

# DOWNTON PARISH COUNCIL



**Minutes of the Ordinary meeting of the Parish Council held on Monday 9<sup>th</sup> September 2019 in the Bonvalot Room at the Downton Memorial Centre, The Borough, Downton at 7.30 pm.**

**Present:** Cllr Hall, (Chair) and Cllrs Brentor, Cornell, Mace, Mount-Kingett, Roberts and Watts.

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

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

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

**126.19 To receive a written application for the office of Parish Councillor and to resolve to approve the co-option of Ms Eleanor Mount-Kingett to fill an existing vacancy:** Cllr Hall proposed, Cllr Mace seconded and it was RESOLVED that Ms Mount-Kingett be co-opted to the Parish Council. Accordingly, she signed her Declaration of Acceptance of Office.

**127.19 Public Question Time:**

A parishioner raised the issue of the clearing out of the part of The Bunny which runs under The Borough and about the unfinished works in the Memorial Gardens.

The Chair of the Memorial Hall Committee spoke in support of the Parish Council passing over the ownership of the fixtures and fittings in the new Memorial Centre except for the audio visual equipment.

A member of the Downton Society asked whether the Parish Council could organise a parish 'clean up' in preparation for Downton in Bloom in 2020.

**128.19 Unitary Cllr Richard Clewer:** Cllr Clewer reported that Wiltshire Council was starting to set out its strategy to address climate change with a commitment to become carbon neutral by 2030. He also gave guidance on the issue that Wiltshire Council cannot provide evidence to the Planning Inspectorate of a 5 year housing supply in this area.

**129.19 To receive apologies from Councillors:** The Clerk reported that she had received apologies from Cllr Pearce due to a holiday commitment and Cllr Randall due to a personal commitment. Cllr Hall proposed from the Chair and it was RESOLVED that the apologies and the reasons for them be noted and that Cllr Gentle be recorded as absent.

**130.19 To consider and resolve to approve the Minutes of the Ordinary meeting held on Monday 5<sup>th</sup> August 2019:** Cllr Hall proposed, Cllr Cornell seconded and it was RESOLVED, with 1 abstention from Cllr Watts, that they be approved and signed.

**131.19 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 Brentor declared personal and non-pecuniary interest in planning application 19/06745/LBC as the applicant was a friend.

Cllr Mace declared a personal and non-pecuniary interest in Minute 137.19 and did not vote.

**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.

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

- The Clerk will contact the Environment Agency regarding the clearing of the part of The Bunny which is located below The Borough.
- The work to rectify the Memorial Gardens will begin shortly when the Council's contractors return to complete the 'snagging' list. The Council would incur no cost for this because it was part of the contract.
- The request to organise a 'clean up' day will be considered by the Amenities Committee at its meeting on 23<sup>rd</sup> September.

**133.19 Planning and Tree Works Applications:**

**19/05241/FUL 86 The Borough, Downton (Revised Plans) - Demolition of existing rear extension. Construction of rear and part first floor extension:**

Downton Parish Council acknowledged the revised plans and RESOLVED to support this application again in principle but would accept the Conservation Officer's recommendations with regard to materials to be used and particularly with regard to the colour of the render and the window designs.

**19/06745/LBC 8 The Borough, Downton - Installation of downstairs cloakroom within existing utility room:**

Downton Parish Council RESOLVED to support this application on the grounds that it will have minimal impact on the property and no impact on the conservation area.

**19/07458/LBC The White Horse 62 The Borough, Downton - Internal alterations to modern additions:**

Downton Parish Council RESOLVED to support this application to improve the internal areas of the public house provided the Conservation Officer was satisfied that there would be no negative impact on the listed building.

**19/07591/LBC &**

**19/07434/FUL The White Horse, 62 The Borough, Downton - Internal and external alterations for trade kitchen extraction unit:** Downton Parish Council RESOLVED to support this application provided the Planning Officer and Conservation Officer satisfied themselves that there would be no environmental and noise impact on the listed building and neighbouring properties from the extraction unit.

