

# DOWNTON PARISH COUNCIL



**Minutes of the Ordinary meeting of the Parish Council held on Monday 9<sup>th</sup> March 2020 in the Bonvalot Room at the Downton Memorial Centre, The Borough, Downton at 7.30 pm.**

**Present:** Cllr Brentor (Chair) and Cllrs Cornell, Hall, Mace, Pearce and Watts.

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

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

## **Part 1**

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

### **307.19 Public Question Time:**

A member of the public advised that the arrangements for VE Day had changed whereby the Beacon was now going to be lit on the evening of Friday 8<sup>th</sup> May and the Concert was to be held on Saturday 9<sup>th</sup> May 2020 at Downton Primary School. He said he would be submitting an application for a small grant from the Parish Council in due course.

A member of the public expressed concern about the overflowing drains and manhole covers in Wick Lane which he had raised in writing with the Clerk prior to the meeting.

The Vice-Chair of the Downton Society spoke in support of a quote for the purchase of planters from Amberol for the Downton in Bloom project.

The Chair of the Downton Society gave a brief update on the progress of the Downton in Bloom project which included letters being sent to the local businesses and residents together with engagement with the primary and secondary schools. She thanked the Parish Council for its support.

The Chair of the Downton Memorial Hall Committee spoke in support of its application for a contribution towards the purchase of an electric screen and projector for the Main Hall at the cost of £4,451 prior to submitting an application to the Southern Wiltshire Area Board for a grant. She said the New Year event had raised £700, the Downton Society had made a contribution of £500 and the Committee had received a personal donation of £100 towards the cost.

The Chair of the Downton Allotment & Leisure Gardeners Association advised that the AGM will be held on Wednesday 18th March 2020 at 7.30 pm in the Sherwood.

Rooms and she looked forward to seeing the Parish Council's representative at the meeting

The Chair of the Downton Memorial Hall Committee advised that the AGM would be held on Thursday 23<sup>rd</sup> April 2020 in the Bonvalot Room at the Downton Memorial Centre at 7.30 pm.

A member of the public thanked the Council and Clerk for organising the Community Safety Day which she had found very useful. She also advised that the annual Open Gardens event would be held on Sunday 21<sup>st</sup> June 2020 from 12 noon to 5 pm and monies raised from the event would be going to the Downton for Families charity and to the homeless in Salisbury.

The Chair of the Barford Day Centre spoke in support its application for a grant and of its value to the older and more vulnerable members of the community and their carers.

**308.19 Unitary Cllr Richard Clewer:** Cllr Clewer gave a brief report on the actions being taken by the Council to address the impact of the Covid-19 pandemic and with particular regard to the Adult Social Care service. He also encouraged the Parish Council to submit a bid for the non-campus monies.

**309.19 To receive apologies from Councillors:** The Clerk advised that apologies had been received from Cllrs Randall and Roberts due to a work commitments. Cllr Brentor proposed from the Chair and it was RESOLVED that the apologies and the reasons for them be accepted.

**310.19 To consider and resolve to approve the Minutes of the Ordinary meeting held on Monday 10<sup>th</sup> February 2020:** Cllr Brentor proposed from the Chair and it was RESOLVED, with 1 abstention from Cllr Watts, that the Minutes be approved and signed by the Chair as a correct record.

**311.19 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 318.19, 337.19 and 338.19 by virtue of their roles as a Trustee and the Treasurer of the Downton Memorial Hall Committee. They did not vote on the items.

Cllr Cornell declared a personal and non-pecuniary interest in planning application 20/01281 and did not vote.

The Clerk declared a declared personal and non-pecuniary interest in item 317.19 by virtue of her role as Honorary Treasurer of the Barford Day Centre.

**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

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

- Cllr Clewer and the Clerk would raise the issue of the drains and manhole covers in Wick Lane with Wessex Water and Wiltshire Council's drainage contractors.
- The Council had noted the revised plans VE Day.
- The Council had noted the dates for the various AGMs.
- Councillors would take into account the statements made when the quotes, grant and contribution were being considered.
- The Council had noted the thanks expressed for organising the Community Safety Day.

**313.19 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:** Downton Parish Council RESOLVED to support this application on the grounds that it would enhance the Downton Conservation Area.

