

DOWNTON PARISH COUNCIL



Minutes of the Virtual¹ Ordinary Meeting of the Parish Council held on Monday 14th September 2020 at 7.30 pm.

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

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

Also present: Ten members of the public.

Part 1

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

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

133.20 Public Question Time:

The Chair of the Downton Society asked that the tubs be ordered for the Downton in Bloom project. The Society would cover the cost of the soil. She also reported that there had been an increase in the incidents of anti-social at Church Leat and asked whether there was any progress on the use of the Memorial Centre as a hub for the police.

The Chair of the Memorial Hall Centre advised that the Committee was awaiting a response from the police on the use of the Centre as a hub.

A member of the public expressed concern about the lack of action by the Council's flood wardens during the recent torrential downpour in which there had been considerable surface water in The Borough. She asked when there was going to be a meeting of flood wardens to ensure that a plan is put in place for when this occurs again over the winter months.

A member of the public expressed his shock at the recently published article in the InDownton Newsletter on the Bridge over the Avon project. He said that as far as he was concerned no agreement had yet been made with him and Longford Estates. He said that the long term maintenance and upkeep of the fencing and routes were his main concern as after the Working Group had been dissolved all issues relating to them were likely to fall 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 Estate Manager for Longford Estates also expressed his shock at the article and said that an agreement had certainly not been made. He was concerned that proper consideration of the impact on the farmer of the project had not been taken into account. He also questioned whether this was a project on which the Council should be spending its money in view of the likelihood that the route would only be able to be used for 6 months of the year.

A member of the public expressed concern that there had been no consultation with the public on this project for several years.

134.20 Unitary Cllr Richard Clewer: Cllr Clewer gave the following report:

- The closure of part of the A338 at Britford has caused a number of tailbacks but a re-programming of the traffic lights had improved the queues.
- The Council had opened 17 libraries but the rules on social distancing and HM Government's frequency in making changes to them was hindering the opening of the smaller libraries.
- The recently announced appointment of COVID marshals by HM Government would not apply in Wiltshire as they were more appropriate for towns and cities with high density populations.
- The trial for the pedestrianisation of Salisbury would take place in October.
- One of the impacts of Covid-19 may be a reduction in employment in the county and therefore parishes should factor in a like reduction in the parish's tax base for 2021/22 as more residents make claims for universal credit.
- He was still trying to fight for the long term maintenance of the existing cycle paths although the Council was in the process of creating new ones.

Cllr Cornell expressed her concern about the work done recently on the cycle path which had involved in parts the scraping back of the earth. She said residents were concerned that in these areas an intensive or regular downpour would be likely to cause the earth to flow back again impeding its users.

Cllr Brentor said that she had been disappointed by the consultation on the re-opening of libraries and the restriction on browsing. Cllr Clewer advised that in the smaller libraries no browsing was allowed because the rules on social distancing did not comply and the safety of users and staff could not be assured.

Cllr Hall queried the unresolved issue of the unlit street lights on the north side of The Borough between The Bull and the Memorial Gardens. He had reported them some time ago and was aware the newly installed fence was blocking access to the control panels. Cllr Clewer said he would follow this up with Wiltshire Highways.

135.20 To receive apologies from Councillors: The Clerk advised that apologies had been received from Cllr Mace due to a holiday commitment and Cllr Randall due to a work commitment. Cllr Hall proposed from the Chair and it was RESOLVED that the apologies and the reasons for them be accepted.

136.20 To consider and resolve to approve the Minutes of the Ordinary Meeting held on Monday 24th August and the Extraordinary Meeting held on Monday 7th September 2020: Cllr Brentor proposed, Cllr Cornell seconded and it was RESOLVED that the Minutes be approved and signed by the Chair as correct records.

137.20 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:

No declarations of interest were received.

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.

138.20 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 Hall proposed from the Chair and it was RESOLVED that the following responses to questions from members of the public be noted:

- The Clerk will order the planters for Downton in Bloom.
- It was important for all incidents of anti-social behaviour to be reported to the police 101 number so that a picture could be built up for future action.
- Cllr Brentor offered for the un-adopted Emergency Plan to be considered at the forthcoming meeting of the Amenities Committee before it is submitted to the Council.
- Cllr Brentor gave a detailed response and an apology regarding the article in the InDownton Newsletter in that it did not include the wording 'agreement in principle' and advised that there was still considerable work to be done by the Working Group before any progress could be made on the Bridge project and at the moment the Group was gathering information. She said she would be very happy to meet with the both the farmer and the Estate Manager in due course.

139.20 Planning and Tree Works Applications:

20/05364/FUL 41 The Borough, Downton - Replacement of existing shed with new garden room: Downton Parish Council RESOLVED that it should support this application subject to a condition being included which states that the garden room cannot be used as ancillary accommodation to the main dwelling.

20/06524/FUL Court Hay, Lower Road, Charlton All Saints - Construction of garage with room over and link to dwelling, relocation of access, including location of oil tank to front of garage: Downton Parish Council RESOLVED to raise no objection to this application but requests that the potential inaccuracies within the plans, cited in a letter of objection from a member of the public, be investigated before a decision is taken.

