

DOWNTON PARISH COUNCIL



Minutes of the Virtual¹ Annual Meeting of the Parish Council held on Monday 11th May 2020 at 7.30 pm.

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

Cllr Hall was present at the meeting until 8.15 pm. Due to technical difficulties in not being able to hear the participants, he chaired the meeting up to Minute 4.20 when the chairing of the meeting was passed to the Vice-Chair, Cllr Mace.

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

Also present: Seven members of the public.

Part 1

01.20 To elect a Chair: After no members put themselves forward for the role of Chair for the civic year, Cllr Brentor proposed, Cllr Cornell seconded and it was **RESOLVED** that Cllr Hall be elected as Chair until the next meeting.

02.20 To elect a Vice-Chair: After no members put themselves forward for the role of Vice-Chair for the civic year, Cllr Hall proposed, Cllr Brentor seconded and it was **RESOLVED** that Cllr Mace be elected Vice-Chair until the next meeting.

03.20 Public Question Time:

A member of Downton Football Club briefed members on the Club's plans to seek funding for a 3G pitch and on the benefits it would bring to the Club and the site as a whole. In response to questions from members, he said that consideration would also be given to upgrading to more modern LED lighting which would mean there would be less impact on the neighbouring housing and on the Cranborne Chase AONB.

Due to Cllr Hall's technical difficulties in hearing the participants speaking at the meeting, he passed the role of the Chair of the meeting to Cllr Mace.

04.20 Unitary Cllr Richard Clewer: Cllr Clewer reported that:

- Due to Covid-19 Wiltshire Council had an overspend of £60-80 million although HM Government had given the Council a grant of £26 million so far
- HM Government had committed to provided funding for local communities so if the Parish Council thought this might be needed then it should write to him.

¹ 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

- The Wiltshire Hub was running well and local communities had a surplus of volunteers. There was also a surplus of NHS volunteers who had been recruited but for whom there were insufficient tasks.
- He urged Downton Football Club to progress promptly their applicant for a 3G pitch and to include within the application how they will raise the funding for the pitch's regular maintenance.

05.20 To receive apologies from Councillors: The Clerk advised that she had not received an apology from Cllr Roberts. Cllr Mace proposed from the Chair and it was RESOLVED that Cllr Roberts' role as a key worker during the Covid-19 pandemic be noted.

06.20 To consider and resolve to approve the Minutes of the Ordinary meeting held on Monday 20th April 2020: Cllr Mace 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.

07.20 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 Cornell declared a personal and non-pecuniary interest in planning application 20/03160/FUL and 20/03656/LBC and did not speak or vote on it.

Cllr Brentor declared a personal and non-pecuniary interest in planning application 20/02567/FUL and did not speak or vote on it.

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.

08.20 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 comments made by the representatives of Downton Football Club had been noted by members and they would be taken into account when the item on the agenda was considered.

09.20 Planning and Tree Works Applications:

20/02890/FUL Tain Lodge, Lower Road, Charlton All Saints - Rear single storey extension to kitchen: Downton Parish Council RESOLVED to support this application on the grounds that it was compliant with Core Policy 57 of the Wiltshire Core Strategy.

20/03656/LBC &

20/03160/FUL Poppy Cottage, 7 High Street, Downton - Erection of a two storey rear extension (resubmission of 17/03041/LBC): Downton Parish Council RESOLVED to raise no objection to this application.

20/03287/FUL 82 The Borough, Downton - Replace flat roof with pitched roof (garage and garden stores): 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.

20/02567/FUL 15 Green Lane, Downton - Single storey kitchen extension: 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 property.

20/03222/FUL 32 The Borough, Downton - Proposed removal of existing conservatory and single storey extension, and construction of a two-storey extension to the rear (south) elevation. Associated works: 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 provided that adequate ventilation was installed in the windowless downstairs WC and the window sills of the rooflights in the two-storey extension were raised sufficiently high so that the neighbouring properties could not be overlooked.

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

20/02201/FUL 82 The Borough, Downton –
Erection of conservatory Approve with Conditions

20/01777/FUL 1 Crossways Close, Downton – Proposed
alterations, extensions and additions to bungalow Approve with Conditions

At this point in the meeting Cllr Mace proposed from the Chair and it was RESOLVED that the meeting be opened for the Chair of the BWSCA to provide information to councillors on this item.

