

DOWNTON PARISH COUNCIL

Minutes of the Meeting held on Monday 12th May 2014 at the Band Hall, Gravel Close, Downton at 7.30 pm.

Present: Cllr Mace (Chairman) and Cllrs Brown, Chandler, Cordell, Dean, Ford, Harrison, Lacey, Quarmby, Ross, Sutcliffe, Whitmarsh, Watts and Yeates.
Bev Cornish, Parish Clerk.

Five members of the public were present.

14/01: To elect the Chairman for 2014/15: Cllr Chandler proposed and Cllr Ford seconded that Cllr Mace be elected Chairman for 2014/15.

Cllr Mace said he would agree to be chairman on the understanding that:

1. Some of the heavy workload he had experienced in 2013/14 would be shared with other councillors in the coming year;
2. He would not deal with any staffing matters and that a Staffing Committee would be set up for that purpose; and
3. The person elected as Vice-Chairman would need to be prepared to take over the role of Chairman for up to six weeks in 2014/15.

No other candidates were nominated. Following a vote, it was agreed by the meeting with 4 abstentions that Cllr Mace be elected Chairman for 2014/15.

14/02: To elect the Vice-Chairman for 2014/15: Cllr Mace proposed, Cllr Quarmby seconded and it was agreed by the meeting with 4 abstentions that Cllr Sutcliffe be elected Vice-Chairman for 2014/15.

14/03: Apologies: Unitary Councillor Julian Johnson.

14/04: Minutes:

The Minutes of the Parish Council meeting held on 14th April were approved as a true record and signed by the Chairman following an amendment to minute 13/220: Matters arising proposed by Cllr Watts, seconded by Cllr Ross and agreed by the meeting as follows: 'Cllr Watts reported that he had been cleared on two separate occasions of complaints by Mr Christopher Hall and cleared by the Monitoring Officer on both occasions.'

The Minutes of the Extraordinary Meeting held on 28th April 2014 were approved as a true record and signed by the Chairman. Proposed by Cllr Ford, seconded by Cllr Ross and agreed by the meeting with 2 abstentions from Cllrs Chandler and Watts.

14/05: Public Statement/Question Time: No questions or statements were received.

14/06: To receive Declarations of Interest from Councillors in respect of matters contained in this agenda in accordance with the Localism Act 2011: No declarations were received.

14/07: Matters Arising:

Matters arising: 13/118: Downton Neighbourhood Plan Designation Application:

The Chairman reported that the consultation on the designation had started and would run until 11th June 2014.

14/08: Wiltshire Council matters – Unitary Councillor's Report: In the absence of Cllr Julian Johnson no report was received.

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14/09: To consider and review the Terms of Reference for all Committees: Cllr Sutcliffe proposed, Cllr Cordell seconded and they were approved by the meeting with the request that the Clerk includes the date of their adoption.

14/10: To consider and approve nominations for membership of the Parish Council's existing Committees and to confirm the number of members able to serve on each Committee:

Cllr Sutcliffe proposed, Cllr Watts seconded and it was agreed by the meeting that the following councillors be elected as members of the following Committees for 2014/15, the Chairman and Vice-Chairman being ex-officio members of all Committees:

- 1 Amenities – Cllrs Brown, Dean, Ross, Watts & Whitmarsh.
- 2 Finance & General Purposes – Cllrs Brown, Cordell, Chandler, Dean, Ford & Ross.
- 3 Planning – Cllrs Brown, Harrison, Lacey, Quarmby, Ross & Whitmarsh.
- 4 New Housing Development – Cllrs Cordell, Lacey, Quarmby & Yeates.
- 5 Moot Lane Pavilion – Cllrs Dean, Harrison, Ross & Watts.
- 7 Complaints – Cllrs Cordell & Dean.
- 8 Watermeadows & Flood Defence – Cllrs Brown, Quarmby, Whitmarsh & Yeates.
- 9 Rights of Way – Cllrs Harrison, Watts & Whitmarsh.

