

# DOWNTON PARISH COUNCIL



**Minutes of the Annual Meeting of the Parish Council held on Monday 24<sup>th</sup> May 2021 at 7.30 pm.**

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

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

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

## **01.21 Declarations of Acceptance of Office**

The Clerk advised that all signed Declarations of Acceptance of Office forms had been received from all Councillors.

## **02.21 Election of Chair**

Downton Parish Council RESOLVED to elect Cllr Brentor as Chair for 2021/2022. Cllr Brentor signed her Declaration of Acceptance of Office of Chair.

## **03.21 Election of Vice-Chair**

Downton Parish Council RESOLVED to elect Cllr Mace as Vice-Chair for 2021/2022.

## **04.21 Public Question Time**

No questions or statements were received.

## **05.21 Unitary Cllr Richard Clewer:**

Following receipt of the Chair's congratulations on Cllr Clewer's re-election and his election as Leader of Wiltshire Council, he gave a brief report on the first meeting of the Council.

## **06.21 Apologies**

The Clerk advised that no apologies had been received.

## **07.21 Minutes**

Downton Parish Council RESOLVED, with one abstention from Cllr Cornell, to approve the Minutes of the Ordinary Meeting held on Monday 12<sup>th</sup> April 2021 with the following changes proposed by Cllr Brentor:

Minute 387.20 To add the words 'at that time' after the words 'did not believe' in the final sentence.

Minute 397.20 To add the words to the first paragraph: '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'.

**08.21 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 Hall declared a personal and non-pecuniary interest in tree works application PL/2021/04391 and did not vote.

Cllr Mace declared a personal and non-pecuniary interest in planning application 21/02036/FUL and did not vote.

Cllr Cornell declared a personal and non-pecuniary interest in Minute 12.21 and did not vote.

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

The Clerk confirmed that no dispensation requests had been received.

**09.21 Business Raised During Public Question Time**

No matters were raised.

**10.21 Planning and Tree Works Applications**

**21/02036/FUL/**

**PL/21/03484 Cobwebs, 7 Gravel Close, Downton – Revised Plans - Erection of a single storey rear extension and internal alterations to create utility room:**

Downton Parish Council RESOLVED to object to the revised plans for this application on the grounds that they are contrary to Core Policies 57 and 58 of the Wiltshire Core Strategy as the proposed extension does not enhance the quality of the listed building nor is it sensitive to its character and appearance.

**PL/2021/03921 The Goat, The Borough, Downton - Construction of wooden bar in rear garden:** Downton Parish Council RESOLVED to support this application but would accept the views of the Conservation Officer.

**PL/2021/04391 Batten Cottage, Breamore Road, Downton - T1 Willow - Reduce vertical limbs back to previous pruning points to leave crown with an umbrella like crown. T2 Ash - Remove limb growing over neighbouring boundary as the limb has signs of a split:** Downton Parish Council RESOLVED to leave the decision on this application to the Tree Officer.

**PL/2021/05249 27 Saxonhurst, Downton - T1 - Norway Maple tree - pollard T2 - Hazel tree - coppice G3 - group of Conifer trees - fell G4 - group of Elm trees - reduce height by 2.5m - 3m & reduce lateral growth by 1.5m:** Downton Parish Council RESOLVED to leave the decision on this application to the Tree Officer.

**11.21 Planning Application Decisions**

The Clerk advised that she had not received any decisions on planning applications.

### **12.21 Downton Primary School Association**

Downton Parish Council RESOLVED to approve the use of the Memorial Gardens for the Association's Summer Fete on 10<sup>th</sup> July 2021 subject to a Risk Assessment and appropriate insurance being provided. The Clerk was asked to advise that as the Memorial Gardens is a public park, any requests for unpaid entry to the Gardens during the event should be allowed.

### **13.21 Call for Evidence on Remote Meetings**

Downton Parish Council RESOLVED to defer this item to the next meeting for councillors to submit their responses to the questions contained in the consultation to the Clerk and for the Clerk to compile a response for consideration.

### **14.21 Standing Orders**

Downton Parish Council RESOLVED to adopt the Parish Council's revised Standing Orders for 2021/22 incorporating the amendments made by the National Association of Local Councils to include new sub-clauses f and g to Standing Order 18.