11.20 To consider a request from the Brian Whitehead Sports Centre Association to vary a previous request in relation to an extension to its lease with the Parish Council as follows:

- i. To incorporate the Downton Bowling Club green into the new extended lease and approve the surrender of the Parish Council’s current lease with Downton Bowling Club:** Following a discussion, Cllr Cornell proposed, Cllr Brentor seconded and it was RESOLVED that the request be approved.
- ii. To extend the new lease up to 2062 (30 years beyond the term of the current lease) to enable the Association to attract grant funding and to enter into commercial and leisure agreements and contracts:** Following a discussion, Cllr Cornell proposed, Cllr Brentor seconded and it was RESOLVED that the new lease be for a term 50 years.

Representatives of Downton Football Club were given the opportunity to respond to further questions from members and they asked that the Council consider putting forward a representative for the Steering Group for the project.

12.20 To consider a request from Downton Football Club for the Council's 'in principle' support for its plans to investigate and submit grant applications for the installation of a 3G (artificial) pitch at the football ground: Following a discussion, Cllr Mace proposed, Cllr Hall seconded and it was RESOLVED that the Council should give its 'in principle' support to the project.

Cllr Mace closed the meeting to the public.

13.20 To consider a request from the Bridge Working Group to approve two quotes to provide the following documentation with the submission of a planning application: Cllr Brentor gave a brief verbal report on the proposals which had the support of the Bridge working Group.

- i. **the required drawings, preliminary design and topographical survey for the bridge; and**
- ii. **an ecology survey.**

Following a brief discussion, Cllr Brentor proposed, Cllr Watts seconded and it was RESOLVED that quotes for drawings, design and a topographical survey and an ecology survey of £1,137 and £930 respectively be approved. These monies were to be drawn from the s106 monies provided for mitigation of the New Forest National Park SPA by the Charles Church development.

14.20 To consider a request from Beacon Leisure Ltd to use the maypole Green for the completion of the Downton Half Marathon on Sunday 6th December 2020: Cllr Cornell proposed, Cllr Pearce seconded and it was RESOLVED that the request be approved but that it be subject to any Covid-19 restrictions and guidance at the time of the event.

15.20 To resolve to re-adopt the Parish Council's Standing Orders for 2020/21: Cllr Mace proposed from the Chair and it was RESOLVED that the Standing Orders be approved.

16.20 To resolve to re-adopt the Parish Council's Financial Regulations for 2020/21: Cllr Mace proposed from the Chair and it was RESOLVED that the Financial Regulations be approved.

17.20 To consider and review the Terms of Reference for the Committees and Working Groups: Cllr Mace proposed, Cllr Brentor seconded and it was RESOLVED that the Terms of Reference be approved subject to minor amendments being made to the terms of reference for the Amenities, Staffing and Complaints Committees.

18.20 To consider and approve nominations for membership of the Parish Council's Committees and Working Groups: Cllr Mace proposed from the Chair and it was RESOLVED that the following councillors be elected as members of the

following Committees and Working Groups for 2020/21, the Chair and Vice-Chair being ex-officio members of all Committees:

1. Amenities Committee - Cllrs Brentor, Cornell, Pearce & Watts.
2. Complaints Committee - Cllrs Brentor, Pearce and Randall.
3. Finance & Strategy Committee - Cllr Brentor, Cornell, Hall, Mace, Pearce and Roberts.
4. New Housing Development Committee - Cllrs Brentor, Hall and Mace.
5. Staffing Committee - Cllrs Brentor, Cornell and Mace.
6. Watermeadows & Flood Defence Committee - Cllrs Hall, Pearce and Watts.
7. Bridge Working Group - Cllrs Brentor and Watts.
8. Caring Community Working Group - Cllr Brentor and Pearce.
9. Communications Working Group - Cllrs Cornell, Hall and Watts.
10. BWSCA Working Group (name changed from Leisure Centre) - Cllrs Brentor, Cornell, Randall and Watts.
11. Post Office Working Group - Cllrs Brentor, Hall, Randall and Roberts.
12. Moot Lane Recreation Ground Working Group - Cllrs Brentor, Cornell and Watts.
13. Rights of Way Working Group - Cllr Brentor
14. Tree Working Group (name changed from WW1) - Cllrs Pearce and Watts.

