

DOWNTON PARISH COUNCIL



Minutes of the Ordinary meeting of the Parish Council held on Monday 14th October 2019 in the Bonvalot Room at the Downton Memorial Centre, The Borough, Downton at 7.30 pm.

Present: Cllr Brentor, (Chair) and Cllrs Cornell, Mace, Mount-Kingett, Pearce, Randall and Roberts.

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

Also present: Eleven members of the public.

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

155.19 Public Question Time:

A parishioner made a comment on planning application 19/08305/FUL as the name of the annexe was identical to her B&B business.

The Chair of the Memorial Hall Committee asked that the Parish Council's ownership of the lift, alarm and AV equipment be clarified in the Minutes of the September meeting. She also asked that the Parish Council consider installing CCTV cameras on the outside of Memorial Centre in light of the recent incidents of anti-social behaviour in Downton and the damage to the windows.

A member of Downton Green Group asked councillors to consider the Group's proposal which was an item on the agenda and to appoint a member to the Steering Group.

156.19 Unitary Cllr Richard Clewer: Cllr Clewer reported that Wiltshire Council:

- Would build 1,000 houses over the next 10 years.
- Had agreed to take ownership of the Maltings site in Salisbury so that the regeneration of the site could commence.
- Had agreed a sum of £500k to be spent across 7 community areas which did not benefit from the campus project and whose projects met the criteria. He said he would be happy to meet with the Parish Council to discuss a project to improve Downton Leisure Centre.

Cllr Clewer also advised the Parish Council to ensure that all blocked drains were reported for clearing before the winter weather arrived.

157.19 To receive apologies from Councillors: The Clerk reported that she had received apologies from Cllrs Hall and Watts due to holiday commitments. Cllr Brentor proposed from the Chair and it was RESOLVED that the apologies and the reasons for them be noted.

158.19 To consider and resolve to approve the Minutes of the Ordinary meeting held on Monday 9th September 2019: Cllr Mace proposed, Cllr Roberts seconded and it was RESOLVED, that they be approved and signed with the inclusion of the words 'lift or alarm' after the words 'audio visual equipment' in Minute 137.19.

159.19 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 Minute 171.19 as a member of the Downton Green Group.

Cllr Mace declared a personal and non-pecuniary interest in Minute 180.19 and 181.19.

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.

160.19 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 Brentor proposed from the Chair and it was RESOLVED that the comments made by parishioners would be taken into account when councillors considered the items on the Agenda. She also said that the issue of CCTV cameras for the Memorial Centre would be added as an item to the next Agenda.

161.19 Planning and Tree Works Applications:

19/08305/FUL Annex at 102 The Borough Downton - Change of use to holiday accommodation: Downton Parish Council RESOLVED to raise no objection to this application.

19/08803/FUL 4 Natanbury Waterside Downton - Erection of Single-Storey Extension to Rear of Property. Part Demolition of Rear Property Wall: Downton Parish Council RESOLVED to support this application provided the Conservation Officer raises no objection to it.

19/08953/TCA 82 The Borough Downton - Ash tree - fell: Downton Parish Council RESOLVED to raise leave the decision on this application to the Tree Officer.

19/09247/TCA Yew Tree Cottage 81The Borough Downton - Ash - Remove one of two limbs due to shading: Downton Parish Council RESOLVED to raise no objection to this application.

19/09415/FUL Station House, The Sidings, Downton - Extending and conversion of existing garage to a dwelling and construction of new garage ancillary to Station House: Downton Parish Council resolved to object to this application on the grounds that it was over-development of the site, there was a loss of amenity land to the existing dwelling and insufficient amenity land at the rear of the proposed dwelling. It would also contest that there are insufficient parking

spaces for the two dwellings as the Wiltshire Local Transport Plan 2011-26 states that Wiltshire Council does not include garages as part of the allocated parking provision 'except where there are overriding design considerations'.

19/09491/FUL 2 Church Lane, Charlton All Saints - Removal of conservatory and construction of single and two storey extensions to provide additional accommodation, together with associated works: Downton Parish Council RESOLVED to support this application on the grounds that it is compliant with CP57.

162.19 To resolve to note the decisions on recent applications: Following a report from the Clerk, Cllr Brentor proposed from the Chair and it was RESOLVED that this item be deferred to the next meeting.

163.19 To resolve to approve and accept the External Auditor's Report and Certificate for the Annual Governance and Accountability Return for 2018-19 and to note PKF Littlejohn's comments. Cllr Brentor proposed from the Chair and it was RESOLVED that the Report and Certificate for the Annual Governance and Accountability Return for 2018-19 be approved and accepted and it be noted that the External Auditor had no comments other than to confirm that the accounts had been prepared in accordance with proper practices.

164.19 To resolve to approve the closure of the B3080 from the Memorial Gardens in The Borough to Church Hatch from 09.50 hours to 10.50 hours on Sunday 10th November 2019 for the Remembrance Sunday Service and Parade: Cllr Brentor proposed from the Chair and it was RESOLVED that the temporary closure be approved.