**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):** Downton Parish Council RESOLVED to support this application.

**20/00636/TCA 8 Gravel Close, Downton - Fell 1 Lawson Cypress:** Downton Parish Council RESOLVED to leave the decision on this application to the Tree Officer.

**20/00672/TCA Foxes Sleep, 42 The Borough, Downton - Fell 1 Whitebeam and 1 Cherry Plum:** Downton Parish Council RESOLVED to leave the decision on this application to the Tree Officer.

**20/01281/FUL 8 Twynham Close, Downton - Erection of a two storey side extension and single storey rear extension:** Downton Parish Council RESOLVED to support this application subject to provision being made for car parking on the front driveway.

**20/00808/VAR Meadowside, 32 Gravel Close, Downton - Replace existing rear conservatory:** Downton Parish Council RESOLVED to support this application.

**20/00666/FUL The White Horse Public House, 62 The Borough, Downton - New fence between garden wall and car park and proposed Willow Hurdle Screen for staff smoking area:** Downton Parish Council RESOLVED to support this application.

**20/01447/LBC The White Horse Public House, 62 The Borough, Downton - Proposed removal of section of internal wall & internal alterations to former stable block:** Downton Parish Council RESOLVED to support this application.

**20/00038/FUL Ex Post Office, The Headlands, Downton - Convert small terraced property into a one bedroom flat:** Downton Parish Council resolved to support this application on the grounds that it complies with Policy LH3 of the Downton Neighbourhood Plan.

**314.19 To resolve to note the decisions on recent applications:** Cllr Brentor proposed from the Chair and it was RESOLVED that the decision on the following application be noted:

19/09624/FUL

Kingfisher Cottage, Gravel Close, Downton  
Two Storey side extension and alterations

Approve with Conditions

**315.19 To consider a written request from Mr Tony Pike, Chairman of the Downton Cuckoo Fair Committee, to use the Borough Greens and the Memorial Gardens for this year's Cuckoo Fair on Saturday 2<sup>nd</sup> May 2020:** Cllr Cornell proposed, Cllr Mace seconded and it was RESOLVED that the request be approved.

**316.19 To consider and resolve to approve the closure of the B3080 from The Borough at its junction with The Headlands to Church Hatch from 08.30 hours to 18.00 hours on Saturday 2<sup>nd</sup> May 2020 for Cuckoo Fair:** Cllr Brentor proposed from the Chair and it was RESOLVED that the closure be approved.

**317.19 Using the Parish Council's power under Section 137 of the Local Government Act 1972, to consider a request from the Barford Day Centre for support in providing a one day a week facility for older and disabled residents of Downton and surrounding village together with respite for their carers:**

Following a brief discussion and information from Cllr Brentor that Downton Surgery had recently appointed a Social Subscriber which was likely to benefit the Day Centre, Cllr Hall proposed, Cllr Cornell seconded and it was RESOLVED the sum of £450 already allocated in the Council's reserves for the purpose be awarded to the Day Centre.

**318.19 Using the Parish Council's power under Section 19(3) of the Miscellaneous Provisions Act 1976, to consider a request from the Downton Memorial Hall Committee to make a contribution towards the purchase of an Electric Projector Screen for the main hall for use at cinema evenings, meetings and events and for which it will also be seeking a grant from the Southern Wiltshire Area Board:** Cllr Cornell proposed, Cllr Watts seconded and it was RESOLVED that the sum of £500, to be taken from this year's budget surplus, be approved as a contribution towards the projector and electric projector screen.

**319.19 To resolve to agree on a revised date of Monday 6<sup>th</sup> April 2020 at 7 pm for the Annual Parish Meeting and to agree on who will chair the meeting and give the Chairman's Report:** Cllr Pearce proposed, Cllr Mace seconded and it was RESOLVED that the revised date be approved and that the Chairman's report be given by Cllr Cornell with the assistance of Cllr Brentor and the Clerk.

**320.19 To resolve to approve the purchase of a reconditioned laptop computer up to the value of £250 for use at Parish Council meetings and events:** Cllr Mace proposed, Cllr Cornell seconded and it was RESOLVED that the purchase be approved but with a variation to the proposal that the purchase limit be extended to a maximum value of £350.

**321.19 To resolve to approve the purchase of a laptop computer, printer and mobile phone for the appointed Administrative Officer up to the value of £1,000 and using the sum already allocated within the Council's reserves:** Cllr Pearce proposed, Cllr Mace seconded and it was RESOLVED that the purchases be approved.

