

# DOWNTON PARISH COUNCIL



## **Minutes of the Virtual<sup>1</sup> Ordinary meeting of the Parish Council held on Monday 20<sup>th</sup> April 2020 at 7.30 pm.**

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

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

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

**346.19 To elect a Chair for the meeting:** Cllr Brentor proposed, Cllr Mace seconded and it was RESOLVED that Cllr Cornell be elected Chair. Cllr Cornell made a brief statement expressing the Council's thanks to all the NHS and keyworkers for their tremendous work at this time.

**347.19 To elect a Vice-Chair:** Cllr Mace proposed, Cllr Pearce seconded and it was RESOLVED that Cllr Brentor be elected Vice-Chair.

**348.19 Public Question Time:** No questions or statements were received.

**349.19 Unitary Cllr Richard Clewer:** Cllr Clewer reported that work was being done to enable some meetings of the Council to be held virtually, with any long term legal implications also being considered such as on the taking of decisions on planning applications when a significant amount of documentation was needing to be conveyed and debated. The first meeting to be arranged was likely to be a meeting of the Strategic Planning Committee. No Area Boards were likely to be held for the foreseeable future.

Cllr Clewer also reported that lots of information was being sent out by Wiltshire Council to parishes and the Wiltshire Wellbeing Hub was working well along with the very impressive community support being provided by communities across the county.

He said the lockdown was likely to last for longer than most people anticipated and this would need to be followed by long period of social distancing.

**350.19 To receive apologies from Councillors:** The Clerk advised that apologies had been received from Cllrs Roberts and Watts 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.

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<sup>1</sup> In accordance with the Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020

**351.19 To consider and resolve to approve the Minutes of the Ordinary meeting held on Monday 9th March 2020:** Cllr Cornell proposed from the Chair and it was RESOLVED, with 1 abstention from Cllr Randall, that the Minutes be approved and signed by the Chair as a correct record.

**352.19 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 361.19 and 362.19 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 20/02765 and a personal and pecuniary interest in Minutes 361.19 and 362.19 and did not vote on these items.

Cllr Randall declared personal and non-pecuniary interests in planning application 20/02765.

Cllr Mace declared a personal and non-pecuniary interest in planning application 20/02071 and did not vote.

**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.

**353.19 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:** No business was raised at public question time.

**354.19 Planning and Tree Works Applications:**

**20/01777/FUL 1 Crossways Close, Downton - Proposed alterations, extensions and additions to bungalow:** Downton Parish Council RESOLVED to object strongly to this application on the grounds that no application form or design and access statement for the works were available to be viewed online and the description of the application was not borne out by the plans which appeared to show the creation of a separate dwelling formed from one of the extensions to the bungalow. The Council has therefore asked its Wiltshire Council representative, Cllr Richard Clewer, to call in this application to enable greater scrutiny ahead of any decision being taken.

**20/02071/FUL 6 Charlotte Close, Downton - Two storey extension to front elevation:** Downton Parish Council RESOLVED to support this application on the grounds that it was compliant with Core Policy 57 of the Wiltshire Core Strategy subject to there being a condition for matching materials to be used in the form of bricks and tiles to those existing in order to ensure that the extension does not look incongruous within the street scene.

**20/02009/FUL Station House, The Sidings, Downton - Extending and Conversion of existing garage to a dwelling (to rent out) and associated landscaping:** Downton Parish Council RESOLVED to object strongly to this application on the following grounds:

- It constitutes back fill development ie a dwelling in the back garden.
- It is contrary to Core Policies 57 and 58 of the Wiltshire Core Strategy.
- There is a very limited and cramped rear garden/amenity space amounting to only 2 metres in width and less than 2 metres in depth which would have little functional use to any future occupants.
- The dwelling itself has a cramped layout with the sizes of the living room and bedroom not shown on the plans.
- The very close proximity of the new dwelling to the car parking spaces of the main dwelling would result in a poor standard of amenity for the future occupants of the new dwelling.
- Given that the rear of the new dwelling faces east and coupled with the overshadowing from the new dwelling itself together with shadowing from the existing house and proposed surrounding hedge, sunlight to the rear of the new dwelling will be very limited.
- The Council has asked its Wiltshire Council representative, Cllr Richard Clewer, to call in this application to enable greater scrutiny ahead of any decision being taken.

**20/02201/FUL 82 The Borough, Downton - Erection of conservatory:** Downton Parish Council RESOLVED to support this application on the grounds that it was compliant with Core Policies 57 and 58 of the Wiltshire Core Strategy and would not impact on the Downton Conservation Area or on the amenity of the neighbouring properties.

