

DOWNTON PARISH COUNCIL



Minutes of the Virtual¹ Ordinary Meeting of the Parish Council held on Monday 12th October 2020 at 7.30 pm.

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

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

Also present: Ten members of the public.

157.20 Election of Chair

Cllr Hall proposed, Cllr Brentor seconded and it was RESOLVED that Cllr Mace be elected as Chair.

158.20 Election of Vice-Chair

Cllr Cornell proposed, Cllr Hall seconded and it was RESOLVED that Cllr Brentor be elected as Vice-Chair.

159.20 Public Question Time:

A member of the public gave a detailed statement on the proposal to review the Neighbourhood Plan as follows:

- The Parish Council does not have a mandate to make a lot of alterations.
- Funding should be included in the revised plan as the precept has nearly doubled since it was made.
- It should take into account the revised settlement boundary for which there was a consultation 2 years ago but it is unclear whether it has been implemented.
- The review should consider conducting a survey of the residents living in the new developments to establish where they came from, where they work etc to inform future decision-making on housing and housing need.

A member of the public expressed her thanks to the Clerk for putting out the flood signs in The Borough during the recent torrential downpour of rain. She said she was concerned about whether the drains would cope over the winter and hoped that a meeting of the Watermeadows and Flood Defence Committee would be held soon as she thought the Parish Council needed to have a clear plan for the winter.

160.20 Unitary Cllr Richard Clewer

Cllr Clewer gave the following report:

- He would speak to the Highways Engineer about the clearing of the drains.
- The revised trial for the pedestrianisation of Salisbury will start on 21st October.

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

- His view of neighbourhood plans was that their revision needed to be linked to HM Government's changes to planning and plans needed to be linked and valid for the same term as the Local Plan.
- He was working on ways to make Area Boards engage more with their local communities.

161.20 Apologies

The Clerk advised that apologies had been received from Cllr Watts due to a personal commitment. Cllr Mace proposed from the Chair and it was RESOLVED that the apology and the reason for it be accepted.

162.20 Minutes

Cllr Brentor proposed, Cllr Pearce seconded and it was RESOLVED, with 2 abstentions from Cllrs Mace and Randall, that the Minutes of the ordinary meeting held on Monday 14th September be approved and signed by the Chair as a correct record subject to the words 'in that it did not include the wording 'agreement in principle'' after the words 'InDownton Newsletter' being added to her report on the Bridge over the Avon project in Minute 138.20.

163.20 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 Minute 170.20 as member of the Downton Green Group.

- 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.

164.20 Business Raised During Public Question Time

Cllr Mace proposed from the Chair and it was RESOLVED that the matters raised by members of the public be noted.

165.20 Planning and Tree Works Applications

20/07001/FUL 9 Green Lane, Downton - Demolish existing conservatory, and erect single storey flat roof extension to the rear of the property. Addition of a glass balustrade to the top of the existing garage: Downton Parish Council RESOLVED to support this application on the grounds that it was compliant with Core Policy 57 of the Wiltshire Core Strategy.

20/07708/FUL 63 Catherine Crescent, Downton - Proposed single storey extensions and alterations: Downton Parish Council RESOLVED to support this application on the grounds that it was compliant with Core Policy 57 of the Wiltshire Core Strategy.

20/08346/PNEX 3 Haydon Close, Downton - Prior Notification (larger home extension scheme) - Single storey rear extension with rear projection of 4

metres with eaves height of 2.25 metres and maximum height of 3.45 metres:
Downton Parish Council RESOLVED to note this application.

20/07926/TCA The Borough Dental Practice, 58 The Borough, Downton - Holly tree - overall reduction of 30% Weeping Willow tree - crown raise to 5m Ash tree – fell: Downton Parish Council RESOLVED to note that this application had already been determined.

20/07802/TPO 32 Greenacres, Downton - Western Cedar - Raise crown by 20% - 2 metres Scots Pine 2 - Remove selected Branches: Downton Parish Council RESOLVED to leave the decision on this application to the Tree Officer.

20/08288/TCA Foxes Sleep, 42 The Borough, Downton - Japanese Angelica - Crown lifting, Approx 7 lower branches need removing: Downton Parish Council RESOLVED to support this application on the grounds that the branches were overhanging the footpath.

20/08430/TCA 73 The Borough, Downton - Fell 1 Cherry Tree: Downton Parish Council RESOLVED to leave the decision on this application to the Tree Officer.

