

DOWNTON PARISH COUNCIL



Minutes of the Ordinary meeting of the Parish Council held on Monday 14th May 2018 at the Band Hall, Gravel Close, Downton at 7.30 pm.

Present: Cllr Mace (Chairman) and Cllrs Brentor, Cordell, Gentle, Mason, Prince, Quarmby, Pearce, Ricketts, Sutcliffe, Watts and Yeates.

In attendance: Mrs Bev Cornish, Parish Clerk

Also present: One member of the public.

Public Question Time:

A parishioner raised concerns about the overflowing large bins in the Primary School's car park and the state of the pavement from The Bull to the Memorial Gardens, particularly the overgrown trees, undergrowth and fencing which had grown over from the former cricket field.

01.18 To elect the Chairman for 2018/19: Cllr Brentor proposed, Cllr Yeates seconded and it was RESOLVED that Cllr Mace be elected as Chairman for the 2018/19 civic year. He signed his declaration of acceptance of office of Chairman.

02.18 To receive a written application for the office of Parish Councillor and to resolve to approve the co-option of Mr Paul Prince to fill the existing vacancy: Cllr Sutcliffe proposed, Cllr Brentor seconded and it was RESOLVED that Mr Paul Prince be co-opted.

03.18 To elect the Vice-Chairman for 2018/19: Cllr Yeates proposed, Cllr Quarmby seconded and it was RESOLVED that Cllr Sutcliffe be re-elected as Vice-Chairman for the 2018/19 civic year.

04.18 To receive apologies from Councillors: The Clerk confirmed that one apology had been received from Cllr Cornell due to a personal commitment. Cllr Mace proposed from the Chair and it was RESOLVED that the apology and the reason for it be noted.

05.18 To consider and resolve to approve the Minutes of the Ordinary Meeting held on Monday 9th April 2018: Downton Parish Council RESOLVED to approve the Minutes of the meeting held on 9th April 2018 as a true record and they were signed by the Chairman.

06.18 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.

07.18 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:

- The Clerk will contact the Headteacher at the Primary School regarding the bins.
- Cllr Brentor will write to the residents who own the former cricket field to ask them to carry out some work to the overhanging trees.
- The Clerk will ask the Parish Steward to clear the pavement from The Bull to Memorial Gardens when he visits the village in June.

08.18 Planning and Tree Works Applications:

18/02509/FUL 100 Moot Lane, Downton – Amended Plans Reconsultation - plans for the removal of existing garage and replace with double garage with first floor annex: Downton Parish Council RESOLVED to raise no objection to this application but asks that a condition be applied to any approval that the garage cannot be used for residential purposes or sold separately.

18/03068/FUL All Saints Church, Lower Road, Charlton All Saints - Small single-storey lean-to extension on the north side of the nave, to accommodate a new WC facility to serve the existing church building: Following a brief report from Cllr Gentle, Downton Parish Council RESOLVED to support this application on the grounds of its benefit to the community of Charlton All Saints.

09.18 To consider and review the Terms of Reference for the Committees and Working Groups: Following a brief discussion, Cllr Brentor proposed, Cllr Pearce seconded and it was RESOLVED that the terms of reference for the Amenities Committee be considered and amended at its first meeting to be held within the next month and prior to it being adopted by the Parish Council at its next meeting.

10.18 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 2018/18, the Chairman and Vice-Chairman being ex-officio members of all Committees:

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

11.18 To consider and approve nominations for Parish Council

Representatives: Cllr Mace proposed from the Chair 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 Pearce.
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 Yeates.
11. Southern Wiltshire Area Board Community Area Transport Group - Cllr Yeates
12. Chalk Pit Management Committee - Cllr Watts and Yeates.
13. Wiltshire Council Housing Panel - Cllr Cornell.
14. Downton Band - Cllr Mason.

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

- Society of Local Council Clerks - £180.
- Wiltshire Association and National Association of Local Councils – £1025.68.
- CPRE - £36.
- Information Commission - £35.

Downton Parish Council RESOLVED to approve the annual subscriptions.

13.18 To resolve to adopt the National Association of Local Council's Model Standing Orders 2018 duly amended to reflect Downton Parish Council’s requirements: Downton Parish Council RESOLVED to adopt the new Model Standing Orders for 2018.

14.18 To consider and resolve to re-adopt the Parish Council’s Financial Regulations for 2018/19: Downton Parish Council RESOLVED to re-adopt the Financial Regulations.