### **15.21 Financial Regulations**

Following a discussion and proposed changes regarding amendment to the Financial Regulations to take account of the amendments to bank signatory verification forms, Downton Parish Council RESOLVED to adopt the Parish Council's revised Financial Regulations for 2021/22.

### **16.21 Code of Conduct**

Downton Parish Council RESOLVED to adopt the new Model Code of Conduct as recommended by the Local Government Association.

### **17.21 Terms of Reference**

Downton Parish Council RESOLVED to approve the Terms of Reference for the Committees and Working Groups except for the Terms of Reference for the Neighbourhood Plan Review Working Group which was deferred to the next meeting.

### **18.21 Dates of Meetings**

Downton Parish Council RESOLVED to approve the dates, times and place for ordinary meetings of the Full Council and its Committees for 2021/22.

### **19.21 Committees and Working Groups**

Downton Parish Council RESOLVED that the following councillors be elected as members of the following Committees and Working Groups for 2021/22, the Chair and Vice-Chair being ex-officio members of all Committees. It was also RESOLVED that the Post Office and Leisure Centre Working Groups be dissolved and that Cllr Hall would continue to monitor the Post Office service on behalf of the Council:

- Amenities Committee - Cllrs Cornell, Jones, Randall & Watts.
- Complaints Committee - Cllrs Hall, Randall & Watts
- Finance & Strategy Committee - Cllrs Hall, Jones & Watts
- New Housing Development Committee - Cllrs Hall, Jones, Randall & Watts

- Staffing Committee - Cllr Cornell Watermeadows & Flood Defence Committee - Cllrs Randall, Roberts & Watts
- Caring Community Working Group - Cllrs Brentor & Jalland
- Communications Working Group - Cllrs Cornell, Hall & Jalland
- Rights of Way Working Group - Cllr Brentor & Hall
- Neighbourhood Plan Review Working Group - Cllrs Brentor, Hall, Mace, Randall

### **20.21 Membership of Outside Bodies**

Downton Parish Council RESOLVED that the following councillors be elected as Representatives of the Parish Council for the following organisations. A representative for Downton Band was not appointed for 2021/22:

1. Brian Whitehead Sports Centre Association - Cllrs Brentor & Cornell
2. Carver Trust - Cllr Watts
3. Cuckoo Fair - Cllr Roberts
4. Downton Link - Cllr Jalland
5. Downton Moot Preservation Trust - Cllr Brentor & Hall
6. Downton Memorial Centre Committee - Cllr Randall.
7. Memorial Centre Fire Safety 'Responsible Person' - Cllr Randall
8. Millennium Green Trust - Cllr Brentor & Cornell
9. Stockman & Woodlands Trust - Cllrs Watts & Randall
10. Allotments Association - Cllr Watts
11. Southern Wiltshire Area Board – Cllrs Hall & Jalland
12. Southern Wiltshire Area Board Community Area Transport Group - Cllr Hall
13. Chalk Pit Management Committee - Cllr Watts
14. Downton Football Club Working Group - Cllr Watts

### **21.21 Annual Payments and Subscriptions:**

Following a query from Cllr Mace, Downton Parish Council RESOLVED to defer the approval of the annual payments and subscriptions to the next meeting.

### **22.21 Parish Council Policies for 2021/22:**

Downton Parish Council RESOLVED to approve the following policies:

- Absence Management Policy
- Co-option Policy - with agreed amendments.
- Communications & Public Relations Policy & Procedure
- Complaints Procedure and Policy with agreed amendments
- Vexatious Complaints Policy
- Dignity at Work Policy
- Disciplinary Procedure and Grievance Policy
- Equal Opportunities Policy
- Freedom of Information Act 2000 Procedure
- General Reserves Policy
- Health & Safety Policy
- Memorial Bench & Tree Policy
- Playground Risk Management Policy
- Policy for the Borough Greens
- Policy on Filming, Photographing, Audio Recording & Social Media Reporting of Public Parish Council and Committee Meetings

- Protocol for meetings with Developers
- Protocol for Operation London Bridge
- Policy on Grants under Section 137 of the Local Government Act 1972 - with agreed amendment.
- Risk Management Policy & Risk Registers 2-5
- Time of in Lieu (TOIL) Policy
- Tree Management Policy
- Travel & Expenses Policy – with agreed amendments.
- Documents pertaining to the General Data Protection Regulation (EU) 2016/679:
  - a. Information & Data Protection Policy – with agreed amendments.
  - b. Document Retention & Disposal Policy
  - c. Social Media & Electronic Communication Policy – with agreed amendments.