**20/02215/FUL &**

**20/02810/LBC Long Close House, Long Close, Downton - Internal alterations; Reconstruction of outbuilding and construction of a single storey extension; alterations to boundary wall:** Downton Parish Council RESOLVED to support this application on the grounds that it was compliant with Core Policies 57 and 58 of the Wiltshire Core Strategy and it would not impact significantly or negatively on the Downton Conservation Area. However, the Council was happy to accept the decision of the Conservation Officer.

**20/02765/FUL 83 Moot Lane, Downton - Removal of existing lean to conservatory and replace with rear two storey extension:** Downton Parish Council RESOLVED to support this application on the grounds that it was compliant with Core Policy 57 of the Wiltshire Core Strategy.

**20/03180/TCA South Lane Cottage, South Lane, Downton - 3 x Yew trees – fell:** Downton Parish Council RESOLVED to leave the decision on this application to the Tree Officer.

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

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. Approve with Conditions

20/01281/FUL 8 Twynham Close, Downton –  
Erection of a two storey side extension and single  
storey rear extension. Approve with Conditions

20/00808/VAR Meadowside, 32 Gravel Close, Downton –  
Replace existing rear conservatory. Approve with Conditions

20/00666/FUL The White Horse Public House, Downton –  
New fence between garden wall and car park and  
proposed Willow Hurdle Screen for staff smoking area. Approve with Conditions

20/00038/FUL Ex Post Office, The Headlands, Downton –  
Convert small terraced property into a one bedroom flat. Approve with Conditions

20/02105/LBC &  
20/01346/FUL The Moot House 15 Moot Lane -  
Alterations to existing vehicular access to  
improve visibility and junction with highway Approve with Conditions

**356.19 To resolve to agree on whether any action is to be taken to maintain in a safe way the areas of the parish normally maintained by the Council's grasscutting contractor but which was stopped by the contractor until further notice following HM Government's announcement of its emergency measures on 23<sup>rd</sup> March 2020:** Cllr Cornell proposed from the Chair and it was RESOLVED that no further action be taken following a report to the Clerk from the Council's contractors that they would be commencing grasscutting from Wednesday 23<sup>rd</sup> April 2020.

**357.19 To consider a report from the Clerk on the new legislation on burials contained in the Coronavirus Act 2020 and to consider whether to make any temporary changes to the Council's Burial Regulations for Downton Cemetery:** Following a discussion, Cllr Mace proposed, Cllr Hall seconded and it was RESOLVED that the Clerk's recommendations be approved as follows:

That temporary amendments be made to the Burial Regulations in light of the Covid-19 Pandemic Emergency Measures as follows:

An additional sub-clause be added to Clause 1.3 of the Regulations which waives the requirement for double the normal fees to be charged for any outside of parish burial during a fixed period provided it can be demonstrated that this is required due to capacity issues elsewhere:

- e. 'During the period 1<sup>st</sup> April to 1<sup>st</sup> August 2020 any outside of parish burials, whether they be recorded as Covid-19 or not, so required by the local authority under Schedule 28 of the Coronavirus Act 2020, be charged a fee as if they

complied with the sub-clause 1.3a of the Burial Regulations and in the same way as if they were a parishioner or inhabitant of the Parish’.

Three further paragraphs relating to the booking and interment processes for Covid-19 burials were also approved.

**358.19 To resolve to note the Chair’s Report for the civic year 2019/20, to note that due to HM Government’s measures for Covid-19 no Annual Parish Meeting is able to be held and to resolve to approve that this be deferred until April 2021:**

Cllr Cornell read out the part of her report which thanked councillors, members of staff and volunteers who had assisted the work of the Council over the last year. She said it would be published on the Council’s website and on the Downton social media sites.

Cllr Mace proposed, Cllr Hall seconded and it was RESOLVED that the Chair’s report be noted and that the Annual Parish meeting be deferred until April 2021 due to no meeting being able to be held in the legally required period of between 1<sup>st</sup> March and 1<sup>st</sup> June under the current Covid-19 emergency measures.

**359.19 To resolve to elect members to the Staffing Committee:** Cllr Mace proposed, Cllr Hall seconded and it was RESOLVED that the proposal be amended to read as follows: To resolve to elect members to the Staffing Committee which Committee should consist of no more and no fewer than 3 members.

Cllr Hall proposed, Cllr Cornell seconded and it was RESOLVED that Cllr Mace be elected to the Staffing Committee.

