

# DOWNTON PARISH COUNCIL



## **Minutes of the Ordinary meeting of the Parish Council held on Monday 10<sup>th</sup> February 2020 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, Pearce, Randall and Roberts.

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

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

### **Part 1**

**285.19 To elect a Chair for the meeting:** Cllr Hall proposed, Cllr Roberts seconded and it was RESOLVED that Cllr Mace be elected Chair.

### **286.19 Public Question Time:**

The Chairman of the Downton branch of the Royal British Legion advised that he was organising two events to be held at the Primary School and Memorial Hall on 8<sup>th</sup> and/or 9<sup>th</sup> May and would include the lighting of the Beacon. He advised that he would be submitting a grant application for a contribution towards them from the Parish Council. He also advised that the Royal British Legion would be laying a wreath at the Downton Memorial on Saturday 15<sup>th</sup> August 2020 to mark the 75<sup>th</sup> anniversary of the end of the war.

A member of the public raised the issue of the littering of an area at The Headlands by a member of the public who was a heavy smoker.

A member of the public raised the issue of the unrepaired broken BT manhole cover in The Borough near Iron Bridge.

**287.19 Unitary Cllr Richard Clewer:** Cllr Clewer encouraged councillors to look at the parking provision contained in the Salisbury Area Framework documents. He also advised that there was likely to be the sum of £100k available in the next financial year to address the condition of cycle lanes and footpaths.

**288.19 To receive apologies from Councillors:** The Clerk advised that apologies had been received from Cllr Watts due to a work commitment. Cllr Mace proposed from the Chair and it was RESOLVED that the apology and the reason for it be noted.

**289.19 To consider and resolve to approve the Minutes of the Ordinary meeting held on Monday 24<sup>th</sup> January 2020:** Cllr Mace proposed from the Chair and it was RESOLVED, with 1 abstentions from Cllr Cornell, that the Minutes be approved and signed by the Chair as a correct record.

**290.19 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:**

Cllrs Pearce and Mace declared personal and non-pecuniary interests in Minutes 298.19 and 299.19 by virtue of their roles as a Trustee and the Treasurer of the Downton Memorial Hall Committee. They did not vote on either item.

- 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

**291.19 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 the following actions be taken on the matters raised by members of the public:

1. Cllr Clewer would raise the matter of littering with Wiltshire Council's Public Protection Department.
2. The Council had noted the plans of the Royal British Legion and other local organisations and would await the submission of a grant application.
3. The Clerk would contact BT Openreach about the manhole cover.

**292.19 Planning and Tree Works Applications**

**19/11076/FUL &**

**19/11440/LBC 42 High Street, Downton - Replace plastic extension sloping window/roof with glazed window/roof and provide single parking area in garden:** Cllr Mace proposed from the Chair and it was RESOLVED that this application be deferred to the next meeting due to the ongoing technical difficulties in downloading the plans from Wiltshire Council's planning website.

**Application No. 19/00958**

**Pound Bottom Landfill Site, Forest Road, Redlynch - Application to vary conditions to revise restoration completion date and conditions 4,5,6,7,9,11 and 12:** Downton Parish Council RESOLVED to support the comments submitted by Redlynch Parish Council. It did not accept the reasons for the need to extend the completion date by a further 12 months and considered that an extension of no longer than six months should be granted for completion and penalties imposed if the applicant exceeded that time limit.

**20/00616/TPO 1 Elizabeth Close, Downton - Reduce Horse Chestnut Back to Previous Pruning Points (G3) Fell Eastern Stem of Thuja, Remove Cracked Stem and Crown Raise Over Pavement, Reduce Overextended Lateral Limbs on Southside and Northside Towards Property, Reduce Overextended Limbs Over Highway and Canopy Raise by 3 Metres. Reduce Northern Stems 2 Metres Away from Property, Reduce Height by 5 Metres (G2), Reduce Height by 5 Metres, Crown Lift to 4 Metres, Reduce to Rebalance and Shape Canopy to Thuja (T3):** Cllr Mace proposed from the Chair and it was RESOLVED that this application be deferred to the next meeting due to the ongoing technical difficulties in downloading the plans from Wiltshire Council's planning website.

**20/00636/TCA 8 Gravel Close, Downton - Fell 1 Lawson Cypress:** Cllr Mace proposed from the Chair and it was RESOLVED that this application be deferred to the next meeting due to the ongoing technical difficulties in downloading the plans from Wiltshire Council's planning website.