### **23.21 New & Revised Policies**

Downton Parish Council RESOLVED to approve the following new policies for 2021/22:

- The Return to Face to Face Meetings Protocol
- Risk Assessment for Face to Face Meetings at the Memorial Centre

Downton Parish Council RESOLVED to defer the following policies to the next meeting:

- Business Continuity Plan
- Protocol for Working Groups
- Risk Register 1 – Corporate

With regard to the Officer/Councillor Protocol, Downton Parish Council RESOLVED to delegate consideration of it to the Staffing Committee in view of Cllr Mace’s proposal that the draft Protocol did not include sufficient reference to the Clerk and that the protocol from the Association of Council Secretaries and Solicitors be considered instead.

At this point in the meeting, and as it was 10 pm, the Chair proposed that everyone present take a 5 minute break. Downton Parish Council then RESOLVED to extend the meeting for a maximum of another 30 minutes to complete the remaining items on the Agenda.

### **24.21 Bank Signatories**

Downton Parish Council RESOLVED to approve the signatories on the Council’s Bank Accounts as Cllrs Brentor, Mace and Cornell.

### **25.21 Councillor Appointment to Review Financial Records**

Downton Parish Council RESOLVED to approve the appointment of Cllr Hall as the Councillor to conduct a quarterly review of the financial records in conjunction with the Parish Clerk and RFO in accordance with Clause 2.2 of the Council’s Financial Regulations.

### **26.21 Asset Register**

Downton Parish Council RESOLVED to approve the Parish Council’s Asset Register and Inventory of Land for 2021/22.

### **27.21 Insurance**

Downton Parish Council RESOLVED to confirm approval of the arrangements for insurance cover in respect of all insured risks for 2021/22.

### **28.21 3 Year Plan**

Downton Parish Council RESOLVED to defer the approval of the Parish Council's Framework for its 3 Year Plan for 2021/22 to the next meeting.

### **29.21 Purchase of Noticeboard**

Downton Parish Council RESOLVED to approve a recommendation from the Amenities Committee to purchase a replacement noticeboard from Greenbarnes Ltd for £1061.50 for installation in Moot Lane.

### **30.21 Dog Waste Bin**

Downton Parish Council RESOLVED to approve a recommendation from the Amenities Committee to purchase a larger and additional dog waste bin from Wybone for £280.97 for installation in Gravel Close.

### **31.21 Waste Collection Contract**

Downton Parish Council RESOLVED to approve a recommendation from the Amenities Committee to add an additional collection to the Council's contract with Idverde for the additional dog waste bin at an annual cost of £185.12

### **32.21 Signage**

Downton Parish Council RESOLVED to approve a recommendation from the Amenities Committee to purchase 8 'Clean Up After Your Dog' signs and 2 'Keep Dogs on Leads' for the cost of £44.20.

### **33.21 Committee & Working Group Reports**

Downton Parish Council RESOLVED to defer reports on the Amenities Committee and Neighbourhood Plan Review Working meetings to the next meeting.

### **34.21 Committee Minutes**

Downton Parish Council RESOLVED to receive and note the Minutes of:

The meeting of the Amenities Committee held on Monday 23<sup>rd</sup> November 2020.

