

# DOWNTON PARISH COUNCIL



**Minutes of the Ordinary meeting of the Parish Council held on Monday 8<sup>th</sup> April 2019 in the Bonvalot Room at the Downton Memorial Centre, The Borough, Downton at 7.30 pm.**

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

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

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

## **Part 1**

### **Public Question Time:**

A representative of the Downton Society spoke in support of the planning application for 96 The Borough.

A parishioner expressed his thanks to the Council for its support in setting up the Police Liaison Neighbourhood Tasking Group and for its proposed contribution towards the hire of a room for the quarterly meetings. He said he hoped that the first meeting would be held in Downton but future meetings would be held in other parishes within southern Wiltshire.

The applicant for the Springfield Cottage planning application gave a detailed report on the reasons for changing its use from residential to business and the benefits of his business to the parish.

A parishioner, accompanied by another parishioner, stated that he wished to express his continued objection to the proposed use of the Footpath 'Downton 60' in South Lane as part of the route for the Bridge project and said that in his view South Lane was not suitable. He said the Parish Council had ignored his objections and he would be required to employ his own highways consultant to counter the professional views of Wiltshire Council's Highways Engineer as to its safety for use by pedestrians and cyclists, with which he disagreed.

**Unitary Councillor Richard Clewer:** Cllr Clewer gave the following report:

- Progress was being made on the revision to the Wiltshire Core Strategy but for this area it was mostly focussed on the potential for housing in the north eastern part of Salisbury.
- He commended the setting up of the Police Liaison Neighbourhood Tasking Group and offered to help in any way he could.
- He advised that he had managed to reverse the decision on the reduction in funding for day centres across Wiltshire but further discussions would be held over the next 12 months to apportion more fairly grants to all day centres in the 2020/21 financial year.

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**246.18 To receive apologies from Councillors:** The Clerk advised that the following apologies had been received:  
Cllrs Cordell and Cornell for the reasons of a family commitment.  
Cllr Mace proposed from the Chair and it was RESOLVED that the apologies and the reasons for them be noted.

**247.18 To consider and resolve to approve the Minutes of the Ordinary Meeting held on Monday 11<sup>th</sup> March 2019:** Downton Parish Council RESOLVED, with 3 abstentions from Cllr Gentle, Sutcliffe and Watts, to approve the Minutes of the Ordinary Meeting held on 11<sup>th</sup> March 2019 and they were signed as a true record by the Chairman.

**248.18 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:**

Cllr Mace declared a personal and non-pecuniary interest in planning application 19/02273/FUL and in Minute 252.18 and Minute 256.18. He did not participate in the debate or vote on the items discussed under Minute 252.18 and Minute 256.18.

Cllr Gentle declared a personal and non-pecuniary interest in planning application 19/03085/FUL and in Minute 252.18 and Minute 256.18. He did not speak or vote on the items discussed under Minute 252.18 and Minute 256.18.

Cllr Pearce declared a personal and non-pecuniary interest in Minute 252.18 and Minute 256.18. She did not speak or vote on the items discussed under Minute 252.18 and Minute 256.18.

**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.

**249.18 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 actions and responses set out below be approved.

- Councillors would take note of the comments made by members of the public when considering responses to the planning applications.
- With regard to the objections raised on the Bridge project and assisted by Cllr Brentor on his response, Cllr Mace confirmed that the Council had not ignored the views of some residents and the resident was entitled to do as he saw fit by employing the services of a highway consultant. However, it had consulted with the whole of the parish several times and his role as Chairman was to consider the interests of the whole of the parish as well as the benefits the project would bring to the whole of the parish. The project was in its very early stages and more consultations and planning applications would follow as the project progressed.

## **250.18 Planning and Tree Works Applications:**

**19/02194/LBC &**

**19/01865/FUL Downton C Of E Primary School, Gravel Close, Downton - Demolition of an existing PVC picket fence to the east 'front' elevation within the grounds of the school and adjacent to the main entrance. Erection of a new tubular bow-top fence along the existing line:** Downton Parish Council RESOLVED to support this application on the grounds that (a) it would resolve safeguarding issues at the site; and (b) it would have no impact on the Downton Conservation Area.

