



Minutes of the Ordinary meeting of the Parish Council held on Monday 12th March 2018 at Downton Baptist Church, South Lane, Downton at 7.30 pm.

Present: Cllr Mace (Chairman) and Cllrs Brentor, Cornell, Quarmby, Ricketts, Sutcliffe and Watts.

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

Also present: Five members of the public.

Public Question Time:

A parishioner asked for an update on the Puffin Crossing and whether the meeting had been arranged with officers to coordinate the works. She also asked whether anything could be done about the dilapidated state of The Stag pub site on the A338 at Charlton All Saints.

The Clerk advised that the recent snow events had delayed the meeting but she said she would expect it have taken place by the end of the month. With regard to The Stag, she said she would contact the Estates Manager at Longford Estates.

A parishioner expressed concerns about the location of the two new disabled parking bays at the rear of the Co-op. She said they were not very helpful to disabled drivers as using them involved a long walk to and from the entrance and then a further journey to the entrance to return the trolley.

A brief discussion followed about the faded disabled logo on the one disabled parking space in front of the Borough Café and the lack of disabled parking spaces at the front of the Co-op.

Cllr Brentor advised that the two disabled parking spaces at the rear of the Co-op was something which was implemented from the Co-op's head office rather than locally. She said she would be happy to speak to the Manager about the issue. The Clerk advised that she would investigate the purchase of a template of a disabled sign so that a clearer sign could be painted on the parking space in front of the Café.

A parishioner raised concerns about the parking of contractors' vehicles on the bridge across the Bunny which blocked the visibility for drivers exiting the car park of the Primary School.

Cllr Sutcliffe advised that he would ask for them to be relocated elsewhere.

Unitary Cllr Richard Clewer: Cllr Clewer gave a brief report on several issues:

- The incident with the former Russian intelligence agent in Salisbury;
- The priority work to fill potholes caused by the recent snow event; and

- The identification of areas of the county which had been particularly affected by the snow so that Wiltshire Council could consider measures to make them more resilient as well as the locations where deliveries of medicines to residents required the use of 4x4 vehicles

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Part 1

232.17 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 Cordell, Pearce and Yeates due to illness.

Cllrs Gentle and Mason due to work commitments.

233.17 To consider and resolve to approve the Minutes of the Ordinary Meeting held on Monday 12th March 2018: Downton Parish Council RESOLVED to approve the Minutes of the meeting held on 12th February 2018 as a true record and they were signed by the Chairman.

234.17 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.

235.17 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 Sutcliffe will speak to the Council’s contractors about vehicles parking on the bridge over the Bunny.

Cllr Brentor will speak to the Manager at the Co-op and liaise with the parishioner regarding the disabled parking bays at the rear of the Co-op.

The Clerk will chase Wiltshire Council officers regarding a meeting to discuss the works to the Puffin Crossing, investigate the reinstatement of the disabled parking logo for the space in front of the Borough Café and contact the Estates Manager at Longford Estates regarding The Stag pub.

236.17 Chairman’s Announcements: Cllr Dave Mace expressed his thanks on behalf of the Parish Council to:

- Those residents who had helped to salt and clear the village and assist drivers in getting up Lode Hill and around the parish during the recent snow event; and
- The employees of Bidfood who recently had carried out a morning of litter picking around Downton.

237.17 Planning and Tree Works Applications:

18/01491/FUL 44 Moot Gardens, Downton - Ground Floor Extension to Rear, Loft Conversion and New Dormer to Rear: Following a brief report from Cllr Brentor, Downton Parish Council RESOLVED to support this application on the grounds that it was compliant with Core Policy 57 and was in keeping with the street scene.

18/01470/LBC The Court House, South Lane, Downton - Proposed alterations comprising relocation of existing kitchen to present dining room, redesignation of existing kitchen to utility and boot store, replacement of window with rear door, closing of existing entrance and reopening of original door between present kitchen and dining room, replacement of windows with dormers: Following a brief comment from Cllr Brentor, Downton Parish Council RESOLVED to leave the decision on this application to the Conservation Officer but wished to point out that the Downton Neighbourhood Plan, through its policy LC3, seeks to achieve the highest possible level of energy efficiency and sustainability for any alterations to existing buildings whilst taking account of the visual impact and its position in the landscape.

238.17 To resolve to approve the date, time and venue of the Annual Parish Meeting as 7 pm on Monday 16th April 2018 at the Downton Memorial Hall: Cllr Quarmby proposed Cllr Brentor seconded and it was RESOLVED that the date, time and venue be approved.

239.17 To consider a proposal from Mr Alan Foster, President of Downton Bowling Club, to extend the Bowling Club's Lease with the Parish Council in line with the term to be agreed with the Brian Whitehead Sports Centre Association Ltd: Following a brief discussion and consideration of a paper submitted by the Bowling Club, Cllr Sutcliffe proposed, Cllr Quarmby seconded and it was RESOLVED that the request be approved in principle, subject to quantification of the cost and agreement on the division of the costs between the parties, and that the term of the new lease be in line with that agreed for the new lease with the Brian Whitehead Sports Centre Association up to the year 2050.

