

DOWNTON PARISH COUNCIL



Minutes of the Ordinary meeting of the Parish Council held on Monday 9th December 2019 in the Bonvalot Room at the Downton Memorial Centre, The Borough, Downton at 7.30 pm.

Present: Cllr Cornell (Chair) and Cllrs Brentor, Hall, Mace, Mount-Kingett (until 9.30 pm), Roberts and Randall.

In attendance: Mrs Bev Cornish, Parish Clerk

Also present: Five members of the public.

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

228.19 Public Question Time:

A member of the public advised the Council of their plans for the lighting of the Beacon for VE Day on Saturday 9th May 2020.

A member of the public, speaking on behalf of the Downton Society, spoke in strong objection to planning application number 19/10972/FUL for 20A Lode Hill.

The member of the public also expressed their thanks to the Parish Council on behalf of the residents of Church Leat for organising the visit of the mobile Post Office once a week on a Friday and requested that consideration be given for an adjustment of timings by an additional half hour at both locations.

229.19 Unitary Cllr Richard Clewer: The Council noted Cllr Clewer's absence from the meeting.

230.19 To receive apologies from Councillors: The Clerk advised that apologies had been received from Cllr Pearce due to a personal commitment and Cllr Watts due to illness. Cllr Cornell proposed from the Chair and it was RESOLVED that the apologies and the reasons for them be noted.

231.19 To consider and resolve to approve the Minutes of the Ordinary meeting held on Monday 25th November 2019: Cllr Cornell proposed, Cllr Hall seconded and it was RESOLVED with 3 abstentions from Cllrs Mount-Kingett, Randall and Roberts that the Minutes be approved and signed by the Chair as a correct record.

232.19 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:

No declarations of interest were received.

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

The Clerk advised that no dispensation requests had been received.

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

- The Council noted the plans for lighting the Beacon for VE Day and was reassured that the appropriate insurance and risk assessments were to be put in place in advance of the event.
- The Post Office Working Group would consider the adjustment of times once the mobile Post Office had been in place for a month before making any changes. The long term goal of the Working Group was to secure a location for a permanent Post Office.
- The Council will take the comments on the planning application into account before agreeing on a response.

234.19 Planning and Tree Works Applications

19/11390/LBC

19/10972/FUL 20A Lode Hill, Downton - Retrospective garage new build and all associated works at 20a Lode Hill: Downton Parish Council RESOLVED to object strongly this application and asked the Clerk to write a detailed letter to Wiltshire Council setting out the grounds for its objection and including the following issues, references to policies and photographs:

Garage:

The height of the double garage has breached the permission given by 1.15 meters and also the height of the eaves of the garage adjacent to the road is shown on the plan as 2.5 metres but is in fact 3 metres high.

The consequence of building the garage to a greater height than permitted in a location on a hill at an important gateway to Downton is that it is extremely dominating, overbearing and oppressive not only in the setting of the listed building of 20A Lode Hill but also within the setting of the Conservation Area and the neighbouring Victorian cottages. The top of the roofline and bulk of the garage is level with the top of the roofline of the listed dwelling. It is the Parish Council's view that the garage as an outbuilding should be subservient to the main dwelling in order not to have a detrimental impact on the listed building.

It is, therefore, contrary to the Sections 2, 12 and particularly Section 16 of the National Planning Policy Framework, Core Policies 23, 57 and 58 of the Wiltshire Core Strategy, Policies LC1 and LC2 of the Downton Neighbourhood Plan and

narrative contained in Chapter 9 of the Downton Conservation Area Appraisal and the Downton Village Design Statement.

Furthermore, the configuration of windows and a door on the western elevation of the constructed garage is contrary to the original plan and permission given.

Parking Area:

The Parish Council would question whether, as stated in the original planning application, there is space for the parking of 4 cars and once the second garage is built for there to be sufficient space for them to:

- turn in the parking area;
- drive into the garage from the highway;
- drive out forwards and in a safe manner onto the highway in such close proximity to the traffic light which controls vehicle movements within the pinch point.

