



**Minutes of an Ordinary Meeting of the Parish Council held on Monday 13<sup>th</sup> March 2017 at the Band Hall, Gravel Close, Downton at 7.30 pm.**

**Present:** Cllr Mace (Chairman) and Cllrs Brentor, Chandler, Cordell, Dickinson, Ford, Hayward, Quarmby, Pearce, Saxby, Sutcliffe, Whitmarsh, Watts and Yeates.

**In attendance:** Unitary Cllr Julian Johnson  
Unitary Cllr Richard Clewer  
Mrs Bev Cornish, Parish Clerk.

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

**Public Question Time:**

Cllr Saxby spoke on behalf of her neighbours, Mr and Mrs Moody, to express concern regarding the apparent discharging by Wiltshire Council of the condition contained in the permission for the primary school extension which required noise attenuation to be erected on the northern boundary of the playground to reduce the noise to the residential properties. She said that the noise report submitted to officers was identical to the one submitted in 2015 and deemed to be full of inaccuracies.

Furthermore, she said that the school had now changed the plans for the existing playground and was proposing to put an 'Active Play Area' immediately in front of the northern boundary wall of Kingfisher Cottage and Aleppo. She asked that the Parish Council enquire as to overriding of the condition and whether the noise report took account of the newly located playground. They should also ensure that noise attenuation was erected to the northern boundary and that all work be stopped on the construction of the new playground until this was agreed.

Mr Nigel Walker asked for an update and if there had been any changes to the agreed plans for the primary school.

Mr David Ludlow asked what right the Parish Council had to expect residents to pay for a loan for the Memorial Hall extension.

Mr Rick Ladds expressed concern about the amount of silt and 'filth' in the Bunny as a result of the groundwater being pumped into it by the contractors for the primary school's extension which he said was flowing backwards rather than flowing under the road. On the matter of the recent Parish Council public consultation, he said he didn't think it was run to a very high standard. There were no signs advising of the consultation and Parish Councillors did not wear name tags. He asked that a public meeting be called so that the village could find out all the information.

Mrs Nikki Wilson spoke in objection to the planning application for 127 The Borough stating that quite apart from it being an eyesore, she was also aware that it was being used to operate a business. She said she recently asked a planning officer visiting her on a different matter to look at it and they said that the container was not appropriate in that place.

Mrs Wilson, speaking on behalf of the Downton Society, handed a letter from the Society which stated that it was concerned about some inconsistencies in the Parish Council's decisions on recent planning applications. She said the Society would support the revival of a separate planning committee which could consider planning applications appropriately. Cllr Chairman said that, from his viewpoint, the Parish Council's reviews of planning applications appeared to be working well and so he would want specific examples of where the members of the Downton Society Committee thought that the Parish Council had made any incorrect planning decisions.

Mrs Jen Brewin, on behalf of Downton Community Pre-School, spoke in detail about the need for a more modern building which would meet the needs of the children in the parish between the ages of 2 and 4. It needed to accommodate the children from the new families which would be moving to the parish, as well as the new government requirement of offering up to 30 hours of free childcare to working parents which would come into effect in September 2017. She said the Band Hall did not have enough space, central heating or hot water, as well as other limitations. She also said that she was speaking in support of the pre-school's relocation even though her own children would not benefit from it because they would have moved up to primary school by time the proposed extension will have been built. However, she said it was important for the new young families to attend the pre-school as a way of becoming part of the village, as she and her family had done, rather than requiring them to seek childcare elsewhere.

**Unitary Cllr Johnson:** Unitary Cllr Julian Johnson advised that the meeting would be his last meeting before he retired as a Councillor at the May elections after 24 years of service. He said that over the years he had attended around 250 meetings and had seen many changes to local government. He thanked councillors for their support and wished the parish well for the future.

**263.16 To receive apologies from Councillors: Cllr Mace advised that apologies had been received from:**

Cllr Dean due to illness.

Downton Parish Council RESOLVED to note the apology received.

**264.16 To consider and resolve to approve the Minutes of the Ordinary Meeting held on Monday 13<sup>th</sup> February 2017:**

Downton Parish Council RESOLVED, with 3 abstentions from Cllrs Hayward, Ford and Watts, to approve the Minutes of the meeting held on 13<sup>th</sup> February 2017 as a true record and they were signed by the Chairman.

**265.16 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 Saxby declared a personal and pecuniary interest in Minute 277.16.

Cllr Brentor declared a personal and non-pecuniary interest in application 17/01009/FUL and did not participate in the vote.

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

The Clerk advised that no dispensation requests had been received.