20/06570/LBC &

20/06449/FUL Long Close House, Long Close, Downton - Construction of new loggia over boundary wall. Amendment to boundary wall (wall originally approved in application 20/02215/FUL): Downton Parish Council RESOLVED to support this application in line with the comments made by the Conservation Officer.

20/06932/TCA The Bull Hotel, The Headlands, Downton – Various tree works: Downton Parish Council RESOLVED to leave the decision on the tree works to the Tree Officer.

20/07030/LBC Witherington Farm, Witherington Road, Downton - Installation of chair lift to main staircase: Downton Parish Council RESOLVED to raise no objection to this application but would accept the decision of the Conservation Officer.

20/07070/FUL Wick Meadow Farmhouse, Mesh Pond, Downton - 2 Storey extension and single storey porch 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.

20/07288/LBC &

20/06553/FUL The Moot House, 15 Moot Lane, Downton - Proposed new walled kitchen garden: Downton Parish Council RESOLVED to support this application in line with the comments made by the Conservation Officer.

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

20/05284/FUL Barford Down Farm
Erection of storage barn to help store and dry
Windfelled timber to use in conjunction with cabinet/
furniture making business

Approve with conditions.

141.20 To review the cover provided for the renewal of the Council's Annual Insurance Policy with Inspire Insurance to commence on 1st October 2020 and to resolve to approve the Premium of £6,710.32: Cllr Brentor proposed, Cllr Pearce seconded and it was RESOLVED that the quote be accepted and approved.

142.20 To resolve to approve the closure of the B3080 from the Memorial Gardens in The Borough to Gravel Close from 10.30 hours to 12.00 Noon on Sunday 8th November 2020 for the Remembrance Sunday Service: Cllr Watts proposed, Cllr Cornell seconded and it was RESOLVED that the closure be approved.

143.20 To resolve to approve a donation of £20 to the Royal British Legion for a Poppy Wreath and to resolve to appoint a councillor to lay it on behalf of the parish on Remembrance Sunday: Cllr Brentor proposed, Cllr Watts seconded and it was RESOLVED that the donation be approved.

144.20 To consider a request from Downton Surgery to use the Moot Lane Recreation Ground for the siting and use of gazebos when the Flu Clinics are held: Cllr Pearce proposed, Cllr Cornell seconded and it was RESOLVED that the request be approved.

145.20 To resolve to approve that the WW2 Memorial Bench supplied by David Ogilvie Engineering be added to the Council's Asset Register for the value of

£896: Cllr Hall proposed from the Chair and it was RESOLVED that the bench be added to the Council's Asset Register.

146.20 Committee Reports

New Housing Development Committee: In Cllr Mace's absence, Cllr Brentor gave a brief report on a recent meeting at which:

- It was agreed that a plan should be devised for how a review of the Downton Neighbourhood Plan will be conducted.
- Questions were compiled and agreed which were to be put to Persimmon Homes at the Council's forthcoming meeting with the Land Director. It was also agreed that a press release should be written to update residents.
- Initial thoughts were discussed on the Council's response to the consultation and White Paper from the Ministry of Housing, Communities & Local Government entitled 'Planning for the Future' on the reform of the Planning System.

147.20 To resolve to receive and note the Minutes of:

The meeting of the New Housing Development Committee held on Thursday 13th August 2020.

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

148.20 Representative and Working Group Reports

Bridge Working Group: Cllr Brentor gave a detailed report on a recent meeting at which the following had been discussed and agreed:

- More communication to Downton residents was needed and this was to be via the InDownton Newsletter.
- Representatives of the Group needed to talk to the Longford Estate Manager before the planning application was completed to establish what was needed to progress this project.
- The route was discussed and it was thought that by turning the footpath left on the west side of the bridge, the potential for cutting off a triangle of the grazing field would be significantly reduced so that it would cause less inconvenience to the farmer and take into account his concerns. However, discussion on this was needed with the Estate Manager
- A member of the Group would contact the rights of way officer at Wiltshire Council to establish what actions were needed regarding the footpaths.
- More advice was needed about the footpath materials
- The review of the Neighbourhood Plan would need to take into account progress or otherwise of the project.

BWSCA Working Group: Cllr Brentor gave a brief report on a recent meeting at which it had been reported that:

- The Association now has three active trustees and a treasurer.
- The Sports and Social Club has been wound up and there is consideration of a 6 month trial approach to running it in the future by the Football club. However, this was dependent on a thorough business plan and the proviso that the Downton community would continue to have access.

- One of the trustees will be contacting the Clerk about the lease. All clubs have now agreed to underleases with payments and contributions based on an objective model reflecting use and facilities. Some of the financial liabilities have been changed to allow a considerable saving to BWSCA.
- The new Leisure Centre provider opened (with COVID-19 restrictions) on 10th September with vastly improved internal provision and a much greater willingness to work with BWSCA and WC to provide data and communications on use.
- The Working group felt that the remit of the group has almost been achieved and they will hold one more meeting before planning to end the working group.