15.18 To consider and re-adopt the Parish Council’s Dignity at Work Policy for 2018/19: Downton Parish Council RESOLVED to re-adopt the Dignity at Work Policy.

16.18 To consider and re-adopt the Parish Council’s Co-option Policy for 2018/19: Cllr Mace proposed from the Chair and it was RESOLVED that re-adoption of this policy be deferred to the next meeting.

17.18 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 2018/19: Downton Parish Council RESOLVED to re-adopt the Council’s Policy on Filming, Photographing, Audio Recording & Social Media Reporting of Public Parish Council and Committee Meetings.

18.18 To consider and re-adopt the Parish Council's Policy on Grants under Section 137 of the Local Government Act 1972 for 2018/19: Downton Parish Council RESOLVED to re-adopt the Policy on Grants under Section 137 of the Local Government Act 1972.

19.18 To consider and re-adopt the Parish Council's Absence Management Policy for 2018/19: Downton Parish Council RESOLVED to re-adopt the Parish Council's Absence Management Policy.

20.18 To consider and re-adopt the Parish Council's Equal Opportunities Policy for 2018/19: Downton Parish Council RESOLVED to re-adopt the Equal Opportunities Policy.

21.18 To consider and re-adopt the Parish Council's Health & Safety Policy for 2018/19: Downton Parish Council RESOLVED to re-adopt the Health & Safety Policy.

22.18 To consider and re-adopt the Parish Council's Time-Off in Lieu (TOIL) Policy for 2018/19: Downton Parish Council RESOLVED to re-adopt the Parish Council's Time-Off in Lieu (TOIL) Policy.

23.18 To consider and re-adopt the Parish Council's Travel & Expenses Policy for 2018/19: Downton Parish Council RESOLVED to re-adopt the Travel & Expenses Policy.

24.18 To consider and re-adopt the Parish Council's Policy for The Borough Greens for 2018/19: Downton Parish Council RESOLVED to re-adopt the Policy for The Borough Greens.

25.18 To consider and re-adopt the Parish Council's Complaints Policy and Vexatious Complaints Policy for 2018/19: Downton Parish Council RESOLVED to re-adopt the Complaints Policy and Vexatious Complaints Policy.

26.18 To consider and review the Parish Council's Asset Register and Inventory of Land for 2018/19: Downton Parish Council RESOLVED to approve the Asset Register and Inventory of Land with the inclusion of the Moot Lane noticeboard.

27.18 To confirm approval of the arrangements for insurance cover in respect of all insured risks for 2018/19: Downton Parish Council RESOLVED to confirm the arrangements for insurance cover in respect of all insured risks.

28.18 To approve the Parish Council's procedures for handling requests made under the Freedom of Information Act 2000 for 2018/19: Downton Parish Council RESOLVED to approve the Parish Council's procedures for handling requests made under the Freedom of Information Act 2000.

29.18 To approve the dates, times and place for ordinary meetings of the full Council for 2018/19: Downton Parish Council RESOLVED to approve the dates, times and place for ordinary meetings of the full Council for 2018/19.

30.18 To consider and resolve to approve the following policies and documents in order for the Parish Council to be compliant with the General Data Protection Regulation (EU) 2016/679 which will take effect on 25th May 2018:

- a. Information & Data Protection Policy**
- b. Data Breach Plan and Reporting Form**
- c. Document Retention & Disposal Policy**
- d. Social Media & Electronic Communication Policy**
- e. General Privacy Notice**
- f. Email Contact Privacy Notice**

Following an explanation from the Clerk and a discussion, Downton Parish Council RESOLVED to approve the above-listed policies and documents in relation to the General Data Protection Regulation.

31.18 To resolve to approve a response to the Ministry of Housing, Communities and Local Government's consultation on the Draft Revised National Planning Policy Framework: Following a brief explanation from Cllr Brentor, Downton Parish Council approved the response compiled by Cllr Brentor, Mrs Nikki Wilson and the Clerk which, due to the closing date for comments being prior to the meeting, had already been submitted to the Ministry of Housing, Communities and Local Government.

32.18 Representative Reports:

Memorial Hall Extension Construction Working Group: Cllr Sutcliffe reported that the contractors were continuing to make good progress with the extension now watertight and ready for first fix. He said the completion date was likely to be in early September but the contractors hoped to be able to catch up on some of the days lost to bad weather earlier in the year.

Cllr Quarmby reported that the cost of the project was still within budget and there was £74k of the contingency monies remaining. The Working Group was making savings where it could and the Clerk was regularly chasing Wiltshire Council for all the s106 and CIL monies due.