**266.16 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:

1. The Clerk would follow up the issue raised on the silt in the Bunny with the Environment Agency.
2. The request for a separate planning committee would be considered by the Council at a future meeting.
3. The Clerk would write to Mr Ludlow providing details of the powers the Parish Council had to increase the precept and to construct the extension.

With regard to the Public Consultation and Exhibition, Cllr Brentor advised that a letter had been delivered to every houseful prior to it and all councillors introduced themselves to every attendee as soon as they had entered the Memorial Hall.

With regard to the noise attenuation, Cllr Quarmby advised that he could not entertain the proposal that work should be stopped until it was resolved because this could lead to significant legal costs for the Parish Council. Cllr Brentor said that as the representative of the Parish Council liaising with the primary school's representative on parking issues, she would raise noise attenuation with Mr Halski and the concerns raised by the neighbours to the school.

*At this point in the meeting, Cllr Mace proposed from the Chair and it was RESOLVED that items 268.16 to 270.16 be brought forward before the Parish Council's consideration of the planning applications.*

**267.16 Using the Parish Council's power under Section 137 of the Local Government Act 1972, to consider a request from Downton Tennis Club for a contribution towards its project to refurbish three tennis courts and to make them accessible for wheelchairs:** Following a brief discussion and consideration of the paper submitted by Downton Tennis Club, Cllr Quarmby proposed, Cllr Hayward seconded and it was RESOLVED that a grant of £250 be approved which should be allocated from the 2017/18 s137 budget.

**268.16 To receive a short verbal report from Cllr Mace on the outcome of the recent Public Consultation and Exhibition on the Memorial Hall Extension, to resolve to approve his written report and to determine any further actions:**

Cllr Mace gave a detailed report on the outcome of the Public Consultation which was that:

- 93% of respondents thought the Parish Council had clearly presented the case for the Memorial Hall extension
- 91% of respondents supported the Parish Council's proposal to increase the local element of the Council Tax by just over £1 per month for an average household in order to enable the Memorial Hall extension to be built.

Following a lengthy discussion, Downton Parish Council agreed that Cllrs Brentor, Mace, Quarmbly and the Clerk should be given delegated authority to produce a Newsletter to be delivered to all households giving residents more details of the results.

**269.16 To receive a short verbal report from Cllr Quarmbly and, subject to the community's support in response to the recent Public Consultation and Exhibition, to:** Cllr Quarmbly gave a detailed report on the monies to be allocated to the project and the loans to be applied for.

**a. Resolve to approve the Business Case and Project Plan for the Memorial Hall Extension:** Following further discussion, Cllr Quarmbly proposed, Cllr Ford seconded and it was RESOLVED that the Business Case and Project Plan be approved and that Cllrs Quarmbly, Brentor, Sutcliffe, Ford and the Clerk be delegated the authority to finalise them prior to submission.

**b. Resolve to approve the Loan Application to the Secretary of State for Communities & Local Government for submission by the Wiltshire Association of Local Councils:** Cllr Quarmbly proposed, Cllr Ford seconded and it was RESOLVED that the Loan Application be approved and that Cllrs Quarmbly, Brentor, Sutcliffe, Ford and the Clerk be delegated the authority to finalise it prior to submission.

Cllr Brentor advised that that the Memorial Hall Committee as a charity may want to do some fundraising.

#### **270.16 Planning and Tree Works Applications:**

**16/11523/FUL 127 The Borough, Downton - Retention of Storage/Shed within curtilage of property:** Downton Parish Council RESOLVED to object strongly to this application on the following grounds:

1. The siting of an industrial/shipping container at the rear of a terraced residential property in the Downton Conservation Area was out of keeping and not appropriate for its location.
2. Its close proximity to neighbouring residential properties significantly impacted on the visual amenity of those properties.
3. Contrary to that stated in the application, the container was not able to be located within the curtilage of the property.

**17/01009/FUL 50 Moot Gardens, Downton - Proposed single storey pitched roof extension with roof light inserts to front elevation, flat roof extension to roof mid-way down existing roof to create additional room with flat roof rooflight & associated internal works:** Downton Parish Council RESOLVED to

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object to this application on the grounds of its design, scale and size which it considered to be overdevelopment of the site and also to object to the excessive bulk, height and design of the flat roof extension which exceeded the height of neighbouring properties. This would lead to an unwelcome precedent being set in the altering of the street scene and potential impact on the visual amenity of the neighbouring properties.

**17/01113/FUL Green Pastures, Breamore Road, Downton - Single storey side extension:** Downton Parish Council RESOLVED to raise no objection to this application.

**17/01652/TCA Batten Cottage, Breamore Road, Downton - T1 - Weeping Willow - Repollard to previous pollard points:** Downton Parish Council RESOLVD to raise no objection to this application.

