

# DOWNTON PARISH COUNCIL



## **Minutes of the Ordinary meeting of the Parish Council held on Monday 8<sup>th</sup> October 2018 at the Band Hall, Gravel Close, Downton at 7.30 pm.**

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

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

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

### **Public Question Time:**

A member of the public advised that the recent music event, attended by 5 parish councillors and 2 former parish councillors, in aid of D-Day Veterans was a great success and had raised £1,550. He also advised that he was organising an event on 10<sup>th</sup> November 2018 from 6 pm at the Village Beacon to mark the end of World War I.

**Unitary Councillor Richard Clewer:** Cllr Clewer advised that:

- Under the Local Government Boundary Commission for England's review of Wiltshire, he would be recommending that Downton is joined with Whiteparish and West Dean in one division and that Coombe Bissett and Britford are joined with parishes in the Chalke Valley; and
- Work on the 2019/20 budget had begun with a requirement to make a saving of 10 percent whilst also ensuring the Council was fulfilling its statutory duties of providing sufficient funds for adult social care and for looked after and vulnerable children.

The Chairman thanked Cllr Clewer for his report.

**119.18 To receive apologies from Councillors:** The Clerk confirmed that apologies had been received from Cllr Mace due to a holiday commitment, Cllr Mason due to a personal commitment and Cllr Yeates due to illness. Cllr Sutcliffe proposed from the Chair and it was RESOLVED that the apologies and the reasons for them be noted.

**120.18 To consider and resolve to approve the Minutes of Ordinary Meeting held on Monday 24<sup>th</sup> September 2018:** Downton Parish Council RESOLVED, with 3 abstention from Cllrs Cornell, Gentle and Watts to approve the Minutes of the Ordinary Meeting held on 24<sup>th</sup> September 2018 and they were signed as a true record by the Chairman.

**121.18 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 made.

- 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.

**122.18 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:** As the matters raised by members of the public were advisory, no further action was taken.

**123.18 Planning and Tree Works Applications:**

**18/08778/FUL 1 Avon Meadow, Downton - Two storey extension to north-west elevation:** Following a brief report from Cllr Brentor, Downton Parish Council RESOLVED to raise no objection on the grounds that the application was compliant with Core Policy 57 of the Wiltshire Core Strategy.

**18/08780/FUL Plot 2 Beech House, Mesh Pond, Downton - Revised details of previously approved application:** Following a brief report from Cllr Sutcliffe, Downton Parish Council RESOLVED to leave the decision on this application to the Planning Officer.

**18/08827/FUL 2 Crossways Close, Downton - Four bedroom detached dwelling with detached garage:** Following a brief report from Cllr Brentor, Downton Parish Council RESOLVED to object strongly to this application on the grounds that:

- It constituted both backfill/backland development as well as overdevelopment of the site, with access onto a very narrow lane leading to the A338 past listed cottages within the conservation area, and was contrary to Core Policy 57 of the Wiltshire Core Strategy; and
- In terms of car parking spaces, it was contrary to the Wiltshire Local Transport Plan 2011-2026 by not providing a minimum of 3 car parking spaces for a 4 bedroom house.

**18/08978/TCA Gilberts Barn Moot Lane, Downton - Horse Chestnut tree – fell:** Following a brief discussion, Downton Parish Council RESOLVED to leave the decision on this application to the Tree Officer as no reason was provided for the felling of the horse chestnut tree.

**124.18 To consider and resolve to agree on a response devised by Cllr Brentor to the Ministry of Housing, Communities & Local Government’s consultation on Permitted Development for Shale Gas Exploration:** Following consideration of the responses to questions circulated by Cllr Brentor, Cllr Cordell proposed, Cllr Cornell seconded and it was RESOLVED that it be approved.

