

DOWNTON PARISH COUNCIL



Minutes of the Virtual¹ Ordinary Meeting of the Parish Council held on Monday 8th June 2021 at 7.30 pm.

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

In attendance: Unitary Cllr Richard Clewer
Mrs Bev Cornish, Parish Clerk
Mrs Alison McGowan, Administrative Officer

Also present: Four members of the public.

34.20 To elect a Chair: Cllr Hall proposed, Cllr Cornell seconded and it was RESOLVED that Cllr Mace be elected as Chair.

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

36.20 To resolve to adopt a Protocol for Remote/Virtual Meetings: Cllr Brentor proposed, Cllr Cornell seconded and it was RESOLVED that subject to minor amendments being made the protocol should be approved.

37.20 Public Question Time:

A member of the public spoke in support of and in detail about their planning application.

38.20 Unitary Cllr Richard Clewer: Cllr Clewer reported that:

- Due Covid-19 the financial position of Wiltshire Council was unknown as it was for virtually every local authority across the country and until HM Government was clearer in the support it was likely to provide, this position would remain unchanged. Unlike other parts of government, the Council had to balance its budget at the end of the year and was not allowed to borrow to cover any overspend.
- He said he hoped further funding would be provided by HM Government and it would not lead to a requirement for a s114 notice to be issued under the Local Government Finance Act 1988 which required the Council to meet only its statutory duties.
- The Council had taken certain steps to reduce its capital spend and this included the campus fund which was to be deferred for a year.
- Officers were due to visit to look at a drainage issue in The Borough later in the month.

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

- In response to questions from councillors regarding recent correspondence on Neighbourhood Plans received from Malmesbury Town Council, Cllr Clewer advised that planning is constantly changing with documents being less valid, the older they get. He said it may be worth the Parish Council reviewing its Neighbourhood Plan but any planning application submitted by a developer would have to meet many other criteria and could not be given approval at Appeal solely because Wiltshire Council did not have a 5 year housing supply.

39.20 To receive apologies from Councillors: The Clerk advised that no apologies had been received.

40.20 To consider and resolve to approve the Minutes of the Annual Meeting held on Monday 11th May 2020: Cllr Hall proposed, Cllr Brentor seconded and it was RESOLVED, with 1 abstention from Cllr Roberts, that the Minutes be approved and signed by the Chair as a correct record.

41.20 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 Brentor declared a personal and non-pecuniary interest in planning application 20/03483 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.

42.20 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 a member of the public and these would be taken into account when the planning application was considered.

43.20 Planning and Tree Works Applications:

20/03483/VAR Avondyke, Downton - Removal of conditions 2 & 5 of application S/2001/2086 (Erection of bungalow with studio within the roof space and provision of vehicular access) to allow for permitted development works to be undertaken at the property: Downton Parish Council RESOLVED to support this application and noted the support of the neighbours in removing the conditions.

44.20 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:

20/02215/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: Approve with conditions

20/02765/FUL 83 Moot Lane, Downton - Removal of existing lean to conservatory and replace with rear two storey extension: Approve with conditions

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: Approve with conditions

45.20 To resolve to approve the Parish Council’s Framework for its 3 Year Plan for 2020/21: Cllr Brentor proposed, Cllr Randall seconded and it was RESOLVED that the minor changes

46.20 To receive a report from Fair Account on the Annual Internal Audit, to consider and note the findings and to resolve to act on them: Downton Parish Council RESOLVED to note and act on the Internal Auditor’s findings was to increase the frequency of its VAT reclaims.

47.20 To consider and resolve to approve the Annual Governance Statement contained within the Annual Governance and Accountability Return (AGAR) Part 3 for the year ended 31st March 2020 for submission to the Parish Council’s External Auditors following completion of the Internal Audit: Downton Parish Council RESOLVED to approve the Annual Governance Statement contained within the Annual Governance and Accountability Return (AGAR) Part 3 for the year ended 31st March 2020.

48.20 To consider and resolve to approve the Accounting Statements contained in the Annual Return and Statement of Variances within the Annual Governance and Accountability Return (AGAR) Part 3 for the year ended 31st March 2020 for submission to the Parish Council’s External Auditors following completion of the Internal Audit: Downton Parish Council RESOLVED to approve the Accounting Statements contained in the Annual Return and Statement of Variances within the Annual Governance and Accountability Return (AGAR) Part 3 for the year ended 31st March 2020.

49.20 To resolve to approve the dates for the period for the exercise of public rights for the Annual Governance and Accountability Return (AGAR) Part 3 for the year ended 31st March 2020: Downton Parish Council RESOLVED to approve the dates for the period for the exercise of public rights being from Monday 15th June to Friday 24th July 2020.