**17/01114/FUL 8 Squarey Close, Downton - Erection of car port and workshop/store with dormer room above:** Downton Parish Council resolved to object to this application on the grounds of design and height of the roofline of the dormer room which extends above the height of the apex of the existing dwelling. This would be above the height of the neighbouring dwellings and out of keeping with the street scene.

**17/01510/FUL The Cabin, Hyde Lane, Downton - Erection of a self-contained detached residential annexe (retrospective):** Downton Parish Council was disappointed that this was a retrospective application but resolved to raise no objection to it provided that if permission is granted a condition is included to tie it to the existing dwelling so that it cannot be sold separately.

**271.16 To consider three tenders received for the Parish Council's Grasscutting Contract and to resolve to appoint a contractor to fulfill the term of the contract from 15<sup>th</sup> March 2017:** Cllr Brentor gave a brief report following a meeting with the Clerk to open the tenders. She said there was a great disparity between the 3 quotes with the lowest one, from Bawden, being £3,500 lower than the next quote.

Following a brief discussion, the Clerk was asked to contact Bawden to obtain further verification for its quote and also to take up several references. Cllr Hayward proposed, Cllr Chandler seconded and it was RESOLVED that Cllr Brentor and the Clerk be given delegated authority to confirm the appointment of a contractor from two out the three quotes following receipt of confirmation and references.

**272.16 To receive a short verbal report from Cllr Sutcliffe on the contract to maintain the Public Toilets over the last year and to resolve to approve that Maranji Commercial & Domestic Cleaning be re-appointed as the Parish Council's contractor for a further 3 years from 1<sup>st</sup> April 2017:** Following guidance from Cllr Sutcliffe that the contractor wished to meet with the Parish Council prior to confirmation to extend the contract, Cllr Mace proposed from the Chair and it was RESOLVED that this item be deferred to the next meeting.

**273.16 To receive a short verbal report from Cllr Quarmby and to resolve to approve an Access Licence for access to the eastern side of the Memorial Hall and demolition of the Parish Room:** Cllr Quarmby advised that Hebs Group, the contractor for the Primary School's extension, will need to bring in heavy plant to lay the tarmac and other materials in the new playground and having access via the side of the Memorial Hall would make this easier. He said that they will demolish the Parish Room at no cost, which otherwise would have been a considerable cost to the Council, and also provide a quote for the construction of a retaining wall along the boundary between the Memorial Hall extension and the playground.

Following a brief discussion, Cllr Ford proposed, Cllr Hayward seconded and it was RESOLVED that Cllrs Quarmby and Yeates be given delegated authority to finalise the Access Licence which was currently with the Contracts Manager for Hebs Group for consideration.

**274.16 To consider a proposal from Cllr Brentor to resolve to agree that Downton becomes a 'Dementia Friendly Community' as part of the Parish Council's project to encourage local activities to support vulnerable people.**

Cllr Brentor advised that she had met with Tom Bray from the Southern Wiltshire Area Board and Tim Mason of the Alzheimer's Society and they had recommended that Downton become a Dementia Friendly Community. This would enable the Parish Council to receive financial and other support from the Alzheimer's Society in order to progress its project to encourage local activities to support vulnerable people in the parish.

Following strong verbal support from a number of members, Cllr Brentor proposed, Cllr Hayward seconded and it was RESOLVED that Downton should become a Dementia Friendly Community.

### **275.16 Representative Reports:**

**Joint Strategic Assessment Meeting:** Cllr Brentor gave a brief report on a very interesting meeting at which there were several presentations and specific working groups to determine the key issues for the southern Wiltshire community for the next three years.

**Planning Appeal Hearing for Rivermead, Breamore Road:** Cllrs Brentor and Quarmby gave a brief report on the recent Hearing which was conducted as a 'round table' discussion by the Inspector and at which they had clearly stated the Parish Council's position. They said they had been very disappointed at Wiltshire Council's lack of robustness in defending its decision to refuse the application and in responding to the Inspector's questions and it had been very difficult to judge whether the Appeal would be dismissed.

**Wiltshire Council Education & Early Years Officers:** Cllr Quarmby reported briefly on a meeting at County Hall which he had attended with Cllrs Mace, Brentor, the Clerk and Unitary Cllr Clewer. He said the bottom line was that there was no more money available for Early Years in Downton. However, Cllr Clewer had kindly offered to make representations on behalf of the Parish Council for a contribution from future Community Infrastructure Levy allocations, the criteria for which had yet to be determined by the County Council.