### **35.21 Payments**

Downton Parish Council RESOLVED to approve the following payments for May:

£875.00 Maranji Commercial & Domestic Cleaning

£748.79 Bawden Managed Landscapes

£428.39 Idverde

£168.64 Society of Local Council Clerks

£28.79 Ionos

£14.92 West Mercia Energy

£44.35 BT Group £110.28 Source for Business

£253.90 Water 2 Business

£39.98 Dropbox

£90.00 Metrord

£28.78 Zoom

### 36.21 Accounts for Payment

Downton Parish Council RESOLVED resolve to approve the sum of £5,732.25 as the Accounts for payment for May and to note bank balances:

| Payee Detail and payment made by bank transfer   | £              |
|--|----------------|
| Maranji Commercial & Domestic Cleaning (Toilets) | 875.00         |
| Bawden Managed Landscapes (Grasscutting)         | 748.79         |
| Idverde (Bin emptying)                           | 428.39         |
| Society of Local Council Clerks                  | 168.64         |
| Ionos (website hosting)                          | 28.79          |
| West Mercia Energy(Toilets)                      | 14.92          |
| BT Group (Staff mobile)                          | 44.35          |
| Source for Business (Toilets)                    | 110.28         |
| Water 2 Business (Toilets)                       | 253.90         |
| Dropbox  | 39.98          |
| Metrorod (Toilets repairs)                       | 90.00          |
| Zoom (Meetings)                                  | 28.78          |
| Staff Salaries and Pensions                      | 2900.43        |
| Total  | <u>5732.25</u> |

### Balances to be Approved and Noted as at 24.05.2021

Current A/c: £7,674.74 A/c: £126,008.62

Memorial Hall Extension A/c: £3,920.01

### 37.21 Budget to Actual Report

Downton Parish Council RESOLVED to defer the Budget to Actual Report as at 19th May 2021 to the next meeting.

### 38.21 Correspondence

Downton Parish Council RESOLVED to note the Correspondence received:

1. Wiltshire Council - Emails regarding:

- A number of updates on Covid-19 and Wiltshire Council's work.
- 2021 CIL Guidance for Parish and Town Councils
- Climate Strategy Engagement - Invite to Town & Parish Councils (May 20th 10.00-11.30 am)
- Minutes for Southern Wiltshire Area Board, Thursday 11 March 2021, 7.00 pm
- Agenda for Southern Wiltshire Area Board, Thursday 27 May 2021, 7.00 pm at a venue to be advised
- Notification of the Temporary closure of: A354 (Part), Salisbury, Britford and Coombe Bissett (09/06/21 - 12/06/21)
- Notification of the Wessex Water Environment Fund
- An email advising of Wiltshire Council Standards Committee Recruitment of Co-opted Members
- Neighbourhood Planning Experience Survey for completion by town and parish councils by 11<sup>th</sup> June.
- ART WORKS Scheme - call for expressions of interest. Art Works is a high-profile future facing initiative which will place artists in the high streets of towns and cities in spaces made vacant in the past year

2. Wiltshire Association of Local Councils – May newsletter, Guidance and Updates plus notification of the outcome of the High Court case on remote meetings.
3. Chair of Downton Primary School DPSA – A risk assessment and copy of insurance for use of the Memorial Gardens on 10<sup>th</sup> July subject to Council approval.
4. Wiltshire Bobby Van Trust – An email advising that they are starting to ‘gear up’ to begin giving talks again on what they do to local community organisations.
5. Fair Account – Advice from the Council’s auditors on the ceasing of remote meetings.
6. Keep Britain Tidy – An email advising of the Great British Spring Clean which is being held between 28<sup>th</sup> May and 13<sup>th</sup> June.
7. Cranborne Chase AONB – An email advising of Walking Festival from 20<sup>th</sup>-30<sup>th</sup> May.
8. Bramshaw and Godshill Parish Councils – A letter seeking support the Council’s initiative to counter the high level of animal deaths on the B3078 by the installation of Average Speed Cameras from Godshill to Cadnam.
9. Parishioner – An email requesting an additional dog waste bin in The Sidings.
10. Parishioner – An email requesting an additional dog waste bin in at the entrance to the field adjacent to the bridge to Church Leat.
11. Parishioner – An email regarding the bright lights at the Bidfood warehouse.
12. Parishioners – Two emails regarding the parking on the corner of Barford Lane and a request for double yellow lines to be installed.
13. Parishioner – An email complaint regarding councillor behaviour at the last meeting. The complaint procedure was followed and directed them to the Standards Committee of Wiltshire Council.
14. Ms Jane Brentor – An email enclosing a copy personal letter sent to the complainant of the above complaint.
15. Parishioner – An email from the regarding locks on the men’s toilets. New locks have been installed.
16. Parishioner – An email regarding work completed by the Wiltshire Council Sparkle Team in Snail Creep.
17. Parishioner – Several emails regarding the work to Iron Bridge and also the traffic lights at Iron Bridge.

