



**Minutes of the Ordinary meeting of the Parish Council held on Monday 12<sup>th</sup> February 2018 at Downton Baptist Church, South Lane, Downton at 7.30 pm.**

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

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

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

**Public Question Time:**

A member of the Memorial Hall Committee expressed her support for the grant towards the purchase of a dishwasher for the Hall which was to be considered by the Parish Council at item 219.17 on the Agenda. She also asked councillors be aware of several stakes in the grass verge at The Headlands which may be a hazard to pedestrians.

A parishioner asked for an update on the Puffin Crossing on the A338 which was still not working even though it had been completed last September.

**Unitary Cllr Richard Clewer:** Cllr Clewer gave a brief report as follows:

- Wiltshire Council would be receiving £669k of additional rural funding which it would be allocating to the Street Scene and Highways Departments.
- The Council's budget for next year would be very very tight.
- Discussions on funding between Wiltshire Council and the Brian Whitehead Sports Centre Association had concluded with a 5 year arrangement. The Association would receive £50k for the next two years and then it would be reduced to £35k for the longer term. He also said that he was continuing to look at alternative options including the potential for future 'hub' monies.
- He also advised the Clerk to report the incidences of graffiti around the parish on the 'My Wiltshire' App so that a record of it could be kept for future reference.

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

Cllrs Ricketts and Yeates due to illness.

**213.17 To consider and resolve to approve the Minutes of the Ordinary Meeting held on Monday 8<sup>th</sup> January 2018:** Downton Parish Council RESOLVED, with 3 abstentions from Cllrs Cornell, Quarmby and Sutcliffe, to approve the Minutes of the meeting held on 8<sup>th</sup> January 2018 as a true record and they were signed by the Chairman.

**214.17 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 non-pecuniary interest in applications 17/12566/FUL and 18/00308/LBC as the applicant was a friend.

Cllr Brentor declared a personal and pecuniary interest in Minutes 226.17 and 228.17 as she was related to a payee.

Cllr Watts declared a personal and non-pecuniary interest in application 18/00075/FUL as he knew the applicant.

**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.

**215.17 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:

Cllr Mace proposed from the Chair and it was RESOLVED that:

- He would inspect the stakes at The Headlands.
- The Clerk's report to the meeting on the puffin crossing and actions agreed be noted as follows:

A safety audit of the Puffing Crossing carried out by Atkins on the completion of the works had raised numerous issues with the main problems being that some of the ducting was too shallow in the carriageway accesses. Furthermore, they had identified that the ziz zag markings on the eastern side of the crossing did not extend far enough and that cross hatch markings were required to be painted in the bus stop in order to keep the bus further back in the bay so that it did not interfere with the visibility for pedestrians crossing at the lights. A Traffic Regulation Order currently was under consultation for the ziz zag extension and bus stop hatching.

The Wiltshire Council engineer responsible for the works had advised that discussions were progressing between Atkins and Charles Church and the work would be done 'with the minimum of disruption'.

Further account needed to be taken of the requirement for Charles Church to install a drain across Wick Lane from the side entrance to their site, across Wick Lane and Greenacres and into the drain on the corner with the A338. This work will involve temporary traffic lights and disruption to residents on all the roads leading to the A338 and in the other direction to the Leisure Centre.

The Clerk has asked that a meeting be called between the highways engineers, Streetworks and PMC so that the two projects can be co-ordinated and managed properly, the timings for when they are to be done agreed and residents formally notified.

Cllr Clewer asked to be informed of the date of the meeting and to be contacted if any further assistance was required.