**19/07598/VAR 23 High Street, Downton - Variation to condition 6 and removal of conditions 3, 4 and 5 of application 16/04847/FUL:** Downton Parish Council RESOLVED to support this application and the proposed amended condition subject to the approval of applications 19/07753/LBC and 19/07599/FUL.

**19/07753/LBC &**

**19/07599/FUL 23 High Street, Downton - Change of use of portion of ground floor from Class A1 to Class C3 and minor alterations to join with existing ground floor class C3 use:** Downton Parish Council resolved to support this application on the grounds that the applicants have been unable to attract any buyers for the shop despite advertising the availability of the lease over a long period.

**134.19 To resolve to note the decisions on recent applications:** Downton Parish Council RESOLVED to note the following decisions:

- 19/06802/FUL 1 Avon Meadow Downton - Approve with conditions.
- 19/06956/TCA Moot House, Moot Lane, Downton - Approve with conditions.
- 19/06442/FUL 2 Downlands Close, Downton - Approve with conditions
- 19/05972/FUL Long Close, Barn Long Close, Downton - Approve with conditions.

**135.19 To consider a request from David Hart Aerospace Pipes to use the Memorial Gardens on Saturday 21<sup>st</sup> September 2019 for an organised BBQ for staff and their families during an open day to visit their new facility in Parkers Close:** The Clerk reported that she had been notified that this event was not going ahead.

**136.19 To consider a request from Beacon Leisure Management to use the Moot Lane Recreation Ground on Sunday 5<sup>th</sup> April 2020 as the finishing point for the Downton Half Marathon:** Cllr Brentor proposed, Cllr Roberts seconded and it was RESOLVE that the request be approved and the Clerk be asked to highlight the Council's concern about the parking of visitor cars in the vicinity of the recreation ground in Moot Lane which may affect the safety of the runners.

**137.19 To resolve that the chairs, tables, office, kitchen and toilet equipment together with fixtures and fittings installed in the extension of the Downton Memorial Centre be confirmed as in the ownership of the Downton Memorial Hall Committee:** Following a brief discussion and confirmation that the boiler will also be included in the transfer but not the audio visual equipment, lift or alarm, Cllr Hall proposed from the Chair and it was RESOLVED that the ownership of the fixtures and fittings be confirmed as the Downton Memorial Hall Committee.

**138.19 To review the cover provided for the renewal of the Council's Annual Insurance Policy with Inspire Insurance to commence on 1<sup>st</sup> October 2019 and to resolve to approve the Premium of £6,781.87:** Following a brief report from the Clerk, Cllr Hall proposed from the Chair and it was RESOLVED that the Council's approval be confirmed in principle but that the final approval, once the minor changes have taken effect and the premium revised, be delegated to the Amenities Committee at its meeting to be held on 23<sup>rd</sup> September.

**139.19 To consider a proposal from Cllr Hall to create a set of regulations on the uses of land owned by the Parish Council, and similar to the Parish Council's Bye-Laws dated 1986, but which will include recently added areas of land not included in the Bye-Laws:** Follow a short briefing from Cllr Hall, he proposed, Cllr Mace seconded and it was RESOLVED that a set of regulations be produced by the Clerk.

**140.19 To consider a proposal from Cllr Hall that the Finance & Strategy Committee reviews and revises the Parish Council's Bye-Laws in the long term to include all newly owned areas of land:** Cllr Roberts proposed, Cllr Hall seconded and it was RESOLVED that the proposal be varied to include the views of the Amenities Committee in the review and revision of the Council's Bye-Laws.

**141.19 To resolve to approve the Terms of Reference and membership of the Finance & Strategy Committee:** Following a detailed explanation from Cllr Brentor, she proposed, Cllr Cornell seconded and it was RESOLVED that the Terms of Reference be approved in principle but if any further changes be required following further scrutiny of them by the Clerk, then they be brought back to the next meeting.