14/11: To consider and approve nominations for Parish Council Representatives:

- 1 Brian Whitehead Sports Centre Association – Cllrs Sutcliffe and Watts. Proposed by Cllr Chandler, seconded by Cllr Quarmby and agreed by the meeting.
- 2 Carver Trust – Cllr Yeates. Proposed by Cllr Quarmby, seconded by Cllr Whitmarsh and agreed by the meeting.
- 3 Cuckoo Fair – Cllr Watts. Proposed by Cllr Brown, seconded by Cllr Cordell and agreed by the meeting.
- 4 Downton Link – Cllr Lacey. Proposed by Cllr Ford, seconded by Cllr Sutcliffe and agreed by the meeting.
- 5 Downton Moot Preservation Trust – Cllrs Ross and Watts. Proposed by Cllr Quarmby, seconded by Cllr Whitmarsh and agreed by the meeting.
- 6 Memorial Hall Committee – Cllr Sutcliffe. Proposed by Cllr Watts, seconded by Cllr Brown and agreed by the meeting.
- 7 Millennium Green Trust – Cllr Whitmarsh. Proposed by Cllr Ross, seconded by Cllr Quarmby and agreed by the meeting.
- 8 Stockman & Woodlands Trust – Cllrs Brown and Yeates. Proposed by Cllr Whitmarsh, seconded by Cllr Sutcliffe and agreed by the meeting.
- 9 Allotments Association – Cllr Watts. Proposed by Cllr Ross, seconded by Cllr Ford and agreed by the meeting.
- 10 Southern Wiltshire Area Board – Cllrs Lacey and Whitmarsh. Proposed by Cllr Ford, seconded by Cllr Watts and agreed by the meeting.
- 11 Southern Wiltshire Area Board Community Area Transport Group – Cllr Yeates. Proposed by Cllr Whitmarsh, seconded by Cllr Brown and agreed by the meeting.
- 12 Southern Wiltshire Area Board Footpath Group – Cllr Harrison. Proposed by Cllr Watts, seconded by Cllr Brown and agreed by the meeting.
- 13 Community Safety & Neighbourhood Police Tasking Group – Cllr Cordell. Proposed by Cllr Ford, seconded by Cllr Quarmby and agreed by the meeting.
- 14 Chalk Pit Management Committee – Following questions from Cllr Ford, Cllr Yeates agreed to contact Redlynch Parish Council to clarify the status of the Management Committee and the date for a meeting.

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15 Neighbourhood Plan Steering Group – Cllrs Ford, Dean and Mace. Proposed by Cllr Watts, seconded by Cllr Quarmby and agreed by the meeting.

14/12: To consider and approve the Parish Council's Annual Subscriptions:

- Society of Local Council Clerks - £165
- CPRE - £29
- Local Council Review - £15.50
- Information Commission - £35

Cllr Quarmby proposed, Cllr Ross seconded and it was agreed by the meeting that the annual subscriptions be approved.

14/13: To consider and re-adopt the Parish Council's Standing Orders and Financial Regulations for 2014/15: Cllr Ross proposed, Cllr Brown seconded and it was agreed by the meeting that they be re-adopted.

14/14: To consider and re-adopt the Parish Council's Complaints Policy and Vexatious Complaints Policy for 2013/14: Cllr Cordell proposed, Cllr Watts seconded and it was agreed by the meeting that they be re-adopted.

14/15: To consider and re-adopt the Parish Council's Dignity at Work Policy for 2014/15: Cllr Ross proposed, Cllr Brown seconded and it was agreed by the meeting that it be re-adopted.

14/16: To consider and re-adopt the Parish Council's Co-option Policy for 2014/15: Cllr Watts proposed, Cllr Yeates seconded and it was agreed by the meeting that it be re-adopted.

14/17: To consider and re-adopt the Parish Council's Statement of Controls for Identified Risks for the Parish Council's financial systems for 2014/15: Following concerns raised by Cllr Ford, Cllr Mace proposed, Cllr Sutcliffe seconded and it was agreed by the meeting that the document be looked at in more detail and any changes recommended at the next Finance & General Purposes Committee before being adopted by the Parish Council.

14/18: To consider and review the Parish Council's Asset Register and Inventory of Land: Cllr Brown proposed, Cllr Sutcliffe seconded and it was agreed by the meeting that it be approved.

