



**Minutes of the Annual Meeting of the Parish Council held on Monday 15<sup>th</sup> May 2017 at the Band Hall, Gravel Close, Downton at 7.30 pm.**

**Present:** Cllr Mace (Chairman) and Cllrs Brentor, Pearce, Saxby, Sutcliffe, Ricketts and Watts.

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

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

Cllr Mace welcomed everyone present to the meeting which was the first meeting of the new term of the Parish Council. He congratulated Cllr Clewer on his election as the Unitary Councillor for Downton and Ebble Valley.

**01.17 To receive Declarations of Acceptance of Office from all Councillors:**

The Clerk confirmed that she had received declarations of acceptance of office from all councillors present at the meeting.

**02.17 To elect the Chairman for 2017/18:** Cllr Pearce proposed, Cllr Sutcliffe seconded and it was RESOLVED that Cllr Mace be elected as Chairman for the 2017/18 civic year.

**03.17 To elect the Vice-Chairman for 2017/18:** Cllr Pearce proposed, Cllr Watts seconded and it was RESOLVED that Cllr Sutcliffe be elected as Vice-Chairman for the 2017/18 civic year.

At this point in the meeting Cllr Mace proposed from the Chair and it was RESOLVED that the meeting be opened for the public question and statement time and for Unitary Cllr Clewer to give his report.

Following a question from Mr Rick Ladds about the street sweeping machine, Mrs Chris Parry advised that she would submit a report to Wiltshire Council for it to visit Downton.

Cllr Clewer advised that the frequency of visits by the sweeping machine had been reduced and it was also difficult for it to be effective in The Borough because of the parked cars. However, he said he would also follow the matter up with the Wiltshire Highways.

Mr Bob Tanner spoke at length to express his strong concern about the speeding of cars on the road behind the Maypole Green in The Borough and said this was the second time he had asked that something be done about it before there was a major accident. He said there were issues with speeding lorries and mothers dropping off

their children at school who were not giving any consideration to the fact that the front doors of the properties were immediately adjacent to the road and when residents stepped outside their front doors they stepped onto the road.

Cllr Clewer said he was delighted to be elected as the parish's Unitary Councillor. He said that Wiltshire Council would be holding a meeting of the full Cabinet the following day at which cabinet members for the new term of the Council would be appointed and that there was not very much to report at this early stage. He also said that the Operational Flood Working Group, of which he was a member, was asking parishes to identify the priority gullies which needed to be emptied each autumn and to include them in their Flood Plans.

**04.17 To receive apologies from Councillors:** Cllr Mace proposed from the Chair and it was RESOLVED that following apologies and the reasons for them be noted: Cllrs Quarmbly and Yeates due to holiday commitments. Cllr Cordell due to work commitments.

**05.17 To consider and resolve to approve the Minutes of the Ordinary meeting held on 24th April 2017:** Downton Parish Council RESOLVED, with 1 abstention from Cllr Watts, to approve the Minutes of the meeting held on 24<sup>th</sup> April 2017 as a true record and they were signed by the Chairman.

**06.17 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 pecuniary interest in planning application 17/02886/FUL and did not speak or vote when it was discussed.

Cllr Saxby declared a personal and pecuniary interest in Minute 32.17 and did not speak or vote when it was discussed.

**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.

**07.17 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 the following actions be taken:

1. The matter regarding the speeding be raised with the Community Area Transport Group and that the Clerk should write to the Headteacher at Downton Primary School to ask her to communicate residents' concerns to parents about the speed of vehicles when driving on the road behind the Maypole Green.

**08.17 Planning and Tree Works Applications**

**17/02886/FUL 3 Avondyke, Downton - Proposed re-roofing of annex; replacement of existing damaged/leaking flat roof with hipped roof:** Downton Parish Council RESOLVED to make no comment on this application as the applicant was a member of the Parish Council and there was the potential for perceived bias.

**17/03597/CLP 111 Moot Lane, Downton - Certificate of lawfulness for proposed addition of dormer and installation of velux rooflights:** Downton Parish Council RESOLVED to raise no objection to this application.

**17/03812/CLP 24 Twynham Close, Downton - Certificate of lawfulness for proposed single storey extension to south west & south east elevations:** Downton Parish Council RESOLVED to raise no objection to this application.