240.17 Using the Parish Council's power under Section 137 of the Local Government Act 1972 to consider a request from Downton Football Club for a contribution towards its project to erect a protective net/screen between the leisure centre building and the football pitch to prevent damage to the leisure centre building: Cllr Mace proposed from the Chair and it was RESOLVED that as no information had been provided in advance of the meeting that this item be deferred to a future meeting.

241.17 Using the Parish Council's power under Section 137 of the Local Government Act 1972 to consider a request from Downton Bowling Club for a contribution towards the purchase of an automatic sprinkler system for the Bowling Green: Cllr Sutcliffe proposed, Cllr Quarmby seconded and it was RESOLVED that a grant of £500 be awarded.

242.17 To consider a written request from Mr Tony Pike, Chair of the Cuckoo Fair Committee, to use the Borough Greens and the Memorial Gardens for this year's Cuckoo Fair on Saturday 5th May 2018: Cllr Mace proposed from the Chair and it was RESOLVED that the request be approved.

243.17 To consider and resolve to approve the closure of the B3080 from The Borough at its junction with The Headlands to Church Hatch from 08.30 hours to 18.00 hours on Saturday 5th May 2018 for Cuckoo Fair: Cllr Brentor proposed, Cllr Quarmby seconded and it was RESOLVED that the closure be approved.

244.17 To consider a proposal from Cllr Brentor that the Working Group for the Bridge Project apply to Cleansing Services Group for a landfill tax grant for £3,500 for the purpose of carrying out a feasibility study with design options for the bridge: Following a brief report from Cllr Brentor and her proposal to vary the agenda item to apply for a grant for up to £4,900, this was seconded by Cllr Quarmby and it was RESOLVED that the submission of an application up to that amount be approved.

245.17 Representative Reports:

Memorial Hall Extension Construction Working Group: Cllr Sutcliffe gave a short report advising that:

- 22 days had been lost in the work schedule due to the adverse weather but the Council's contractors were confident that these could be made up once the weather improved.
- The old boundary flood wall adjacent to the Bunny was leaning and had sheared off at the base. The Council's structural engineers had inspected it and the Environment Agency, being very supportive, had agreed that it could be lowered to a safe point above the flood defence level. A quote to rebuild it had been received which was in the region of £70-£80k.
- For site safety, the contractors had stopped the movement of vehicles and construction materials along the eastern side of the Hall and this was the reason for vehicles needing to park offsite.

Cllr Quarmby said that the structural engineer had been unable to pinpoint a single cause or incident for the damage to the wall. It appears that the wall has been deteriorating over a long period of time and would possibly have failed sometime in the next decade. The construction vehicles coming onto the site in recent months have probably added further pressure to an already weakened wall and brought forward the time when it would need to be replaced. If the Council had not used the eastern side of the Hall for access, the only alternative access would have been through the Memorial Gardens which would have led to the public use of the gardens being limited and considerable reinstatement costs. The new wall will be built to current standards and, although an unanticipated expense, can be expected to last for 100 years.

Memorial Hall Extension Working Group: Cllr Mace gave a report on recent meetings advising that:

- It had become clear that, after trying to obtain legal advice from the National Association of Local Councils, the Parish Council would need to seek legal advice from elsewhere. A legal advisor with the right specialised knowledge of

the relevant laws in the Parish Council's case had been identified and Cllr Mace said that he would be seeking councillors' views and support at the next meeting.

- The Working Group was current drafting a detailed business plan for the future operation of the Hall so that the Memorial Hall Committee could understand the income and outgoings for the running of the extension over the next few years. Thanks go to Cllr Sutcliffe for his help with this.
- Two open days had been arranged on 20th and 21st April for residents, councillors and members of the Memorial Hall Committee and Downton Community Pre-School to be updated on the progress of the extension. Cllr Mace said support from councillors would be needed on these days.

Brian Whitehead Sports Centre Association: Cllr Sutcliffe gave a detailed report on the recent AGM at which it had been reported that;

- The refurbishment of the toilets had been completed and they looked very good.
- The location of the containers had been agreed with Downton Engineering Works Social Club.
- The trees at the front of the Leisure Centre were to be taken down and replaced with a hedge and additional works may be required to the trees on the boundary with West Wick.
- A 5 year funding arrangement had been agreed with Wiltshire Council and thanks go to Cllr Clewer for his help with this and for his contributions at all the meetings.
- All the club reports were positive and the Social Club was planning to introduce an EPOS system and create a website.