Membership: Cllrs Cornell, Hall, Mace, Mount-Kingett, Pearce and Roberts.  
Cllr Brentor to be ex-officio as the chair of the Amenities Committee.

**142.19 To resolve to approve the Terms of Reference and membership for the Leisure Centre Working Group:** Cllr Cornell proposed, Cllr Mace seconded and it was RESOLVED that they be approved.

Membership: Cllrs Brentor, Cornell, Randall, Watts and Messrs Bromilow, Etheridge and Sutcliffe.

**143.19 To appoint a representative of the Parish Council to attend meetings of Wiltshire Council's Community Area Transport Group:** Cllr Roberts proposed, Cllr Brentor seconded and it was RESOLVED that Cllr Hall be appointed as the Council's representative on the CATG.

**144.19 To resolve to approve the appointment of two litter pickers as employees of the Parish Council:** Following a brief report from Cllr Brentor, she proposed, Cllr Cornell seconded and it was RESOLVED that Ms Alexandra Hastie and Ms Eleanor Philp be appointed as employees of the Parish Council in the role of litter pickers.

**145.19 To resolve to agree on a response to Wiltshire Council's Electoral Review Committee with regard to any changes Downton Parish Council proposes to its governance arrangements as part of a Community Governance Review:** Cllr Mace proposed, Cllr Brentor seconded and it was RESOLVED that the

Clerk respond on behalf of the Parish Council advising that it does not wish to make any changes.

**146.19 To resolve to approve a change in the Terms of Reference for the joint Chalk Pit Management Committee with Redlynch Parish Council that meetings should be held every 2 years in September rather than every year, other than for exceptional reasons:** Cllr Hall proposed, Cllr Brentor seconded and it was RESOLVED that the change be approved.

**147.19 Representative Reports:**

**Southern Wiltshire Area Board:** Cllr Mace gave a detailed report on a recent meeting at which there had been a presentation on the circular path in the Grimsteads, a presentation on the potential effects of not having a 5 year housing land supply in South Wiltshire and a presentation by Deputy Police and Crime Commissioner on the Annual Report and proposals for revised policing priorities for Wiltshire.

**Chalk Pit Management Committee:** Cllr Watts a brief report on a very short meeting at which the changes to the Terms of Reference of the Committee were discussed.

**148.19 To approve the following payments:**

- £805.00 - Maranji Commercial & Domestic Cleaning - July.
- £733.39 - Bawden Contracting Services Ltd - For grasscutting in August.
- £205.63 - Idverde - For bin collection in August.
- £34.53 - West Mercia Energy - For Public Toilets.
- £55.00 - Downton Memorial Centre – Various hire of rooms for meetings.
- £61.61 - Greenflow Water Saving - For public toilets annual maintenance.
- £40.00 - Longford Estates - For allotment and play area rents
- £312.00 - Play Inspection Company Ltd - For playground inspections.
- £750.00 - SLCC - Second Payment for Clerk’s Level 4 Community Governance Course with De Montfort University.
- £153.60 - Mr R Moody – For installation of bins and other work in the Moot Lane Recreation Ground.
- £90.00 - Salisbury Window Cleaning Services - For cleaning of bus stops.

Cllr Hall proposed from the Chair and it was RESOLVED that the payments be approved.

**149.19 To resolve to approve the sum of £11,558.05 as the Accounts for payment for September 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		205.63
West Mercia Energy		34.53
Downton Memorial Centre		55.00
Longford Estates		40.00
Greenflow Water Saving		61.61

Play Inspection Company Ltd	312.00
Society of Local Council Clerks	750.00
Mr R Moody	153.60
Salisbury Window Cleaning Services	90.00
Inspire Insurance	6,781.87
Staff salaries	1,535.42
Total	<u>11,558.05</u>

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

**Balances to be Approved and Noted as at 09.09.19**

Current A/c: £1,569.96 Deposit A/c: £102,962.92  
 Memorial Hall Extension A/c: £19,220.32

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

**150.19 To resolve to approve and note the Budget to Actual Report to 30<sup>th</sup> September 2019:**

Cllr Hall proposed from the Chair and it was RESOLVED that the Report be approved and noted.