**322.19 To consider a recommendation from the Amenities Committee to approve a quote of £2,952.28 from GW Shelter Solutions to replace the 12 damaged panels in the two bus shelters in Moot Lane with anti-graffiti panels:** Cllr Hall proposed, Cllr Cornell seconded and it was RESOLVED that the quote be approved and that the cost be communicated to residents via the Council's social media channels.

**323.19 To consider a recommendation from the Amenities Committee to approve the purchase of an Evolis Speed Indicator Device from ElanCity at the cost of £1891.05 taking account of the grant of £800 from the Southern Wiltshire Area Board and a one third contribution from Redlynch Parish Council:** Cllr Cornell proposed, Cllr Pearce seconded and it was RESOLVED that the purchase be approved.

**324.19 To consider a recommendation from the Amenities Committee to approve the Joint Ownership Agreement between Downton Parish Council and Redlynch Parish Council for the Speed Indicator Device:** Cllr Pearce proposed, Cllr Hall seconded and it was RESOLVED that Joint Ownership Agreement be approved.

**325.19 To consider two quotes from suppliers of floor standing planters, barrier baskets and tiered self-watering planters for the Downton In Bloom project and to resolve to approve one quote:** Cllr Cornell proposed, Cllr Pearce seconded and it was RESOLVED that the quote from Amberol of £3,799.54 be accepted.

**326.19 To consider whether the Council should participate in the Great British Spring Clean (GBSC) with support from Wiltshire Council which will take place between 22nd March and 23rd April 2020:** Following a discussion, Cllr Mace proposed, Cllr Pearce seconded and it was RESOLVED that a litter pick be carried out at both entrances to Downton on the A338 where volunteers could keep to the pavements.

**327.19 To consider a recommendation from the Amenities Committee to accept a quote of £1,770 from the Community Heartbeat Trust for a Community Emergency Defibrillator for installation in the telephone box in Charlton All Saints:** Cllr Watts proposed, Cllr Mace seconded and it was RESOLVED that the quote be approved.

**328.19 To consider a recommendation from the Amenities Committee to approve the purchase of a World War II Memorial Bench from David Ogilvie Engineering at the cost of £781 for installation ahead of the commemoration of VJ Day on 15<sup>th</sup> August 2020:** Cllr Mace proposed, Cllr Watt seconded and it was RESOLVED that the purchase be approved. A location for the bench is to be considered at a meeting of the Amenities Committee on 27<sup>th</sup> April 2020.

**329.19 To consider a recommendation from the Amenities Committee to accept a quote from Sun Traffic Ltd for one day of temporary traffic management to be set up and monitored during the painting of Iron Bridge:** Cllr Pearce proposed, Cllr Cornell seconded and it was RESOLVED that the quote of £1,545 be approved whilst taking account of another quote considered by the Amenities Committee.

**330.19 To consider a recommendation from the Amenities Committee to accept a quote of £600 from Mr Bob Moody for the painting of Iron Bridge in accordance with permission, advice and instructions given by Wiltshire Council:** Cllr Pearce proposed, Cllr Cornell seconded and it was RESOLVED that the quote be approved.

**331.19 To resolve to approve that the Audio Visual Equipment installed in the Memorial Centre by Pro Live Ltd be added to the Council's Asset Register for the value of £22,273:** Cllr Brentor proposed from the Chair and it was RESOLVED that the Audio Visual Equipment be added to the Asset Register.

**332.19 To resolve to approve that the Adult Exercise Equipment installed in the Moot Lane Recreation Ground be added to the Council's Asset Register for the value of £4,582:** Cllr Brentor proposed from the Chair and it was RESOLVED that the Adult Exercise Equipment be added to the Asset Register at the revised and correct value of £9,164.

**333.19 To resolve to approve that the Basketball 'Gladiator' Hoop installed in the Moot Lane Recreation Ground be added to the Council's Asset Register for the value of £1,420:** Cllr Brentor proposed from the Chair and it was RESOLVED that the Basketball 'Gladiator' Hoop be added to the Asset Register.

#### **334.19 Committee Reports:**

**Amenities Committee:** Cllr Brentor's report was deferred to the next meeting.

#### **335.19 To resolve to receive and note the Minutes of:**

The meeting of the Amenities Committee held on Monday 23<sup>rd</sup> September 2019.