165.19 To resolve to approve a donation of £18 to the Royal British Legion for a Poppy Wreath and to resolve to appoint a councillor to lay it on behalf of the parish on Remembrance Sunday: Cllr Randall proposed, Cllr Roberts seconded and it was RESOLVED that the donation be approved and that Cllr Watts be appointed to lay the wreath on behalf of the parish, with Cllr Brentor as reserve.

166.19 To consider a recommendation from the Moot Lane Recreation Working Group to approve a quote of £9,164.50 from Fresh Air Fitness for the purchase of a range of adult exercise equipment using the received £10,000 Awards for All Lottery Grant: Cllr Cornell proposed, Cllr Pearce seconded and it was RESOLVED that quote be approved.

167.19 To resolve to approve that Clerk's attendance at the Society of Local Council Clerks' 3rd South West Regional Training Seminar in Bournemouth on Wednesday 27th November 2019 at the cost of £40: Cllr Mount-Kingett proposed, Cllr Pearce seconded and it was RESOLVED that the Clerk's attendance be approved and that she be asked to provide a report on the seminar.

168.19 To consider a recommendation from the Amenities Committee to approve a Tree Policy for the Parish Council: Following an explanation from Cllr Brentor, Cllr Mount-Kingett proposed, Cllr Pearce seconded and it was RESOLVED that the policy be approved subject to the inclusion of a further clause: 'The Council will always endeavour to re-plant with a site appropriate tree in the place of any trees removed'.

169.19 To consider a recommendation from the Amenities Committee with regard to Wiltshire Council’s new ecological approach to verge management and to approve that the highway verges on the A338 when leaving Downton and heading north out of the parish be recommended by Parish Council suitable for the establishment of a wildflower verge in accordance with the stated criteria: Cllr Brentor proposed from the Chair and it was RESOLVED that the identified highway verges on the A338 be approved.

170.19 To consider a proposal from Cllr Brentor to seek permission and guidance from Wiltshire Council for the repainting of Moulds Bridge: Following a brief discussion, Cllr Brentor proposed from the Chair and it was RESOLVED that the Clerk should seek permission from Wiltshire Council to repaint the bridge.

171.19 To consider a detailed proposal from Downton Green Group for the Parish Council to commit to working work towards Plastic Free Community (‘PFC’) Status and to appoint a representative to the PFC Steering Group: Following a discussion, Cllr Mace proposed, Cllr Brentor seconded and it was RESOLVED that the Parish Council should commit to working towards Plastic Free Community Status and that Cllr Mount-Kingett be appointed as the Council’s representative on the PFC Steering Group.

172.19 To consider an invitation from St Laurence’s Church to enter a Parish Council Christmas exhibit for the Christmas Festival being held at St Laurence’s Church in mid-December: Cllr Brentor proposed from the Chair and it was RESOLVED that Cllr Pearce be delegated with the responsibility again of entering an exhibit on behalf of the Council.

173.19 To consider a proposal from Cllr Cornell for the Parish Council to hold a Community Safety Day in the Memorial Centre for residents focusing on information on crime prevention, neighbourhood watch, flood awareness, fire safety and defibrillator training: Following a brief explanation from Cllr Cornell, she proposed, Cllr Pearce seconded and it was RESOLVED that a day be organised for a Saturday early in 2020.

174.19 To consider a proposal from Cllr Brentor to re-clarify the Terms of Reference of the Finance & Strategy Committee: Following a detailed explanation from Cllr Brentor, Cllr Pearce proposed, Cllr Mount-Kingett seconded and it was RESOLVED that the approved Terms of Reference remain unchanged.

175.19 To consider a proposal from Cllr Brentor to set up a Councillor Training Evening with a focus on the Planning System: Cllr Pearce proposed, Cllr Roberts seconded and it was RESOLVED that the Clerk be requested to set and provide a training evening for councillors.

176.19 To resolve to consider the future of the Tree Planting Working Group: Following a discussion, Cllr Mount-Kingett proposed, Cllr Pearce seconded and it was RESOLVED that the Working Group should continue and meet to agree on the trees to be purchased and their proposed locations.

177.19 Committee Reports:

Amenities Committee: Cllr Brentor gave a report on a recent meeting at which a number of the recommendations had already been discussed earlier in this meeting. She also said that the annual insurance premium had been approved, village clean up days, signs for the play areas and cemetery and play area inspection reports had been discussed and updates were received on the work of several of the working groups.

178.19 To resolve to receive and note the Minutes of:

The meeting of the Amenities Committee held on Monday 22nd July 2019.

Cllr Brentor proposed, Cllr Cornell seconded and it was RESOLVED that they be received and noted.

179.19 Representative Reports:

Downton Millennium Green Committee: Cllr Brentor gave a report on a recent meeting at which it had been agreed that a new willow structure was to be installed, new signage to direct people to the Green was to be erected and plans for the Green's participation in Downton in Bloom was discussed.

Brian Whitehead Sports Centre Association: Cllr Cornell gave a report on a recent meeting at which it had been reported that the work to the roof over the indoor tennis courts was close to completion and a February date for the AGM had been agreed as the Chair was going to be away for November and January.

