

# DOWNTON PARISH COUNCIL



**Minutes of the Ordinary meeting of the Parish Council held on Monday 11<sup>th</sup> November 2019 in the Bonvalot Room at the Downton Memorial Centre, The Borough, Downton at 7.30 pm.**

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

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

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

## **Part 1**

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

## **186.19 Public Question Time:**

The Chair of the Downton Society asked whether the election of councillors to the New Housing Development Committee signified that the Neighbourhood Plan was about to be reviewed.

A parishioner asked about the clearing of the culvert section of The Bunny.

Cllr Cornell raised the issue of an overgrown hedge in Gravel Close on behalf of a parishioner who was unable to attend the meeting.

**187.19 Unitary Cllr Richard Clewer:** Cllr Clewer reported that Wiltshire Council:

- Was not looking at any further development for Downton, although there may be some housing on the edge of Harnham.
- Had launched the 'Green Pledge' which was a simple online tool to encourage people to commit to doing what they can to be as environmentally friendly as possible.
- Had started its budgeting setting process which would end in February.

**188.19 To receive apologies from Councillors:** The Clerk reported that no apologies had been received.

**189.19 To consider and resolve to approve the Minutes of the Ordinary meeting held on Monday 14<sup>th</sup> October 2019:** Cllr Mace proposed from the Chair and it was RESOLVED, with 2 abstentions from Cllr Hall and Watts, that the Minutes be approved and signed by the Chair as a correct record.

**190.19 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 interest in planning application 19/09624 and passed the role of chair to Cllr Cornell for the discussion and did not speak or vote when it was discussed.

Cllrs Mace and Pearce declared personal and non-pecuniary interest in Minutes 197.19 and 198.19.

**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.

**191.19 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 Mace proposed from the Chair and it was RESOLVED that responses to the questions raised during the public question time be as follows:

- The elections to the Committees were to ensure they were quorate and there were no current plans to update the Neighbourhood Plan.
- The Clerk would raise the matter of the culvert with her contact at the Environment Agency.
- The Clerk was aware of the overgrown hedge but had not be able to prioritise the writing of a letter to the resident above other more urgent work.

**192.19 Planning and Tree Works Applications:**

**19/09691/LBC &**

**19/10089/FUL Meadowside, 32 Gravel Close, Downton - Replace existing rear conservatory:** Downton Parish Council RESOLVED to support this application on the grounds that it complied with core policies 57 and 58 of the Wiltshire Core Strategy and would have minimal impact on the Downton Conservation Area.

**19/10063/TCA 16 Gravel Close, Downton - Conifer – Fell:** Downton Parish Council RESOLVED to leave the decision on this application to the Tree officer.

**19/10363/LBC &**

**19/10102/FUL 18 Lode Hill, Downton - Replacement rear extension:** Downton Parish Council RESOLVED to support this application, subject to the approval of the Conservation Officer, on the grounds that it complied with core policies 57 and 58 of the Wiltshire Core Strategy.

At this pointed in the meeting and due to his declared interest, Cllr Mace passed the chairing of the meeting to Cllr Cornell.

**19/09624/FUL Kingfisher Cottage, Long Close, Downton - Two storey side extension and alterations:** Downton Parish Council RESOLVED to support this application on the grounds that it complied with core policies 57 and 58 of the Wiltshire Core Strategy, Policy LC1 of the Downton Neighbourhood Plan and the Village Design Statement subject to the window in the first floor en-suite bathroom

being obscured and a condition that a 'banksman' be provided during construction between the hours of 8.00 and 9.00 am and 2.30 and 3.30 pm in order to assist construction traffic visiting the property in view of the heavy use of Long Close by school children.

At this pointed in the meeting, Cllr Cornell passed the chairing of the meeting back to Cllr Mace.

**193.19 To resolve to note the decisions on recent applications:** Cllr Mace proposed from the Chair and it was RESOLVED that following decisions be noted:

19/08803/FUL Natanbury, Waterside, Downton  
Erection of Single-Storey Extension to Rear of Property.  
Part Demolition of Rear Property - Approve with conditions

19/09247/TCA Yew Tree Cottage, 81 The Borough, Downton  
Ash - Remove One of two limbs due to shading - No objection

19/08305/FUL & 19/07753/LBC, 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 - Approve with conditions

19/07598/VAR 23 High Street Downton  
Variation to condition 6 and removal of conditions 3, 4 and 5 of application  
16/04847/FUL - Approve with conditions

19/07072/TPO 86 Moot Gardens, Downton  
(T3 of TPO Downton 227) cut back to boundary 2 overhanging limbs - Approve with conditions.

**194.19 To consider a recommendation from the Finance & Strategy Committee to approve the revised Financial Regulations and proposed changes issued by the National Association of Local Councils:** Cllr Mace proposed, Cllr Hall seconded and it was RESOLVED that the Financial Regulations be approved subject to the Clerk seeking guidance and clarification on the inclusion of clause 6.20.

