

# DOWNTON PARISH COUNCIL



## Minutes of the Virtual<sup>1</sup> Ordinary Meeting of the Parish Council held on Monday 10<sup>th</sup> August 2020 at 7.30 pm.

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

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

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

### Part 1

**89.20 To elect a Chair:** Cllr Watts proposed, Cllr Brentor seconded and it was RESOLVED that Cllr Cornell be elected as Chair.

**90.20 To elect a Vice-Chair:** Cllr Watts proposed, Cllr Roberts seconded and it was RESOLVED that Cllr Hall be elected Vice-Chair.

### 91.20 Public Question Time:

A member of the public expressed her concerns about:

- The recent meeting of the Amenities Committee at which the bridge over the Avon project was discussed again and the proposal to submit a planning application. She was concerned that there was no consultation.
- The forthcoming meeting with Persimmon Homes and an independent person to join the meeting.
- The use of the precept to spend more money on staffing matters with only 3 members of staff.

### 92.20 Unitary Cllr Richard Clewer:

- Cllr Clewer gave the following report:
- More work was being done to clear the cycleway between Downton and Salisbury and this task would be added to a list for regular maintenance.
- The pedestrianisation of Salisbury's streets was proving to be 'interestingly contentious' and suggested that the Council should follow its progress.
- On the matter of anti-social behaviour issues, he said he was satisfied that everything was being done which could be done by the relevant departments at Wiltshire Council which were dealing with the issues.

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

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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

**94.20 To consider and resolve to approve the Minutes of the Ordinary Meeting held on Monday 13<sup>th</sup> July 2020:** Cllr Cornell proposed, Cllr Watts seconded and it was RESOLVED that the Minutes be approved and signed by the Chair as a correct record.

**95.20 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:**

Cllrs Mace and Pearce declared a personal and non-pecuniary interest and said they would not vote on the Minute 102.20 regarding the Memorial Centre.

All councillors declared a personal and non-pecuniary interest in planning application 20/05382 and Cllrs Randall and Watts did not vote.

Cllr Roberts declared a personal and pecuniary interest in tree works application 20/06116 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.

**96.20 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 Cornell proposed from the Chair and it was RESOLVED that the following responses to questions from members of the public be noted:

- The Working Group would be consulted at a forthcoming meeting on whether it should consult before submitting a planning application. It would also be communicating more on what was happening with the project.
- The member of the public's views on the independent observer was noted.
- All matters relating to staffing were held in closed session. The Wiltshire Association of Local Council's had advised that they were unable to advise on the Council's staffing issues and had recommended it sought additional professional advice.

**97.20 Planning and Tree Works Applications:**

**20/05382/FUL Unit 1, Batten Road, Downton - Erect portal frame extension to existing building:** Downton Parish Council RESOLVED to support this application as it is compliant with Policy LE1 of the Downton Neighbourhood Plan. However, in view of Downton's susceptibility to groundwater flooding and the pressure on the existing main sewer which leads to overflowing drains in the winter months and at periods of high rainfall, it objects to the applicant's proposal to dispose of surface water into the main sewer. The Council requests that a dedicated soakaway for this purpose be installed on the site.

**20/06116/TCA 66 The Borough, Downton - Reducing the crown by a 1 metre on Beech tree in attached plan and photo:** Downton Parish Council RESOLVED to support this application but would accept the decision of the Tree Officer.

**98.20 To resolve to note the decisions on recent applications:** The Clerk advised that she had not had any notification of recent decisions.

**99.20 To elect Cllr Randall to the New Housing Development Committee:** Cllr Mace proposed, Cllr Hall seconded and it was RESOLVED that Cllr Randall be elected to the Committee.

**100.20 To consider and resolve to agree on an independent person to attend the forthcoming meeting with Persimmon Homes South Coast Ltd to discuss their very early proposal for additional homes in Downton parish:** Following a discussion, Cllr Cornell proposed, Cllr Brentor seconded and it was RESOLVED, with 2 objections from Cllrs Randall and Watts, that Mrs Nikki Wilson be asked to attend as an independent observer.

**101.20 To consider a recommendation from the Amenities Committee to adopt a Memorial Bench and Tree Policy:** Cllr Cornell proposed, Cllr Brentor seconded from the Chair and it was RESOLVED that the Policy be approved subject to minor amendments being made.

**102.20 To consider a recommendation from the Amenities Committee to permit the Downton Memorial Hall Committee to take preventative measures to deter anti-social behaviour and access onto the roof of the Memorial Centre:** Following a brief report from Cllr Brentor, she proposed, Cllr Hall seconded and it was RESOLVED that approve one of the proposed measures and that signs be erected to ensure compliance with the Council's insurance policy.

### **103.20 Committee Reports**

**Amenities Committee:** Cllr Brentor gave a brief report on a recent meeting at which:

- It was agreed that the planters for Downton In Bloom should be ordered and installed with winter bulbs.
- The potential cost of replacing street name signs was considered and the numbers required with the view that funding would not be sought from the Community Area Transport Group.
- Work to maintain the overgrown boundary of the Moot Lane Recreation Ground was agreed.

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

The meeting of the Amenities Committee held on Tuesday 26<sup>th</sup> May 2020.

Cllr Pearce proposed, Cllr Mace seconded and it was RESOLVED that the Minutes be noted.

**Wiltshire Localism and Planning Alliance:** Cllr Hall gave a brief report on a meeting of the newly named group of over 30 parish and town councils whose purpose was to lobby Wiltshire Council and HM Government on the honouring of the policies and proposals contained in their neighbourhood plans.