**20/00672/TCA Foxes Sleep, 42 The Borough, Downton - Fell 1 Whitebeam and 1 Cherry Plum:** Cllr Mace proposed from the Chair and it was RESOLVED that this application be deferred to the next meeting due to the ongoing technical difficulties in downloading the plans from Wiltshire Council's planning website.

**293.19 To resolve to note the decisions on recent applications:** Cllr Mace proposed from the Chair and it was RESOLVED that this item be deferred to the next meeting due to the ongoing technical difficulties in downloading the decisions from Wiltshire Council's planning website.

**294.19 To consider a response to Wiltshire Council's consultation on the Salisbury Central Area Framework:** Cllr Hall proposed, Cllr Cornell seconded and it was RESOLVED that Cllrs Brentor and Mace with the Clerk be delegated to submit a response on behalf of the Parish Council.

**295.19 To resolve to approve the appointment of Mr Paul Reynolds of Fair Account as the Parish Council's Internal Auditor for 2020/21:** Cllr Hall proposed, Cllr Roberts seconded and it was RESOLVED that Fair Account be appointed for 2020/21.

**296.19 To appoint a representative to the Downton Plastic Free Community Steering Group:** Following a brief discussion, Cllr Mace proposed from the Chair and it was RESOLVED that this item be deferred to the March meeting to enable a non-member of the Council to be approached to be the Council's representative on the Steering Group.

#### **297.19 Representative & Working Group Reports:**

**Southern Wiltshire Area Board:** Cllr Mace gave a brief report on a recent meeting at which there had been presentations on the crime prevention tool Smartwater, on the proposed increase to the 2020/21 precept for the Wiltshire & Swindon Police and Crime Commissioner and on how multi-agency working helps to tackle incidents of anti-social behaviour across the community area.

**Parish Surgery:** Cllr Mace advised that no members of the public attended the February surgery.

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

- £805.00 - Maranji Commercial & Domestic Cleaning - February.
- £733.39 - Bawden Contracting Services Ltd - For grasscutting in January.
- £205.63 - Idverde - For bin collection in January.
- £16.97 - West Mercia Energy - For Public Toilets.
- £37.15 - 1&1 Ionos - Website hosting.
- £325.00 - Fair Account - For half year Internal Audit Services
- £110.00 - Downton Baptist Church – Parish surgeries newsletter advert.
- £90.00 - Downton Memorial Centre - For room hire.
- £261.94 - Bournemouth Water Business - For Public Toilets.

- £863.54 - GW Shelter Solutions - Bus shelter repairs.
- £58.74 - Shaw & Sons - For Condolence Book.
- £54.98 - PA Images – For framed portrait.
- £32.00 - Memorial Armbands Ltd - For black armbands.
- £10.99 - Amazon - For black tablecloth.
- £108.28 - Mrs B Cornish— For expenses Oct-December 2019
- £102.00 - Mr A Whitelock - Public toilet repairs.
- £3,000.00 - Wellers Law Group - For fees for work on Memorial Hall Headlease.

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

**299.19 To resolve to approve the sum of £8,503.35 as the Accounts for payment for February 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		16.97
1&1 Ionos		37.15
Fair Account		325.00
Downton Baptist Church		110.00
Downton Memorial Centre		90.00
Bournemouth Water Business		261.94
GW Shelter Solutions		863.54
Shaw & Sons		58.74
PA Images		54.98
Memorial Armbands Ltd		32.00
Amazon		10.99
B Cornish Expenses		108.28
Mr A Whitelock		102.00
Wellers Law Group		3000.00
Staff Salaries		1796.02
	<b>Total</b>	<b><u>8,503.35</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 10.02.2020**

Current A/c: £4,161.16 Deposit A/c: £82,116.08  
 Memorial Hall Extension A/c: £17,215.67

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

**300.19 To resolve to note the Clerk’s monthly 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:

*Public Bins:* 12 bins have been delivered by Wiltshire Council for installation by the Parish Council's contractor across. The 2 bins at the rear of the Coop and in Moot Lane are first on the list to be replaced.

*Kerbing of the Green:* This work has been delayed until the Easter holidays. Temporary traffic lights will be required in The Borough and potentially there will be large plant/machinery needing to be parked overnight either in the road or around the Green.