## **216.17 Planning and Tree Works Applications**

**18/00075/FUL 1 Avon Meadow, Downton - Construction of two storey dwelling as extension of existing dwelling together with associated works & provision of outbuilding:** Following a detailed report from Cllr Quarmby Downton Parish Council RESOLVED to object strongly to the application on the following grounds:

1. There will be a loss of windows to the side of 1 Avon View which are not adequately compensated by changes to window sizes and an additional (but smaller) window on the upper storey. Furthermore, with regard to the downstairs, no details are shown by the applicant as to what is happening to the side of this property as a current extension has to be demolished to accommodate the new building. This extension provides current access to the rear garden. With no replacement access, the rear garden cannot be accessed from the rear of the property.
2. A Certificate of Lawfulness has been submitted in relation to a single storey extension to the current No.1 (for a kitchen extension). No details are available for this or how it interacts with the proposed plans (see North East elevation on plans which leaves this blank). Without any details it is impossible to determine the impact of this development fully so the presumption is in the context of this application that there is no access to the rear of the property at No.1 and that this property is reduced in size due to the loss of the current extension (for which the Parish Council can trace no planning history).
3. The arrangements for pedestrian access to the existing property are unclear from the plans. The current occupier is disabled and has a mobility scooter for which no provision appears to have been made.
4. The only access to the new property appears to be by steep steps. No disabled access appears possible unless access arrangements and provision are made at the existing property.
5. Parking bays which extend onto the current path and roadway (presumably requiring drop curbs and approval) are not acceptable. They are poorly designed and will be unsightly and present a hazard to pedestrians within the curtilage of the property because of the height difference and also on the external path which will be partially blocked by cars parked. In addition, no provision is being made for cars at the existing No. 1 property so there will be two properties but only parking provision for two cars being proposed. This is contrary to existing policy where four spaces would be required for two houses.
6. The Parish Council considers again that the proposal is over-development of the site which will have detrimental impact on the existing 1 Avon View in terms of loss of light, impact on amenity on existing occupier and which is in line with the reasons for refusal of the previous application.
7. The lack of detail in this application overall should have resulted in this application not being duly made.

**18/00111/FUL Pond View, Lower Road, Charlton All Saints - Proposed dormer to roofspace & a rooflight:** Following a brief report from Cllr Mace, Downton Parish Council RESOLVED to raise no objection to this application on the basis of the plans provided. However, it asks that the planning officer satisfy himself that the purpose of the application is for the provision of natural light to what appears to be a garage/workshop i.e. that there is no upstairs room.

**17/12566/FUL &**

**18/00308/LBC Leicester House, 72 The Borough, Downton - Replace asbestos cement roof coverings with slate and re-pitch main roof, install velux roof lights, alter southern elevation window fenestration, install timber cladding and internal alterations:** Following a brief report from Cllr Sutcliffe, Downton Parish Council resolved to support this application on the grounds that it would enhance the Conservation Area and it fitted with Policy LC3 of the Neighbourhood Plan in terms of energy efficiency.

**18/00766/FUL Unit 12, Parkers Close, Downton Business Centre, Downton - Change of use of Unit 12 from B2 to D2:** Following a brief report from Cllr Cordell, Downton Parish Council RESOLVED to support this application on the grounds that it complied with Policy LE1 of the Downton Neighbourhood Plan.

**18/00884/FUL 125 The Borough, Downton - Remove 2 roof lights to rear & construct dormers:** Following a brief report from Cllr Sutcliffe, Downton Parish Council resolved to support this application on the grounds that it was in keeping with the neighbouring properties and would have no impact on the Conservation Area.

**18/00980/FUL 6 Hamilton Park, Downton - Extension of garage to form first floor:** Following a brief report from Cllr Brentor, Downton Parish Council resolved to support this application on the grounds that it was in keeping with other properties within the development and within the street scene.

**18/00936/LBC 92 The Borough, Downton - Re-painting external window frames (2 downstairs, 2 upstairs window frames). Change colour from green to pale grey (Farrow and Ball - Ammonite exterior emulsion):** Downton Parish Council RESOLVED to leave the decision on this application to the Conservation Officer.

**18/01249/TCA Hamilton House, Barford Lane, Downton - T1 - Cherry tree - reduce height by 3m, T2 - Cherry tree - reduce height by 3.5m, T3 - Yew tree - crown raise to 4m, T4 - Cotoneaster - reduce height to height of wall T5 - Bay tree - reduce height by 1m, T6 - Hedge - reduce height by 1m:** Downton Parish Council RESOLVED to raise no objection to this application but would accept the decision of the Tree Officer.