14/19: To confirm approval of the arrangements for insurance cover in respect of all insured risks: Cllr Ford proposed, Cllr Sutcliffe seconded and it was agreed by the meeting that they be approved.

14/20: To approve the Parish Council's procedures for handling requests made under the Freedom of Information Act 2000: Cllr Ross proposed, Cllr Brown seconded and it was agreed by the meeting that it be re-adopted.

14/21: To approve the dates, times and place for ordinary meetings of the full Council for the year ahead: Cllr Ross proposed, Cllr Watts seconded and it was agreed by the meeting that they be approved.

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14/22: To consider and approve the Annual Accounts, Governance Statement and Statement of Variances for 2013/14 for submission to the Parish Council's External Auditors following the Internal Audit: Following a brief discussion, Cllr Ford proposed, Cllr Lacey seconded and it was agreed by the meeting that they be approved.

14/23: To consider a proposal from Cllr Mace to set up a regular surgery at which residents could raise issues with the Parish Council: Following a discussion and favourable response from a number of members, Cllr Ross proposed, Cllr Watts seconded and it was agreed by the meeting, with one abstention from Cllr Chandler, that Cllr Mace prepare a more detailed plan on which the Parish Council could give further consideration.

14/24: To approve the following payment:

- £95 – Fair Account for the completion of the Annual Internal Audit.

Cllr Ford proposed, Cllr Dean seconded and it was approved by the meeting.

14/25: Committee Reports:

Planning Committee: Cllrs Harrison and Lacey gave a brief report on recent meetings. Cllr Harrison reported that he had attended the Southern Area Planning Committee meeting at which the change of use to two, three bedroom dwellings, of the Kings Arms Public House had been approved.

14/26: Representatives' Reports:

Downton Millennium Green Trust: Cllr Whitmarsh gave a brief report on the recent AGM which had advised that the Trust would be combining with the Friends of the Trust to form one organisation. This would reduce the number of officers required and would enable the Trust to benefit from Gift Aid. She said the access to the Green had been hindered by flooding for much of the winter.

Meeting with Longford Estate: Cllr Mace gave a brief report on an introductory meeting with Mr Chris Whalley and Mr Alasdair Jones-Perrot, the new Estate Manager for the Longford Estate. He said the Clerk briefed them on several issues which needed a resolution in Charlton All Saints and he briefed them on the more strategic issues relating to the future of Downton eg the Neighbourhood Plan and the footbridge project.

Wiltshire Council First World War Community Briefing: Cllr Mace reported that he had attended a very interesting meeting which shared ideas on how the Great War was being commemorated across the county. He said he would circulate a report on the various ideas which could be considered at the next meeting.

Community Area Transport Group: Cllr Yeates gave a brief report on a recent meeting at which:

1. The requests to reduce the speed limit on the A338 between Downton and Salisbury and the installation of dayglo posts at the entrances to Charlton All Saints had been considered but not taken forward.
2. The cycle path at the junctions with Church Lane and Warrens Lane were to be marked by 'Give Way' and warning signs during the forthcoming white line refurbishment programme for the A338.
3. The 40mph speed limit from Lode Hill to the boundary with Redlynch parish would be installed on 20th June 2014.

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14/27: Accounts for payment for May: Cllr Ford proposed, Cllr Chandler seconded and it was agreed by the meeting that the following accounts be approved:

	£
Downton Cuckoo Fair - Stall Cost	66.00
J Howells - May Salary	196.80
Bev Cornish – May Salary	1264.30
Fair Account - Internal Audit	95.00
Hedleys - For advice on the Memorial Gardens	240.00

	1862.10
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Balances to be Approved and Noted as at 12.05.14:

Current A/c: £7,988.71 Deposit A/c: £15,941.33 Santander Time Deposit: £42,067.66

14/28: Correspondence: The following letters had been received:

- 1 Salisbury City Council - A letter from Reg Williams, City Clerk, inviting the Chairman to the annual Mayor Making Ceremony on Saturday 17th May 2014. *The Clerk to write stating the Chairman was unavailable.*
- 2 10 Downing Street - A letter from the Rt Hon David Cameron MP, Prime Minister, advising of the £2K allowance for employer National Insurance Contributions for businesses and charities. *HMRC have ruled that Parish Councils are not entitled to the allowance and are exempt.*
- 3 Susan Barnhurst-Davies - An email advising the chairman of her resignation. *The Chairman advised that the vacancy was being advertised and if no requests for an election were received by 23rd May, the PC would be able to advertise for a co-option to fill it.*
- 4 Wiltshire Council - An email from John Thomson advising of the review of its Local Transport Plan Car Parking Strategy which can be found on the consultation portal. Comments are invited on the scope of the review by 9th June. A public consultation is to be held in November and December 2014.
- 5 Mr Alistair H G Allcroft - An email to the Clerk expressing concern about the state of the footpath bordering the A338 past Trafalgar School.
- 6 Mr Graham Evans - An email seeking advice on the name of the cabinet member for Highways.
- 7 Skanska - An email advising of a night time closure of the A36 from Canada Common.
- 8 Playmapp - An email requesting the completion of a survey for a website being set up to provide a map of playgrounds across the UK.
- 9 Mr Nigel Walker - A copy email to Julian Johnson seeking guidance on the way in which Councillors voted on the planning application for the Kings Arms at the Southern Area Planning Committee.
- 10 Wiltshire Council - An email from Tracy Myers advising of an Annual Community Engagement event on 12th May at the City Hall.
- 11 Wiltshire Council - An email from Tracy Myers advising of the work to be carried out during the Community Day in Downton.
- 12 Mr and Mrs N Martin - An email on behalf the South Wiltshire Ramblers advising of the need to replace the stiles on footpath Downton 27 at GR 185217 and Downton 66 at Millennium Green with kissing gates.
- 13 Ms Jane Launchbury - An email to all members regarding the Extraordinary Meeting held on 28th April 2014.

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- 14 Wessex Water - An email from Mr Matt Wheeldon following a thank you note sent by the Clerk. He said he had met with the Environment Agency and had drafted a letter to all relevant Local Planning Authorities which stated that Wessex Water would be objecting to planning applications where there was no groundwater management strategy in place and where they were unable to resolve capacity issues without partnership working with flood risk management authorities.
- 15 Mr Christopher Bird - Two emails – One expressing concern about a resident who had fallen out of her wheelchair on to the road behind the green as a result of a pothole filled with water. The other putting forward a suggestion to incorporate a drainage strategy into the Neighbourhood Plan following the Annual Parish meeting presentation by Wessex Water.
- 16 Wiltshire Police - An email from Pc Matt Holland apologising for forgetting to attend the Annual Parish Meeting. *Pc Holland will be attending the June meeting.*
- 17 Mr Adam Hayward - An email from seeking guidance on the cutting back of trees at the BWSCA.
- 18 Wiltshire Council - An email advising that the Designation of the Alderbury and Whaddon Neighbourhood Plan had been approved.
- 19 Wiltshire Assembly - An email from John Bush, Chair of the Wiltshire Assembly advising that the next meeting will be held on Thursday 3rd July at County Hall at 4 pm.
- 20 Mr Ian Campbell - Two emails – One regarding a question to send to Wessex Water and the other providing a contact address for residents who wished to seek information on the installation of a pumped holding tank to alleviate problems with sewerage overflowing inside and outside their properties.
- 21 Salisbury City Council - An email from Claire Burden advising of free Sunday parking at the Carver Street Car Park as well as information on various Salisbury events.
- 22 Mr Glenn Noble - An email enquiring as to whether there are any vacancies on the Parish Council following the April meeting.
- 23 Mrs M Beeson - A further email seeking dates on various closures of the bank, the police house and the NHS dentist so that it could be included in a time line for the 30th anniversary competition for Ashley Grange.
- 24 Mr C Hall - An email making a formal complaint regarding the procedure of item 23 on last month's Parish Council agenda held in closed session.
- 25 WALC - May Newsletter
- 26 SLCC - May issue of The Clerk magazine.

The next meeting of the Parish Council will be held on Monday 9th June 2014 at 7.30 pm at the Band Hall, Gravel Close, Downton.

With no further business the meeting closed at 9.00 pm.