Downton Allotment & Leisure Gardeners Association: Cllr Watts gave a brief report advising that the Association will not be holding an AGM until next year. He said as far as he could see, everything was going to plan and there were no major problems.

149.20 To resolve to approve the following payments:

- £840.00 Maranji Commercial & Domestic Cleaning - September.
- £748.79 Bawden Contracting Services Ltd - For grasscutting in August.
- £257.04 Idverde - For bin emptying in August.
- £17.32 West Mercia Energy - For public toilets in August.
- £27.59 Ionos - For website hosting.
- £24.00 Mr R Moody - For repairs to gate.
- £324.00 Boswell Brothers - For cemetery soil removal.
- £203.42 Wallgate - For accessible public toilet mirror.
- £110.00 Longford Estates - For Allotment and Ground rent.
- £405.00 Play Inspection Company - For playground inspections.
- £914.00 South West Councils – Membership to March 2022.

Cllr Cornell proposed, Cllr Pearce seconded and it was RESOLVED that the payments be approved.

150.20 To resolve to approve the sum of £13,379.31 the Accounts for payment for September and to record the bank balances:

| Payee | Detail and payment made by bank transfer | £ |
|--|--|-------------------------|
| Came & Co | | 6,710.32 |
| Maranji Commercial & Domestic Cleaning | | 840.00 |
| Bawden May & June | | 748.79 |
| Idverde | | 257.04 |
| West Mercia Energy | | 17.32 |
| Ionos | | 27.59 |
| R Moody | | 24.00 |
| Boswell Brothers | | 324.00 |
| Wallgate | | 203.42 |
| Longford Estates | | 110.00 |
| Play Inspection Company | | 405.00 |
| South West Councils | | 914.00 |
| Staff Salaries and pensions | | 2,797.83 |
| | Total | <u>13,379.31</u> |

Cllr Cornell proposed, Cllr Pearce seconded and it was RESOLVED that the Accounts for payment for September be approved.

Balances to be Approved and Noted as at 14.09.2020

Current A/c: £3,091.94 Deposit A/c: £94,994.07

Memorial Hall Extension A/c: £17,251.67

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

151.20 To resolve to approve the Budget to Actual Report to 30th September 2020 and the proposed virements:

| Amount | Budget line From | Budget line To |
|--------|----------------------|--------------------|
| £685 | VE Day Subscriptions | Subscriptions |
| £10 | Rent of Rooms | Insurance premiums |
| £70 | Rent of Rooms | Allotment rents |

Cllr Cornell proposed, Cllr Pearce seconded and it was RESOLVED that the virements be approved.

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

Tree Survey: The tree survey report has been received and quotes are currently being sought for the priority work identified and additional work to a tree in the cemetery which was not included.

Public Toilets: The equipment to make the accessible public toilet ‘Stoma Friendly’ will be installed shortly.

Iron Bridge: Work to replace a damaged water pipe under the bridge by Bournemouth Water is close to being completed. The lights will remain in place during the start of w/c 14th September for the reinstatement of the bridge walkway and other non-pipe related work.

153.20 To resolve to note the Correspondence received: Cllr Hall 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 20-28 Planning Update August 2020
 - Briefing Note 20-30 - Area Board Boundary Review – which does not include Southern Wiltshire.
2. Southern Wiltshire Area Board - New data from the Joint Strategic Needs Assessment.
3. CATG - An email advising that a meeting will be held virtually on Tuesday 15th September at 6.30 pm.
4. WALC – September Newsletter and 2 emails regarding the Planning White Paper and consultations and a Parish Online training session – ‘digital maps for Local Councils’. It takes place on Thursday 15th October via Microsoft

Teams. There are two-parts – in the morning (10 am-12 noon) and afternoon (1 pm-3 pm) allowing for a screen (and lunch) break in the middle.

5. Parishioner - An email regarding the dog bin in Charlton.
6. Parishioners - Two emails regarding flooding in Wick Lane and The Borough.
7. Parishioners - Various emails regarding the vacancy for a litter picker.
8. Parishioner - An email regarding the Council's meeting with Persimmon.
9. Parishioner - An email regarding signage for Church Hatch.
10. Parishioner - Several emails providing updates on the work to repair the water pipe under Iron Bridge.
11. Parishioner - An email regarding the 'Muck spreading stench between 9th and 13th August 2020'.
12. Non Parishioner - An email asking who owns the ducts & conduits in the Downton Industrial Estate.

154.20 Date of next meeting: Cllr Hall confirmed the date of the next meeting as Monday 12th October 2020 at 7.30 pm. This meeting was to be a virtual meeting to be held on Zoom.

Part 2 – EXEMPT MATTERS - STAFFING

155.20 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’.

156.20 To consider and resolve to approve the salary award for qualifying staff from 1st April 2020 in accordance with the National Association of Local Council's document entitled ‘Employment Briefing E01-20 - 2020-21 National Salary Award’ and in accordance with their Employment Contracts: Cllr Hall proposed from the Chair and it was RESOLVED that the salary award be approved.

With no further business, the meeting closed at 9:15 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.