**Brian Whitehead Sports Centre Association:** Cllr Watts gave a brief report on the recent meeting at which it had been reported that Mr Chris Hall would take over from Dr Tony Howgrave-Graham as the Chair of the Association and it would make a loss in the last quarter. He also said that discussions were being held to manage the reduction in grant over the next few years as Beacon Leisure would be unable to continue to reduce their fees in the long term.

**Parish Surgery:** Cllr Mace advised that only one resident had attended to ask again about the post box in the High Street.

**276.16 To resolve to approve the following payments:**

- £1,320.00 - James Cuniffe Partnership - For drainage design at Memorial Hall extension.
- £85.00 - Riverbourne Community Farm - For erection of Speed Indicator Device.
- £52.78 - Viking - For printer cartridges.
- £125.23 - Mr B Moody - For repairs to flat roof of Memorial Hall.
- £93.00 - Watson Electrical Services - Installation of lighting timeclock at toilets.
- £90.00 - Salisbury Window Cleaning Services Ltd - For bus shelter cleaning.

Cllr Ford proposed, Cllr Hayward seconded at it was RESOLVED that the payments be approved.

**277.16 To resolve to approve the sum of £5,522.66 as the Accounts for payment for March and to record the bank balances:**

Maranji Commercial & Domestic Cleaning - February	700.00
Mrs B Cornish - Home Working April '16-March '17.	169.00
Mrs B Cornish - For Expenses December '16-March '17	192.23
Mrs B Cornish for to 1&1 Internet Ltd - Website hosting.	71.84
Idverde Group - For bin emptying in February	183.84
Water2business - Final bill for pavilion	28.44
West Mercia Energy - For public toilets	14.11
Wiltshire Council - For highway works through CATG	600.00
Longford Estates - For annual rental of the Borough Greens	0.05
Priority - For printing of Public Consultation letter	50.15
JCP - For drainage design at Memorial Hall extension	1,320.00
Riverbourne Community Farm - For Speed Indicator Device	85.00
Viking - For printer cartridges	52.78
Mr B Moody - For repairs to flat roof of Memorial Hall	125.23
Watson Electrical Services - timeclock at toilets	93.00
Salisbury Window Cleaning Services - bus shelter cleaning	90.00
Mr B Johnson – March Salary	151.20
Mr N Saxby – March Salary	151.20
Mrs B Cornish – March salary	1444.59
Total	<b>5,522.66</b>

**Balances to be Approved and Noted as at 13.03.17**

Current A/c: £4,618.91                      Deposit A/c: £42,055.41

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

**278.16 To resolve to approve the Budget to Actual figures to 31st March 2017:**

Cllr Mace proposed from the Chair and it was RESOLVED that this item be deferred to the next meeting.

**279.16 To resolve to note the Clerk's report providing information on recent issues and work completed:**

*Memorial Hall:* In mid-February someone stole some lead from the flat roof of the Memorial Hall and what they could not pull off, they left damaged. Mr Bob Moody made an immediate repair with flashban.

*Public Bench in Moot Lane:* Mr Bob Moody will be replacing the broken bench with an existing public bench, from the Parish Room, once it has been refurbished with a clean up and some paint.

*Parish Steward:* The Parish Steward had paid his monthly visit and cleared mud from the pavements in Moot Lane and tidied up an area of grass and trees owned by Wiltshire Council in Cranberry Close following concerns raised by residents.

*Spring Clean:* Around 10 residents, including Cllr Brentor, took part in the Great British Spring Clean in the areas of the Headlands, Wick Lane and Mesh Pond and Moot Lane and Lode Hill over the last weekend.

*Defibrillator at the Co-op:* Following the removal of the defibrillator from outside the Co-op without any notification from the Co-op's Head Office, the Clerk received a call from their Press Office to say that they would pay for its relocation. A meeting with a local electrical contractor has been arranged with the aim of re-siting it on the front left hand wall of the Memorial Hall next to the noticeboard.

*Local Government Finance Bill:* The Clerk received some information from the Hampshire Association of Local Councils about a proposal to amend the Local Government Finance Bill to include mandatory rate relief for public conveniences. With the Chairman's agreement, she wrote to John Glen MP to urge him to support the amendment. The Parish Council currently receives discretionary rate relief on the public conveniences but should this change in the future the inclusion of the amendment in the Bill will ensure that rate relief will be mandatory.

Cllr Mace proposed from the Chair and it was RESOLVED that the Clerk's report be noted.