**19/02273/FUL Springfield Cottage, Long Close West, Downton - Change of use of Springfield Cottage and its curtilage from use as a residential dwelling (C3: 'dwelling'), to office use (B1a: 'Business-Office') with ancillary car parking and overnight accommodation for visiting staff (one bedroom):** Following a brief discussion, Downton Parish Council RESOLVED to support this application on the grounds that it was compliant with the Wiltshire Core Strategy and the Downton Neighbourhood Plan.

**19/02656/FUL Barford Fish Farm, Barford Lane, Downton - Installation of Re-Circulation System into existing Fish Farm:** Following a brief discussion, Downton Parish Council RESOLVED to support this application subject to:

1. There being a condition for the hours of movement of construction traffic to the site.
2. The planning officer being satisfied through independent reports and correspondence with the Environment Agency and others of the impact of the proposals on the environment, habitats, species, fauna and flora in this area of the River Avon, and with particular regard to the impact of the temperature at which the water from the fish farm's re-circulation system will re-enter the River Avon.

**19/02856/FUL 7 Avon Meadow, Downton - Single storey extension:** Downton Parish Council RESOLVED to raise no objection to this application on the grounds that it was compliant with Core Policy 57 of the Wiltshire Core Strategy.

**19/03085/FUL 96 The Borough, Downton - Proposed rear extension and demolition of outbuilding:** Following a brief discussion, Downton Parish Council RESOLVED to raise no objection to this application, subject to the planning officer checking that there is no legal right of way over the outbuilding, about which the Parish Council has been advised, but which is not set out in the application.

**251.18 To consider a proposal from Cllr Mace that that the theme of the Annual Parish meeting on Tuesday 23<sup>rd</sup> April 2019 be 'Policing and Crime Prevention' with the Wiltshire Police & Crime Commissioner, Mr Angus MacPherson, as Guest Speaker:** Cllr Mace proposed, Cllr Brentor seconded and it was RESOLVED that the proposal be approved. Cllr Mace also advised that there would also be a brief presentation on the setting up of a Neighbourhood Watch scheme.

**252.18 To consider a recommendation from the Amenities Committee to approve a quote submitted in a tender process by Pro Live for the re-instatement and dressing of the Downton Memorial Centre stage and curtains at a cost of £5,600:** Following a brief report from Cllr Brentor, she proposed, Cllr Sutcliffe seconded and it was RESOLVED that the quote be approved and Pro Live be appointed to reinstate the stage and curtains in the Downton Memorial Centre.

**253.18 To consider a recommendation from the Amenities Committee to purchase a solar powered Community Access Defibrillator to be installed in the telephone box in Charlton All Saints:** Cllr Brentor proposed, Cllr Gentle seconded and it was RESOLVED that the purchase of a Community Access Defibrillator for Charlton All Saints be approved.

**254.18 To consider a recommendation from the Amenities Committee to purchase a BBQ Secure and Fire Resistant Waste Bin at the cost of £329 for the Moot Lane Recreation Ground:** Cllr Brentor proposed, Cllr Pearce seconded and it was RESOLVED that the purchase of the Waste Bin be approved.

**255.18 To consider a recommendation from the Amenities Committee to resolve to approve the Terms of Reference for the Communications Working Group:** Cllr Brentor proposed, Cllr Pearce seconded and it was RESOLVED that the Terms of Reference be approved.

**256.18 To receive a short verbal report from Cllr Mace on work to ensure the Memorial Hall Centre is compliant in terms of fire safety and health and safety and to resolve to agree the following:**

- a. **The appointment of a 'Responsible Person' to oversee the fire safety aspects of the management of the Downton Memorial Centre:** Cllr Brentor proposed, Cllr Prince seconded and it was RESOLVED that Cllr Sutcliffe be appointed as the Responsible Person.
- b. **Approve the spending of the allocated reserve sum of £2,000 on health & safety improvements as identified in the recent Fire Risk Assessment and Fire Safety Evaluation Reports:** Cllr Brentor proposed, Cllr Prince seconded and it was RESOLVED that the spending of £2,000 be approved.