### **105.20 To resolve to approve the following payments:**

- £840.00 Maranji Commercial & Domestic Cleaning - August.

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Downton Parish Council – Full Council Meeting on Monday 10<sup>th</sup> August 2020  
Minutes approved as a true and accurate record, and signed as so by the Chairman presiding

.....Date.....

- £748.79 Bawden Contracting Services Ltd - For grasscutting in July.
- £205.63 Idverde - For bin emptying in July.
- £30.57 West Mercia Energy - For public toilets in June & July.
- £110.36 Ionos – For website hosting - April-July 2020.
- £1,201.20 David Ogilvie Engineering - For Memorial Bench.
- £72.00 Mr R Moody - For installation of Memorial Bench.
- £1,194 Peter Kent - For Design and Topographical Survey for Downton bridge.
- £36.00 - Lady Haig’s Poppy Factory - For poppy wreath.
- £57.56 - Zoom Video Communications Inc - For subscription April-July 2020.
- £75.00 - B Cornish - For expenses ie phone, internet from April-June 2020.

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

**106.20 To resolve to approve the sum of £7,316.94 as the Accounts for payment for August and to record the bank balances:**

Payee	Detail and payment made by bank transfer	£
	Maranji Commercial & Domestic Cleaning	840.00
	Bawden May & June	748.79
	Idverde	205.63
	West Mercia Energy	30.57
	Ionos	110.36
	R Moody	72.00
	David Ogilvie Engineering	1,201.20
	Peter Kent	1,194.00
	Lady Haig’s Poppy Factory	36.00
	Zoom Video Communications Inc	57.56
	B Cornish	75.00
	Staff Salaries and pensions	2,746.13
	<b>Total</b>	<b><u>7,316.94</u></b>

Cllr Cornell proposed from the Chair and it was RESOLVED that the Accounts for payment for August be approved.

**Balances to be Approved and Noted as at 10.08.2020**

Current A/c: £6,471.25    Deposit A/c: £104,994.07

Memorial Hall Extension A/c: £17,251.67

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

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

*Memorial Bench:* The bench was installed on Monday 3<sup>rd</sup> August by the Council’s contractor. Thanks were expressed to Doccombe for storing the bench and delivering it to site.

*Litter Pickers:* One of the litter pickers has resigned and will leave her post at the end of August to start an apprenticeship in chemical engineering. The Clerk had started the process to recruit her replacement. It was agreed that a letter of thanks be sent to the departing Litter Picker for her hard work.

*Drain Clearing:* The Clerk met with the Estate Manager of Longford Estates and the Wiltshire Highways Engineer regarding the drains in Wick Lane and Mesh Pond. Investigation is being carried out to investigate the ownership of the ditch and field beyond and those landowner responsible will clear the debris from the ditch to allow for water from the drains in Wick Lane to flow away into it.

**108.20 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:
  - A number of updates on Covid-19 and Wiltshire Council's work.
  - Briefing Note - Briefing Note 20-27 - Temporary Pavement Licences
  - Briefing Note 20-25 Leisure Centres to start reopening in August
2. Southern Wiltshire Area Board – An email advising that a meeting will be held virtually on Thursday 1<sup>st</sup> October at 7pm. The Chairman asks whether parish council wish to submit any issues for discussion.
3. WALC – An email advising of NALC's forthcoming online events on 'Rebuilding Communities'.
4. Environment Agency - Wessex Flood Warden Newsletter - July 2020.
5. Cranborne Chase AONB – Early summer newsletter.
6. Parishioner – An email regarding refuse bins overflowing.
7. Parishioner – An email regarding potholes behind the maypole green.
8. Parishioner – An email regarding a street light in Batchelor Way.
9. Parishioner – An email regarding an incident near the leisure centre when a catapult was used.
10. Parishioners - Two emails requesting a copy of the audio recording of the June meeting.
11. Parishioner – An email regarding brambles and undergrowth growing over from the Moot Lane Recreation Ground.
12. Parishioner – An email regarding new equipment and maintenance of the Memorial Gardens.
13. Parishioner – Two email setting out numerous questions in relation the bridge over the Avon project.
14. Parishioner – Two emails regarding the running of an exercise class in the Memorial Gardens.
15. Parishioner – Two emails from a resident regarding the alarm at Downton Library and a request guidance on the replacement of railings at their listed property in the conservation area.

**109.20 Date of next meeting:** Cllr Cornell confirmed the date of the next meeting as Monday 24<sup>th</sup> August 2020 at 7.30 pm. This meeting was to be a virtual meeting to be held on Zoom.

## Part 2 – EXEMPT MATTERS – EMPLOYMENT & STAFFING

**110.20 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 Cornell proposed from the Chair and it was RESOLVED that the meeting be closed to members of the public and press.

**111.20 To receive a report from the Cllr Brentor on the evaluation of the HR advisory service provided by South West Councils:** Following a brief discussion, Cllr Brentor proposed, Cllr Cornell seconded and it was RESOLVED that Downton Parish Council note the services offered by South West Councils.

**112.20 To resolve to appoint South West Councils as HR advisors to Downton Parish Council:** Cllr Cornell proposed, Cllr Brentor seconded and it was RESOLVED, with 1 objection from Cllr Hall, that South West Councils be appointed as HR advisors and that access to the organisation be limited to the Chair of the Staffing Committee and in her absence, Cllr Brentor and the Clerk.

**113.20 To resolve to obtain associate membership of South West Councils until 31st March 2022 at the cost of £798.75:** Cllr Watts proposed, Cllr Randall seconded and it was RESOLVED that the cost be approved.

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.*