

# DOWNTON PARISH COUNCIL



**Minutes of the Ordinary meeting of the Parish Council held on Monday 5<sup>th</sup> August 2019 in the Bonvalot Room at the Downton Memorial Centre, The Borough, Downton at 7.30 pm.**

**Present:** Cllr Gentle, (Chair) and Cllrs Brentor, Cornell, Hall, Mace, Randall, Ricketts, Roberts and Watts (until 8 pm).

**In attendance:** Mrs Bev Cornish, Parish Clerk

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

**100.19 To elect a Chair for the meeting:** Cllr Brentor proposed, Cllr Cornell seconded and it was RESOLVED that Cllr Gentle be elected to chair the meeting.

At this point in the meeting, Cllr Gentle proposed from the Chair and it was RESOLVED that the meeting be opened to the public.

A parishioner asked if the owner of the large hedge in Gravel Close, which was so overgrown that the brambles contained in it were now scratching passing cars, could be asked to cut it back.

A parishioner spoke in relation to the changes which had been made to the planning application for Anard, Long Close.

A parishioner thanked the Parish Council for organising the clearing of the drains in The Borough by Wiltshire Council.

Cllr Gentle closed the meeting to members of the public.

**101.19 To receive apologies from Councillors:** The Clerk reported that she had received an apology from Cllr Pearce due to a personal commitment. Cllr Gentle proposed from the Chair and it was RESOLVED that the apology and the reason for it be noted. The Clerk also advised that she had received an apology from Unitary Cllr Clewer.

**102.19 To consider and resolve to approve the Minutes of the Ordinary meeting held on Monday 8<sup>th</sup> July 2019:** Cllr Hall proposed, Cllr Cornell seconded and it was RESOLVED that they be approved and signed.

**103.19 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 personal and non-pecuniary interests in planning application 19/05126 and did not speak or vote during the discussions.

Cllr Gentle declared a personal and pecuniary interest in Minutes 114.19 and 115.19 and said he would be passing over the chairing of the meeting for those two items to Cllr Mace. He did not speak or vote during the discussions.

**b. To consider any Dispensation Requests received by the Parish Clerk and not previously considered:**

The Clerk reported that no dispensation requests had been received.

**104.19 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 Gentle proposed from the Chair and it was RESOLVED that the following responses be noted and actions be taken:

- Councillors will take account of the comments made by members of the public when considering the planning applications.
- The Clerk will write to the owner of the hedge in Gravel Close and request that it be cut.

**105.19 Planning and Tree Works Applications:**

**19/05126/FUL Anard, Long Close, Downton - Proposed extension and alteration of existing bungalow to create chalet bungalow:** Downton Parish Council RESOLVED to comment on this application as follows:

- It acknowledges the removal of the balcony and has no objection to the dormer window.
- It continues to support the views of the Conservation Officer that the extension should not be rendered but would accept a compromise if the render were not painted white but in a more muted and pale colour.
- It continues to request that the shared driveway onto the road be widened in an identical way to the driveway of the property opposite in order to provide an increased visibility splay. Long Close is a narrow no-through lane in frequent use by children and pedestrians accessing the Memorial Gardens and Downton Primary School from the new puffin crossing and new developments to the west of the A338.
- In view of the heavy use of Long Close by school children, the Council would also request that a condition be added that any construction traffic visiting the property during the hours of 8.00 and 9.00 am and 2.30 and 3.30 pm be assisted by a 'banksman' to manage the safe passage of children.

**19/06442/FUL 2 Downlands Close, Downton - Demolish existing single storey extension and garage, erect two storey extension to side and rear of property including associated landscaping:** Downton Parish Council RESOLVED to support this application with the condition that the colour of all the new render matches the existing render.

**19/06954/TPO The Moot House, 15 Moot Lane, Downton - Fell 1 Beech Tree (T2), Crown Raise Mixed Group of Walnut and Sweet Chestnut to 2.5 Metres from Ground Level and Prune to Selective Reduction of Over Extending Branches by up to 2 Metres:** Downton Parish Council RESOLVED to leave the decision on this application to the Tree Officer.

**19/06956/TCA The Moot House 15 Moot Lane Downton - Crown Raise 2 Yew Trees to 3 Metres from Ground Level (T1), Crown Raise Magnolia to 2 Metres from Ground Level and Reduce Height by 2 Metres (T3), 25% Reduction to Cherry Tree (T4) Reduce 2 Limbs of Cherry Tree by 3 Metres (T5), Reduce Selective Limbs of Cedar of Lebanon by up to 1 Metre (T6), reduce Extended Limb of Ash towards House by up to 3 Metres and Remove Spur at 4 Metres (T7):** Downton Parish Council RESOLVED to leave the decision on this application to the Tree Officer.