166.20 Planning Application Decisions: Cllr Mace proposed from the Chair and it was RESOLVED that the decisions on the following applications be noted:

20/05670/LBC & 20/06559/FUL
Long Close House, Long Close, Downton
Construction of new loggia over boundary wall. Amendment to boundary wall (application 20/02215/FUL) Approve with conditions

20/07030/LBC
Witherington Farm, Witherington Road, Downton
Installation of a chair lift to main staircase Approve with conditions

167.20 Consultation

Ministry of Housing, Communities & Local Government's consultation entitled 'Planning for the Future':

Cllr Randall proposed, Cllr Roberts seconded and it was RESOLVED that the recommended response devised by the New Housing Development Committee be approved and that Cllr Mace's offer to submit the lengthy response be approved.

168.20 Protocol for the Formation and Operation of Working Groups

Cllr Brentor proposed, Cllr Hall seconded and it was RESOLVED that the Protocol be approved with minor alterations.

169.20 Terms of Reference for the Neighbourhood Plan Review Working Group

Cllr Brentor proposed, Cllr Hall seconded and it was RESOLVED that the proposal be varied as follows:

To consider a recommendation from the New Housing Development Committee to approve the Terms of Reference for the Neighbourhood Plan Review Working Group to be set up to consider and recommend the areas for review in the Downton Neighbourhood Plan and to resolve to appoint councillors to it and agree how it will be communicated to the community to seek non-council members to join it'.

Cllr Brentor proposed, Cllr Randall seconded and it was RESOLVED that the Terms of Reference be approved subject to minor amendments being made.

Cllr Mace proposed from the Chair and it was RESOLVED that the communication on the working group be conducted via the Council's website, the village website, noticeboards and social media.

Cllr Hall proposed, Cllr Brentor seconded and it was RESOLVED that Cllrs Brentor, Hall, Mace and Randall be appointed to the Working Group.

170.20 Plastic Free Community Steering Group Litter Pick

Cllr Mace proposed, Cllr Cornell seconded and it was RESOLVED that the litter pick be commended along with the group's actions to reduce risk.

171.20 Recommendations from the Amenities Committee

- a. **To approve a quote of £109 from Bawden Contracting Services Ltd, the Council's grasscutting contractor, to maintain a piece of land on the corner of Marie Avenue and Elizabeth Close and to add it to the Council's contract for the remainder of the contract term.**
- b. **To approve a quote of £1,035, selected from 3 quotes provided, from Mike Paton Carpentry for the replacement of the noticeboard in Downton Cemetery.**
- c. **To approve a total quote of £1,860 from Redlynch Leisure to carry out repairs and replacement works to the Council's play equipment in accordance with the Council's play inspection reports received from the Play Inspection Company.**
- d. **To approve a quote of £581.32 from Idverde for the installation and replacement of 8 public bins on the highway and in the Moot Lane Recreation Ground.**
- e. **To approve the sum of £4,000 being allocated for the installation of bollards and cycle stands around the Borough Cross to deter vehicles from parking on the pedestrian area which will be carried out by Ringway, an approved Wiltshire Council contractor.**
- f. **To approve the sum of £3,500 being allocated for the installation and connection by Dave Watton Electrical Ltd of two new replacement spotlights beside the Borough Cross.**
- g. **To approve the sum of £1,000 being allocated for the replacement of 5 Street Name Plates for Warrens Lane, Church Hatch, Twynhams Close, Downlands Close and Long Close West to be sourced through Wiltshire Council.**
- h. **To approve the sum of £2,500 being allocated for various tree works, as set out in the Tree Survey conducted by Tree Menders, to be carried out in Downton Cemetery, the Memorial Gardens and the Moot Lane**

Recreation Ground and, where appropriate, when planning permission for tree works in a conservation area has been received.

Following a lengthy discussion and explanations from Cllr Brentor and the Clerk, Cllr Cornell proposed, Cllr Roberts seconded and it was RESOLVED that the recommendations be approved.

172.20 Committee Reports

Amenities Committee

Cllr Brentor gave a brief report on a recent meeting. Most of the items considered at the meeting had already been presented as recommendations to the Council except for refurbishment work needed to the telephone box in the High Street and the noting of the playground inspection reports.

New Housing Development Committee

Cllr Hall gave a brief report on a recent meeting at which most of the items considered at the meeting had already been presented as recommendations to the Council. He said that the Wiltshire Area Localism and Planning Group (formed from parish and town councils with Neighbourhood Plans) was continuing to press Wiltshire Council on its lack of 5 year housing supply which weakened the validity of their plans and it was hoped that the Cabinet Member for Spatial Planning would be holding a meeting with the group very soon.

Staffing Committee

Cllr Cornell gave a brief report on a recent meeting at which the staff handbook, grievance and disciplinary procedure and flexi-time policies were discussed.

