

# DOWNTON PARISH COUNCIL



**Minutes of the Ordinary meeting of the Parish Council held on Monday 11<sup>th</sup> December 2017 at the Band Hall, Gravel Close, Downton at 7.30 pm.**

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

**In attendance:** Mrs Bev Cornish, Parish Clerk

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

### **Public Question Time:**

Mr Bryan Morris asked that the Council consider under item 180.17 that another representative of the Memorial Hall Committee be able to attend a meeting of the Working Group in Mr Webber's place if he is unable to attend.

**170.17 To receive apologies from Councillors:** Cllr Sutcliffe proposed from the Chair and it was RESOLVED that the following apologies and the reasons for them be noted:

Cllr Mason due to a broken foot.

Cllr Mace due to illness.

Unitary Cllr Clewer due to a longer than anticipated meeting at Odstock Parish Council.

**171.17 To consider and resolve to approve the Minutes of the Ordinary Meeting held on Monday 13<sup>th</sup> November 2017:** Downton Parish Council RESOLVED to approve the Minutes of the meeting held on 13<sup>th</sup> November 2017 as a true record and they were signed by the Chairman.

### **172.17 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:**

No declarations of interest were received.

**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.

**173.17 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 Sutcliffe proposed from the Chair and it was RESOLVED that the question raised by Mr Morris be taken account of by councillors when considering item 180.17.

**174.17 Planning and Tree Works Applications:**

**17/11373/FUL Unit 20, Parkers Close, Downton Business Centre, Downton - Change of use from B8 (Storage) unit to D2 (Assembly and Leisure) facility:** Downton Parish Council RESOLVED to support this application on the grounds that it complied with Policy LE1 of the Downton Neighbourhood Plan.

**17/11551/TCA 114 The Borough, Downton - Holm Oak – Remove; Apple Tree - Remove:** Downton Parish Council RESOLVED to raise no objection to the removal of the Apple Tree but objected to the removal of the Holm Oak as the reason for removal was ‘excessive shading’ which members considered could be solved by crown reduction.

**17/11546/TCA The Manse, South Lane, Downton - Holly tree – fell:** Downton Parish Council RESOLVED to support this application and the proposal by the applicant to replace the holly tree with a tree in another part of the garden.

**17/11749/TCA 81 The Borough, Downton - Sycamore (T1) - reduce one of its two limbs by 6m:** Downton Parish Council RESOLVED to support this application.

**175.17 To consider a recommendation from the New Housing Development Committee with regard to the proposed amendments to the following planning application:**

**17/03795/REM Scotts House, Salisbury Road, Downton - Reserved Matters following outline approval 15/08510/OUT (residential development of 17 dwellings), for appearance, landscaping, layout, and scale:**

Cllr Quarmby gave a detailed report on the outcome of discussions and recommendations agreed by members of the New Housing Development Committee at a meeting held before the Parish Council meeting. He proposed, Cllr Watts seconded and it was RESOLVED that Downton Parish Council should submit a response which confirmed its positive support for the plans subject to the following comments:

1. With regard to design, the revised design is acceptable and takes account of both the Downton Neighbourhood Plan and Village Design Statement. Furthermore, the Parish Council notes that there are no three storey houses included in the housing mix, its concerns regarding the importance of the roadway to the north have been taken on board and the revised and clearer parking arrangements have removed all previously stated concerns.
2. The Parish Council is encouraged by the applicant’s clearly defined intentions with regard to sustainability and it strongly supports the change in the housing mix to include more 2 bedroom houses in accordance with the Housing Needs Assessment and policy LH3 of the Downton Neighbourhood Plan.
3. In terms of drainage and sewerage infrastructure, the Council notes the more detailed information provided but requests that conditions be added to any permission as follows:
  - a. The same conditions applied to the Charles Church development be applied to this development.

---

Downton Parish Council – Full Council Meeting on Monday 11<sup>th</sup> December 2017  
Minutes approved as a true and accurate record, and signed as so by the Chairman presiding

.....Date.....

- b. Permeable tarmac be included with the Sustainable Urban Drainage System (SUDS) and that a detailed maintenance programme be provided for that system.
  - c. Soakaways should include silt traps to enable future maintenance to take place.
  - d. A pressure test be carried out to ensure there is no ground water infiltration to the sewerage system.
4. The Parish Council requests that the applicant be required during construction to be compliant with the advice and recommendations set out in the Arboricultural Report with respect to the trees on the site. It also asks that conditions be added for noise levels during the construction phase in a way which does not interfere with the peace of local residents during evenings, weekends and holidays and that does not allow use of the B3080 by construction traffic.
5. The unresolved issues of (i) the appointment of a maintenance company to maintain the SUDS and the road, (ii) discussions with the Parish Council on taking on the responsibility for the maintenance of the landscaping and play areas together with (iii) the application's compliance with the recommendations made in the Noise Assessment Report, be addressed as soon as possible. The Parish Council requests that the Planning Officer checks whether all the requirements of the Noise Assessment Report have been implemented in this application and place planning conditions accordingly.