**17/03575/FUL 7 Green Lane, Downton - Conversion of integral garage into living accommodation:** Downton Parish Council objected to this application on the grounds that it was contrary to the Car Parking Strategy contained in the Wiltshire Local Transport Plan 2011-2026 and the conversion of the garage would be a change to the street scene.

**09.17 To consider and review the Terms of Reference for the Committees:**

Following a brief discussion, Cllr Brentor proposed, Cllr Pearce seconded and it was RESOLVED that the terms of reference for the Amenities and New Housing Development Committees be considered and amended at their first meetings to be held within the next month and prior their being adopted by the Parish Council at its next meeting. The Terms of Reference for the Amenities Committee required changes to the references to the Moot Lane Pavilion and the New Housing Development Committee required changes in order to include references to the Neighbourhood Plan.

**10.17 To consider and approve nominations for membership of the Parish Council's Committees:** Cllr Sutcliffe proposed, Cllr Pearce seconded and it was RESOLVED that the following councillors be elected as members of the following Committees for 2017/18, the Chairman and Vice-Chairman being ex-officio members of all Committees:

- 1 Amenities - Cllrs Brentor, Cordell, Pearce, Ricketts, Saxby & Watts.
- 2 New Housing Development - Cllrs Brentor, Cordell, Quarmby & Yeates.
- 3 Complaints - Cllr Cordell.
- 4 Watermeadows & Flood Defence - Cllrs Ricketts, Saxby, Quarmby & Yeates.
- 5 Staffing - Cllrs Brentor, Quarmby & Yeates.

**11.17 To consider and approve nominations for Parish Council**

**Representatives:** Cllr Brentor proposed, Cllr Pearce seconded 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 Sutcliffe.
2. Carver Trust - Cllr Yeates.
3. Cuckoo Fair - Cllr Pearce.
4. Downton Link - Cllr Pearce.
5. Downton Moot Preservation Trust - Cllr Brentor.
6. Memorial Hall Committee - Cllr Sutcliffe.
7. Millennium Green Trust - Cllr Brentor.
8. Stockman & Woodlands Trust - Cllr Yeates and Mr Jeremy Parsons.
9. Allotments Association – Cllr Watts.
10. Southern Wiltshire Area Board - Cllr Brentor.
11. Southern Wiltshire Area Board Community Area Transport Group - Cllr Yeates

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

.....Date.....

12. Chalk Pit Management Committee - Cllr Yeates.
13. Wiltshire Council Housing Panel - Cllr Brentor.
14. Downton Band - Cllr Mace.

**12.17 To consider and approve the Parish Council’s Annual Subscriptions:**

- Society of Local Council Clerks - £177.
- Wiltshire Association and National Association of Local Councils – £996.18.
- CPRE - £36
- Information Commission - £35

Downton Parish Council RESOLVED to approve the annual subscriptions.

**13.17 To consider and re-adopt the Parish Council’s Standing Orders and Financial Regulations for 2017/18:** Downton Parish Council RESOLVED to approve the Standing Orders and Financial Regulations.

**14.17 To consider and re-adopt the Parish Council’s Dignity at Work Policy for 2017/18:** Downton Parish Council RESOLVED to approve the re-adoption of the Dignity at Work Policy.

**15.17 To consider and re-adopt the Parish Council’s Co-option Policy for 2017/18:** Downton Parish Council RESOLVED to approve the re-adoption of Co-option Policy.

**16.17 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 2017/18:** : Downton Parish Council RESOLVED to approve the re-adoption of Council’s Policy on Filming, Photographing, Audio Recording & Social Media Reporting of Public Parish Council and Committee Meetings.

**17.17 To consider and re-adopt the Parish Council’s Policy on Grants under Section 137 of the Local Government Act 1972 for 2017/18:** Downton Parish Council RESOLVED to approve the re-adoption Policy on Grants under Section 137 of the Local Government Act 1972.

**18.17 To consider and re-adopt the Parish Council’s Absence Management Policy for 2017/18:** Following a concern raised by Cllr Brentor regarding the omission of compassionate leave from the document, Downton Parish Council RESOLVED to defer approval of this policy until the next meeting pending suggested amendments to be submitted by Cllr Brentor.