Cllr Brentor proposed from the Chair and it was RESOLVED that the Minutes be noted.

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

**Brian Whitehead Sports Centre Association:** Cllr Brentor gave a report on the following:

- The Leisure Centre contract has been tendered and a new company appointed with the aim to start on 1<sup>st</sup> June 2020.
- The BWSCA AGM was held on 19<sup>th</sup> February at which a new vice chairperson was appointed. It was stressed that all the clubs had to pull together to consider how to support the Association to plan for contingency funding and reduce the continuing reduction of BWSCA Trust funds. There is a plan to undertake a financial audit.
- No criteria has been set yet for the Community Fund Grant. A meeting took place with Cllr Richard Clewer and Simon Bromilow (BWSCA chair) on 6<sup>th</sup> March. The current suggestion is that the Parish Council should aim for a grant submission of £100k from the Community Fund with some additional funding from other charities to support improvements to leisure and social facilities on the site.

**Community Safety Day:** Cllr Cornell gave a brief report on what she considered to be a successful and well-organised event. She said the organisations which attended had felt that it was a worthwhile day but councillors' views were that they would like to have seen a greater attendance by residents as lots of information was made available to them. She asked that a letter of thanks be sent on behalf of the Council to all the organisations who gave up their time to attend.

**Parish Surgery:** Cllr Mace gave a brief report on the recent surgery at which two residents were present and he was able to give them information on the questions they raised.

**337.19 To approve the following payments:**

- £805.00 - Maranji Commercial & Domestic Cleaning - March.
- £733.39 - Bawden Contracting Services Ltd - For grasscutting in February.
- £205.63 - Idverde - For bin emptying in February.
- £17.17 - Mercia Energy - For electricity at the Public Toilets.
- £324.00 - Play Inspection Company Ltd - For playground inspections.
- £0.88 - 1&1 Ionos - For website maintenance.
- £119.00 - Viking - For printer cartridges, folders and pens.
- £100.00 - Downton Memorial Hall - For room rental.
- £36.00 - CPRE - For Annual Subscription.
- £358.80 - SLCC Enterprises Ltd - Clerk's attendance at Practitioners Conference.
- £0.05 - Longford Estates - For annual rent of the Borough Greens.
- £129.60 - Community Heartbeat Trust - For replacement defibrillator pads.
- £169.00 - Mrs B Cornish - Home Working Allowance April 2019 to March 2020.
- £127.40 - B Cornish - Phone, Broadband, Travel and general expenses for Jan-March 2020.

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

**338.19 To resolve to approve the sum of £4,921.94 as the Accounts for payment for March 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		17.17

1&1 Ionos	0.88
Play Inspection Company Ltd	324.00
Viking	119.00
Downton Memorial Hall	100.00
CPRE	36.00
SLCC Enterprises Ltd	358.80
Longford Estates	0.05
Community Heartbeat Trust	129.60
Mrs B Cornish	296.40
Alex Hastie	151.20
EI Philp	151.20
Mrs B Cornish	1493.62
Total	<b>4,921.94</b>

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

**Balances to be Approved and Noted as at 09.03.2020**

Current A/c: £2,007.75     Deposit A/c: £82,116.08  
 Memorial Hall Extension A/c: £17,215.67

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

**339.19 To resolve to approve and note the Budget to Actual figures to 31<sup>st</sup> March 2020 and proposed virements:**

Cllr Brentor proposed from the Chair and it was RESOLVED that the Budget to Actual figures to 31<sup>st</sup> March 2020 and proposed virements be approved.

Amount	Budget line From	Budget line To
£143	PWLB Loan	Clerk Salary
£39	PWLB Loan	Clerk Overtime
£71	PWLB Loan	Clerk's Mileage Payments
£40	PWLB Loan	Office equipment & Software
£5	PWLB Loan	Audit Fee
£211	PWLB Loan	Training
£199	PWLB Loan	Miscellaneous Admin
£14	PWLB Loan	Cemetery grasscutting
£565	PWLB Loan	Play Equipment repairs
£1419	Wiltshire Council Schemes	New Play Equipment
£512	Benches	Miscellaneous Repairs

**340.19 To resolve to agree and note the Parish Council's Allocated Reserves as at 31<sup>st</sup> March 2020:**

Cllr Mace proposed, Cllr Hall seconded and it was RESOLVED that the Council's Allocated Reserves in the sum of £91,425 be approved.