**176.17 To consider and resolve to approve a revised 3 year Budget and level of Precept for 2018/19, 2019/20 and 2020/21 as recommended by the Budget Working Group and prepared by the Clerk:** Following a brief discussion, Cllr Brentor proposed, Cllr Cordell seconded and it was RESOLVED that the 3 year budget and level of Precept for 2018/19 be approved and set at £107,527.27. The Band D figure was set at £80.51 being an increase of 17.4% on 2017/18. The size of the increase, which took account of a Public Works Loan Board Loan being taken on by the Parish Council for the Memorial Hall Extension, was supported by residents following a public consultation held by the Parish Council in March 2017.

**177.17 To consider whether to raise the burial fees at Downton Cemetery for 2018:** Following a brief discussion and assurance from Cllr Brentor as Chair of the Amenities Committee that improvements would continue to be made, she proposed, Cllr Pearce seconded and it was RESOLVED that a 10% increase be approved.

**178.17 To receive a short verbal report from Cllr Sutcliffe and to consider a recommendation from the Memorial Hall Working Group and Parish Council's Quantity Surveyor to approve the payments of £76,830.17 and £34,352.56 for works carried out so far which is to be funded from the Early Years Contribution and Charles Church Section 106 contributions together with a payment of £1,292.81 to Paul Stevens Architecture for the monthly fee for contract administration of Memorial Hall Extension:** Following a detailed report from Cllr Sutcliffe, Cllr Quarmby proposed, Cllr Yeates seconded and it was RESOLVED that the payments be approved.

**179.17 To consider a proposal from the Memorial Hall Working Group to:**

- a. Release Cllrs Quarmby, Sutcliffe and Yeates from the Memorial Hall Working Group and to resolve to approve the formation and their election to a Construction Working Group with the sole purpose and terms of reference of focusing on the overseeing and monitoring of the construction of the Memorial Hall Extension:**

Cllr Quarmby proposed, Cllr Cordell seconded and it was RESOLVED that the formation of a Memorial Hall Construction Working Group be approved and that Cllrs Quarmby, Sutcliffe and Yeates be approved as members of it.

- b. To resolve to approve the election of additional councillors to the Memorial Working Group with terms of reference to focus on those issues of most importance to the future use of the extension:**

Cllr Quarmby proposed, Cllr Cordell seconded and it was RESOLVED that Cllrs Brentor, Mace and Watts be approved as members of the Memorial Hall Working Group.

- c. To resolve to approve the Terms of Reference for the Construction Working Group:**

Following acceptance of an additional point put forward by Cllr Quarmby, he proposed, Cllr Cordell seconded and it was RESOLVED that the terms of reference be approved.

- d. To resolve to approve the revised Terms of Reference for the Memorial Hall Working Group:**

Cllr Brentor proposed, Cllr Gentle seconded and it was RESOLVED that the terms of reference be approved.

**180.17 To consider and resolve to approve the appointment of Mr David Webber, Interim Chair of the Memorial Hall Committee, and Mrs Jen Brewin, Joint Chair, Downton Community Pre-School to the Memorial Hall Working Group:** Cllr Gentle proposed, Cllr Cornell seconded and it was RESOLVED that Mr Webber and Mrs Brewin be appointed to the Memorial Hall Working Group and that in absentia, their deputies be able to attend meetings on behalf of their organisations.

**181.17 To consider a recommendation from the Amenities Committee to take no further action, on the grounds of not setting a precedent, with regard to the overgrown and overhanging willow trees beside the Noticeboard on Tannery Bridge following requests from several residents and in the light of there being no known owner for the land:** Following a brief explanation from Cllr Brentor, she proposed, Cllr Watts seconded and it was RESOLVED that the recommendation be approved and the Clerk should also write to BT to alert them to the overgrown trees.

**182.17 To resolve to approve the appointment of Mr Tom Matthewman in the role of Street Cleaner for the Parish Council following the resignation received from Mr Billy Johnson:** Cllr Brentor proposed, Cllr Quarmby seconded and it was resolved the appointment of Mr Matthewman be approved. Cllr Brentor asked that

the Clerk also writes to Mr Johnson to thank him for his work on behalf of the Parish Council.