Plan 21174-402 appears to show how cars can access the parking area. The Council would challenge the accuracy of this plan as it does not provide any context to the actual location and the fact that it is a single-laned road within a narrow point where cars simply could not enter the parking area at such an angle. Nor does it correctly position the traffic light in the plan which in reality is located just 6 metres from the corner of the garage. The Parish Council is concerned that the tightness of the area may lead to vehicles entering in a slow manner causing delays or reverse out into the pinch point close to the traffic light causing a hazard to oncoming vehicles.

Retaining Wall:

In the original planning application there is no mention of the height of the retaining wall in the parking area to the east and rear of the site and it is only shown on the 'proposed site layout' plan. The Parish Council has taken a scale of the plan which shows the height to be approximately 2 metres.

The wall which is currently under construction (and contains a crack from top to bottom which I have reported to the Building Control Officer and no apparent drainage holes) will be at least 3 metres high when completed, making it significantly higher than the Parish Council and Planning Officer were led to believe and in breach of the planning permission given.

Furthermore, the Parish Council objects to the applicants' proposal to change the cladding of the wall from brick (as set out in the previous application) to wood as this will be very visible and prominent within the street scene of Lode Hill.

Dropped Kerb:

The original planning application required the dropped kerb beside the house in Lode Hill to be removed. However, residents have expressed concern about its removal and the Council requests that it be retained. The reason for this is that frequently emergency vehicles drive through the pinch point to reach two nursing homes on the parish boundary and in Woodfalls. In the instance when local vehicles have proceeded through the pinch point on a green light and encountered an ambulance or emergency vehicle coming at speed from the other direction, they have been able to pull up onto the dropped kerb and reduce delay by allowing the emergency vehicle to pass.

Side Wall connecting Garage to House:

This is not included as part of the retrospective application but, nonetheless, the height to which it has been built breaches the permission given for it in the original planning application.

On the plan, the new wall is drawn below the level of the eaves of the lean-to at the back of 20A which is at a height of 2 metres. However, the wall has been built to a height of 2.5 metres which has resulted in it being much more dominant within the setting of the listed building, the neighbouring Victorian cottages and the Downton Conservation Area. It is also untidily connected to the lean-to in a way which is unsightly and incongruous with the listed building.

Furthermore, the plan showed the wall as being built in a ‘stepped’ fashion to take account of the ground level rising on the hill with an unenclosed gate located at its western end. The completed wall has not been constructed with the stepping effect and it contains an entrance which is entirely surrounded in brick at the eastern end and a sloping top which does not have the effect of reducing its impact.

The current planning application states that the applicants wish to render the bottom half of the wall and paint it black. However, the house and garage are constructed completely from brick and the Parish Council’s view is that this may look incongruous between the two buildings and make the mud and splashback from vehicles more prominent.

Impact on Neighbouring Cottages:

The Parish Council would like to draw Wiltshire Council’s attention to particular concerns raised by neighbouring residents to the site. The continued excavations within the listed building, in the garage and parking areas have led to broken Victorian drainage pipes and concerns about the foundations to their houses with the significant movement and removal of vast quantities of soil. The works have also caused an excessive period of hindrance to the right of access which neighbours have to their gardens through the parking area.

19/11446/TCA 22 The Borough, Downton - Fell 2 Ash Trees: Downton Parish Council RESOLVED to leave the decision on this application to the Tree officer.

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

Application Number: 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. Refuse

Application Number: 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. Approve with conditions

236.19 To consider whether to raise the burial fees at Downton Cemetery for 2020: Following a brief discussion, Cllr Mace proposed, Cllr Brentor seconded and it was RESOLVED, with 1 objection from Cllr Randall, that the fees be increased by 10% and be rounded up to next £1

The Clerk left the room for the discussions and decisions on the items under Minute 237.19.

237.19 To consider a proposal from Cllr Cornell regarding training for the Clerk as follows:

a. A contribution towards the Clerk's second year of her training course for the Certificate of Higher Education in Community Governance (Level 4) awarded by De Montfort University:

Cllr Cornell proposed from the Chair and it was RESOLVED that the sum of £1500 be approved as a contribution towards the Clerk's training course.

b. SLCC Practitioners' Conference on 26th & 27th February 2020 in Kenilworth - Attendance at the Conference at the cost of £299:

Cllr Cornell proposed from the Chair and it was RESOLVED that Clerk's attendance be approved.