Memorial Hall Extension Working Group: Cllr Mace reported that the Working Group was still awaiting a response from the Memorial Hall Committee on the Memorandum of Understanding.

Southern Wiltshire Area Board: Cllr Yeates gave a brief report on a recent meeting at which the recent pressures on policing and the fire and rescue service had been discussed. Guidance on GDPR had been given and parishes were advised that the Speed Indicator Device would now be more frequently available as Landford and Whiteparish parish councils had bought their own device.

33.18 To approve the following payments:

- £770.00 - Maranji Commercial & Domestic Cleaning - May.
- £696.31 - Bawden Contracting Services Ltd - For grasscutting in April.
- £257.04 - Idverde - For bin collection in April.

- £90.00 - Downton Baptist Church - For Parish Adverts in InDownton newsletter.
- £31.20 - Mr B Moody - For fence repairs graffiti removal.
- £98.98 - Viking - For printer cartridges.
- £226.80 - Ms R Saxby – For litter picking.
- £30.45 - West Mercia Energy – Electricity for public toilets.

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

Memorial Hall extension payments:

- £49,285.44 - SWH Group – For building construction.
- £12, 696.00 – Pro Live – For AV equipment design and installation.
- £1,292.54 - Paul Stevens Architecture – For Contract administration.
- £216.00 – JCP Engineers – For site visit and advice on flood wall.
- £68.00 – Environment Agency – For permit variation for flood wall.

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

34.18 To resolve to approve the sum of £67,775.03 as the Accounts for payment for May and to record the bank balances:

Payee	Detail and payment made by bank transfer	£
	Maranji Commercial & Domestic Cleaning	770.00
	Bawden Contracting Services Ltd	696.31
	Idverde	257.04
	Downton Baptist Church	90.00
	R Moody	31.20
	Viking	98.98
	R Saxby	226.80
	West Mercia Energy	30.45
	SLCC	180.00
	Mr N Saxby	151.20
	Mr T Matthewman	151.20
	Mrs B Cornish	1,533.87
	Total	<u>4,217.05</u>

Memorial Hall Extension payments

	SWH Group	49,285.44
	Paul Stevens Architecture	1,292.54
	Pro Live	12,696.00
	JCP	216.00
	Environment Agency	68.00
	Total	<u>63,557.98</u>

Balances to be Approved and Noted as at 14.05.18

Current A/c: £2,047.00 Deposit A/c: £45,567.57
 Memorial Hall Extension A/c: £222,666.92

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

35.18 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:

Public Toilets: Following Cuckoo Fair some repairs were required to be made to two flushing systems in the ladies toilets and a toilet seat needed to be replaced. The costs for this will be met by the Downton Cuckoo Fair Committee.

Litter Picking: One of the former street cleaners kindly offered to carry out some litter picking whilst one of the street cleaners currently in post recovered from a broken wrist.

Footpath 66: Work to restore footpath 66 between the Moot and the Millennium Green has been started by Cain Bioengineering.

36.18 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:

- Letter from Ian Gibbons, Monitoring Officer, advising on the importance of members completing their Register of Interests, the current government consultation being undertaken on Local Government Ethical Standards and whether any councils wish him to carry out any training on code of conduct and registration of interests.
- Notification from John Cole of a temporary Closure of: Barford Lane (Part), Downton (13/06/2018 - 15/06/2018) for BT overhead connection.
- An application form for the Parish Emergency Assistance Scheme from the Weather Team for Winter 2018/19 in terms of salt and equipment.
- Schedule of summer Parish Steward visits.
- Guidance on CIL Funds from April 2018.
- Briefing Note 348 - Consultation on Division Boundaries.
- Briefing Note 349 - Changes to Planning Legislation.
- Briefing Note 350 - Fostering, Recruitment of Foster Carers.
- Briefing Note 351 - Adult Care Transformation.
- Briefing Note 352 - Termination of free of charge waste collection services from village halls etc.

2. Wiltshire Association of Local Councils - May Newsletter.

3. Charlton Resident - Several reports of flytipping in Warrens Lane, Charlton.

4. CPRE – An invitation to a garden visit at Cantax House in Lacock on May the 19th at 2.30 pm. Tickets are £7.50 per person which includes tea and cake.

37.18 Date of next meeting: Cllr Mace confirmed the date of the next meeting as Monday 11th June 2018 at 7.30 pm at the Band Hall, Gravel Close, Downton.

With no further business, the meeting closed at 9.20 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.