**183.17 To consider and resolve to agree on whether to continue to fund the website for the Downton Neighbourhood Plan:** Cllr Cordell proposed, Cllr Pearce seconded and it was RESOLVED that the funding for the website should continue at the current cost of £70 per annum.

**184.17 To consider and resolve to agree on a response to the Wiltshire Council consultation entitled ‘Wiltshire Local Plan Review and Swindon and Wiltshire Joint Spatial Framework Issues Paper’:** Cllr Pearce proposed, Cllr Gentle seconded and it was RESOLVED that the formulation and submission of a response be delegated Cllrs Brentor and Quarmby.

**185.17 To consider a proposal from Cllr Brentor regarding training for the Clerk as follows:**

- a. **Data Protection and the new General Data Protection Regulation - Participation by the Clerk and Cllr Brentor in a Society of Local Council Clerks Webinar on Wednesday 24th January at the total cost of £60 for both participants.**
- b. **SLCC Practitioners' Conference on 22nd & 23rd February 2018 in Kenilworth - Attendance at the Conference at the cost of £269.**

Following a brief report from Cllr Brentor, Cllr Yeates proposed, Cllr Quarmby seconded and it was RESOLVED that both training events be approved.

**186.17 Committee Reports:**

**Amenities Committee:** Cllr Brentor gave a detailed report on a recent meeting at which members had discussed the World War I tree project, the pruning of two birch trees in the Memorial Gardens and the trees on Tannery Bridge. She said she had also given an update on the progress of both the Circular Path project and the Bridge project as well as the work to be carried out to restore a section of Footpath 66.

**New Housing Development Committee:** Cllr Quarmby advised that the meeting had consisted entirely of recommendations for the Scotts House application approved earlier in the meeting and he had nothing further to report.

**187.17 To resolve to receive and note the Minutes of:**

The meeting of the Amenities Committee held on Monday 18<sup>th</sup> September 2017.

The meeting of the New Housing Development Committee held on Monday 23<sup>rd</sup> October 2017.

Cllr Yeates proposed, Cllr Brentor seconded and it was RESOLVED that the Minutes be noted.

## 188.17 Representative Reports:

**Memorial Hall Committee:** In Cllr Mace's absence, Cllr Sutcliffe proposed from the Chair and it was RESOLVED that this report be deferred to the next meeting.

**Cuckoo Fair Committee:** Cllr Pearce gave a brief report on the second meeting to discuss the 2018 Fair. She said the Committee was trying to encourage more volunteers to join and to find ways in which to improve certain aspects of the fair such as activities for older children.

**Parish Surgery:** Cllr Pearce reported that two residents had attended the surgery which she had held with Cllr Watts. They had raised the issue of the prevalence of speeding vehicles heading to Fordingbridge on the Breamore Road and requested that the speed limit of 30 mph be extended beyond the exit of the Trafalgar School.

**Downton Moot Preservation Trust:** Cllr Brentor gave a brief report on the recent meeting. She said that the Trust had appointed a new Chair, Mr Christopher Bird and the meeting had discussed the recent grant awards of £20,000 from Cleansing Services Group and £6,000 from Tesco which would enable the Trust to improve access to the garden.

**Downton Millennium Green Trust:** Cllr Brentor gave a brief report on the recent lengthy meeting at which Mr Dave Goddard had given a detailed report on work carried out over the last year. She said she had asked that the matter of the Section 106 monies from the Charles Church development be discussed as an early item at the next meeting as these could assist with the funding of the repairs to Footpath 66 and the Bridge project.

**Meeting with Wessex Water:** In Cllr Mace's absence, the Clerk gave a brief report on a meeting with the senior engineer for Wessex Water, Lucy George, who had provided a detailed plan and explanation of the works currently being carried out and those proposed to be carried out in the next two years in Downton. She said that Wessex Water would be holding a public exhibition/consultation at The Bull in early February to inform residents of the work the company was proposing to carry out and to respond to questions and issues which may arise for residents as a result of the works. The Clerk said she had agreed to assist with the communication of the consultation to residents.

## 189.17 To approve the following payments:

- £735.00 - Maranji Commercial & Domestic Cleaning - November.
- £696.31 - Bawden Contracting Services Ltd - For grasscutting.
- £200.64 & £229.80 - Idverde - For bin emptying for October and November.
- £246.62 - Bournemouth Water - For Public Toilets
- £118.80 - Bournemouth Water - For Memorial Hall Extension
- £77.74 - Viking - For stationery and printer cartridges.
- £90.00 - Salisbury Window Cleaning Services - For the bus shelters.

