

DOWNTON PARISH COUNCIL



Minutes of the Virtual¹ Ordinary Meeting of the Parish Council held on Monday 12th April 2021 at 7.30 pm.

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

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

Also present: Seven members of the public.

Prior to the start of the meeting, Cllr Brentor made a brief statement on behalf of the Council expressing its sadness on the death of HRH Prince Philip, Duke of Edinburgh, conveying condolences to HM The Queen and acknowledging his 73 years of public service. A one minute's silence followed.

379.20 Public Question Time:

A member of the public spoke on the issue of the HM Government petition set up to make the use of a slingshot or catapult illegal within legislation.

A member of the public spoke at length on the issue of the bridge project. He asked the Council to consider when delivering an infrastructure project of this kind in the future that it not be through the means of a working group.

A member of the public spoke on the issues of the Agenda item for Persimmon Homes South Coast and on Formula Land's consultation.

The Chair of the Memorial Centre stated that they were in discussions with Wiltshire Police on using the Centre as a 'hub'.

Cllr Richard Clewer spoke in support of the petition and continued engagement with Wiltshire Police. He also commented on the value of the consultation from Formula Land which was unlikely to reflect the community's views. He also responded to a question on Wiltshire Council's 5 year land supply.

Cllr Brentor made a brief statement on the recording of meetings, the Council's policy and asked anyone recording meetings to desist.

380.20 Apologies

Cllr Brentor advised that Cllr Cornell had sent her apologies due to a personal commitment. Cllr Brentor proposed from the Chair and it was RESOLVED that the

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

apology and the reason for it be approved. She also advised the Cllr Pearce had resigned and thanked her for her service.

381.20 Minutes

Following a statement from Cllr Mace, in which he said that he welcomed members of the public and the interest they take, there followed a discussion between Cllrs Mace, Brentor and Randall on what they considered to be undue prominence and a disproportionate level of representation being given in minutes to a small part of the electorate who attended meetings. Cllr Mace proposed, Cllr Watts seconded and it was RESOLVED that the Minutes of the Ordinary Meeting held on Monday 22nd March 2021 be amended as follows:

1. The second paragraph of Minute 367.20 be removed in its entirety and replaced by a higher level of summarisation, worded as follows:

"A member of the public expressed his concerns about whether and how the bridge project might be progressed. He pointed out the need to maintain a good working relationship with the Estate and stated that he thought the bridge project should now be put in abeyance."

2. As a Parish Council we ask that the Clerk, and anyone else taking minutes in future, keeps the minutes similarly brief when reporting on statements made by members of the public.
3. The words 'at this time' be added to the end of the paragraph of Minute 379.20.

382.20 Declarations of Interest and Dispensation Requests

- 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 Mace declared a personal and non-pecuniary interest in planning application 21/02036.

- b. **To consider any Dispensation Requests received by the Parish Clerk and not previously considered:**

The Clerk advised that she had received no dispensation requests.

383.20 Business Raised During Public Question Time:

Cllr Brentor proposed from the Chair and it was RESOLVED as follows:

- The petition be noted and added as a post on the Council's website.
- The meeting between the Memorial Centre and Wiltshire Police be noted.
- The comments made on the bridge project be noted.
- The comments made on Persimmon and Formula Land be noted and comments made by Cllr Clewer be considered by the Neighbourhood Plan Review Working Group at a forthcoming meeting.

384.20 Planning and Tree Works Applications

21/01602/FUL Fairfield House, 60 The Borough, Downton - Creation of outside pool: Downton Parish Council RESOLVED to support this application subject to the views of the Conservation Officer.

21/02036/FUL Cobwebs, 7 Gravel Close, Downton - Erection of a single storey rear extension and internal alterations to create utility room: Downton Parish Council RESOLVED to leave the decision on this application to the Conservation Officer.

PL/2021/03397 9 West Wick, Downton - Prior Notification (larger home extension scheme) - Single storey rear extension, infilling "L" shape to make square at ground floor level with rear projection of 4.6 metres with eaves height of 2.75 metres and maximum height of 3.5 metres: Downton Parish Council RESOLVED to note this application.

385.20 Planning Application Decisions

Cllr Brentor proposed from the Chair and it was RESOLVED that the decisions on the following applications be noted:

21/01098/FUL 37 Moot Close, Downton - Construction of covered rear porch and timber garden gym Approved with conditions.

21/01681/TCA Long Close House, Long Close, Downton
G1 - Yew x 2 - Fell T1 Field Maple –
Remove deadwood from the crown T2 Scots Pine Fell
T6 Scots Pine Fell T7 Sweet Chestnut – Fell No objection

21/02264/TCA Hill Rise, Slab Lane, Downton –
1 x Sycamore tree & 1 x Yew tree – reduction 1 m No objection

20/10508/LBC & 20/09706/FUL 20A Lode Hill, Downton
Proposed alterations to the built garage and walls
(amendment to 19/10972/FUL and 19/11390/LBC) Approve with conditions

21/01530/FUL 68 Moot Gardens, Downton – Demolition of a poor quality rear flat roof addition, the construction of a single storey rear extension, the conversion of the loft space into accommodation and a garage conversion into an annex Approve with conditions

386.20 Internal Auditor's Report

Following a discussion, Cllr Watts proposed, Cllr Roberts seconded and it was RESOLVED that drafted letter be approved and sent by the Clerk.

