

DOWNTON PARISH COUNCIL



Minutes of the Ordinary meeting of the Parish Council held on Monday 10th June 2019 in the Bonvalot Room at the Downton Memorial Centre, The Borough, Downton at 7.30 pm.

Present: Cllr Brentor (Chair) and Cllrs Gentle, Hall, Pearce, Prince, Randall and Watts.

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

Also present: Nine members of the public.

Public Question Time:

A parishioner raised the issue of a broken branch on a large tree which was overhanging the highway and needed to be removed. She said she had reported it to Wiltshire Council but they had advised that they would not be able to take any action. Cllr Clewer advised that he would take the matter up with officers.

A parishioner advised that she had informed the Clerk that she was prepared to volunteer to help with the co-ordination of the Lorry Watch Scheme.

A parishioner expressed concern about the drainage by the Green outside The Borough Dental practice and asked when this was going to be remedied.

Ms Susan Barnhurst-Davies, Chair of the Memorial Hall Committee, advised that the Memorial Centre had passed its Fire Safety Test as carried out by the Dorset & Wiltshire Fire and Rescue Service and she wished to thank Cllrs Gentle, Mace and Pearce for their efforts in helping to achieve this.

Mrs Nikki Wilson, Chair of the Downton Society, raised two matters as follows and asked whether the Parish Council was going to be doing something about them:

- the dying willow tree on the river bank beside Tannery Bridge which was a safety hazard; and
- the closure of the Headlands Post Office as Downton was a Service Centre and provided additional services to those provided in other villages.

Mrs Wilson also advised that the Society would be holding a public meeting for 'Downton in Bloom' on Saturday 15th June and she said she hoped to see some councillors there. She also asked that the Parish Council give its support in both verbal and financial terms as there would be some cost to making the project a success.

A parishioner asked if the drains could be cleared as they were full up with debris and also when the work to restore the Memorial Gardens was going to commence.

Unitary Cllr Richard Clewer: Cllr Clewer advised that:

- Some work had been carried out the A338 cycle path until there was an issue with the machinery throwing out stones which would have been a hazard to passing vehicles. Another piece of machinery will be used when the work recommences.
- Following a report from Cllr Brentor that she had still not received a response to her letter and email to the local highways engineer with regard to the potential for fatalities on the cycle way in question and requesting a risk assessment, Cllr Clewer advised her to contact either the Local Highways Area Manager or the Director of Highways at Wiltshire Council.

41.19 To elect a Chair for the meeting: Cllr Pearce proposed, Cllr Prince seconded and it was RESOLVED that Cllr Brentor be elected to chair the meeting.

42.19 To receive a written application for the office of Parish Councillor and to resolve to approve the co-option of Mr Matthew Randall to fill an existing vacancy: Following a brief discussion, Cllr Pearce proposed, Cllr Prince seconded and it was RESOLVED that Mr Randall be co-opted.

Following a request from Cllr Hall that the names of the councillors who voted on the resolution be recorded in accordance with Standing Order 3R, they were Cllrs Brentor, Gentle, Hall, Pearce, Prince and Watts in favour and Cllr Hall against.

43.19 To receive apologies from Councillors: The Clerk reported that she had received apologies from Cllrs Mace and Cornell due to a personal commitment and Cllr Ricketts due to a holiday commitment. Cllr Brentor proposed from the Chair and it was RESOLVED that the apologies and the reasons for them be noted.

44.19 To consider and resolve to approve the Minutes of the Annual meeting held on Monday 13th May 2019: Cllr Brentor proposed from the Chair and it was RESOLVED, with one abstention from Cllr Prince, that they be approved and signed.

45.19 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 Brentor declared a personal and non-pecuniary interest in Minutes 56.19 & 60.19 in relation to the payment to a relative.

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

The Clerk reported that no dispensation requests had been received.

46.19 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 Brentor proposed from the Chair and it was RESOLVED that the following responses be noted and actions be taken:

- Thanks were expressed to the parishioner who volunteered to help with the co-ordination of the Lorry Watch Scheme.
- A plan to remedy the drainage by the Green outside The Borough Dental practice had been put on hold until after the work to construct a house at the rear of the practice had been completed. The Clerk was asked to notify the local highways

engineer that this work had finished and the highway and drains works could be scheduled.

- The issue of work to the willow tree had been discussed by the Council before but it was not legally able to spend public money on trees it did not own. However, an inspection would be carried out on the tree to see whether it was indeed a safety hazard.
- The issue of the closure of the Headlands Post Office and funding for Downton in Bloom would be added to the next Agenda for the meeting on 24th June.
- The parishioner was asked to report the need for the drains to be cleared on the MyWiltshire online reporting system.
- With regard to the restoration of the Memorial Gardens, this was awaiting the return of the contractors for the Memorial Centre which was imminent.