**280.16 To resolve to note the Correspondence received:** Downton Parish Council RESOLVED to note the following correspondence:

1. Wiltshire Council – pedestrian refuge on A338– An email from Ms Julie Cleave advising that she had attended a safety audit for the pedestrian refuge. This was carried out by independent road safety audit specialists. They will write a report based on their findings which will be sent to the designers for response. The safety audit and designers response will then be sent to her, at which time Wiltshire Council will consider the most appropriate way forward. She has



- specifically requested that the site be visited so that they can assess the suitability of the current lighting levels.
2. Downton Allotments & Leisure Gardeners Association – An email from Ms Susan Barnhurst-Davis with notification of the AGM being held on 31<sup>st</sup> March at 7.30 pm at the Sherwood Rooms.
  3. Mrs S Bollholder – An email expressing concerns about issues of behaviour at the skatepark and requesting activities for older children in the parish playgrounds at the Headlands end of Downton.
  4. Wiltshire Association of Local Councils – Several emails from Ms Katie Fielding enclosing information on forthcoming events and also on the forthcoming Parish and Town Council elections process.
  5. Ms Z Smith – An email request for additional dog fouling signs for use in Barnaby Close.
  6. Mrs Katie Freer – Several emails and copy emails on the removal of the defibrillator from outside the Co-op.
  7. Co-operative – An email from Ms Aimi McNeill confirming the Co-op will pay for the reinstatement of the defibrillator.
  8. Wiltshire Council – An email from Ms K Hosking attaching the Monthly Public Health Briefing for February.
  9. SSE Energy – An email enclosing a stakeholder consultation document on the future of its Resilient Communities Fund.
  10. Mrs P Jones – An email requesting that the pallets be remove from the river by Tannery Bridge when the Spring Clean is carried out.
  11. Wiltshire Council Highways – An email from Mr Adrian Hampton enclosing Cllr Whitehead's March 2017 Newsletter.
  12. Two residents of Cranberry Close – Two emails expressing concern about the state of the road and area of green with overgrown trees on the corner of Cranberry Close.
  13. CPRE Wiltshire – An email asking parishes to notify them of any issues pertaining to the protection of our beautiful Wiltshire countryside and relevant to their parishes.
  14. Wiltshire Council – An email from Mr John Cole advising of the temporary closure of Barford Down Farm Road, Downton from 19/04/2017 - 25/04/2017 to carry out carriageway reconstruction work, surface dressing and road markings.
  15. Wiltshire Police – An email from Pc Matt Holland attaching the Police Monthly Report.
  16. Police and Crime Commissioner for Wiltshire and Swindon – An email advising of the publication of the Police and Crime Plan for Wiltshire and Swindon 2017 – 2021.
  17. Downton Society – A copy email from Ms Claire Freemantle to Mr John Glen MP thanking him for meeting with her to discuss the issue of HGVs flouting the weight limit through Downton.
  18. The Borough Dental Practice – An email from Mr Luke Wordley enclosing photographs of a significant issue with the draining away/pooling of large amounts of water on the footpath behind the Green and in front of the Dental Practice.
  19. Salisbury Museum – An email from Ms Louise Tunnard advising of a major new exhibition entitled 'British Art: Ancient Landscapes' which runs from 8 April to 3 September and will feature art from some of the greatest British artists of the last 250 years.

**281.16 Next meeting:** The Chairman confirmed the date of the next meeting as Monday 10<sup>th</sup> April 2017 at 7.30 pm at the Band Hall, Gravel Close, Downton.

## **Part 2 – EXEMPT MATTERS - STAFFING**

**282.16 Cllr Mace proposed the following resolution – ‘That under the Public Bodies (Admission to Meetings) Act 1960 it is advisable in the public interest that the press and public be temporarily excluded and they be instructed to withdraw in view of the confidential nature of the business on staffing about to be transacted’.** Seconded by Cllr Sutcliffe and RESOLVED by the Parish Council.

**283.16 To receive a short verbal report from Cllr Ford on the Clerk’s annual appraisal:** Cllr Ford updated the Parish Council on the Clerk’s annual review which he had undertaken with Cllr Yeates. He highlighted the work she had done in her own time for her CiLCA qualification and the challenges for the year ahead were discussed and the development actions agreed. The Parish Council agreed with his conclusion that the Clerk had had a good year.

**284.16 To consider and resolve to approve the raising of the Clerk’s salary from 1st April 2017 by 1% in accordance with the National Association of Local Council’s document entitled ‘2016-2018 National Salary Award’ and in accordance with her Employment Contract:** Downton Parish Council RESOLVED to approve the recommended 1% increase.

After a further short discussion regarding the Clerk position on her payscale, the Parish Council RESOLVED to recommend that following elections in May, the new Parish Council undertake an evaluation of her role and consider any recommendations.

With no further business, the meeting closed at 9.40 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.*