At this point in the meeting, Cllr Mace proposed from the Chair and it was RESOLVED to open the meeting to enable Mr Simon Bromilow, Chair of the Brian Whitehead Sports Centre Association Ltd to respond to questions from Councillors.

**217.17 To consider a proposal from Cllrs Mace and Sutcliffe to extend the Parish Council's Lease with the Brian Whitehead Sports Centre Association Ltd by 30 years to 2062 to enable the Association to attract grant funding and to enter into commercial and leisure agreements and contracts:** Following a brief discussion, Cllr Sutcliffe proposed, Cllr Cordell seconded and it was RESOLVED that an extension to the Lease be approved in principle but that the precise number of years it should be extended by be agreed after further discussions had been held with Mr Bromilow.

Cllr Mace closed the meeting to the public.

**218.17 Using the Parish Council's power under Section 19 of the Local Government (Miscellaneous Provisions) Act 1976, to consider a proposal from Cllrs Mace and Sutcliffe to approve a contribution towards a comprehensive survey of Downton Leisure Centre's buildings in order to produce a detailed long term schedule of repairs and their costs:** Following a brief report from Cllr Sutcliffe, he proposed, Cllr Quarmby seconded and it was RESOLVED that the Parish Council would meet the costs of the survey up to £1,000 and that this amount be taken from the current unused monies in the Cemetery Budget line.

**219.17 Using the Parish Council's power under Section 19 of the Local Government (Miscellaneous Provisions) Act 1976, to consider a proposal from Cllr Mace to approve a contribution of £150 towards the Memorial Hall Committee's purchase of a commercial dishwasher for the Hall:** Cllr Pearce proposed, Cllr Brentor seconded and it was RESOLVED that the £150 contribution be approved and that this amount be taken from the current unused monies in Memorial Hall Budget line.

**220.17 To resolve to approve the appointment of Mr Paul Reynolds of Fair Account as the Parish Council's Internal Auditor for 2018/19:** Cllr Mace proposed from the Chair and it was RESOLVED that the appointment of Fair Account be approved.

**221.17 To consider a proposal from Cllr Brentor to extend the Parish Council's grasscutting contract with Bawden Contracting Services Ltd for a further 4 years from 1<sup>st</sup> March 2018 following satisfactory completion of a probationary year from March 2017:** Following a brief report from Cllr Brentor, she proposed, Cllr Cornell seconded and it was RESOLVED that the Council's contract with Bawden be extended for a further 4 years.

**222.17 To consider a request from Mr Fran Mathers to use the Memorial Gardens for seasonal training and matches following the formation of a Downton Under 12 football team which will compete in the Testway Youth Football League, a Football Association affiliated grassroots league:** Following a brief discussion, Cllr Brentor proposed, Cllr Quarmby seconded and it was RESOLVED that the request be approved and strongly supported and that no fees be charged at least for the first year.

**223.17 To consider a request from the Moot Lane Recreation Ground Working Group to spend up to £30 in the funding of some consultation leaflets to carry out a consultation with the eastern end of Downton regarding support for the provision of a specific facility in the recreation ground:** Cllr Watts proposed, Cllr Cordell seconded and it was RESOLVED that the amount be approved.

**224.17 To consider a proposal from Cllr Brentor for the Clerk to purchase the following equipment for office use:**

- a. A shredder at the cost of £139.00.**
- b. A document safe for the storage of the Parish Council's deeds and important documents at the cost of £89.00.**

Following a brief report from Cllr Brentor and with reference to the upcoming new General Data Protection Regulation which will come into effect on 25<sup>th</sup> May 2018, she proposed, Cllr Cordell seconded and it was RESOLVED that the purchase of the equipment be approved.

### **225.17 Representative Reports:**

**Southern Wiltshire Area Board:** Cllr Brentor gave a detailed report on a recent meeting at which:

- Wiltshire Police had raised the issue of recent van and beauty spot thefts and they urged people to secure their vehicles and not leave valuables in them.
- The Board's camera for flytipping had recorded a number of offences and officers would be pursuing the offenders through the courts.
- Details of the Great British Spring Clean were provided.
- Reports were given on the Youth Scheme which the Area Board had funded at a cost of £31k over 2 years.