47.19 Planning and Tree Works Applications

19/03990/LBC The Great Barn, Moot Lane, Downton - Proposed four rooflight windows above the drawing room, two above the master bedroom and one in the ensuite. Replace the existing rooflight window in the ensuite: Downton Parish Council resolved to support this application on the grounds that the proposed materials were in keeping with the building and the windows would have minimum impact on the Downton Conservation Area and on the amenity of neighbouring properties.

19/04672/TCA The Downton Moot, Moot Lane, Downton - See attached documents The Survey Plan 12 03 19.pdf, Condition Report 12 03 19: Downton Parish Council RESOLVED to leave the decision on this application to the Tree Officer.

19/04478/FUL Fusion House, Parkers Close, Downton Business Centre, Downton - Application to insert first floor into workshop areas for additional office space, subdividing the building back into units as per the original Planning consent: Downton Parish Council RESOLVED to support this application on the grounds that there were no changes to the exterior of the building and no increase in the need for additional car parking spaces.

19/04645/FUL 4 Squarey Close, Downton - Erection of a single storey rear flat roof extension, creation of a new porch and insertion of dormer windows into the roofslope: Downton Parish Council RESOLVED to support this application on the grounds that it was compliant with Core Policy 57 of the Wiltshire Core Strategy.

48.19 To resolve to note the decisions on recent applications: Cllr Brentor proposed from the Chair and it was RESOLVED that the following decisions be noted by the Council:

19/02656/FUL Barford Fish Farm - Approve with conditions.

19/02856/FUL 7 Avon Meadow - Approve with conditions.

19/03085/FUL 96 The Borough - Approve with conditions.

19/03475/VAR 107 The Borough - Approve with conditions.

49.19 To consider the impact of the potential for an additional 30 residential caravans installed at Long Meadow Nurseries under the site's existing licence and to resolve to agree on any action to be taken: Following a report from the Clerk and lengthy discussion on there being no grounds on which to register any opposition, Cllr Brentor proposed Cllr Pearce seconded and it was RESOLVED that the Clerk should write to the Licensing Officer at Wiltshire Council to request that they ensure that the conditions under the Permanent Residential Caravan Site Licence as required by the Caravan Sites and Control of Development Act 1960 be firmly applied.

50.19 To consider a recommendation from the Amenities Committee to resolve to approve the creation and launch of a Facebook page for Downton Parish Council: Cllr Gentle proposed, Cllr Prince seconded and it was RESOLVED that the creation of a Facebook page be approved. Thanks were expressed to Cllr Cornell for her work in creating and launching the page.

51.19 To consider a recommendation from the Amenities Committee to resolve to approve the purchase of a basketball post from Stadia Sports up to a purchase and installation cost of £1,200 for installation on the concrete pad vacated by the pavilion in the Moot Lane Recreation Ground: Following an explanation from Cllr Brentor, Cllr Gentle proposed, Cllr Pearce seconded and it was RESOLVED that the purchase be approved.

52.19 To consider and resolve to approve the adoption of a Communications & Public Relations Policy & Procedure: Following a brief explanation by the Clerk, Cllr Hall proposed, Cllr Gentle seconded and it was RESOLVED that the Communications & Public Relations Policy & Procedure be approved and adopted.

53.19 To resolve to approve the appointment of Mr Keith Sutcliffe to the Memorial Hall Construction Working Group: Cllr Brentor advised that this item had arisen as a result of Mr Sutcliffe's resignation from the Council after 6 years. She said she wanted take the opportunity to thank Mr Sutcliffe and note his huge contribution to the Council both in his professional knowledge and experience and in his personal interest and time commitment. Without his involvement in the Memorial Hall Construction Working Group, there would be a significant hole in the understanding of the background of the whole project. Cllr Watts proposed, Cllr Brentor seconded and it was RESOLVED that Mr Sutcliffe's appointment be approved.

54.19 To consider a recommendation from the Amenities Committee that approval be given following a request from a resident for the street light on the boundary with the Moot Lane Recreation Ground in Castle Meadow to remain permanently unlit: Following a report from Cllr Watts that the lamp street light was now lit with a very bright LED light and that other neighbours were concerned that it should not remain unlit, he proposed, Cllr Brentor seconded and it was RESOLVED that the resolution be amended to request that a shade for the light be requested and that it remain lit. Cllr Watts proposed, Cllr Brentor seconded and it was RESOLVED that the amended resolution be approved.

55.19 To consider and resolve to approve that the Parish Council co-ordinates and participates in the revived 'Lorry Watch Scheme' in partnership with Wiltshire Council: Cllr Pearce proposed, Cllr Prince seconded and it was

RESOLVED that the Parish Council's participation be approved and that it be co-ordinated by the parishioner who put themselves forward at the meeting. Cllr Hall advised that he wished to help with the scheme.