**195.19 To consider a recommendation from the Finance & Strategy Committee that the revised Risk Register be approved:** Following a detailed explanation by the Clerk, Cllr Cornell proposed, Cllr Pearce seconded and it was RESOLVED that the Risk Register be approved. The Clerk agreed to draft an Action Plan to be agreed at the December meeting in which specific actions will be allocated to all councillors.

**196.19 To consider ideas and suggestions for an event or activity to mark the 75th anniversary of VE Day on Friday 8<sup>th</sup> May 2020:** Following a discussion, Cllr Cornell proposed, Cllr Pearce seconded and it was RESOLVED that a sum of £5,000 be included in the budget for 2020/21 and a decision be taken on what activities will be funded following a consultation with parishioners' through an article in the forthcoming InDownton Newsletter.

**197.19 To consider a request from the Downton Memorial Hall Committee to install CCTV cameras on the outside of the building:** Following a brief

discussion, Cllr Cornell proposed, Cllr Watts seconded and it was RESOLVED that a joint working group be formed with Cllrs Mace, Hall and the Clerk from the Parish Council and a representative of the Memorial Hall Committee.

**198.19 To consider a request for a permanent flagpole to be installed above the portico on the Memorial Hall:** Following a brief discussion and guidance from the Clerk, Cllr Mace proposed, Cllr Hall seconded and it was RESOLVED that no further action be taken on this request.

**199.19 To resolve to elect councillors to the following Committees:** Cllr Mace proposed from the Chair and it was RESOLVED that councillors be elected to the committees as follows:

- a. **New Housing Development:** Cllrs Mace, Roberts and Watts.
- b. **Flood Defence and Watermeadows:** Cllrs Mount-Kingett, Pearce and Roberts.
- c. **Complaints:** Cllrs Mace and Roberts.
- d. **Staffing:** Cllr Randall.

**200.19 To consider and resolve to approve the purchase of a refurbished laptop computer for £179.00 for the purpose of advertising local Downton activities and clubs within Downton Surgery as part of a project to be implemented by the Council's Caring Community Working Group:** Following an explanation from Cllr Brentor, Cllr Pearce proposed, Cllr Hall seconded and it was RESOLVED that the purchase be approved.

**201.19 To resolve to approve the election of Cllr Cornell as a Parish Council representative on the Brian Whitehead Sport Centre Association:** Cllr Hall proposed, Cllr Pearce seconded and it was RESOLVED that Cllr Cornell be appointed as the second representative to the BWSCA.

**202.19 To resolve to elect another councillor to the Communications Working Group:** Cllr Brentor proposed, Cllr Pearce seconded and it was RESOLVED that Cllr Hall be elected to the Communications Working Group.

#### **203.19 Committee Reports:**

**Finance & Strategy Committee:** Cllr Brentor on a recent meeting at which the Risk Register, Financial Regulations and Strategic Plan had been discussed as well as possible non-council members with appropriate skills and experience who could be co-opted to the Committee.

**WW1 Trees Working Group:** Cllr Mount-Kingett gave a brief report on a recent meeting to progress the project. She said that as it was now a year beyond the 100<sup>th</sup> anniversary, the group considered that it may be better to plan an orchard and use the Moot Lane Recreation Ground for this purpose. However, it would depend on the type and variety of fruit trees to be planted and further ideas may come from the consultation of the strategic plan.

#### **204.19 Representative Reports:**

**Southern Wiltshire Area Board:** Cllr Mace gave a brief report on a well-attended meeting to discuss footpaths with Richard Broadhead, the Head of Rights of Way

and Countryside for Wiltshire Council. He said Mr Broadhead had given an excellent presentation and responded to numerous questions.

**Circular Walk:** Cllr Brentor gave a brief report on the recent launch of the Downton Circular Walk which had been well attended considering the wet and windy weather conditions. It is hoped that in time the walk will have a QR Code and an audio description of the walk will be able to be downloaded.

**205.19 To approve the following payments:**

- £805.00 - Maranji Commercial & Domestic Cleaning - November.
- £733.39 - Bawden Contracting Services Ltd - For grasscutting in October.
- £205.63 - Idverde - For bin collection in October.
- £17.19 - West Mercia Energy - For Public Toilets.
- £423.95 - Mr R Moody – Replacement of gate posts at entrance to cemetery.
- 197.85 - Mr R Moody - Work to fascia board and guttering at Memorial Centre.
- £145.20 - Rialtas Business Solutions Ltd - Alpha finance software maintenance.
- £61.64 - Viking - Printer cartridges.
- £37.15 - 1&1 Ionos - Website hosting.
- £558.00 - Gartec - Annual Maintenance for Memorial Centre Lift.
- £20.00 - Downton Band - Hire of band hall for circular walk launch.

Cllr Cornell proposed, Cllr Roberts seconded and it was RESOLVED that the payments be approved.