387.20 Minute 266.20 Appointment of a locum Clerk

Cllr Brentor proposed, Cllr Mace seconded and it was RESOLVED, with an objection from Cllr Hall that the proposal be varied to state that it be noted that the actions

agreed for the appointment of a locum Clerk were carried out only partially in accordance with the resolution made by the Council on 11th January 2021 for the reasons given in the response to the Internal Auditor but the Staffing Committee did not believe at that time it was acting beyond the delegated authority given to it.

388.20 Persimmon Homes South Coast

Following a brief discussion, Cllr Mace proposed, Cllr Hall seconded and it was RESOLVED that a second meeting be set up with Persimmon Homes South Coast.

389.20 IT Contract and Website Maintenance Contract

Cllr Mace gave a brief update on the sourcing of contracts for the Council's IT and Website maintenance which was proving more time consuming than expected. He said he would be bringing 3 quotes for each service to the May meeting.

390.20 Standing Orders

Following a lengthy discussion, Cllr Brentor proposed, Cllr Roberts seconded and it was RESOLVED that an additional clause be added to Standing Order 3 of the Council's Standing Orders as follows to allow for written questions to be received ahead of meetings when taking into account the return to face to face meetings after 6th May. The Council also awaited the outcome of the impending Court case to challenge the legality of holding meetings remotely after 6th May 2021.

- 3f. In compliance with HM Government's COVID-19 Roadmap for England, for the period from 7th May 2021 to 20th June 2021, members of the public may make representations in writing to be considered by the Council in their absence, provided those written representations are received by the Clerk by 12 noon on the day of the meeting. If the dates set out in the COVID-19 Roadmap for England should change, then the period during which written representations may be received shall be adjusted accordingly.

391.20 Memorial Hall Extension

Following a brief report from Cllr Mace on the completion of the outstanding 'snagging' works to the Memorial Hall Extension and Memorial Gardens, Cllr Brentor proposed, Cllr Mace seconded and it was RESOLVED that the proposal be varied to approve that the Chair and Vice-Chair be given delegated approval with the Clerk to pay bills up to the allocated reserve sum of £15,000 for the Memorial Hall Extension and any other urgent bills due before the next meeting of the Council.

392.20 Bridge over the Avon Working Group

Cllr Brentor proposed from the Chair and it was RESOLVED that the Press Release on the Bridge over the Avon project be approved and that it be published on the Council's website and on social media.

393.20 Representative and Working Group Reports

Southern Area Planning Committee: Cllr Hall gave a brief report on a recent meeting at which he had spoken on behalf of the Council in objection to the planning application for 20A Lode Hill. He said he regarded the meeting as completely unsatisfactory. The applicant had submitted revised plans one hour before the meeting and members of the Committee had agreed that compromise needed to be

made. He also said the plans submitted to the Committee were incorrect and did not reflect the measurements on site and also omitted other important measurements.

He also said that he had written to the planning officer and the chair of the committee to seek clarification on which plans and which measurements had been approved because these were unclear from the discussions and decisions taken at the meeting.

Southern Wiltshire Area Board: Cllr Hall gave a brief report on a recent meeting at which the following reports were received:

- The recruitment of foster parents;
- Wiltshire Fire & Rescue Service advising that they will be charging for frequent calls to attend false alarms on buildings;
- The departure of Inspector Pete Sparrow to a the Response Unit of Wiltshire Police and his replacement as well as the retirement of Pc Matt Holland;
- Funds were available for activities being organised with children which may be relevant for the skatepark event the Council had planned to organise in the future.
- Commendations were made on the Council's initiative to provide a laptop displaying local activities, clubs and organisations in the parish at the Doctors Surgery.

394.20 Payments

To resolve to approve the payments for April:
£9,042.93 Public Works Board Loan
£875.00 Maranji Commercial & Domestic Cleaning
£748.79 Bawden Managed Landscapes
£222.76 Idverde
£27.59 Ionos
£13.77 West Mercia Energy
£45.19 BT Group
£19.01 Bournemouth Water Business
£300.00 DM Payroll Services
£50.00 Andrew Whitelock - plumber
£1055.20 Wiltshire Association of Local Councils
£180.00 Salisbury Window Cleaning Services
£672.00 South West Councils
£113.76 Microsoft 365
£35.00 Information Commissioner's Office

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

395.20 Accounts for Payment

Payee	Detail and payment made by bank transfer	£
Public Works Board Loan		9,042.93
Maranji Commercial & Domestic Cleaning		875.00
Bawden Managed Landscapes		748.79
Idverde		222.76
Ionos		27.59