238.19 To resolve to recruit a part-time Administrative Officer to the Council to support the Clerk: Cllr Cornell proposed from the Chair and it was RESOLVED that the appointment be approved and it was agreed that the process be delegated to the Staffing Committee and the Clerk.

239.19 To consider and resolve to approve the revised 3 year Budget and level of Precept for 2020/21, 2021/22 and 2022/23 and as prepared by the Clerk:

Following a brief discussion, Cllr Mace proposed, Cllr Randall seconded and it was RESOLVED that the 3 year budget and level of Precept for 2020/21 be approved and set at £114,865.04. The Band D figure was set at £82.16 being an increase of 2.1% on 2019/20.

240.19 To resolve to approve the allocated reserves as at 9th December 2019:

Cllr Mace proposed Cllr Hall seconded and it was RESOLVED that the allocated reserves of £86,925 be approved.

241.19 To resolve to approve the Council's Protocol for Operation London Bridge:

Cllr Cornell proposed from the Chair and it was RESOLVED that this item be deferred to the January meeting.

242.19 To resolve to approve the List of Actions from the Council's Risk Register and agree on who will carry them out:

Following a lengthy discussion and account taken of the time already taken to consider a number of the actions, Cllr Cornell proposed from the Chair and it was RESOLVED that further consideration of the document be deferred to a meeting to be held on Monday 27th January 2020 to enable councillors to give the list the focus it deserved.

243.19 To resolve to approve the Parish Council's updated Flood Plan for 2019: Cllr Mace proposed, Cllr Brentor seconded and it was RESOLVED that the plan be approved subject to several minor amendments being made and advised by Cllr Brentor to the Clerk.

244.19 To consider ideas and suggestions for an event or activity to mark the 75th anniversary of VE Day on Friday 8th May 2020: Cllr Cornell proposed from the Chair and it was RESOLVED that this item be deferred to the January meeting to enable more comments to be received.

245.19 Committee & Working Group Reports:

Leisure Centre Working Group: Cllr Brentor gave a detailed report on recent meetings at which actions had been agreed for all of the clubs to consider potential ideas for the business plans they had been asked to either submit or draw up and research was to be undertaken on health and wellbeing bids to Wiltshire Council ahead of a presentation at the BWSCA AGM in February 2020.

Bridge Working Group: Cllr Brentor reported that members of the working group had met with a Wiltshire Council planning officer and had since received written pre-application planning guidance from her. This included advice on the need for an environmental report and more detailed drawings, for which Cllr Brentor said she would be seeking quotes but also advice on seeking guidance from the Environment Agency prior to submitting a planning application, which was now also being sought. The working group will meet again in the New Year once the EA's pre-application advice and quotes had been received.

Post Office: Cllr Hall advised that the mobile Post Office was now in place on a Friday morning, although the Council had received very short notice of its first visit. A poster had been distributed for display around the parish and information added to social media and circulated via email. On its first visit, the van had been well-received in both locations serving nearly 40 customers. Once the service had had time to settle, Cllr Hall said that the Working Group would consider feedback on the timing and location of the van. It was still pursuing the possibility of finding a suitable location in the parish for a permanent Post Office, for which there were currently several options, although the process was likely to be slow.

246.19 Representative Reports:

Southern Wiltshire Area Board: Cllr Mace gave a report on a recent meeting at which there had been presentations on climate change and on local eco-friendly initiatives including the Downton Green Group and the Lover Repair Café. He also reported that Cllr Brentor had given a presentation on the work of the Downton Caring Community Working Group which has produced a power point slideshow to be on permanent display in the Doctors Surgery detailing all the activities, events and groups which take place in the parish.

Parish Surgery: Cllr Mace advised that no members of the public had attended the December surgery.