At this point in the meeting, Cllr Mace proposed from the Chair and it was RESOLVED that the meeting be opened to members of the public so that the representative of the Downton Society could update councillors on HGV issues.

**257.18 To consider a request from the Downton Society to set up a Working Group to pursue the ongoing issue of the flouting of the 7.5 tonne weight limit by HGVs:** A lengthy discussion followed with commitments being given from Cllr Clewer that he would raise the matter with both Wiltshire Council and the New Forest National Park Authority again and Cllr Brentor would help where should could. Cllr Mace proposed from the Chair and it was RESOLVED that, due to the current dearth of councillors, it was not possible to set up a working group. However, the Council would be happy to receive a request from the Downton Society to consider supporting letters to the appropriate and relevant organisations when required.

Cllr Mace closed the meeting to members of the public.

**258.18 To resolve to appoint two representatives to attend the local Police Liaison Neighbourhood Tasking Group:** Cllr Mace proposed from the Chair and it was RESOLVED that Cllr Prince and Mr Nigel Walker be appointed as the Council's two representatives on the local Police Liaison Neighbourhood Tasking Group.

**259.18 To resolve to approve the allocation of £100 towards the funding of room hire for the quarterly meetings of the local Police Liaison Neighbourhood Tasking Group:** Cllr Brentor proposed, Cllr Sutcliffe seconded and it was RESOLVED that the funding of £100 be approved.

**260.18 Using the Parish Council's power under Section 137 of the Local Government Act 1972, to reconsider a request from the Barford Day Centre for support in providing a one day a week facility for older and disabled residents of Downton and surrounding village together with respite for their carers:** Following a brief discussion, Cllr Mace proposed from the Chair and it was RESOLVED that the £450 allocated to the reserves at the last meeting remain there until the outcome of the discussions with Wiltshire Council on future grants is known.

### **261.18 Committee Reports**

**Amenities Committee:** Cllr Brentor gave a brief report on a recent meeting at which most of the items discussed had already been raised earlier on the Agenda. She said the requests put forward by residents regarding work to the A338 cycle path, for signage to prevent lorries using Gravel Close and Long Close East to access the Downton Industrial Estate and for a litter pick along Barford Lane to Standlynch were being raised with Wiltshire Council by the Clerk.

### **262.18 To resolve to receive and note the Minutes of:**

The meeting of the Amenities Committee held on Monday 8<sup>th</sup> January 2019.

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

### **263.18 Representative Reports:**

**Southern Wiltshire Area Board:** Cllr Brentor gave a detailed report on a recent meeting at which there had been presentations on Whiteparish's skatepark project, local housing need and she had given a presentation on Downton's Neighbourhood Plan. She also said there had been a report from Wiltshire Police and concerns had been raised about the recent spate of crime in the southern area.

**Parish Surgery:** Cllr Mace gave a brief report on the April surgery which had been attended by two residents. One raised the issues of parking and speeding and the other a request to site a memorial bench on one of the Borough Greens.

**Councillor Training:** Cllr Prince gave a brief report on a recent training session which he said had been very interesting and useful.

**Brian Whitehead Sports Centre Association:** Cllr Sutcliffe gave a report on a recent meeting at which it had been reported that Wifi was now installed to the site, that emergency repairs to the roof above the indoor tennis courts had been carried out,

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the Bowls Club had installed its irrigation system, a grant of £3k had been awarded by the Area Board for a net to protect the leisure centre building from damage by footballs and 20 children were currently attending football training on a Friday evening.

**Downton Moot Preservation Trust:** Cllr Brentor gave a brief report on a recent meeting at which a recent survey on work needing to be carried out to some trees was discussed. The Trust had also commissioned a health and safety report which has identified a number of issues, some of which have caused some potential conflict with the design of the garden. However, a plan to address the main issues is being developed to demonstrate that the trustees are taking note of the report.