**151.19 To resolve to note the Clerk’s report providing information on recent issues and work completed:**

Cllr Hall proposed from the Chair and it was RESOLVED that the Clerk’s report be noted:

*Resignation:* Mr Geoff Ricketts has resigned resulting in there being 5 parish councillor vacancies in Downton Ward.

*Bin installation:* The BBQ bin and public bin in the Moot Lane Recreation Ground have been installed and are being used.

*Charles Church development play areas:* Work on the installation of the play area on the site has started. The Clerk has advised her contact at Charles Church that it will need a considerable layer of topsoil to prevent numerous stones within the sub-soil coming to the surface and causing a long term safety hazard.

*Highways:*

- *Cycle Way:* Work to the cycle way has continued and it is much more useable.
- *Work to road beside dental surgery:* Resurfacing of this area took place at the end of August.
- *Longford Service Station:* The Enforcement Officer has closed her file on the issue of the contractors working late evenings beyond the conditions of their planning permission. No further complaints have been received.

*Salisbury Reds Bus 44:* The Clerk is awaiting a response from Wiltshire Council regarding the removal of the early bus leaving Woodfalls at 07.12 from the new timetable which started on 1<sup>st</sup> September following a concern raised by a resident. The Council and users were not previously advised of this even though the bus company is required to give 70 days’ notice of any changes.

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

1. Wiltshire Council - Emails regarding:
  - Briefing Note no. 19-022 Wiltshire Housing Land Supply.
  - Parish Newsletter for w/c 12<sup>th</sup> August 2019.
  - Community Governance Review – requesting expressions of interest from parishes.
  - Community Area Transport meeting on 25<sup>th</sup> September which will provide a refresh on application processes for work and details of the 2020/21 highways maintenance programme.
2. Wiltshire Association of Local Councils - August Newsletter and an invitation to Community First's AGM on 9<sup>th</sup> October in Devizes.
3. Dorset & Wilts Fire and Rescue Authority - Notification of the Wiltshire Local Performance & Scrutiny Committee with a link to the papers. The dates for the upcoming LPS Wiltshire meetings are: 4 Sept, 8<sup>th</sup> November, 14<sup>th</sup> February 2020 and 22 May 2020 from 10-12.00 hrs at the Devizes Training Centre.
4. Salisbury NHS Foundation Trust - A poster and notification from the Cancer Support Dept (Haematology) providing details of a new health and wellbeing event from the Living With and Beyond Cancer team . These sessions are open to anyone in the Wiltshire area affected by a cancer diagnosis; patients, carers, friends, family – a chance for people to meet the cancer support team. The next event will be Thursday 19<sup>th</sup> September 9.30am until 11.30 and from October onwards they will be held monthly on the last Friday each month (10am-12 midday).
5. Pride in Salisbury UK 2020 – An email invite the Parish Council to be represented at the event by joining the Pride Parade on 13<sup>th</sup> June 2020. The organisation aims to celebrate all diversity within Salisbury and the surrounding towns and villages. Next year will have a particular focus on ensuring inclusion for those living with mental illness or a learning difference.
6. Wiltshire Bee & Honey show: Notification of an event in Devizes on 5<sup>th</sup> October.
7. Parishioner – An email asking for information on the Parish Council's action plan for residential overgrown hedges on rights of way.
8. Parishioner – An email asking the Parish Council to take action about the overgrown hedge on the route from Iron Bridge to the watermeadows.
9. Parishioner – An email asking the Parish Council to do something about the parking around the Co-op area as well as those drivers who don't park responsibly.

**153.19 Date of next meeting:** Cllr Hall confirmed the date of the next meeting as Monday 14<sup>th</sup> October 2019 at 7.30 pm in the Bonvalot Room, Downton Memorial Centre, The Borough, Downton

With no further business, the meeting closed at 9.55 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.*