**Downton Moot Preservation Trust:** Cllr Brentor gave a brief report on a recent meeting at which there had been discussions on the recent funding awards from Tesco and CSG and the Travel Evening being held on 12<sup>th</sup> March. She said there had also been some changes to the Trustees following a recent resignation.

**Downton Millennium Green Trust:** Cllr Brentor gave a brief report on a recent meeting at which there had been discussions on how to increase the membership and how to increase the promotion of the Green. She said at the forthcoming AGM the Trust would be advising of the s106 monies which it had been given from the Charles Church development and consulting residents on the ways in which it can be used and ways in which the Trust can work better with the Downton Moot Preservation Trust.

**Parish Surgery:** Cllr Brentor gave a brief report on the February surgery which had been attended by 4 parishioners. She said she was in discussions with the Clerk on how to resolve them.

**Memorial Hall Committee:** Cllr Pearce gave a brief report on a recent meeting at which there had been discussions on the car parking, Cuckoo Fair and the fact that the Committee consisted of only one Trustee and how more trustees were to be recruited.

**Memorial Hall Extension Construction Working Group:** Cllr Sutcliffe gave a short report advising that the project was going well and was currently on time. Cllr Quarmby gave a brief financial report advising councillors that the project was currently on budget and if councillors wished to see a more detailed spreadsheet, this could be provided by the Clerk.

**Memorial Hall Extension Working Group:** Cllr Mace gave a report on a recent meeting at which early discussions had been held with representatives of the Memorial Hall Committee and Downton Community Pre-School on the leasing arrangements for when the extension had been completed. He also said that the working group had started to draft a business plan for how the Hall would operate in the future.

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

- £735.00 - Maranji Commercial & Domestic Cleaning - January.
- £696.31 - Bawden Contracting Services Ltd - For grasscutting.
- £312.00 - Play Inspection Company - For playground inspections.
- £24.00 - Bonallack & Bishop - For copies of legal documents.
- £150.48 & £250.80 - Idverde - For bin collection in December 17 and January 18.
- £75.00 - Phillwebs - For the annual hosting of the Neighbourhood Plan website.
- £227.95 - Mr R Moody - For graffiti removal and fence repairs.
- £396.00 - David Mercer Small Woodlands - Planting of beech hedge in Memorial Gardens.
- £36.00 - SLCC Enterprises Ltd - For a Webinar on the new General Data Protection Regulation for the Clerk and Cllr Brentor.
- £91.18 - Viking - For printer cartridges.
- £295.00 - Fair Account - For Internal Audit Services.
- £100.00 - Downton Baptist Church - For Advert in 5 issues of InDownton.
- £156.00 - Dyno-Rod - For unblocking of public toilets.
- £36.00 – Annual membership of CPRE.

Cllr Gentle proposed, Cllr Cornell seconded and it was RESOLVED that they be approved.

**Memorial Hall extension payments:**

- £71,575.31 - SWH Group.
- £1,283.36 - Paul Stevens Architecture - For the monthly fee for contract administration of the Memorial Hall Extension.
- £960.00 - Spire Building Control Services - For site inspections and certification for the Memorial Hall Extension.

Cllr Gentle proposed, Cllr Cornell seconded and it was RESOLVED that they be approved.

**227.17 To resolve to approve the following virements from the Parish Council's Budget for 2017/18:**

- £400 from the Cemetery Maintenance budget line to the Administration 'miscellaneous' budget line.
- £110 from the Cemetery Maintenance budget line to the Hall hire budget line.
- £33 from the Cemetery Maintenance budget line to the WALC subscription budget line.

Cllr Sutcliffe proposed, Cllr Quarmby seconded and it was RESOLVED, with 1 abstention from Cllr Watts, that they be approved.