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

- £4,011.01 - Public Works Loan Board - 1st instalment of Fixed Rate Loan.
- £12,000.00 - CB Roofing for 1<sup>st</sup> Instalment for replacement of Memorial Hall roof.
- £1,866.00 - Brewers Roofing - For repairs to Leisure Centre roof.
- £805.00 - Maranji Commercial & Domestic Cleaning - April.
- £716.21 - Bawden Contracting Services Ltd - For grasscutting in March.
- £205.63 - Idverde - For bin emptying in March.
- £15.30 - Mercia Energy - For electricity at the Public Toilets.
- £852.00 - Mr Bob Moody - For refurbishment of the shelter in Memorial Gardens.
- £350.00 - Mr Martin Pickard - For QS Services and JCT Contract preparation for Memorial Hall re-roofing.
- £947.10 - Spiller - For replacement keys and locks for Memorial Centre.
- £750.00 - SLCC - 1<sup>st</sup> Instalment of the Clerk's Community Governance course.
- £384.00 - Bournemouth Glass & Glazing - For door closers at Memorial Centre.
- £47.74 - Landford Parish Council - For Councillor training.
- £35.00 - Information Commissioner's Office - Annual registration for data protection.
- £8.39 - 1&1 Ionos - For website hosting.

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

**265.18 To resolve to approve the sum of £26,409.50 as the Accounts for payment for April and to record the bank balances:**

<b>Payee</b>	<b>Detail and payment made by bank transfer</b>	<b>£</b>
Public Works Loan Board		4,011.01
Maranji Commercial & Domestic Cleaning		805.00
Bawden Contracting Services Ltd		716.21
Idverde		205.63
CB Roofing		12,000.00
Brewers Roofing		1,866.00
West Mercia Energy		15.03
Ionos		8.39
Mr Bob Moody		852.00
Mr Martin Pickard		350.00
Spiller		947.10
SLCC		750.00
SLCC		178.37
Bournemouth Glass & Glazing		384.00
Landford Parish Council		47.74

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Information Commissioner's Office	35.00
Mr N Saxby	151.20
Mr T Matthewman	151.20
Mrs B Cornish	1535.42
HM Revenue & Customs	1400.20
Total	<u>26,409.50</u>

Cllr Brentor proposed, Cllr Prince seconded and it was RESOLVED that the accounts be approved.

**Balances to be Approved and Noted as at 08.04.19**

Current A/c: £1,915.00 Deposit A/c: £71,407.72  
 Memorial Hall Extension A/c: £81,622.69

Cllr Watts proposed, Cllr Gentle seconded and it was RESOLVED that the balances be approved and noted.

**266.18 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:

*Shelter in the Memorial Gardens:* The Council's contractor has completed the refurbishment of the shelter. The total sum came to just over £1,000 so the Clerk has agreed to invoice the Downton Society for 50% of the total cost.

*Bus Shelters:* After quotes were received for work to be done to the shelters in Downton, Landford and Redlynch, Queensbury Shelters informed the Councils that they were being put into administration and were no longer able to honour them. The Clerks are currently looking at sourcing quotes from alternative companies.

*Speed Indicator Device:* The Clerk is awaiting the Area Board's £800 grant and costs for extension poles to the road signs on the maypole green and by the doctor's surgery. Once these are known, she and the Clerk for Redlynch will order the device.

*Kerbing of Borough Green:* Longford Estates has agreed to fund its agreed 50% of the revised quote of £12.5k. A report from the Community Area Transport Group will be submitted to the Area Board in Whiteparish on 1<sup>st</sup> May at which Wiltshire Council's 25% will be approved. The Parish Council has already allocated a figure of £3,125 as its 25% contribution towards the works.