19.20 To consider and approve nominations for Parish Council

Representatives: Cllr Mace proposed from the Chair and it was RESOLVED that the following councillors be elected as Representatives of the Parish Council for the following organisations:

1. Brian Whitehead Sports Centre Association - Cllrs Brentor and Cornell.
2. Carver Trust - Cllr Mace.
3. Cuckoo Fair - Cllr Pearce.
4. Downton Link - Cllr Pearce.
5. Downton Moot Preservation Trust - Cllrs Brentor and Hall.
6. Memorial Hall Committee - Cllr Pearce.
7. Millennium Green Trust - Cllr Brentor.
8. Stockman & Woodlands Trust - Cllr Watts and Mr Jeremy Parsons.
9. Allotments Association - Cllr Watts.
10. Southern Wiltshire Area Board - Cllr Mace with Cllr Hall as reserve.
11. Southern Wiltshire Area Board Community Area Transport Group - Cllr Hall.
12. Chalk Pit Management Committee - Cllr Watts.
13. Memorial Centre Fire Safety 'Responsible Person' - Cllr Randall.
14. Downton Football Club Steering Group - Cllr Watts.

20.20 To consider and approve the Parish Council's Annual Payments and Subscriptions:

- PWLB Loan - £18,203.
- Society of Local Council Clerks - £180.
- Wiltshire Association and National Association of Local Councils - £1100.
- CPRE - £36.
- Information Commissioner - £35.

Cllr Mace proposed from the Chair and it was RESOLVED that the annual payments and subscriptions be approved.

21.20 To consider and re-adopt the following Parish Council Policies for 2020/21:

- Absence Management Policy.
- Policy for The Borough Greens.
- Co-option Policy.
- Communications & Public Relations Policy & Procedure
- Complaints Policy and Vexatious Complaints Policy.
- Dignity at Work Policy.
- Equal Opportunities Policy.
- Policy on Filming, Photographing, Audio Recording & Social Media Reporting of Public Parish Council and Committee Meetings.
- Policy on Grants under Section 137 of the Local Government Act 1972.
- Health & Safety Policy.
- Playground Risk Management Policy.
- Procedures for handling requests made under the Freedom of Information Act 2000.
- Risk Management Policy and Risk Registers 1-5.
- Tree Management Policy.
- Time-Off in Lieu Policy.
- Travel & Expenses Policy.
- Documents pertaining to the General Data Protection Regulation (EU) 2016/679:
 - a. Information & Data Protection Policy
 - b. Document Retention & Disposal Policy
 - c. Social Media & Electronic Communication Policy

Cllr Mace proposed from the Chair and it was RESOLVED that the Council's policies be re-adopted subject to minor amendments being made to the Dignity at Work Policy, the Co-option Policy and the Risk Management Policy and Risk Registers.

22.20 To consider and review the Parish Council's Asset Register and Inventory of Land for 2020/21: Cllr Brentor proposed, Cllr Cornell seconded and it was RESOLVED that it be approved.

23.20 To confirm approval of the arrangements for insurance cover in respect of all insured risks for 2020/21: Cllr Mace proposed from the Chair and it was RESOLVED that the Council's arrangements for insurance cover in respect of all insured risks for 2020/21 be approved.

24.20 To approve the dates, times and place for ordinary meetings of the full Council for 2020/21: Cllr Mace proposed from the Chair and it was RESOLVED that the dates, times and place of ordinary meetings be approved for 2020/21 subject to one amendment. The Clerk was asked to set up 2 meetings of the Finance & Strategy Committee for the coming year.

25.20 To resolve to approve the Parish Council's Framework for its 3 Year Plan for 2020/21: Following a brief discussion, Cllr Mace proposed from the Chair and it was RESOLVED that the item be deferred to the next meeting to allow for amendments to be made.

Downton Parish Council – Full Council Meeting on Monday 11th May 2020
Minutes approved as a true and accurate record, and signed as so by the Chairman presiding

.....Date.....