50.20 Committee Reports

Amenities Committee: Cllr Brentor gave a detailed report of the recent meeting at which the following decisions were taken:

- The Committee supported the installation of 2 taps at the Downton allotments.
- To delay the purchase of planters for Downton in Bloom but reconsider at the next meeting if these should be purchased in the Autumn for spring bulbs

- To create a list of missing or damaged road name signs for an application to be submitted to the Community Area Transport Group for funding.
- The VJ day bench to be installed on the Borough Green near the dentist subject to approval from Longford Estates.
- The Clerk and Administrative Officer would identify risks and associated PPE equipment needed to re-open the play equipment and restart the litter picking once allowed by HM Government guidance.
- To recommend that a planning application be submitted for the bridge

Staffing Committee: Cllr Cornell gave a very brief report on a recent meeting which she said she was not able to provide information on it because it was held in closed session. However, she did comment that it had been a good meeting.

51.20 To resolve to receive and note the Minutes of:

The meeting of the Amenities Committee held on Monday 24th February 2020.

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

52.20 To consider a recommendation from the Staffing Committee to make changes to the Committee's Terms of Reference: Cllr Brentor proposed, Cllr Cornell seconded and it was RESOLVED, with 1 abstention from Cllr Hall, that the changes be approved.

53.20 To resolve to approve the following payments:

- £840.00 Maranji Commercial & Domestic Cleaning - June.
- £748.79 Bawden Contracting Services Ltd - For grasscutting in May.
- £205.63 Idverde - For bin emptying for March and April.
- £15.81 West Mercia Energy - For the public toilets.
- £280.80 Initial - For feminine hygiene and nappy bins at the Public toilets.
- £110.00 Fair Account - For annual Internal Audit.

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

54.20 To resolve to approve the sum of £5,600.15 as the Accounts for payment for June and to record the bank balances.

Payee	Detail and payment made by bank transfer	£
Maranji Commercial & Domestic Cleaning		840.00
Bawden	April & May	1,497.58
Idverde		205.63
West Mercia Energy		15.81
Initial		280.80
Fair Account		110.00
Staff Salaries and pensions		2,650.33
	Total	<u>5,600.15</u>

Balances to be Approved and Noted as at 09.06.2020

Current A/c: £8,221.07 Deposit A/c: £119,983.73

Memorial Hall Extension A/c: £17,251.67

Downton Parish Council – Full Council Meeting on Monday 8th June 2020
 Minutes approved as a true and accurate record, and signed as so by the Chairman presiding

.....Date.....

Cllr Randall proposed, Cllr Watts seconded and it was RESOLVED that the balances be approved and noted.

55.20 To resolve to approve and note the Budget to Actual figures to 30th June 2020 and proposed virements: Cllr Mace proposed from the Chair and it was RESOLVED that the Budget to Actual figures to 30th June 2020 be approved and noted. The Clerk confirmed that no virements were required at this time.

56.20 To resolve to note the Clerk's report providing information on recent issues, work completed and her concerns with regard to instructions from its members to call and then cancel a legally convened meeting of the Staffing Committee: Cllr Cornell proposed, Cllr Randall seconded and it was RESOLVED that the Clerk's report be noted. Cllr Cornell read out a statement from members of the Staffing Committee which was also noted:

Kerbing of the Green: The kerbing of the Green has been completed and no issues were raised by members of the public.

Social Distancing Markings: The Clerk had agreed with the Headteacher of the primary school that she could install some white painted markers on the western footpath of Gravel Close leading to the entrances of the school to encourage parents to comply with social distancing guidance.

57.20 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:
 - A number of updates on Covid-19 and Wiltshire Council's work.
 - Briefing Note 20-20 - 5 year housing land supply
 - Briefing Note 20-19 Phased return to school and early years settings 1 June onwards
 - Cllr Wayman's Highways Newsletter for May.
 - Parish Steward Schedule for June to July.
2. WALC – May and June Newsletters.
3. Malmesbury Town Council – An email from the Mayor regarding Neighbourhood Plans.
4. Persimmon Homes – An email enquiring about the review of the Downton Neighbourhood Plan.
5. Parishioner - An email regarding dog fouling.
6. Parishioner - An email regarding the cycle path and overgrown verges.
7. Parishioner - An email regarding allotments.
8. Parishioner - An email regarding chancel repair insurance.
9. Parishioners - 3 emails regarding various trees.
10. Parishioner - An email regarding street lights in the Charles Church development.
11. Parishioner - 2 emails regarding speeding and a request to lower the speed limit in The Borough to 20 mph.
12. Parishioner - An email regarding the permissive path to the church through Church Leat.
13. Parishioner - An email regarding the cafe.
14. Downton Tennis Club - An email advising that public use of the courts is extended into June with the essential condition that courts must be booked online. This is to be done through the Club's website.

58.20 Date of next meeting: Cllr Mace confirmed the date of the next meeting as Monday 13th July 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 9.30 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.

DRAFT