**228.17 To resolve to approve the sum of £80,476.04 as the Accounts for payment for February and to record the bank balances:**

<b>Payee</b>	<b>Detail and payment made by bank transfer</b>	<b>£</b>
	Maranji Commercial & Domestic Cleaning	735.00
	Bawden Contracting Services Ltd	696.31
	Play Inspection Company Ltd	312.00
	Bonallack & Bishop	24.00
	Idverde	150.48
	Idverde	250.80
	Phillwebs	75.00
	Mr R Moody	227.95
	David Mercer Small Woodlands	396.00
	SLCC Enterprises Ltd	36.00
	Viking	91.18
	Fair Account	295.00
	Downton Baptist Church	100.00
	Dyno-Rod	156.00
	CPRE	36.00
	Mr T Matthewman	151.20
	Mr N Saxby	151.20
	Mrs B Cornish	1,465.83
	HM Revenue & Customs PAYE	1,307.42
	<b>Total</b>	<b><u>6,621.37</u></b>

<b>Memorial Hall Extension payments</b>		
	Spire Building Control Ltd	960.00
	Paul Stevens Architecture	1,283.36
	SWH Group	71,575.31
	<b>Total</b>	<b><u>73,818.67</u></b>

**Balances to be Approved and Noted as at 12.02.18**

Current A/c: £7,474.85     Deposit A/c: £55,437.63

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Downton Parish Council – Full Council Meeting on Monday 12<sup>th</sup> February 2018  
Minutes approved as a true and accurate record, and signed as so by the Chairman presiding

.....Date.....

Memorial Hall Extension A/c: £366,878.42

Cllr Cornell proposed, Cllr Pearce seconded and it was RESOLVED that they be approved.

**229.17 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:

*Graffiti* - The Parish Council's contractor has removed the graffiti from numerous areas around the village.

*Public Toilets* - The men's urinal became blocked in mid-January and Dyno-rod had to be called out to fix the problem.

*Traffic lights at The Headlands* - The Clerk has reported the incorrect sequencing of the lights exiting The Borough at the Headlands residents had been experienced a number of tailbacks. It appears that they may not have been returned to the correct setting following the overnight friction surfacing works which were carried out in early January.

*Half Year Internal Audit* – Mr Paul Reynolds of Fair Account completed the half year audit of the Parish Council's accounts to 31<sup>st</sup> December on 16<sup>th</sup> January and had raised no issues or concerns for action.

**230.17 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:
  - Cllr Wayman's Highways Newsletter for February.
  - Public Health briefing for.
  - Notification of a Temporary Closure of: A354 (Part) Coombe Road/Salisbury Road, Britford and Coombe Bissett (19/03/2018 for one day and 26/03/2018 for one day) for resurfacing.
  - Notification of a Temporary Closure of: C336 (Part) Witherington Road / Barford Lane, Aldberbury and Downton (06/03/2018 - 08/03/2018) for resurfacing.
  - Parish newsletters for 15<sup>th</sup> and 29<sup>th</sup> January 2018.
2. Wiltshire Association of Local Councils – February Newsletter.
3. Mr Kevin Burns, Downton Tennis Club – An email inviting councillors to attend the official opening of the resurfaced tennis courts on Saturday 19<sup>th</sup> May 11 am to 3 pm, when they will have an open /fundraising day for the local community with a full programme of tennis and fun activities . They will have 2 former Davis Cup players there all day to provide coaching and participate in some exhibition tennis.

4. Mr A Adlam – An email advising that his application for Unit 12 Parkers Close was not an additional application. His previous application was withdrawn because the unit was let by the landlord to Doccombe.
5. Wessex Water – A copy of an invitation to an open evening at The Bull on Tuesday 6<sup>th</sup> February 2018 to be distributed to residents in the western part of Downton which will provide them with details on the planned works to be carried out in the next 2 years.
6. Salisbury City Council – A press release announcement the appointment of a new City Clerk, Mrs Annie Child following Mr Reg Williams’s retirement.
7. CPRE – An invitation for the Parish Council to enter the Best Kept Village Competition for 2018.

**231.17 Next meeting:** The next will be held on Monday 12<sup>th</sup> March 2018 at 7.30 pm at the Band Hall, Gravel Close, Downton.

With no further business, the meeting closed at 8.32 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.*

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Downton Parish Council – Full Council Meeting on Monday 12<sup>th</sup> February 2018  
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.....Date.....