**360.19 Representative and Working Group Reports:**

**Leisure Centre Working Group:** Cllr Brentor reported as follows:

- Although meetings were not able to be held, information and actions were being shared within the working group.
- The financial situation of the BWSCA was far from healthy and unforeseen issues have been found in current costs and contracts.
- The Chair of the social club had resigned and the club did not have a permanent steward.
- The BWSCA was planning to put together a new membership strategy for the social club, potentially increase contributions from the clubs, raising the bar prices (although still cheaper than the local pubs), renegotiate contracts with suppliers, and develop a marketing strategy promoting the Sherwood Room. It was hoped that there was the opportunity to increase the revenue to a stage whereby the facilities were providing a profit which can then be used for the benefit of the clubs.
- One of the priorities for the BWSCA was the extension of the lease of the land from the Parish Council which was affecting the contract with the electricity supplier via the solar panels.
- Despite the stated issues, Cllr Brentor Stressed that the BWSCA was in a better place than it had been for some time to rectify those issues.

**361.19 To approve the following payments:**

- £9,121.05 - PWLB Loan - 1<sup>st</sup> tranche for 2020/21.
- £840.00 - Maranji Commercial & Domestic Cleaning - April.
- £733.39 - Bawden Contracting Services Ltd - For grasscutting in March.
- £27.59 - Ionos - For website hosting.
- £259.98 - Epson - For a printer.
- £579.80 - Hewlett Packard - For laptop computer, case and wireless mouse.
- £113.76 - Office 365 - For annual licence.
- £153.87 - Handtec - For mobile phone.
- £12.25 - Cllr B Cornell - Refreshment expenses for Community Safety Day.
- £130.00 - Memorial Hall – For room hire.
- £179.21 - SLCC – For Annual subscription shared with Godshill Parish Council.
- £35.00 - Information Commissioner’s Office – For Annual Data Protection fee.
- £3,614.51 - GW Shelter Solutions - For bus shelter repairs.
- £71.43 - Bournemouth Water Business - For water at Cemetery.

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

**362.19 To resolve to approve the sum of £19,433.84 as the Accounts for payment for April and to record the bank balances:**

Payee	Detail and payment made by bank transfer	£
	PWLB Loan	9,121.05
	Maranji Commercial & Domestic Cleaning	840.00
	Bawden Contracting Services Ltd	733.39
	1&1 Ionos	27.59
	Epson	259.98
	Hewlett Packard	579.80
	Office 365	113.76
	Handtec	153.87
	Cllr B Cornell	12.25
	Downton Memorial Hall	130.00
	SLCC	179.21
	ICO	35.00
	GW Shelter Solutions	3,614.51
	Bournemouth Water Business	71.43
	Staff Salaries, HMRC payments and pensions	3,562.00
	<b>Total</b>	<b><u>19,433.84</u></b>

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

**Balances to be Approved and Noted as at 20.04.2020**

Current A/c: £4,679.02    Deposit A/c: £77,546.35

Memorial Hall Extension A/c: £17,215.67

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

**363.19 To resolve to note the Clerk's reports providing information on recent issues and work completed:** Cllr Cornell proposed from the Chair and it was RESOLVED that the Clerk's reports be noted:

*Play Areas:* The play were closed on 25<sup>th</sup> March following the measures announced by HM Government on 23<sup>rd</sup> March.

*Public Toilets:* The public toilets were closed on 26<sup>th</sup> March.

*Bus Shelters:* Work to replace a number of panels in the bus shelters in Moot Lane has been completed.

*Kerbing of the Green:* The Council was notified that the scheduled work due to start on 6<sup>th</sup> April would not go ahead due to the Covid-19 measures put in place on 23<sup>rd</sup> March.

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

1. Wiltshire Council - Emails regarding:
  - Briefing Note: A number of updates on Covid-19 and Wiltshire Council's work.
  - Briefing Note no. 20-14: Coronavirus Act 2020 and Council decision making.
  - Briefing Note Number 20-12 - COVID-19 Website Page Briefing
  - Coronavirus update and community toolkit.
2. WALC – April Newsletter and various emails relating to the new legislation and regulations provided in the Coronavirus Act 2020 (already circulated to councillors).
3. Bobby Van Trust – An email advising that it is still operating during the current lockdown. Home Security Operators are still securing the homes of victims of house crime and domestic abuse.
4. Wiltshire Music have created a link to a new Over 70s creative competition: <https://www.kinglearprizes.org.uk/> There are various categories, including short stories, poems, painting & drawing and musical compositions.
5. Parishioner – An email regarding dog waste bins and the hedge beside the watermeadows.
6. Parishioner – An email regarding the BT manhole cover by Iron Bridge.
7. Parishioner – An email regarding the Post Office van which is currently not visiting Downton temporarily due to HM Government measures for Covid-19.

**365.19 Date of next meeting:** Cllr Cornell confirmed the date of the next meeting as Monday 11<sup>th</sup> May 2020 at 7.30 pm. This meeting was to be a virtual meeting to be held on Zoom.

With no further business, the meeting closed at 9.00 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.*