56.19 Representative Reports:

Brian Whitehead Sports Centre Association: Cllr Brentor on a recent meeting at which it was reported that:

- The Social Club was advertising for a bar steward to replace the existing steward leaving in early July.
- The Bowls Club had undertaken a lot of work to the green and its surrounds and have a small net gain in membership
- There will be a Tennis roadshow on the weekend of 15/16 June.
- The Football Club was installing the nets to protect the Leisure Club and have re-seeded the main pitch. Three new teams are planned to bring the total number of teams up to eight and a ladies team is being considered.
- The Leisure Centre had employed new part time staff and was seeking quotes to re-carpet and considering some new equipment depending on costs.
- A recent grant application for £20k to Sport England for roofing repairs had been refused but the BWSCA was looking to find other sources of funding.

57.19 Committee Reports:

Amenities Committee: Cllr Brentor gave a report on a recent meeting at which the following matters were discussed:

- A request by a resident to consider tree planting on the Moot Lane Recreation Ground was delegated to the recreation ground working group
- It was noted that the Council had received a £10k, grant from the 'Awards for All' Big Lottery fund for outdoor exercise equipment.
- The Committee would work with the Co-op to replace the refuse bins in and around the Co-op grounds.
- The Committee would liaise with the footpath working group to request way markers for the footpaths and install them where necessary.

58.19 To resolve to receive and note the Minutes of:

The meeting of the Amenities Committee held on Monday 18th March 2019.

Cllr Brentor proposed from the Chair and it was RESOLVED that the Minutes be received and noted.

59.19 To approve the following payments:

- £805.00 - Maranji Commercial & Domestic Cleaning - June.
- £716.21 - Bawden Contracting Services Ltd - For grasscutting in May.
- £205.63 - Idverde - For bin collection in May.
- £17.81 - West Mercia Energy - For public toilets.
- £486.88 - Mr B Moody - For public seat installation and refurbishment, fence repairs, graffiti removal and playground equipment cleaning.
- £91.90 - Phillwebs - For the annual hosting and maintenance of the Downton Neighbourhood Plan website.
- £1,800.00 CTS Bridges Ltd – For bridge feasibility study.

- £675.00 - Active Tree Care - For work in the Memorial Gardens.
- £280.80 - Initial - For feminine hygiene and baby change bins in public toilets.
- £8.39 - 1&1 Ionos - For website hosting.
- £282.00 - Community Heartbeat Trust - For G3 Battery.
- £397.24 - Bournemouth Water - For Public Toilets Dec '18 to May '19.
- £176.98 – B Cornish - For expenses from April-June 2019.

Memorial Centre payments for internal and external works to meet the stage and health & safety improvements:

- £387.78 - Southern Security Services Ltd
- £3,494.66 - Davison Electrical Ltd
- £81.54 - Safety Signs and Notices
- £63.31 - Modern Signs Digital
- £66.83 - Key Signs UK (reimbursement to Cllr Mace)

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

60.19 To resolve to approve the sum of £11,875.58 as the Accounts for payment for June and to record the bank balances:

Payee	Detail and payment made by bank transfer	£
	Maranji Commercial & Domestic Cleaning	805.00
	Bawden Contracting Services Ltd	716.21
	Idverde	205.63
	West Mercia Energy	17.81
	Mr B Moody	486.88
	Phillwebs	91.90
	CTS Bridges	1800.00
	Active Tree Care	675.00
	Initial	280.80
	Ionos	8.39
	Community Heartbeat Trust	282.00
	Bournemouth Water	397.24
	Southern Security Services Ltd	387.78
	Davison Electrical Ltd	3,494.66
	Safety Signs and Notices	81.54
	Modern Signs Digital	63.31
	Key Signs UK	66.83
	B Cornish	176.98
	Staff Salaries	1837.62
	Total	<u>11,875.58</u>

Balances to be Approved and Noted as at 10.06.19

Current A/c: £3,014.83 Deposit A/c: £114,538.89
 Memorial Hall Extension A/c: £36,273.62

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

61.19 To resolve to note the Clerk’s report providing information on recent issues and work completed: Cllr Brentor proposed from the Chair and it was RESOLVED that the Clerk’s report be noted:

Public Benches: Bob Moody has installed a restored bench on the maypole Green and restored another near the Co-op. He has also carried out repairs to the fencing in the Redrow development and replaced the new wooden gate in Hyde Lane with another one, following it being stolen.

62.19 To resolve to note the Correspondence received. Cllr Brentor 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 for May.
 - Application forms for this year’s Parish Emergency Assistance Scheme.
 - Several emails on the setting up of Lorry Watch.
 - Notice of Vacancy for the 3 vacancies in Downton Ward.
 - Spring/Summer 2019 Parish Steward visit Schedule
2. Environment Agency - FloodWessex Newsletter for May for Flood Wardens.
3. Wiltshire Association of Local Councils - May Newsletter.
4. Downton Bowls Club - A request for information on how the Club organises defibrillator training.
5. A copy email from a parishioner to the Headteacher of the Primary School regarding holiday use of the school’s playground which caused disturbance.

63.19 Date of next meeting: Cllr Brentor confirmed the date of the next meeting as Monday 24th June 2018 at 7.30 pm in the Bonvalot Room, Downton Memorial Centre, The Borough, Downton

With no further business, the meeting closed at 8.35 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.