173.20 Committee Minutes

a. To receive and note the Minutes of the New Housing Development Committee held on Thursday 10th September 2020.

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

b. To receive and note the Minutes of the Staffing Committee held on Thursday 21st May 2020.

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

c. To receive and note the Minutes of Amenities Committee held on Monday 27th July 2020.

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

174.20 Representative and Working Group Reports

Millennium Green Trust

Cllr Brentor gave a detailed report on a recent meeting and the activities of the Committee over the last year. The Trust was unable to hold an AGM but wished to report that:

- Some willow sculptures had been installed on the Green;
- New signs had been installed on posts using section 106 monies on the route from the A338 to direct residents from the new development to the Green;
- Lockdown had increased footfall;
- There had been a number of incidents of anti-social behaviour but the most significant was the fire which had destroyed 12 hay bales;
- The cancellation of Cuckoo Fair had had an impact on their annual income and so their financial situation was becoming rather dire.

Community Area Transport Group

Cllr Hall gave a brief report on a recent meeting at which he had thanked the group on behalf of the Council for its contribution to the successful completion of the kerbing of the Borough Green.

175.20 Payments

- £9,081.99 Public Works Loan Board Loan
- £840.00 Maranji Commercial & Domestic Cleaning - For public toilets
- £748.79 Bawden Landscapes - For grasscutting
- £205.63 Idverde - For bin emptying
- £27.59 Ionos - For website hosting
- £90.00 Salisbury Window Cleaning - For bus shelter cleaning
- £472.50 Mike Paton Carpentry - For cemetery noticeboard
- £480.00 Tree Menders - For tree survey

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

176.20 Accounts for Payment

Payee	Detail and payment made by bank transfer	£
	Public Works Loan Board Loan	9,081.99
	Maranji Commercial & Domestic Cleaning	840.00
	Bawden Landscapes	748.79
	Idverde	205.63
	Ionos	27.59
	Salisbury Window Cleaning	90.00
	Mike Paton Carpentry	472.50
	Tree Menders	480.00
	Staff Salaries and pensions	2,890.89
	HM Revenue & Customs Quarterly PAYE	1,471.42
	Total	<u>16,308.81</u>

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

Balances to be Approved and Noted as at 12.10.2020

Current A/c: £8,166.50 Deposit A/c: £143,332.63
 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.

Downton Parish Council – Full Council Meeting on Monday 12th October 2020
 Minutes approved as a true and accurate record, and signed as so by the Chairman presiding

.....Date.....

177.20 Clerk's Report

Cllr Mace proposed from the Chair and it was RESOLVED that the Clerk's report be noted:

Litter Bins: Idverde will be installing the bins on Thursday 15th and Friday 16th October.

Downton in Bloom: The planters will be arriving in mid-October and will be installed on the Greens and in Moot Lane.

Road Closure: This year's Act of Remembrance has been scaled back significantly due to COVID-19 and so the road closure was not required on 8th November. A small ceremony will be held with only those officially present to lay the wreaths.

Website: The Council's website is now compliant with accessibility legislation.

HM Government Business Support Grant for Covid-19: The Council was successful in its application for a £10,000 grant for the public toilets. An application submitted by the Clerk on behalf of the Memorial Centre was also successful and the Centre has now also received a £10,000 business grant.

Cllr Mace proposed that a vote of thanks be recorded from the Council to the Clerk in submitting and being successful with the applications.

178.20 Correspondence

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.
 - Agenda for the Southern Wiltshire Area Board on 1st October at 7 pm.
 - Briefing Note 20-28 Planning Update August 2020
 - Notification of the MyWiltshire App.
 - Minutes of the CATG meeting.
 - Forthcoming Schedule of the Parish Steward.
2. Salisbury District Hospital – Governor briefing.
3. CPRE – An email attaching the organisation's response to the Planning White Paper.
4. Cranborne Chase AONB – An email advising of the new Time Travellers of Cranborne Chase AR app which can be downloaded from the App Store or Google Play.
5. Parishioner – An email regarding bollards around the Borough Cross.
6. Parishioner – An email about a tree which is on land whose ownership is unknown. Parishioner – An email regarding the poor state of the area around Cranberry Close.
7. Parishioner – An email regarding signage for Church Hatch.

179.20 Date of next meeting

Cllr Mace confirmed the date of the next meeting, which will consider the draft Budget for 2021/22, as Monday 26th October 2020 at 7.30 pm and to be held on Zoom.

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

Downton Parish Council – Full Council Meeting on Monday 12th October 2020
Minutes approved as a true and accurate record, and signed as so by the Chairman presiding

.....Date.....

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