### **39.21 Clerk’s Report**

Downton Parish Council RESOLVED to note the Clerk’s report providing information on recent issues and work completed:

### **Elections**

Following the elections, the Council has six councillor vacancies.

### **Amenities**

1. **Parish Steward – May – visit over 2 days** – completed all of the following:-
  - a. Cleared The Borough Cross of weeds and the paved area outside of The Goat pub. Cleared weeds alongside the brick wall in Moot Lane outside Moot House.
  - b. Cleared debris near drains in Gravel Close.
  - c. Re-attached church sign at the Barford Lane end of Snail Creep.
  - d. Ensured water channel is clear next to the lane in South Lane.
  - e. Cut ivy from around the apple tree on Millennium Beacon Green.



2. **‘Sparkle Team’ – 2 day visit in mid-April** (2 men supplied by WC at no charge to the parish)
  - a. Cleared the length of Snail Creep and removed all soil and weeds so that the path is clear.
  - b. Cleared weeds and leaves along wall and in the turning circle outside of the entrance to St. Lawrence’s church.
  
3. **Drain clearance** – drains in Marie Avenue filled with silt.
  - a. Gully tanker organised by WC, visited on 10<sup>th</sup> May – cones put out in readiness but limited benefit as team found that the drains are full of roots.
  - b. Vactor now organised for 28<sup>th</sup> May to clear roots and any debris. Cones will need to be put out on the night before.
  
4. **Road maintenance** – organised by Highways.
  - a. Resurfacing of the Borough to take place from The Goat down to the traffic lights at the Bull. Timescale not yet known but the road has been marked up in preparation. The stretch needs to be retextured as the skid resistance is currently lower than it should be.
  
5. **Iron Bridge** – repairs and repainting
  - a. One side is complete.
  - b. The WC contractor has started on the other side. Repairs required to the railings where a car recently hit the bridge and preparation and repainting. Work has been delayed due to recent high winds (supplier very busy as a result of weather) and site waiting for scaffolding company to move the structure. The Clerk received reports at midday from residents on Bank Holiday Monday about flying scaffold boards and tarpaulin and reported online to Wiltshire Council’s duty engineer and the Environment Agency. She was kept informed for the rest of the day and fortunately there were no further incidents. However, it is unclear whether the duty engineer visited the site.
  
6. **Installation of new pole for Speed Indicator Device on Borough Green**
  - a. New pole now required as Wiltshire Council now advise that the proposed existing pole cannot be used as the SID would be too high due to current signs already in place potentially causing a hazard.
  - b. Referred to Cllr Hall as the CATG rep as an estimated cost of £687.46 for the new pole. The new pole will need to be removed each time the SID is taken down and replaced as required. It will therefore need to be stored whilst not in use.
  
- c. **Yellow lines (on corner of Barford Lane and Lode Hill)** – to be considered by Council following resident feedback at its June meeting as current agenda unable to accommodate an additional item. Following a recent accident, Council to consider this as a possible CATG scheme as parking has become a hazard and it has raised significant resident/member of the public feedback as a concern.
- d. Issue has been referred to Cllr Hall to consider from a CATG perspective.
  
7. **Replacement bus shelter** – by Scotts House development in Salisbury Road
  - a. To be installed on Tuesday 25<sup>th</sup> May.

**8. Public Toilets** – The soap dispenser in the ladies toilets is broken. Wallgate the original supplier is unable to repair due to parts being unavailable because the units are now obsolete. The Council’s contractor will attempt another but in the meantime anti-bacterial soap has been supplied for use in the unit.

**40.21 Date of next meeting**

Downton Parish Council RESOLVD to note the date of the next meeting as Monday 14<sup>th</sup> June 2021 at 7.30 pm and to be held in the Bonvalot Room at the Downton Memorial Centre.

There being no other business, the meeting ended at 10.15 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.*