. Allotments Association - Cllr Watts.
10. Southern Wiltshire Area Board - Cllr Mace with Cllr Hall as reserve.
11. Southern Wiltshire Area Board Community Area Transport Group - Cllr Prince.
12. Chalk Pit Management Committee - Cllr Watts.
13. Downton Band - Cllr Mace.
14. Memorial Centre Fire Safety 'Responsible Person' - The Clerk.

**12.19 To consider and approve the Parish Council's Annual Subscriptions:**  
Society of Local Council Clerks - £180.  
Wiltshire Association and National Association of Local Councils - £1038.91.

CPRE - £36.

Information Commission - £35.

Downton Parish Council RESOLVED to approve the annual subscriptions.

**13.19 To resolve to re-adopt the Parish Council's Standing Orders for 2019/20 duly amended to reflect Downton Parish Council's requirements:** Downton Parish Council RESOLVED to re-adopt the new Model Standing Orders.

**14.19 To resolve to re-adopt the Parish Council's Financial Regulations for 2019/20 duly amended to reflect Downton Parish Council's requirements:** Downton Parish Council RESOLVED to re-adopt the Financial Regulations.

**15.19 To consider and re-adopt the Parish Council's Dignity at Work Policy for 2019/20:** Downton Parish Council RESOLVED to re-adopt the Dignity at Work Policy.

**16.19 To consider and re-adopt the Parish Council's Co-option Policy for 2019/20:** Downton Parish Council RESOLVED to re-adopt the Co-option Policy.

**17.19 To consider and re-adopt the Parish Council's Policy on Filming, Photographing, Audio Recording & Social Media Reporting of Public Parish Council and Committee Meetings for 2019/20:** Downton Parish Council RESOLVED to re-adopt the Council's Policy on Filming, Photographing, Audio Recording & Social Media Reporting of Public Parish Council and Committee Meetings.

**18.19 To consider and re-adopt the Parish Council's Policy on Grants under Section 137 of the Local Government Act 1972 for 2019/20:** Downton Parish Council RESOLVED to re-adopt the Policy on Grants under Section 137 of the Local Government Act 1972.

**19.19 To consider and re-adopt the Parish Council's Absence Management Policy for 2019/20:** Downton Parish Council RESOLVED to re-adopt the Parish Council's Absence Management Policy.

**20.19 To consider and re-adopt the Parish Council's Equal Opportunities Policy for 2019/20:** Downton Parish Council RESOLVED to re-adopt the Equal Opportunities Policy.

**21.19 To consider and re-adopt the Parish Council's Health & Safety Policy for 2019/20:** Downton Parish Council RESOLVED to re-adopt the Health & Safety Policy.

**22.19 To consider and re-adopt the Parish Council's Time-Off in Lieu (TOIL) Policy for 2019/20:** Downton Parish Council RESOLVED to re-adopt the Parish Council's Time-Off in Lieu (TOIL) Policy.

**23.19 To consider and re-adopt the Parish Council's Travel & Expenses Policy for 2019/20:** Downton Parish Council RESOLVED to re-adopt the Travel & Expenses Policy.

**24.19 To consider and re-adopt the Parish Council’s Policy for The Borough Greens for 2019/20:** Downton Parish Council RESOLVED to re-adopt the Policy for The Borough Greens.

**25.19 To consider and re-adopt the Parish Council’s Complaints Policy and Vexatious Complaints Policy for 2019/20:** Downton Parish Council RESOLVED to re-adopt the Complaints Policy and Vexatious Complaints Policy.

**26.19 To consider and re-adopt the Parish Council’s Playground Risk Management Policy for 2019/20:** Downton Parish Council RESOLVED to re-adopt the Council’s Playground Risk Management Policy.

**27.19 To consider and review the Parish Council’s Asset Register and Inventory of Land for 2019/20 confirming the change in value of the Memorial Centre from £1.2 million to £2.4 million in terms of book value and £2.6 million for the purposes of insurance.** Downton Parish Council RESOLVED to approve the Asset Register and Inventory of Land and change to the value of the Memorial Centre in terms of book and insurance values.