**206.19 To resolve to approve the sum of £5,463.42 as the Accounts for payment for November 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	17.19
	Mr R Moody	423.95
	Mr R Moody	197.85
	Rialtas Business Solutions Ltd	145.20
	Viking	61.64
	1&1 Ionos	37.15
	Gartec	558.00
	Downton Band	20.00
	Tech B	179.00
	Staff Salaries	2079.42
	<b>Total</b>	<b><u>5,463.42</u></b>

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

**Balances to be Approved and Noted as at 11.11.19**

Current A/c: £2,234.56 Deposit A/c: £107,103.01  
 Memorial Hall Extension A/c: £19,022.47

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

**207.19 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:

*Exercise equipment:* Fresh Air Fitness will be installing the adult exercise equipment in the Moot Lane Recreation Ground on Wednesday 13<sup>th</sup> November and complete the work the following day.


*Cemetery:* Following a report of a rotten entrance gate post both entrance gate posts have been replaced and the gates re-hung.

*Winter salt:* The Clerk collected the 300 kg of salt from Wiltshire Council's depot at High Post on 1<sup>st</sup> November together with signs and hi vis jackets as part of the parish emergency assistance.

*Highways:* Wiltshire Highways has advised that its contractor, Ringway, will start work on 18<sup>th</sup> November for 4 days to resurface 25 metres of pavement on the northern side of The Borough from the end of the double yellow lines (by The Bull) up to the gates for the old cricket pitch.

**208.19 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:

- Highways Newsletter for October.
- Briefing Note no. 19-031 - Chippenham BID Renewal Ballot October 2019
- Briefing Note No. 19-032 - Community Governance Review – A list of parishes who wish to seek a review.
- Briefing Note Number 19-033 - Payphones Consultation (all are located within towns in Wiltshire).
- Briefing note 19-030 We're Targeting Fly-tippers – advising of new reward campaign to help combat fly-tipping in Wiltshire.
- Traffic Orders: Temporary Road Closure – Downton – The Borough from the Memorial Gardens to Church Hatch from 09.50 hrs to 10.50 hrs on Sunday 10<sup>th</sup> November 2019.
- Waiting and parking requests 2020-202: An email advising that the deadline for receipt of waiting and parking restriction requests is 31 January 2020.
- Email from Graham Axtell regarding the resurfacing of pavement in The Borough from 8<sup>th</sup> November.
- Emails from the planning dept and tree works officer apologising for the poor performance and regular inaccessibility of the Wiltshire Council planning website. Guidance is as follows:
- If you are having trouble opening planning documents (that show as a blank web page) try the following:  
*Do not use Internet Explorer. Refresh the page by pressing F5 on the keyboard or  (situated at the end of the web address bar at the top of the webpage) or use an alternative web browser such as Google Chrome.*

- Invitation from the Lord Lieutenant to the County of Wiltshire Carol Service on 6th December 2019 in Swindon.
- 2. Trafalgar School – An invitation to all councillors to attend the Presentation Evening.
- 3. Cranborne Chase AONB – Notification that it has become an International Dark Sky Reserve.
- 4. Salisbury Journal – An email asking for a comment on the issue of ASB in Downton. *The Clerk sent a copy of the Parish Council's statement issued on 1<sup>st</sup> October.*
- 5. Parishioner – A copy email to the contractors for the Longford Service station expressing concerns about the delay and condition of the site.
- 6. Parishioner – An email regarding their planning application.
- 7. Parishioner – An email regarding their planning application.
- 8. Parishioner – An email regarding a no through road sign for Church Hatch.
- 9. Parishioner – An email advising of a copy letting being sent to the Salisbury Journal in response to an article on anti-social behaviour in Downton.
- 10. An email from a non-resident requesting information on whether The Borough has flooded since the flood defence system was installed.
- 11. Downton Motor Club – an email advising that they are again in the process of organising the Annual Classic Vehicle Show for 2nd May 2020 " Downton Classic Revival " and with material gathered over many plans underway to produce a documentary on the history of Downton Engineering Works and the impact it had on the surrounding area. They are therefore looking for a suitable area from which to administrate & store with the long term view of having a heritage centre to exhibit the many materials & equipment based around the history of Downton.

**209.19 Date of next meeting:** Cllr Mace confirmed the date of the next meeting as Monday 25<sup>th</sup> November 2019 at 7.30 pm at the Downton Memorial Centre, The Borough, Downton. The meeting will consider the Annual Budget and Precept for 2020/21.

## Part 2 – EXEMPT MATTERS

**210.19 The Chair to propose 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 about to be transacted’.** Cllr Mace proposed, Cllr Hall seconded and it was RESOLVED that the meeting be closed to the press and public.

**211.19 To consider and resolve to agree on the Council’s protocol for Operation London Bridge:** Downton Parish Council considered at length the plans it would put in place for Operation London Bridge. It RESOLVED that the Clerk should revise the draft Protocol and this should be submitted for further consideration at the December meeting of the Council.

With no further business, the meeting closed at 10.07 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.*