**19.17 To consider and re-adopt the Parish Council’s Equal Opportunities Policy for 2017/18:** Downton Parish Council RESOLVED to approve the re-adoption of the Equal Opportunities Policy.

**20.17 To consider and re-adopt the Parish Council’s Health & Safety Policy for 2017/18:** Downton Parish Council RESOLVED to approve the re-adoption of the Health & Safety Policy.

**21.17 To consider and re-adopt the Parish Council’s Time-Off in Lieu (TOIL) Policy for 2017/18:** Following a request from Cllr Brentor to consider amendments to the document, Downton Parish Council RESOLVED to defer approval of this policy until the next meeting pending suggested amendments to be proposed by Cllr Brentor.

**22.17 To consider and re-adopt the Parish Council’s Travel & Expenses Policy for 2017/18:** Downton Parish Council RESOLVED to approve the re-adoption of the Travel & Expenses Policy.

**23.17 To consider and re-adopt the Parish Council’s Policy for The Borough Greens for 2017/18:** Downton Parish Council RESOLVED to approve the re-adoption of the Policy for The Borough Greens.

**24.17 To consider and re-adopt the Parish Council’s Complaints Policy and Vexatious Complaints Policy for 2017/18:** Downton Parish Council RESOLVED to approve the re-adoption of the Complaints Policy and Vexatious Complaints Policy.

**25.17 To consider and review the Parish Council’s Asset Register and Inventory of Land for 2017/18:** Downton Parish Council RESOLVED to approve Asset Register and Inventory of Land.

**26.17 To confirm approval of the arrangements for insurance cover in respect of all insured risks for 2017/18:** Downton Parish Council RESOLVED to approve the arrangements for insurance cover in respect of all risks.

**27.17 To approve the Parish Council’s procedures for handling requests made under the Freedom of Information Act 2000 for 2017/18:** Downton Parish Council RESOLVED to approve the current procedures but agreed to consider further revisions to the procedures to be submitted by Cllr Brentor and the Clerk at the next meeting.

**28.17 To approve the dates, times and place for ordinary meetings of the full Council for 2017/18:** Downton Parish Council RESOLVED the dates, times and place for ordinary meetings of the full Council.

**29.17 To consider a recommendation from the Memorial Hall Working Group to appoint Michael Heaton Heritage Consultants to carry out an archaeological survey of the rear of the Memorial Hall at the cost of £1,330 in order to be compliant with Condition 6 of the Planning Permission Decision Notice:** Cllr Mace proposed from the Chair that no decision be taken on this item. This followed a report from the Clerk that, having sought advice as to whether an archaeological survey was required in light of the recent work undertaken by Downton Primary School nearby, she had obtained the following confirmation from Ms Clare King, Wiltshire Council’s Assistant County Archaeologist:

*‘My advice to the Local Planning Authority was based on my understanding of the archaeological potential of the site at the time I was consulted. The archaeological evaluation on the adjacent area, which has since been undertaken, has demonstrated that the area has had significant post-medieval to modern disturbance. I therefore consider that the potential to encounter significant archaeological remains is less than was originally thought. I therefore do not consider that any further archaeological works are necessary for this development’.*

**30.17 To consider and resolve to approve in principle the draft Green Travel Plan for the Memorial Hall Extension and to approve that any final re-wording be delegated to Cllrs Brentor and Mace in liaison with the Downton Community Pre-School:** Cllr Sutcliffe proposed, Cllr Saxby seconded and it was RESOLVED that the Green Travel Plan be approved in principle and that the final re-wording be delegated to Cllrs Brentor and Mace.

**31.17 To approve the following payments**

- £11,489.96 - Paul Stevens Architecture – For remainder of agreed fees up to tender stage.
- £996.18 - Wiltshire Association of Local Councils – Annual Subscription.
- £696.31 - Bawden Contracting Services Ltd - For grasscutting in April.
- £69.67 - Bournemouth Water – For Downton Cemetery.
- £100.00 - Downton Baptist Church - For Parish Surgery Advert in InDownton newsletter.
- £164.20 - Mr B Moody – For materials and labour for the construction of a Noticeboard for installation in Moot Lane.
- £788.40 - Wallgate Limited – Annual maintenance contract for handwashing and drying units in the Public Toilets.