**125.18 To consider and resolve to agree on any response to the Wiltshire Council Consultation on the Proposed changes to the pre-submission Downton Settlement Boundary as part of the Schedule of Proposed Changes to the draft Wiltshire Housing Site Allocations Plan:** Following a brief discussion, Cllr Sutcliffe proposed from the Chair and it was RESOLVED that the formulation and submission of a response be delegated Cllrs Brentor and Gentle, Mrs Nikki Wilson and the Clerk.

**126.18 To consider and resolve to agree on a location for the WW1 Commemorative Bench:** Following a brief discussion and a request that the bench be located in a prominent position visible to all in the parish, Cllr Sutcliffe proposed from the Chair and it was RESOLVED that decision on its location be delegated to Cllrs Brentor, Cornell and Prince in discussion with Mr Bryan Morris of the Royal British Legion.

**127.18 To consider and resolve to approve the closure of The Borough and High Street from the Memorial Hall to Church Hatch for 1 hour on Sunday 11th November 2018 at 10.00 am for the Remembrance Day Service and Parade:** Cllr Gentle proposed, Cllr Watts seconded and it was RESOLVED that the closure be approved.

**128.18 To resolve to approve a donation of £33.99 to the Royal British Legion for two Poppy Wreaths:**

- (i) a Centenary Wreath to mark the end of World War I to be laid on the Sundial in the Memorial Gardens; and
- (ii) a wreath to be laid on the Downton War Memorial.

Cllr Gentle proposed, Cllr Watts seconded and it was RESOLVED that donations be approved.

**129.18 To resolve to approve that Cllr Cornell be added to the Parish Council's bank mandate as an authorised cheque and online signatory:** Cllr Brentor proposed, Cllr Gentle seconded and it was RESOLVED and approved that Cllr Cornell be added to the Parish Council's bank mandate as an authorised signatory.

**130.18 To resolve to approve the inclusion of the 4 picnic tables in the Moot Lane Recreation Ground and the WW1 Commemorative Bench to the Parish Council's Asset Register to the value of £1,294 and £695 respectively:** Cllr Brentor proposed, Cllr Watts seconded and it was RESOLVED that their inclusion be approved.

**131.18 To receive a short verbal report from Cllr Sutcliffe on the additional costs relating to the Memorial Hall Extension and to resolve to approve the following payments for works carried out in addition to that set out in the contract with SWH Ltd:**

**£80,000 - for the construction of the Bunny Wall;**

**£11,200 - for demolition of east and north walls around Stage and construction of new foundations.**

**£1,585 - for additional quantity surveyor services relating to the Bunny Wall, Stage and drainage works.**

**£2,500 - for additional contract administration and architectural services relating to the Bunny Wall, Stage and drainage works.**

**£1,505 - for a Keypad locking system for the Extension:**

Cllr Sutcliffe gave a detailed report on the additional costs incurred for the project, including the additional design and construction works which had been needed for the drainage system following discussions with the Environment Agency. These had all been approved by the Parish Council’s Quantity Surveyor. Cllr Cordell proposed, Cllr Brentor seconded and it was RESOLVED that they be approved.

**132.18 Committee Reports:**

**Amenities Committee:** Cllr Brentor gave a detailed report on a recent meeting at which the Committee had agreed to write to Lord Radnor regarding the financing of the kerbing of the Borough Green near The Headlands, had considered whether any cycle lanes could be added in Downton and had been advised by the Footpaths Working Group that the opening of the Circular Path would take place next Spring.

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

The meeting of the Amenities Committee held on Monday 21<sup>st</sup> May 2018.

Cllr Sutcliffe proposed from the Chair and it was RESOLVED that the Minutes be received and noted.

**134.18 Representative Reports:**

**Memorial Hall Extension Construction Working Group:** Cllr Sutcliffe advised that the Memorial Hall extension would be finished by mid-November as the drainage was in the process of being completed. This would be followed by the resurfacing of the side and front of the hall and the erection of the canopies at the back and side. The internal parts of the building were due to be handed over on Thursday 18<sup>th</sup> October when the fit-out of furniture could be completed and the Community Pre-school could prepare its new site ahead of an inspection by Ofsted.