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West Mercia Energy	13.77
BT Group	45.19
Bournemouth Water Business	19.01
DM Payroll Services	300.00
Andrew Whitelock - plumber	50.00
Wiltshire Association of Local Councils	1055.20
Salisbury Window Cleaning Services	180.00
South West Councils	672.00
Microsoft 365	113.76
Information Commissioner's Office	35.00
Staff Salaries and Pensions & HMRC payments	5,303.89
Total	<u>18,482.13</u>

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

Balances to be Approved and Noted as at 12.04.2021

Current A/c: £4,509.88 A/c: £78,336.94

Memorial Hall Extension A/c: £3,920.01

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

396.20 Correspondence

Cllr Brentor 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 Southern Wiltshire Area Board, Thursday 2nd April at 3 pm.
 - Updated Community Group Covid-19 Guidance.
 - An email advising that the Elgin platform 'one.network' will be used distribute the notification of road closures and diversion routes rather than sending out Temporary Traffic Regulation Orders for planned road closures (TTRO) and Temporary Traffic Regulation Notices for emergency and urgent road closures (TTRN).
2. WALC – April newsletter, Legal Topic Notes and Leaflets.
3. Wiltshire Police – An email from Pc James Barrett advising of his last shift as a member of the Salisbury Community Policing Team.
4. PKF Littlejohn - An email enclosing the 2020/21 AGAR and external auditor instructions.
5. Formula Land – An email advising of a public consultation on the land in Breamore Road, Downton.
6. Downton Pharmacy – An email advising that it will be providing Covid-19 vaccinations from Monday 22nd March 2021.
7. Parishioner – An email regarding dangerous driving at speed and on the pavement in Lode Hill.
8. Parishioner – An email regarding the removal of a tree on Footpath 66 beside the boundary of their property.
9. Parishioner – An email seeking the answers to questions on the bridge project.

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10. Parishioner – An email regarding the untidiness of the Beacon green and asking that work be carried out to tidy it up and remove trees.
11. Parishioner – An email regarding purchasing of a house and the potential for development on land between Slab Lane and Moot Lane.
12. Parishioner – An email from the requesting a dog bin at the entrance to the area of land adjacent to Church Leat.
13. Parishioner – An email regarding ASB in The Moot.
14. Parishioner – An email regarding additional tubs for the 100th Anniversary of the Royal British Legion.
15. Parishioner – Several emails regarding the Bowling Club Lease.
16. Non-Parishioner – A letter regarding the installation of a bench.

397.20 Clerk's Report

Following a decision that Cllrs Mace, Cornell and Brentor would provide details of the scope and content of the proposed business continuity plan agreed at the last meeting to be drafted by the Clerk, Cllr Brentor proposed from the Chair and it was RESOLVED that the Clerk's report be noted:

Amenities

Update on current and future scheduled work to be completed within the parish:

- Parish Steward visited w/c 5th April week and was tasked with clearing drains in Elizabeth Close, removing weeds and debris from our Borough Cross, Barford Lane, Cranbury Close this week and reattaching a street sign.
- The new road nameplates are in place.
- Bollards ordered by Wiltshire Council and installation anticipated for June/July 2021.
- Iron Bridge to be repainted by WC contractor – from 19th April. The work is scheduled to take 6 weeks in a worst case scenario and will be done on temporary traffic lights.
- Sparkle Days by Wiltshire Council – The Administrative Officer arranged for Wiltshire Council contractors Idverde to spend 2 days in w/c 12th April clearing and tidying areas such as Snail Creep and the area around the Beacon. They will also be asked to return later in the summer to paint bollards etc and restore some of the street furniture.
- Public Toilets – Work to clear the drain and check the flushing of the urinal in the men's toilets has been carried out.

Bowling Club: This matter is ongoing. The Chair of the BWSCA is hopeful that a compromise can be reached in the next few weeks. The Clerk is awaiting the Head Lease.

Finance and Payroll

Work continues on setting up the RBS finance system.

The Council's payroll will be outsourced to the approved company w/c 19th April.

398.20 Date of next meeting

Cllr Brentor proposed from the Chair and it was RESOLVED that the date of the next meeting, the Annual Meeting of the Council, be held on Monday 24th May 2021 at 7.30 pm and, subject to there being no extension to the legislation to allow for meetings to be held remotely, the meeting be held at the Downton Memorial Centre.

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Part 2 – EXEMPT MATTERS – EMPLOYMENT & STAFFING

399.20 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’.

400.20 Staffing Investigation

After a short discussion, Cllr Brentor proposed from the Chair and it was RESOLVED that the Terms of Reference for the Staffing Investigation be noted and it was also noted that the investigation had been commissioned.

In response to questions, Cllr Mace confirmed that, although the timescale of the investigation is unknown, he didn't expect it to take long, that the final report would initially be sent to the Staffing Committee members for unedited circulation to all councillors and that the Council, with the exclusion of members involved, will decide on what actions to take.

There being no other business, the meeting ended at 9.25 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.