Cllr Sutcliffe proposed, Cllr Brentor seconded and it was RESOLVED that they be approved.

**32.17 To resolve to approve the sum of £16,084.62 as the Accounts for payment for May and to record the bank balances:**

Paul Stevens Architecture –Agreed fees up to tender stage	11,489.96
Wiltshire Association of Local Councils – Annual Subscription.	996.18
Bawden Contracting Services Ltd - For grasscutting in April	696.31
Bournemouth Water – For Downton Cemetery	69.67
Downton Baptist Church - For Parish Surgery Advert	100.00
Mr B Moody – Materials and labour for noticeboard	164.20
Wallgate Limited – Annual maintenance contract for handwashing and drying units in the Public Toilets.	788.40
Mr B Johnson – May Salary	151.20
Mr N Saxby – May Salary	151.20
Mrs B Cornish – May salary	1477.50
Total	<b>16,084.62</b>

**Balances to be Approved and Noted as at 15.05.17**

Current A/c: £3,909.13                      Deposit A/c: £74,816.48

Cllr Sutcliffe proposed, Cllr Brentor seconded and it was RESOLVED that they be approved.

**33.17 To resolve to approve that Cllrs Mace and Sutcliffe continue as signatories to the Parish Council’s bank account for the term of this Council and that Cllrs Brentor, Quarmby and Pearce be added as additional signatories for the signing of cheques:** Downton Parish Council RESOLVED to approve Cllrs Brentor and Quarmby as additional signatories. Cllr Pearce proposed, Cllr Sutcliffe

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seconded and it was RESOLVED that Cllr Pearce should not be included as she had been appointed as the councillor responsible for verifying all bank reconciliations produced by the RFO on a regular basis so that the Parish Council was compliant with its Financial Regulations.

**34.17 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:

*Grasscutting:* Following several emails regarding the grasscutting, the contractors have been chased to rectifying the areas which have either not been done correctly or not been done at all. In order to avoid confusion with regard to who is responsible for which area, the Parish Map on the website has been updated so that residents can see for which areas the Parish Council is responsible.

*Defibrillator:* Watson Electrical Services will relocate and reinstall the defibrillator, which was previously located at the side of the Co-op, to the eastern side of the Memorial Hall as soon as possible. It will also include the metal bars which surrounded it at the Co-op so that it is not a hazard to pedestrians. The Chair of the Memorial Hall Committee has been informed and is happy with the arrangement.

**35.17 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:
  - Change of venue for the next Southern Area Board which will be held at Winterslow Village Hall at 7 pm on Thursday 1<sup>st</sup> June.
  - Traffic Orders Team stating that the pedestrian crossing on the A338 Salisbury Road has been approved by the Cabinet Member for Highways and Transport and that:
    - (i) The proposals be implemented as advertised;
    - (ii) The objectors be informed accordingly.
  - Highway Newsletter for May and Parish Steward new schedule.
  - Public Health Monthly Briefing for April.
2. Wiltshire Association of Local Councils – April Newsletter.
3. Mrs N Hoffman – An email requesting information on the date of the installation of the pedestrian crossing.
4. Mrs Z Smith – An email regarding dog fouling and grasscutting in Barnaby Close.
5. Mrs S Hurst – An email regarding grasscutting in Greenacres.
6. Mrs M Mawer- An email regarding grasscutting in Green Lane.
7. Mr D Bennett – An email regarding flytipping in Charlton.
8. Redlynch Parish Council – An email from the Clerk advising of an issue with the traffic lights at Lode Hill being raised at the Annual Parish Meeting. Apparently the changing of the lights is fine going down the hill but when coming back up, the lights change before cyclists can get through. This causes issues with traffic coming down when they are still trying to get through. She suggests that it be referred to CATG.
9. Mrs A Luscombe – An email request to view the Parish Council's accounts. *The Clerk has advised that they will be available for inspection after the internal audit on 7<sup>th</sup> June.*

10. West Dean and West Tytherley Neighbourhood Plan – An email seeking recommendations for consultations to assist with the Plan.

**36.17 Next meeting:** The next meeting will be held on Monday 12th June 2017 at 7.30 pm at the Band Hall, Gravel Close, 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.*