**28.19 To confirm approval of the arrangements for insurance cover in respect of all insured risks for 2019/20:** Downton Parish Council RESOLVED to confirm the arrangements for insurance cover in respect of all insured risks.

**29.19 To approve the Parish Council’s procedures for handling requests made under the Freedom of Information Act 2000 for 2019/20:** Downton Parish Council RESOLVED to approve the Parish Council’s procedures for handling requests made under the Freedom of Information Act 2000.

**30.19 To approve the dates, times and place for ordinary meetings of the full Council for 2019/20:** Downton Parish Council RESOLVED to approve the dates, times and place for ordinary meetings of the full Council for 2019/20.

**31.19 To consider and re-adopt the following policies and documents in order for the Parish Council to be compliant with the General Data Protection Regulation (EU) 2016/679:**

- a. Information & Data Protection Policy
- b. Data Breach Plan and Reporting Form
- c. Document Retention & Disposal Policy
- d. Social Media & Electronic Communication Policy
- e. General Privacy Notice
- f. Email Contact Privacy Notice

Downton Parish Council RESOLVED to re-adopt the above-listed policies and documents in relation to the General Data Protection Regulation.

**32.19 To resolve to agree on a response to the Wiltshire Council consultation on the masterplan for the redevelopment of The Maltings and Central Car Park, Salisbury:** Cllr Sutcliffe proposed from the Chair and it was RESOLVED that a response be delegated to the Clerk.

**33.19 To consider the correspondence from a resident regarding the impact of noise levels from the Downton Industrial Estate on their property and to resolve to agree on any actions to be taken:** Following a brief discussion and

confirmation from Cllr Clewer that he would take the matter up with Wiltshire Council officers, Cllr Brentor proposed, Cllr Gentle seconded and it was RESOLVED that the Clerk should write a letter to the Environmental Health Officer at Wiltshire Council.

**34.19 To consider and resolve to approve the rental of storage space at Newcourt Farm owned by Longford Estates at the cost of £365 per annum:** Cllr Sutcliffe proposed from the Chair and it was RESOLVED that the rental and cost be approved for the storage space at Newcourt Farm.

### **35.19 Representative Reports:**

**Southern Wiltshire Area Board:** The Clerk gave a brief report on a recent meeting at which a grant of £3,125 was awarded to Downton as the final part of the monies required to kerb the Borough Green, there had been a presentation on Wiltshire's Rights of Way and £15k was allocated for the year to activities for young people in the area.

**Town and Parish Council Training and Networking Day:** In Cllr Cornell's absence, the Clerk reported that she and Cllr Cornell had found the recent training day very informative and useful.

**Millennium Green Trust:** Cllr Brentor gave a brief report on the recent AGM which had reported on the activities of the last year. She said that the Trust had been active in planting a willow tunnel and installing a bench and consideration ways in which to attract wild bees to the site.

### **36.19 To approve the following payments:**

- £4,753.00 - Public Works Loan Board Loan - First instalment.
- £805.00 - Maranji Commercial & Domestic Cleaning - May.
- £716.21 - Bawden Contracting Services Ltd - For grasscutting in April.
- £257.04 - Idverde - For bin collection in April.
- £17.17 – West Mercia Energy - For public toilets.
- £25,436.40 - CB Roofing - For new roof on Memorial Hall - 2<sup>nd</sup> instalment.
- £6,720.00 - Pro Live Ltd - For stage dressing and tracking in Memorial Hall.
- £1,800 - CTS Bridges - For feasibility study.
- £1,753.00 - Bonallack & Bishop - For registration of title of Memorial Gardens and Memorial Centre and associated fees.
- £160.00 - Downton Memorial Centre - For room hire December '18-April '19.
- £178.46 - Spiller - Door closers for Memorial Centre.
- £30.45 - West Mercia Energy - Electricity for public toilets.
- £341.35 - Mr B Moody - For public seat installation and refurbishment & materials for forthcoming works.
- £25.00 - Mr J Parsons - For PA system at Annual Parish Meeting.
- £41.99 Brewers - For paint for shelter.
- £90.00 - Salisbury Window Cleaning - For bus shelter cleaning.
- £37.15 - 1&1 Ionos - Website hosting.