*The Sidings:* This road was cleared, swept and tidied by the Wiltshire Council 'Sparkle Team' and Parish Steward on 24<sup>th</sup> January 2020.

*Bus Shelters:* Work to repair the bus shelters has been completed and the Council received a grant from the Area Board for 50% towards the cost of the repairs. The Clerk is in the process of obtaining quotes for replacing the graffiti damaged panels in the shelters in Moot Lane.

*Finances & Half Year Internal Audit:* The Council's Internal Auditor completed the half year audit on 21<sup>st</sup> January 2020.

*Community Safety Day:* The Clerk has organised the event which will be held on Saturday 29<sup>th</sup> February 2020 from 10 am til 1 pm in the main hall of the Downton Memorial Centre. The organisations which have confirmed their attendance are:

- Dorset & Wilts Fire & Rescue
- South West Ambulance
- Environment Agency
- Wiltshire Police
- Neighbourhood Watch
- Wiltshire Bobby Van Trust.

**301.19 To resolve to note the Correspondence received:** Cllr Mace proposed from the Chair and it was RESOLVED that the following correspondence be noted:

1. Wiltshire Council - Emails regarding:
  - Briefing Note 20-03: Consultation events in Salisbury and Appendix 1: Central Area Framework Executive Summary
  - Briefing Note No. 20-03 Wiltshire Housing Site Allocations Plan–Receipt of Inspectors Report.
  - Briefing Note 20-05 Community Area Transport Groups (CATGs): Survey
  - Briefing Note 20-06\_Young Carers Awareness Day
  - Highways Newsletter for January 2020.
  - An email from Spatial Planning advising of the upcoming Open Space and Green Infrastructure Survey Collaborative Work for which parish and town councils will be asked to provide information and data on open space provision in their areas.
2. Keep Britain Tidy – An email advising of the Great British Spring Clean from 20<sup>th</sup> March-13<sup>th</sup> April.
3. CPRE – An invitation to participate in the Best Kept Village Competition.
4. Cranborne Chase AONB - Newsletter
5. Parishioner – An email regarding the poor condition of the public bins in The Borough and at the rear of the Co-op.
6. Parishioner – An email regarding a tree and a bench in Downton Cemetery.

7. Parishioner – A copy email regarding inconsiderate parking near to the junction with Barford Lane.
8. Parishioner – An email regarding the supplier of fencing in The Borough.
9. Parishioner – An email regarding the erection of a fence in Moot Lane.
10. Parishioner – An email regarding the damage to a car in the High Street.
11. Parishioner – An email regarding the number of street lights not working in the High Street and The Borough.
12. Parishioner – An email regarding the proposed change of name of The White Horse.
13. Parishioner – An email regarding the availability of the mobile Post Office van.

**302.19 Date of next meeting:** Cllr Mace confirmed the date of the next meeting as Monday 9<sup>th</sup> March 2020 at 7.30 pm at the Downton Memorial Centre, The Borough, Downton.

## **Part 2 – EXEMPT MATTERS - STAFFING**

**303.19 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 on staffing about to be transacted’:** Cllr Mace proposed, Cllr Brentor seconded and it was RESOLVED that the meeting be closed to the press and public.

**304.19 To receive a short verbal report from Cllr Cornell on the recent meeting of the Staffing Committee:** Cllr Cornell gave a report on the matters discussed and agreed at a recent meeting which had included:

- the approval of the documents relating to the appointment of an Administrative Officer prior to the role being advertised;
- the creation of a Staff Handbook which would be produced by the Clerk;
- the clarification of the governance of staffing roles in terms of accountability, authority and responsibilities.
- a brief discussion on the joining of staff to the Local Government Pension Scheme.

**305.19 To consider a recommendation from the Staffing Committee that approval be given for all members of staff to join the Wiltshire Local Government Pension Scheme:** Cllr Cornell gave a brief report on her recent discussions with officers at the Wiltshire Pension Fund and the Council’s likely financial commitment if members of staff were to join the LGPS. The Clerk queried the amount stated as the percentage of the employer’s contribution to the Scheme.

Following a discussion, Cllr Mace proposed, Cllr Roberts seconded and it was RESOLVED that the recommendation be varied to include both approval for all members of staff to join the Wiltshire Local Government Pension Scheme and approval for the sum of £10,000 to be allocated from the Council’s reserves to enable contributions to be backdated in order to ensure the Council’s contractual and legal compliance.

With no further business, the meeting closed at 9.05 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.*