26.20 To approve the following payments:

- £840.00 Maranji Commercial & Domestic Cleaning - May.
- £748.79 Bawden Contracting Services Ltd - For grasscutting in April.
- £462.67 Idverde - For bin emptying for March and April.
- £48.24 West Mercia Energy - For the public toilets.
- £628.80 Time2Display - For signage for play areas and cemetery.
- £1500.00 Society of Local Council Clerks - For the clerk's community governance qualification.

Cllr Mace proposed, Cllr Randall seconded and it was RESOLVED that the payments be approved.

27.20 To resolve to approve the sum of £6,103.49 as the Accounts for payment for May and to record the bank balances:

Payee	Detail and payment made by bank transfer	£
	Maranji Commercial & Domestic Cleaning	840.00
	Idverde	462.67
	West Mercia Energy	48.24
	Time2Display	628.80
	Society of Local Council Clerks	1500.00
	Staff Salaries and pensions	2,623.78
	Total	<u>6,103.49</u>

Cllr Mace proposed, Cllr Brentor seconded and it was RESOLVED that accounts for payment be approved.

Balances to be Approved and Noted as at 11.05.2020

Current A/c: £3,821.22 Deposit A/c: 129,978.87

Memorial Hall Extension A/c: £17,251.67

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

28.20 To resolve to note the Clerk's reports 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:

Grasscutting: Bawdens has recommenced the cutting of the grassed areas in the parish. However, the Clerk is liaising with them to understand when all areas of the parish will be cut in one regular visit as has been done in previous years.

29.20 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: A number of updates on Covid-19 and Wiltshire Council's work.
- Briefing Note Number 20-15: Changes to Chargeable Garden Waste Collection Service Renewal Process.
- Operational Flood Working Group Newsletter and email advising that officer are still available to help as well as notification of proposed changes to the Flood Warning Services during the Covid-19 emergency measures period.

- Southern Wiltshire Area Board – VE Day Toolkit.
2. WALC – April Newsletter and various emails relating to the new legislation and regulations provided in the Coronavirus Act 2020 (previously circulated to councillors).
 3. Wiltshire Tree House – An email advising that the charities purpose is to help bereaved children in Wiltshire and asking that the Council make this known to residents.
 4. PKF Littlejohn – An email enclosing instructions for this year’s External Audit.
 5. Parishioner – An email regarding dog bin emptying.
 6. Parishioner – An email asking about whether there is a restriction on the colour he can paint his front door in the conservation area.
 7. Parishioner – An email about a fallen tree branch on the footpath from the Moot to Millennium Green.
 8. Parishioner – An email about the overgrown hedge on the footpath next to Iron Bridge.
 9. Parishioner and planning applicant – An email querying the Council’s response to their planning application.
 10. Parishioner – An email about a damaged bollard which was subsequently fixed by Wiltshire Council.

30.20 Date of next meeting: Cllr Mace confirmed the date of the next meeting as Monday 8th June 2020 at 7.30 pm. This meeting was to be a virtual meeting to be held on Zoom.

Part 2 – EXEMPT MATTERS - STAFFING

31.20 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 press and public be temporarily excluded from the meeting.

32.20 To receive a report from Cllr Cornell on progress in relation to the legal advice sought to ensure the Council’s obligations are met as an employer under the Pension Act 2008: Cllr Cornell gave a brief verbal report on the progress made so far, by the Staffing Committee, in obtaining legal advice on the Parish Council's obligations as an employer under the Pension Act 2008. Cllr Brentor proposed, Cllr Pearce seconded and it was RESOLVED to accept the report provided.

33.20 To consider and resolve to agree on the allocation of £1,000 from the legal fees budget line for the purpose of taking further legal advice on the payment of backdated employee pension contributions to qualifying staff and to delegate the commissioning of that advice to the Staffing Committee: Cllr Cornell proposed, Cllr Brentor seconded and it was RESOLVED to approve the sum of £1,000 from the legal budget line for the purpose of taking further legal advice on the payment of backdated employee pension contributions to qualifying staff and to delegate the commissioning of that advice to the Staffing Committee.

With no further business, the meeting closed at 9.36 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.