**341.19 To resolve to note the Clerk's reports providing information on recent issues and work completed and on her attendance at the SLCC's Practitioners Conference:**

Cllr Brentor proposed from the Chair and it was RESOLVED that the Clerk's reports be noted:

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Downton Parish Council – Full Council Meeting on Monday 9<sup>th</sup> March 2020  
 Minutes approved as a true and accurate record, and signed as so by the Chairman presiding

.....Date.....



*Hedge on Boundary of Charles Church Site in Wick Lane:* Persimmon has cut the hedge significantly back which was blocking visibility for pedestrians to cross the road.

*Blocked Drain in The Borough:* The Clerk liaised with Wiltshire Highways to put cones out overnight on 25<sup>th</sup> February in the area of the drain by the Memorial Hall so that the gully tanker could clear it on the morning of 26<sup>th</sup> February.

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

1. Wiltshire Council - Emails regarding:

- Briefing Note: Novel Coronavirus (COVID-19): Local stakeholder information – Wiltshire.
  - Wiltshire Housing Site Allocations Plan – Notification of Adoption
  - Southern Wiltshire Area Board - Our Community Matters event on 2<sup>nd</sup> April 2020 at the Trafalgar School
  - Agenda for Southern Wiltshire Area Board, Thursday 12 March 2020, 7.00 pm at Alderbury Village Hall.
  - Highways Newsletter for March.
  - Briefing note 20-11 - Working in partnership with Town and Parish Councils - The Council is undertaking additional engagement with town and parish councils to inform the review of the Wiltshire Local Plan. The focus is on updating our evidence base in relation to the rural facilities survey and open space and green infrastructure. Parishes are asked to respond by 31 March 2020.
  - Briefing note 20-10 - A summary of the governments £220m “better deal for bus users”.
  - Parish Steward Visit Schedule – February to April.
  - Operational Flood Working Group - news and information.
  - Operational Flood Working Group – Notification and agenda for meeting on 11<sup>th</sup> March at 9.30 at Salisbury City Hall.
2. Public Works Loan Board Loan Governance Change – An email advising that Parliament has legislated to revise the statutory basis of the Public Works Loan Board. This change came into effect on 25<sup>th</sup> February 2020. This does not affect existing PWLB loans, new loans, or the process for applying for loans.
3. Parishioner – Copy letter to Wiltshire Council planning on a planning application.
4. Parishioner – An email regarding the drains in Wick Lane.
5. Parishioner – An email regarding the rainwater drains and Wessex Water drains in The Borough.
6. Non-Parishioner – An email regarding the location of Moot Farm.
7. Parishioner – An email regarding contact details for the First Responders.
8. Parishioner – Two emails regarding the conifer trees in Moot Lane Recreation Ground.

**343.19 Date of next meeting:** Cllr Brentor confirmed the date of the next meeting as Monday 6<sup>th</sup> April 2020 at 7.30 pm at the Downton Memorial Centre, The Borough, Downton.

## Part 2 – EXEMPT MATTERS - STAFFING

**344.19 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 Brentor proposed, Cllr Mace seconded and it was RESOLVED that the meeting be closed to the press and public.

**345.19 To receive a report from Cllr Cornell and to resolve to rescind Resolution 305.19 made at the meeting held on Monday 10<sup>th</sup> February 2020 in light of the additional information provided:** After a detailed discussion, Cllr Mace proposed and Cllr Cornell seconded and it was resolved to rescind resolution 305.19 made at the meeting held on Monday 10<sup>th</sup> February and that a written explanation be sent to the Clerk as to the basis for this decision resolving that, when full relevant information is available, the matter will be returned to a Parish Council meeting for decision.

**346.19 To reconsider a recommendation from the Staffing Committee that approval be given for all members of staff to join the Wiltshire Local Government Pension Scheme from 1<sup>st</sup> April 2020:** Cllr Pearce proposed and Cllr Cornell seconded and it was resolved that approval be given for all members of staff to be entitled to join the Wiltshire Local Government Pension Scheme from the 1<sup>st</sup> April 2020.

With no further business, the meeting closed at 9.50 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.*