**19/06802/FUL 1 Avon Meadow, Downton - Two storey extension to north-west elevation to provide improved facilities (revised details 18/08778/FUL):** Downton Parish Council RESOLVED to support the application but would ask that a condition of the permission be made that the applicant must rectify the long-established large crack in the front boundary wall of the property which is a health and safety hazard and which may become more unstable when the construction works are commenced.

**19/07072/TPO 86 Moot Gardens Downton - Oak tree - (T3 of TPO Downton 227) - cut back to boundary 2 overhanging limbs:** Downton Parish Council RESOLVED to support this application in view of the size of the tree and its location.

**106.19 To resolve to note the decisions on recent applications:** Following the Clerk's report that she had been unable to access the decisions due to there being no access to the Wiltshire Council website, Cllr Gentle proposed from the Chair and it was RESOLVED that these be deferred to the next meeting.

**107.19 To resolve to approve a Risk Management Policy and Register:** Cllr Brentor proposed, Cllr Hall seconded and it was RESOLVED that the Policy be approved with the inclusion of the word 'significant' being included in the policy in terms of the level of risk to be assessed. The Register will be approved at a future meeting once completed by the Clerk.

**108.19 To consider a recommendation from the Amenities Committee to fund a portion of the cost of the removal of the dying Willow Tree and to cut back the other trees from overhanging the footpath at Tannery Bridge:** Following a brief report from Cllr Brentor, she proposed, Cllr Roberts seconded and it was RESOLVED that the tree be removed with the Parish Council paying the bill and recovering the offered contributions from the residents who raised the matter.

**109.19 To consider a recommendation from the Amenities Committee to convert the accessible public toilet to a 'Stoma Friendly' toilet:** Cllr Brentor proposed, Cllr Cornell seconded and it was RESOLVED that the conversion be approved.

**110.19 To consider a recommendation from the Amenities Committee to install a gate made by Wyllye Valley Forge across the entrance to the public toilets to deter access when the toilets are closed:** Cllr Brentor proposed, Cllr Randall seconded and it was RESOLVED that the installation of a gate from Wyllye Valley Forge be approved.

**111.19 To consider a recommendation from the Amenities Committee to proceed to investigate the costs for the re-painting of Iron Bridge:** Following a

proposal from Cllr Brentor, seconded by Cllr Hall that the proposal be varied to state that the Council should proceed to arrange the re-painting of Iron Bridge up to a maximum cost of £2,000, it was RESOLVED that the Clerk be instructed to arrange for the work to be carried out.

**112.19 To consider a recommendation from the Amenities Committee to fund the installation of 12 new public bins in place of existing bins in The Borough and Moot Lane which will be supplied and emptied by Wiltshire Council:** Cllr Brentor proposed, Cllr Cornell seconded and it was RESOLVED that the cost of the installations be approved.

**113.19 To consider a recommendation from the Amenities Committee to set up a Finance and Strategy Committee:** Following a discussion, Cllr Brentor proposed, Cllr Hall seconded and it was RESOLVED that this be agreed in principle and that a Terms of Reference be considered at the next meeting of the Council.

At this point in the meeting, Cllr Mace took over as Chair from Cllr Gentle.

**114.19 To consider a request from the Brian Whitehead Sports Centre Association to make a contribution towards the repairs to the Leisure Centre's roof using the Parish Council's power under section 19(3) of the Local Government (Miscellaneous Provisions) Act 1976:** Following a lengthy discussion, Cllr Brentor proposed, Cllr Hall seconded and it was RESOLVED that the Parish Council should make a contribution of 75% of the cost of the repairs which totalled £21,509.35.

**115.19 To consider a proposal from Cllr Brentor to set up a working group to assess and explore the future of Downton Leisure Centre:** Cllr Brentor proposed, Cllr Hall seconded and it was RESOLVED that a Working Group be set up with the Terms of Reference to be considered at the next meeting of the Council.

At this point in the meeting, Cllr Gentle took back the role of the Chair from Cllr Mace.

**116.19 To consider a proposal from Cllr Hall to contact Charles Church Developments Ltd regarding the delayed installation of the play areas at its Bishops Mead site in Salisbury Road, Downton:** Cllr Hall proposed, Cllr Brentor seconded and it was RESOLVED that the Clerk should write to Charles Church Developments Ltd.

#### **117.19 Committee Reports:**

**Amenities Committee:** Cllr Brentor gave a brief report on a recent meeting at which most of the issues discussed had been covered by earlier items on the agenda. She said there had been a site visit to the Memorial Gardens to consider a safe way for the area beside the new drains to be restored and agreement to recruit two litter pickers following the resignations of those currently in post.