246.17 To resolve to approve the following payments:

- £735.00 - Maranji Commercial & Domestic Cleaning - February.
- £696.31 - Bawden Contracting Services Ltd - For grasscutting.
- £200.64 - Idverde - For bin collection in February.
- £166.80 - Viking - For shredder.
- £120.00 - Mant Leisure - For additional basketball net base plate.
- £90.00 - Salisbury Window Cleaning Services - For the bus shelters.
- £0.05 - Longford Estates - For the annul rental of the Borough Greens.
- £30.00 - Priority Printing - For Moot Lane Recreation Ground leaflet.
- £28.76 - 1&1 Internet Ltd - For Website hosting.
- £45.33 – West Mercia Energy - For electricity at Public Toilets.
- £322.80 - SLCC Enterprises - Practitioners Conference attendance by Clerk.
- £169.00 - B Cornish - Clerk's Home Working Allowance April 2017 to March 2018.
- £145.27 - B Cornish - Phone, Broadband and general expenses for Jan-Mar 2018.

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

Memorial Hall extension payments:

- £52,981.63 - SWH Group.
- £1,283.36 - Paul Stevens Architecture - For the monthly fee for contract administration of the Memorial Hall Extension.

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

247.17 To resolve to approve the sum of £59,859.78 as the Accounts for payment for March and to record the bank balances:

Payee	Detail and payment made by bank transfer	£
	Maranji Commercial & Domestic Cleaning	735.00
	Bawden Contracting Services Ltd	696.31
	Idverde	200.64
	Viking	166.80
	Mant Leisure	120.00
	Salisbury Window Cleaning Services	90.00
	Longford Estates	0.05
	All Saints Church, CAS	410.00
	BWSCA – For new toilets previously approved	500.00
	Downton Bowling Club	300.00
	1&1 Internet Ltd	28.76
	Priority Printing	30.00
	West Mercia Energy	45.33
	SLCC Enterprises	322.80
	B Cornish	169.00
	B Cornish	166.27
	Mr N Saxby	151.20
	Mrs B Cornish	1,465.63
	Total	<u>5,594.79</u>

Memorial Hall Extension payments

	SWH Group	52,981.63
	Paul Stevens Architecture	1,283.36
	Total	<u>54,264.99</u>

Balances to be Approved and Noted as at 12.03.18

Current A/c: £2,569.95 Deposit A/c: £55,437.63

Memorial Hall Extension A/c: £335,298.86

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

248.17 To resolve to approve and note the Budget Actual figures to 31st March 2018:

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

249.17 To resolve to approve and note the Parish Council's Allocated Reserves as at 31st March 2018:

Purpose	£
Child and youth play equipment for play areas	13,400
Maintenance of Redrow play area for 10 years	10,000
Moot Lane Pavilion demolition	4,000
Election Costs accumulated	3,000
Legal fees for Leases for Memorial Hall	5,000
Cemetery Improvements	3,000

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

.....Date.....

Fit out of Memorial Hall Extension Meeting Rooms	10,000
Commemorative Bench for WW1 Centenary	1,000
Tree Planting in Memorial Gardens	1,500

Cllr Mace proposed from the Chair and it was RESOLVED that they be approved.

250.17 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 – More graffiti has appeared on the walls in Snail Creep, Doctors Alley and on the rear wall of the public toilets which will all be removed by the Parish Council’s odd job contractor.

251.17 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 March.
 - Parish Council Newsletters for 15th and 26th March.
 - Briefing Note 341 - Public Space Protection Orders.
 - Briefing Note 342 - Changes to chargeable waste collection and disposal arrangements.
 - Parish Steward Scheme – Notification that due to the recent snow events the Stewards will now be occupied in filling potholes rather than adhering to the schedule for visiting parishes.
2. Wiltshire Association of Local Councils – An email enclosing the NALC GDPR Toolkit.
3. Play areas – A letter from a parishioner requesting that they be improved.
4. Moot Lane Pavilion – An email from a parishioner regarding the demolition of the pavilion and requesting that it be delayed until ownership is established as he contests that the Parish Council took it over illegally in 2012.
5. Graffiti - Several emails from parishioners alerting the Parish Council to more graffiti around the village.
6. Salisbury City Council – An email invitation to the chairman to attend the Mayor Making Ceremony at St Thomas’s Church on Saturday 19th May at 11.15.

252.17 Next meeting: The next will be held on Monday 26th March 2018 at 7.30 pm at the Band Hall, Gravel Close, Downton.

253.17 Part 2 – EXEMPT MATTERS - STAFFING

254.17 Cllr Mace to propose 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’: Cllr Sutcliffe seconded and it was RESOLVED that members of the public be temporarily excluded from the meeting.

255.17 To receive a short verbal report from Cllr Brentor on the Clerk’s annual appraisal: Cllr Brentor gave a report regarding the Clerk's appraisal confirming that her performance was more than satisfactory, identifying some of the goals for the coming year that will involve other councillors and explaining that the Clerk was eligible to receive the public sector annual pay rise when this is agreed. Those present expressed their thanks for the work that she undertakes and their gratitude for her knowledge and commitment to the Parish.

It was agreed that the payment of an honorarium equivalent to the additional 50 hours sum included in the budget should be paid when appropriate to reflect some of the additional work that the Clerk undertakes.

With no further business, the meeting closed at 9.05 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.