Cllr Sutcliffe advised that the project costs were still on track and in line with the funds set aside. The Clerk had recently drawn down a portion of the long term loan which was at a later time than planned due to Section 106 and Community Infrastructure Levy monies being available for allocation to the project.

**Memorial Hall Extension Working Group:** Cllr Brentor gave a brief report on recent meetings and said that good progress was being made on finalising the lease with the Memorial Hall Committee, the lease between the Memorial Hall Committee and Downton Community Pre-School and the Deed of Grant for the use of the school car park by the Hall’s users. She said work was continuing with regard to fitting out the extension with some members of the Working Group preparing a user manual, relevant policies and brochures and others ordering furniture and liaising with the local art group to provide pictures to enhance the meeting rooms.

**Brian Whitehead Sports Centre Association:** Cllr Sutcliffe gave a detailed report on a recent meeting at which:

- The Chairman of BWSCA had advised that he had managed to obtain a reduction in the rateable value for the Leisure Centre which had meant that there would be a reduction in Council rates from £98k to £56k pa in the list for 2011 and from £120k

to £62.5k pa in the list for 2017 and would result in a rebate to Beacon Leisure of £9,633.60

- The Chairman of the Football Club had given a detailed and positive report on the Club's plans for the future with proposals for over 15 seniors, girls and boys teams as well as a 3G pitch.
- The Bowls Club had recruited another 12 members and was currently competing in five different leagues.
- The Tennis Club had recruited 21 new members.
- The Sherwood Rooms will be installing an EPOS till and contactless card machine.
- The BWSCA AGM will be held on Wednesday 21<sup>st</sup> November at 7.30 pm at Downton Bowls Club.

**Parish Surgery:** The Clerk advised that no members of the public attended the surgery.

**135.18 To approve the following payments:**

- £770.00 - Maranji Commercial & Domestic Cleaning - September.
- £716.21 - Bawden Contracting Services Ltd - For grasscutting in September.
- £205.63 - Idverde - For bin emptying in September.
- £66.60 Time2display - For new signs for the public toilets.
- £15.50 - West Mercia Energy - For electricity at the Public Toilets.
- £174.36 - Safety Shop - For Disabled parking stencil, highway paint, 'no dogs' signs.
- £285.01 - Southern Electric Power Distribution - For removal of electricity connection to Moot Lane Pavilion.
- £131.91 - Viking - For Ink Cartridges and Stationery.
- £193.80 – Mr R Moody - For restoration work to litter bin and two playground springers including materials.
- £90.05 – Mr R Moody - For materials for fencing, painting and roof repairs to Memorial Hall.
- £1,560.00 - PKF Littlejohn LLP - For External Audit services.

**Memorial Hall extension payments:**

- £134,822.36 - SWH Group - For building construction.
- £1,292.54 - Paul Stevens Architecture - For Contract administration.
- £1,902.00 - Martin Pickard - For quantity surveyor services.
- £678.30 - Intelligent Hand Dryers - For 5 hand dryers.
- £204.00 – Environment Agency - For Permit variation.
- £533.59 - BT - For installation of phone and broadband connections together with line rentals from August.

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

**136.18 To resolve to approve the sum of £146,920.07 as the Accounts for payment for October and to record the bank balances:**

<b>Payee</b>	<b>Detail and payment made by bank transfer</b>	<b>£</b>
Maranji Commercial & Domestic Cleaning		770.00
Bawden Contracting Services Ltd		716.21
Idverde		205.63
Time2display		66.60
West Mercia Energy		15.50
Safety Shop		174.36
Southern Electric Power Distribution		285.01
Viking		131.91
Mr R Moody		283.85
PKF Littlejohn LLP		1,560.00
Mr N Saxby		151.20
Mr T Matthewman		151.20
Mrs B Cornish		1,497.93
HM Revenue & Customs – PAYE for Jul, Aug, Sept		1,478.51
	<b>Total</b>	<b><u>7,487.91</u></b>