*A338 Cycle Route:* Mr Graham Axtell, Wiltshire Council's local highways engineer, has advised that Wiltshire Council will be taking delivery of some new equipment in May for the Council's tractors which should be ideally suited to carry out the siding out work along the cycle route. The Council is also purchasing a hand driven machine called a Mosquito which also sides out verges and cleans surfaces so once they've done the work, the cycleway should be back to its full width.

*Temporary Traffic Lights by Scotts House:* Regrettably, the Clerk was not informed in advance of the temporary lights and made the Parish Council's dissatisfaction known to officers and the County Councillor, who was also unaware. A further request has been made that no temporary traffic lights be permitted within school term time and all

temporary traffic lights should be managed by operatives during peak commuting times.

*Re-roofing of Memorial hall:* The work started on 1<sup>st</sup> April and will continue for 3 weeks.

*Leisure Centre:* The work to repair the roof of the indoor tennis courts has been carried out. The Clerk has worked with the Secretary to the Brian Whitehead Sports Centre Association to submit an application for £20,000 to the Sport England Asset Fund to fund further repairs to the roof which should provide the community with another 20 years in the life of the roof.

**267.18 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:
  - Parish Newsletter for w/c 4<sup>th</sup> March.
  - Briefing Note Number 19-007 - Retail Rate Relief for the High Street
  - Briefing Note 19-008 Community Led Housing Project.
  - Highways Newsletter from Cllr Mrs Wayman and a Freight Strategy and the Freight Management Update.
  - Invitation to Town and Parish Council Training and Networking Day at Salisbury Guildhall on 9<sup>th</sup> May 2019.
2. Wiltshire Police - Monthly police report from Pc Matt Holland.
3. PKF Littlejohn - An email providing guidance on the Annual Governance and Accountability Return for 2018/19.
4. Salisbury City Council – An email to the Chair to attend the Mayor Making Ceremony on 18th May at The Guildhall and St Thomas’s Church.
5. Wiltshire Association of Local Councils - March and April Newsletters and revision to the Governance and Accountability for Smaller Authorities in England 2019.
6. National Grid - An email advising that they are taking a pause on the pylon project in Hale due to legal advice and it unlikely that a planning application for this project would receive approval before the funding deadline.
7. Whiteparish Parish Council - An invitation to a Skatejam on 6th April at the Council’s new skatepark.
8. Trussell Trust - An invitation to Tea for Trussell on the 1<sup>st</sup> May 2019, at the Legacy Rose & Crown hotel in Salisbury from 12.30 to 2.30 pm.
9. Emails from a the Deputy Headteacher and PA to the Headteacher of the Trafalgar School regarding the temporary traffic lights and impact on teaching staff and students arriving at school on time.
10. An email from a resident regarding the fly-tipping in the garden of a Council-owned property.
11. Another email from a resident asking if something can be done about the parking on the corners of Barford Lane, Moot Lane and Lode Hill.

**268.18 Date of next meeting:** Cllr Mace confirmed the date of the next meeting, the Annual Meeting, as Monday 13<sup>th</sup> May 2019 at 7.30 pm in the Bonvalot Room at the Downton Memorial Centre, The Borough, Downton.

## Part 2 – EXEMPT MATTERS - STAFFING

**269.18 Cllr Mace proposed 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 the meeting be closed to the Press and public.

**270.18 To receive a short verbal report from Cllr Brentor on the Clerk's annual appraisal:** Cllr Brentor explained that, after checking with the Clerk regarding who should carry out her appraisal, the appraisal was held on the 7<sup>th</sup> April. She gave a brief report outlining some of the Clerk's many skills and high level of experience as well as her commitment to personal development and the ways in which councillors could better support the Clerk. This latter stressed the need for councillors not to expect that the Clerk's high level of capability means she can take on all tasks.

**271.18 To consider and resolve to approve the raising of the Clerk's salary from 1st April 2019 in accordance with the National Association of Local Council's document entitled 'Employment Briefing E02-18– 2018-19 National Salary Award' and in accordance with her Employment Contract:** Cllr Brentor proposed, Cllr Mace seconded and it was RESOLVED unanimously that the Clerk's salary be raised as outlined.

*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.*