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

The meeting of the Amenities Committee held on Tuesday 28th May 2019.

Cllr Gentle proposed from the Chair and it was RESOLVED that the minutes be received and noted.

### **119.19 Representative Reports:**

**Parish Surgery:** Cllr Mace advised that two residents had attended the surgery and he would be asking the Clerk to follow up the matters raised.

**Southern Wiltshire Area Board:** Cllr Mace gave a brief report on a recent meeting at which he had given a presentation on the funding given by the Board to the Memorial Centre for the AV equipment and there had been a lengthy presentation on the benefits of setting up a Neighbourhood Watch Scheme.

**Downton Moot Preservation Trust:** Cllr Brentor gave a brief report on a recent meeting at which it had been agreed to erect fencing on the bridge to comply with health and safety report.

### **120.19 To approve the following payments:**

- £805.00 - Maranji Commercial & Domestic Cleaning - July.
- £733.39 - Bawden Contracting Services Ltd - For grasscutting in July.
- £257.04 - Idverde - For bin collection in July.
- £365.00 – Longford Estates - Store room rent.
- £40.00 - Mr Nigel Walker - For room hire for Neighbourhood Tasking Group.
- £90.00 - Downton Memorial Centre - For meeting room hire April-June '19
- £45.00 - Hale Parish Council - For councillor training.
- £60.88 - Viking - For printer cartridges
- £86.40 - HCI Data Ltd - Renewal of website domain name for 2 years.
- £900.00 - Peter Kent - For Review of Footbridge Option Study.

### **Memorial Centre payments:**

- £2,800 - Martin Pickard - For quantity surveyor services.
- £13,113.37 - SWH Ltd - For construction of Memorial Hall extension.
- £679.20 - Pro Live Ltd - Lighting gantry materials for stage.

Cllr Brentor proposed, Cllr Hall seconded and it was RESOLVED that the payments be approved.

### **121.19 To resolve to approve the sum of £21,812.90 as the Accounts for payment for August and to record the bank balances.**

<b>Payee</b>	<b>Detail and payment made by bank transfer</b>	<b>£</b>
Maranji Commercial & Domestic Cleaning		805.00
Bawden Contracting Services Ltd		733.39
Idverde		257.04
Longford Estates		365.00
Mr Nigel Walker		40.00
Downton Memorial Centre		90.00
Hale Parish Council		45.00
Viking		60.88
HCI Data Ltd		86.40
Peter Kent		900.00

Martin Pickard	2,800
SWH Ltd	13,113.37
Pro Live Ltd	679.20
Mr N Saxby	151.20
Mr T Matthewman	151.20
Mrs B Cornish	1,535.22
Total	<u>21,812.90</u>

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

**Balances to be Approved and Noted as at 05.08.19**

Current A/c: £2,261.16 Deposit A/c: £122,965.12

Memorial Hall Extension A/c: £19,220.32

Cllr Brentor proposed, Cllr Hall seconded and it was RESOLVED that the balances be approved and noted.

**122.19 To resolve to note the Clerk's report providing information on recent issues and work completed:** Cllr Gentle proposed from the Chair and it was RESOLVED that the Clerk's report be noted:

*Cycle Way:* Work to the cycle way has commenced. Longford Estate has cut the hedge which was also blocking clear access.

*Work to road beside dental surgery:* Work to the road outside the dental surgery has started and will be completed in mid-August.

*Drains in The Borough:* The drains were cleared along both sides of The Borough on Wednesday 31<sup>st</sup> July. A letter was posted to all residents in advance and the drains were coned off on the Tuesday evening.

*White Lining at the Headlands:* The white lining by the traffic lights at the Headlands has been completed.

*Leaking Drain on Moot Lane:* Work to the leaking gully on Moot Lane was completed on temporary 3 way traffic lights.

**123.19 To resolve to note the Correspondence received:** Cllr Gentle proposed from the Chair and it was RESOLVED that the following items of correspondence be noted:

1. Wiltshire Council - Emails regarding:
  - Highways Newsletter from Cllr Mrs Wayman for July.
  - Briefing Note no. 19-019 - Polling District and Polling Place Review Consultation
2. Wiltshire Association of Local Councils - New Model Financial Regulations.
3. A parishioner - an email regarding the encroachment of trees from Downton Leisure Centre.
4. A parishioner - an email regarding graffiti on the bus shelter in Moot Lane.

5. A parishioner - an email regarding parking in the disabled space outside the Borough Café.

**124.19 Date of next meeting:** Cllr Gentle confirmed the date of the next meeting as Monday 9<sup>th</sup> September 2018 at 7.30 pm in the Bonvalot Room, Downton Memorial Centre, The Borough, Downton

With no further business, the meeting closed at 9.35 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.*