Memorial Hall Committee: Cllr Pearce gave a brief report on a recent meeting at which approval had been given for the internal decoration of the hall which would take place in January 2020, a discussion was held on the recent damage to the windows and the potential for installing CCTV cameras.

Flood Warden Seminar: Cllr Pearce gave a brief report on what she said was an interesting and informative day.

Community Area Transport Group: The Clerk gave a brief report on a recent meeting at which there had been a presentation on the scheduled highways schemes for the next 5 years. Parish Councils were asked to submit any minor roads which may need work or resurfacing so that they could be considered for inclusion in the schedule. She also advised that approval was given for the work to kerb the western Borough Green and this had included an additional £3k to the original quote, due to a further drain being added to the design, the cost of which was to be met by the Group rather than the Parish Council.

180.19 To approve the following payments:

- £9,160.11 - Public Works Loan Board - Loan for Memorial Centre extension.
- £2,400.00 - PKF Littlejohn - External audit services.
- £1,703.99 - Davies Sports - Basketball Hoop for Moot Lane Recreation Ground.
- £805.00 - Maranji Commercial & Domestic Cleaning - October.
- £733.39 - Bawden Contracting Services Ltd - For grasscutting in September.

- £205.63 - Idverde - For bin collection in September.
- £17.71 - West Mercia Energy - For Public Toilets.
- £125.00 - Downton Memorial Centre - Various hire of rooms for meetings.
- £287.20 - Mr R Moody - Installation of bins and other work in the Moot Lane Recreation Ground.
- £750.00 - CB Roofing - Final payment due for re-roofing of Memorial Hall.
- £74.68 - Bournemouth Water Business - Cemetery water.
- £84.84 - Viking - Printer cartridges.

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

181.19 To resolve to approve the sum of £19,803.03 as the Accounts for payment for October and to record the bank balances.

Payee	Detail and payment made by bank transfer	£
Public Works Loan Board		9,160.11
Maranji Commercial & Domestic Cleaning		805.00
Bawden Contracting Services Ltd		733.39
Idverde		257.04
West Mercia Energy		17.71
Downton Memorial Centre		125.00
R Moody		287.20
PKF Littlejohn		2,400.00
CB Roofing		750.00
Bournemouth Water Business		74.68
Viking		84.84
Davies Sports		1,703.99
Royal British Legion		18.00
Tom Matthewman		75.60
Alex Hastie		226.80
EI Philp		226.80
Mrs B Cornish		1,535.22
HM Revenue & Customs		1,321.65
	Total	<u>19,803.03</u>

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

Balances to be Approved and Noted as at 14.10.19

Current A/c: £2,298.55 Deposit A/c: £117,103.01
 Memorial Hall Extension A/c: £19,220.32

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

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

Parish Council Vacancies: Mr Dene Gentle's has submitted his resignation and so the Council now has six vacancies.

Charles Church development play areas: Following concerns raised about the safety of young pedestrians on scooters, temporary barriers (kindly loaned to the Parish Council by Downton Cuckoo Fair) were installed in a staggered fashion across the two exits onto Wick Lane. The Clerk has emailed the Highways Officer and the new representative for Persimmon Homes to install the permanent barriers as a matter of urgency.

Memorial Hall: Damage was caused to two windows on the eastern side of the hall which were repaired on Wednesday 9th October. The incident was reported to the police on 101.

Public Toilets: Minor damage was caused on two occasions to the toilets. Both incidents were reported to the police on 101. The Council's contractor has made good the damage.

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

1. Wiltshire Council - Emails regarding:

- Briefing Note no. 19-025 Code of Conduct Complaints.
- Briefing Note No. 19-026 Wiltshire Housing Site Allocations Plan- Consultation on Further Main Modifications
- Traffic Orders: Temporary Road Closure – Witherington Road with Old Vicarage Lane on 4th November between 9.30 am and 3.30 pm.
- Parish Steward Programme from October 2019-January 2020.
- Consultation on the Wiltshire Housing Site Allocations Plan - Consultation on Further Main Modifications, along with the Revised Sustainability Appraisal and updated Addendum to the Habitats Regulations Assessment are published for consultation for 6-week period of consultation from 9 am Thursday 12 September until 5pm, Friday 25 October 2019. .
- Wiltshire Lieutenancy – An email advising that Cllr Richard Britton will attend the Downton Remembrance Sunday Service & Parade and lay a wreath on behalf of Wiltshire Council.

2. Wiltshire Association of Local Councils – September and October Newsletters.

3. Rights of Way Working Group – an email from the Chair advising that the Circular Path will be “opened” on the morning of Saturday 2nd November. More information will follow nearer the time.

4. Parishioner – An email regarding a planning application and a blocked drain.

5. Parishioner – An email regarding an overgrown hedge.

184.19 Date of next meeting: Cllr Brentor confirmed the date of the next meeting as Monday 11th November 2019 at 7.30 pm at the Downton Memorial Centre, The Borough, Downton.

With no further business, the meeting closed at 10.05 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.