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

**37.19 To resolve to approve the sum of £46,008.30 as the Accounts for payment for May and to record the bank balances:**

<b>Payee</b>	<b>Detail and payment made by bank transfer</b>	<b>£</b>
Public Works Loan Board		4,753.00
Maranji Commercial & Domestic Cleaning		805.00
Bawden Contracting Services Ltd		716.21
Idverde		257.04
CB Roofing		25,436.40
Pro Live Ltd		6,720.00
CTS Bridges		1800.00
Spiller		178.46
West Mercia Energy		17.17
Wiltshire Association of Local Councils		1038.91
Bonallack & Bishop		1753.00
Downton Memorial Centre		160.00
Salisbury Window Cleaning		90.00
Mr Bob Moody		341.35
Mr J Parsons		25.00
Brewers		41.99
Ionos		37.15
Mr N Saxby		151.20
Mr T Matthewman		151.20
Mrs B Cornish		1535.22
	<b>Total</b>	<b><u>46,008.30</u></b>

**Balances to be Approved and Noted as at 13.05.19**

Current A/c: £5,796.29 Deposit A/c: £119,538.89

Memorial Hall Extension A/c: £40,367.74

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

**38.19 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 Benches:* The Council's contractor has reinstated 2 new benches and refurbished two of the benches adjacent to or on the Borough Greens.

*Memorial Gardens:* Mesh fencing has been used to section off the uneven area of the Memorial Gardens until it is rectified when SWH Ltd returns to complete the final works to the Memorial Centre and Gardens in June.

*Bus Shelters:* Externiture, a company based in Thatcham, will be providing quotes for repairs to the shelters Downton, Landford and Redlynch following the demise of Queensbury Shelters.

*Re-roofing of Memorial hall:* Apart from some minor fascia painting works, the re-roofing has been completed and has been checked by Cllr Sutcliffe.

*Neighbourhood Tasking Group:* The first meeting has been set up by Mr Nigel Walker and will be held in the Bonvalot Room on Wednesday 15<sup>th</sup> May at 7.30 pm.

*HM Land Registration of the Memorial Hall and Memorial Gardens Lane:* Bonallack & Bishop have confirmed that the land for the Memorial Hall and the Memorial Gardens have been registered with HM Land Registry.

**39.19 To resolve to note the Correspondence received:** Cllr Sutcliffe proposed from the Chair and it was RESOLVED that the following items of correspondence be noted:

1. Wiltshire Council - Emails regarding:
  - Highways Newsletter from Cllr Mrs Wayman and the slides from a Highways meeting held in Chippenham.
  - Briefing Note 19-016 Highways improvements and traffic survey requests.
  - Briefing Note 19-015 - Spatial Planning Update
  - Approved Road Closure Order for Downton Cuckoo Fair.
  - CIL guidance notes for Town & Parish Councils for 2019.
  - April Newsletter on Community Led Housing in Wiltshire.
  - A survey requiring completion on all facilities and employment provision in the parish.
2. Dorset & Wilts Fire and Rescue Authority – An email advising of the dates of meetings of the Wiltshire Local Performance & Scrutiny Committee.
3. Cranborne Chase AONB – An email advising that it has been awarded £1.68million from The National Lottery Heritage Fund for the Cranborne Chase and Chalke Valley Landscape Partnership project.
4. Charles Church – A response confirming that they will install a staggered barrier at the second exit from the site into Wick Lane following concerns raised by the Council in January 2019.
5. An email from a parishioner advising of their disagreement with the minutes of the last meeting.
6. An email and FOI request from a parishioner regarding the ownership and permissions given for all the pots and seats located on the Borough Greens and when a risk assessment of the Greens was last carried out. They also requested the removal of the signs outside the White Horse and permissions for the seats and signs in front of the Café.
7. An email from a parishioner regarding the impact of noise on her property from Bidfood and the A338.
8. An email from a non-parishioner advising of an incident at Downton Cuckoo Fair.

**40.19 Date of next meeting:** Cllr Sutcliffe confirmed the date of the next meeting as Monday 10<sup>th</sup> June 2018 at 7.30 pm in the Bonvalot Room, Downton Memorial Centre, The Borough, Downton.

With no further business, the meeting closed at 8.40 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.*