Cllr Quarmby proposed, Cllr Brentor seconded and it was RESOLVED that the payments be approved.

---

Downton Parish Council – Full Council Meeting on Monday 11<sup>th</sup> December 2017  
Minutes approved as a true and accurate record, and signed as so by the Chairman presiding

.....Date.....

**190.17 To resolve to approve the sum of £4,163.24 as the Accounts for payment for December and to record the bank balances:**

<b>Payment – payment made by bank transfer</b>	<b>£</b>
Maranji Commercial & Domestic Cleaning	735.00
Bawden Contracting Services Ltd	696.31
Idverde	200.64
Idverde	229.80
Bournemouth Water	246.62
Bournemouth Water	118.80
Viking	77.74
Salisbury Window Cleaning Services	90.00
Mr T Matthewman	151.20
Mr N Saxby	151.20
Mrs B Cornish	1,465.63
<b>Total</b>	<b><u>4,163.24</u></b>

<b>Memorial Hall Extension payments</b>	<b>£</b>
SWH (net £76,830.17)	<b>92,196.20</b>
SWH (net £34,352.56)	<b>41,223.07</b>
Paul Stevens Architecture	<b>1,292.81</b>
	<b><u>134,712.08</u></b>

**Balances to be Approved and Noted as at 11.12.17**

Current A/c: £7,909.70                      Deposit A/c: £65,430.90

Memorial Hall Extension A/c: £338,277.06

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

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

*Public Toilets:* There has been two incidents of damage to the public toilets over the previous two weeks. A toilet in the ladies toilets was damaged and needed to be replaced and some toilet paper was set alight in the men’s toilets which required a visit by Fire & Rescue Service at Fordingbridge, although there was only minor burn damage to the inside of one of the toilets. The Clerk has reported both incidents to Wiltshire Police and obtained a crime number.

*Drainage and Drains:* The Clerk met with Unitary Cllr Richard Clewer and Danny Everett, Wiltshire Council’s drainage engineer, to walk around Downton to consider resolutions to a number of drainage issues. The areas of Lode Hill, several drains in The Borough and Breamore Road will be added to the revised Flood Plan as areas identified to require work during a period of high water levels. They will also be cleared as part of the regular drainage clearance regime every autumn and then regularly inspected and cleared of leaf litter by councillors/volunteers as required.

**192.17 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:
  - Cllr Wayman’s Highways Newsletter for December.
  - Public Health briefing for December.
  - 2 Parish Newsletters.
  - Notification of the Southern Wiltshire Area Board being held at Whiteparish Memorial Hall at 7 pm on Thursday 8<sup>th</sup> December.
  - Notification of the publication of the Register of Electors for 2018 and applications forms for members to apply for a copy.
2. Smaller Authorities Audit Appoints – An email advising of the appointment of PKF Littlejohn LLP as the Parish Council’s External Auditor for the five financial years from 2017/18 to 2021/22
3. Environment Agency – An email advising of the Wessex Regional Flood and Coastal Committee (WRFCC) Strategy for 2017 – 2021 and beyond.
4. Wiltshire Association of Local Councils – November Newsletter.
5. Help for Heroes – An email inviting members to attend a Christmas Market on Thursday 14<sup>th</sup> December from 4-6 pm on the industrial estate. There be a wide range of festivities on show and all councillors are more than welcome to attend.
6. Salisbury Museum – An email advising that it is to launch a campaign to raise £30,000 to improve accessibility and modernise its toilets. This will be done through both fundraising and a crowdfunding campaign.
7. Downton Primary School – An invitation to Cllrs Mace and Sutcliffe to attend the Blessing of the Building to be held on 8<sup>th</sup> December at 9.30 am.
8. Mrs C Parry – A copy email to Cllr Clewer regarding blocked drains and standing water on the pedestrian crossing.
9. Mrs M Hunter – An email alerting the Parish Council to the changes to legislation on pest control.
10. Salisbury City Council – An emailed Christmas card from the Right Worshipful Mayor Cllr John Lindley.
11. Ms K Hague – An email asking for the Parish Council’s views and suggesting that there should be additional festive lights along The Borough and High Street in addition to the Christmas tree.

**193.17 Next meeting:** The next will be held on Monday 8<sup>th</sup> January 2018 at 7.30 pm at the Band Hall, Gravel Close, 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.*