247.19 To resolve to approve payments to the Clerk’s for:

- i. Her honorarium for additional work performed; and**
- ii. Councillor Planning Training for work performed over and above her usual responsibilities:**

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

248.19 To approve the following payments:

- £805.00 - Maranji Commercial & Domestic Cleaning - December.
- £733.39 - Bawden Contracting Services Ltd - For grasscutting in November.
- £205.63 - Idverde - For bin collection in November.
- £17.25 - West Mercia Energy - For Public Toilets.
- £8.39 - 1&1 Ionos - Website hosting.
- £10,997.40 – Fresh Air Fitness - For outdoor fitness equipment.
- £510.00 - Valley Forge - Iron Gate for public toilets.
- £184.86 B Cornish Expenses - June to October

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

249.19 To resolve to approve the sum of £15,848.62 as the Accounts for payment for December and to record the bank balances:

Payee	Detail and payment made by bank transfer	£
Maranji Commercial & Domestic Cleaning		805.00
Bawden Contracting Services Ltd		733.39
Idverde		205.63
West Mercia Energy		17.25
1&1 Ionos		8.39
Fresh Air Fitness		10,997.40
Wylve Valley Forge		510.00
B Cornish Expenses		184.86
Alex Hastie		151.20
El Philp		151.20
Mrs B Cornish		2084.30
	Total	<u>15,848.62</u>

Balances to be Approved and Noted as at 09.12.19

Current A/c: £2,130.09 Deposit A/c: £97,108.13
Memorial Hall Extension A/c: £19,022.47

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

250.19 To resolve to approve and note the Budget to Actual figures to 31st December 2019: Cllr Hall proposed, Cllr Mace seconded and it was RESOLVED that Budget to Actual Report be approved and noted.

251.19 To resolve to approve the following virements from the Parish Council's Budget for 2019/20:

Amount	Budget line From	Budget line To
£167	Training	Clerk Salary/Overtime split
£175	PWLB Loan	Office equipment & Software
£1,625	PWLB Loan	Audit
£1,003	PWLB Loan	Solicitors & Consultants fees
£225	PWLB Loan	Miscellaneous Admin
£92	Memorial Centre Communications	Neighbourhood Plan Website
£145	Insurance premium	Rent of Rooms
£365	PWLB Loan	Parish Store Room Rent

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

252.19 To resolve to note the Clerk's monthly report providing information on recent issues and work completed and the Report on the SLCC Regional Training Seminar she attended: Cllr Cornell proposed from the Chair and it was RESOLVED that the Clerk's reports be noted:

Amenities

Charles Church development play areas: The play areas are now open for public use and the barriers have been installed in Wick Lane.

Exercise equipment: Fresh Air Fitness has installed the equipment in the Moot Lane Recreation Ground.

Play equipment repairs and installation at Moot Lane Rec: Ava Recreation were due to install the basketball net and carry out other work from Monday 9th December.

Metal Gate to go across front of Public Toilets building: The gate from Wyllye Valley Forge will be installed on Wednesday 11th December.

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

1. Wiltshire Council - Emails regarding:
 - Briefing Note 19-035 - Community First Warm and Safe
 - Briefing Note no. 19-037 - SEND Strategy
 - Email from Highway Engineer about ownership of a field beside a ditch on the cycle way near Bodenham.
 - Email from Flood Resilience Officer enclosing newsletter and request for vigilance by Flood Wardens with regard to river and groundwater levels.
2. Wiltshire Police & Crime Commissioner – An email advising of some improvements to the Community Policing Team (CPT) model.
3. Parishioners – Numerous phone calls from residents in Wick Lane due to a non-working street light. *This is being repaired through the Housing Dept at Wiltshire*

Downton Parish Council – Full Council Meeting on Monday 9th December 2019
Minutes approved as a true and accurate record, and signed as so by the Chairman presiding

.....Date.....

Council and not their usual contractors. It has been reported several times by the Clerk, Cllr Hall and Cllr Clewer and it is not possible for any of us to escalate it any faster.

4. Parishioner and Environment Agency - Several emails regarding the culvert in South Lane and flow of water out into the meadows.
5. Parishioner - An email asking about the progress in reinstating a post office in the parish.
6. Non-Parishioner - An email regarding the poor state of the Co-op car park. *The Clerk has passed this to the Manager of the Co-op.*
7. Neighbourhood Watch Co-ordinator - An email advising that the Police Tasking Group meeting for December has been cancelled and the next one will be held in February.
8. Cranborne Chase AONB – Autumn Newsletter.

254.19 Date of next meeting: Cllr Cornell confirmed the date of the next meeting as Monday 13th January 2020 at 7.30 pm at the Downton Memorial Centre, The Borough, Downton.

With no further business, the meeting closed at 10.00 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.