#### **Memorial Hall Extension payments**

SWH Group		134,822.36
Paul Stevens Architecture		1,292.54
Martin Pickard		1,902.00
Intelligent Hand Dryers		678.30
Environment Agency		204.00
BT		533.59
	<b>Total</b>	<b><u>139,432.79</u></b>

#### **Balances to be Approved and Noted as at 08.10.18**

Current A/c: £5,700.15 Deposit A/c: £95,581.55

Memorial Hall Extension A/c: £615.91

Cllr Gentle proposed, Cllr Pearce seconded and it was RESOLVED that the payments for October be approved and the bank balances be noted.

**137.18 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 as follows:

*Playgrounds:* Maintenance work has been carried out the play areas in accordance with the inspection reports including:

- Restoration of 2 pieces of play equipment, an elephant and fire engine and a litter bin which will be reinstated in the next month.
- Repairs to the Memorial Hall roof and guttering caused by vandals going up to steal some lead which has been reported to Wiltshire Police.

*Pavilion:* SSE will be removing the electricity from the Pavilion on 22<sup>nd</sup> October and Wessex Demolition will be going on site to demolish it from 23<sup>rd</sup> October. This should be finished by Friday 26<sup>th</sup> October.

*Highway Patching:* The Patching gang will be in the High Street and The Sidings on the 8<sup>th</sup> and 9<sup>th</sup> October to resurface the two areas of defective surfacing. They will replace any white lining that is removed in this operation.

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Downton Parish Council – Full Council Meeting on Monday 8<sup>th</sup> October 2018

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

.....Date.....

**138.18 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:
  - Parish Newsletter for 10<sup>th</sup> September 2018.
  - Briefing Note 368 - Wiltshire Local Plan Review Update.
  - Several emails with Street Scene officers regarding the works to Wick Lane.
  - Notification of a meeting of the Operational Flood Working Group South on Wednesday 17<sup>th</sup> October at Dinton Village Hall at 10 pm.
  - Road Closure notice for temporary Closure of: Slab Lane, Downton and Redlynch (15/10/2018 - 27/10/2018).
  - Spatial Planning – an invitation to attend consultation event entitled ‘Help shape Wiltshire’s plans to 2036’. The event for all rural parishes is being held on Monday 22<sup>nd</sup> October from 6.30-8pm at Bouverie Hall in Pewsey.
  - Downton Southern Area Parish Steward Schedule up to December 2018.
2. Wiltshire Association of Local Councils – September Newsletter, Annual Report and notification of the AGM to be held on Monday 22<sup>nd</sup> October – 6.00pm for 6.30 pm at Unit C2, Beacon Business Centre, Hopton Park, Devizes SN10 2EY.
3. Numerous emails from residents and members of staff at Trafalgar School regarding the Wick Lane works, traffic lights and ramp in Greenacres.
4. A number of emails from residents regarding concerns about the pedestrian crossing at the Traffic Lights beside The Bull public house.
5. Wiltshire Lieutenancy – An invitation to attend the County of Wiltshire Carol Service on Tuesday, 4<sup>th</sup> December, 2018 at 12.00 noon at St Bartholomew’s Church, Church Square, Corsham.
6. An email from a member of the public advising that he had reported some fly tipping on Charlton.
7. An email from a member of the public requesting information on the number of affordable homes being built in Downton.
8. 1<sup>st</sup> Downton Scouts – A letter from the Chairman advising of their Bonfire Night at the White Horse Public House on 3<sup>rd</sup> November 2018.

**139.18 Date of next meeting:** Cllr Sutcliffe confirmed the date of the next meeting as Monday 22<sup>nd</sup> October 2018 at 7.30 pm at the Band Hall, Gravel Close, Downton.

With no further business, the meeting closed at 8.34 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.*