

DOWNTON PARISH COUNCIL



Minutes of the Ordinary Meeting of the Parish Council held on Monday 14th June 2021 at 7.30 pm.

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

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

Also present: Seven members of the public.

41.21 Chair's Announcements

The Chair made a statement formally welcoming Cllrs Jalland and Jones to the Council. She also proposed from the Chair and it was RESOLVED that item 56.21 on the agenda be considered after item 61.21.

42.21 Public Question Time

Two members of the public spoke in support of their planning application.

The chair of the Downton Society spoke:

- In support of the recent installation of the topiary Cuckoo on the Borough Green as part of the parish's 'In Bloom' initiative and about which the Society had been in discussion with the Council since 2019. She said that it had arrived unexpectedly and the Society was in the process of investigating insurance for it. She also said that there was to be a competition at the Primary School to choose a name for it.
- On the matter of Iron Bridge and asked whether the Parish Steward could wash the unpainted railing.

A member of the public expressed her concern about:

- The plastic 'log store' outside the Co-op and whether it needed permission within the Conservation Area.
- The comments made by the chair at the last meeting about the additional requirement of candidates needing to be suitable to be co-opted to the Council and beyond meeting the legal eligibility criteria.
- A recent incident whereby a resident was injured by a catapult being fired at them when disturbing two men removing the catalytic converter from a vehicle outside their house.

43.21 Unitary Cllr Richard Clewer:

Cllr Clewer gave a brief report on the issues of:

- Anti-social behaviour in both Woodfalls and Downton and his efforts to put in place a public space protection order around the carrying of catapults and

ammunition. He said he had raised it with Wiltshire Police and Wiltshire Council and would raise it again.

- The revised Local Plan on which another consultation was to commence soon. He advised the Council to respond to it.

In response to questions from councillors on the matters of the reinstatement of the hatching on the road at the Wiltshire College roundabout, he said that he was in the hands of the highways experts and Highways England and on the quality of the grasscutting, he said he had asked for a list of priorities to be addressed under his leadership and improvements to 'street scene' was one of them. He also said that he had asked for there to be 'no more cuts to the highways budget full stop'.

44.21 Apologies

Cllr Brentor proposed from the Chair and it was RESOLVED that an apology received from Cllr Mace due to a holiday commitment be accepted.

45.21 Minutes

Downton Parish Council RESOLVED to approve the Minutes of the Annual Meeting held on Monday 24th May 2021 with the following changes proposed by Cllr Brentor - to add the words 'with agreed amendments' to the Communications and Public Relations Policy & Procedure under Minute 22.21.

46.21 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 Roberts declared a personal and pecuniary interest in planning application PL/2021/04260 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.

47.21 Business Raised During Public Question Time

Downton Parish Council RESOLVED to note the following matters raised by members of the public:

- Councillors would take account of the comments made on the planning application when considering when consider it as an item on the agenda.
- Councillors would take account of the comments made on the topiary cuckoo when consider it as an item on the agenda.
- The Chair had acknowledged at the time the guidance note from the National Association of Local Councils on co-options.
- The matter of the cleaning of the Iron Bridge railing would be considered at the forthcoming meeting of the Amenities Committee.

48.21 Planning and Tree Works Applications

PL/2021/05363 23 Lode Hill, Downton - Removal of existing single storey wrap around extension and construction of new wrap around single storey extension forming into 2 storey extension to the rear and associated internal works: Downton Parish Council RESOLVED to support this application, with one abstention from Cllr Brentor, on the grounds that it was compliant with Core Policies 57 and 58 of the Wiltshire Core Strategy.

PL/2021/04260 The Co-op, 66 The Borough, Downton - Removal of existing plant room and installation of a new plant enclosure with external freezer and chiller units and replacement canopy: Downton Parish Council RESOLVED to support this application on the grounds that it was compliant with Core Policies 57 and 58 of the Wiltshire Core Strategy.

PL/2021/03913 2 Eastman Close, Downton - Single storey extension to side of property: Downton Parish Council RESOLVED to support this application on the grounds that it was compliant with Core Policy 57 of the Wiltshire Core Strategy.

PL/2021/05651 Gardeners Cottage, Long Close, Downton Yew Tree - Remove to ground level: Downton Parish Council RESOLVED to defer this item to the next meeting as information on the application on the Wiltshire Council website had been unclear.

49.21 Planning Application Decisions

Downton Parish Council RESOLVED to note the following decisions:

21/01606/FUL 108 Moot Lane Downton Proposed side and rear extension following demolition Of garage	Approve with conditions
Moot Farm Cottage, 41 Moot Lane, Downton Proposed detached car port with store replacing Existing garage	Approve with conditions
PL2021/03605 107 The Borough, Downton Purple Plum – Formative Prune	No objection
PL/2021/04391 – Batten Cottage, Breamore Road, Downton Various tree works	No objection

50.21 Downton Society and Installation of Privet Topiary Cuckoo on the Borough Green

Following a discussion, Downton Parish Council RESOLVED to request that the Downton Society removes temporarily the Topiary Cuckoo from the Borough Green and for the Clerk to investigate the potential implications and costs of insuring and maintaining it in position in compliance with all the necessary health and safety regulations. The Society was also asked to communicate the reason for its removal to the public.

51.21 Sarum Orienteering Club - Relay Event

Downton Parish Council RESOLVED to approve a request from Sarum Orienteering Club to use the Moot Lane Recreation Ground along with The Moot for a relay event on Sunday 11th July 2021 between 11 am and 4 pm. It asked that the organisers liaise with the Doctors Surgery and The Moot to use their car parks for the event.

52.21 Double Yellow Lines at corner of Barford Lane

Following a discussion and no seconder, Cllr Hall withdrew his proposal to submit a request to the Community Area Transport Group for the installation of double yellow lines at the corner of Barford Lane.

53.21 New post for Speed Indicator Device on the Borough Green

Downton Parish Council RESOLVED to approve the submitting of a request to the Community Area Transport Group for the installation of a new or replacement post to the existing to support the speed indicator device on the eastern (maypole) Borough Green at a cost of approximately £687.

54.21 Call for Evidence on Remote Meetings

Downton Parish Council RESOLVED to approve the draft response to the Ministry of Housing, Communities and Local Government's consultation and call for evidence on local authority remote meetings.

55.21 Terms of Reference

Downton Parish Council RESOLVED to approve the additional terms to be added to the Neighbourhood Plan Review Working Group:

'To plan and recommend to the PC that it undertakes local consultation in order to establish an open meeting to consider setting up s NP Review Strategy Group'

56.21 Committees and Working Groups

Downton Parish Council RESOLVED to approve the appointment of Cllrs Brentor, Cornell, Jalland and Watts to the Moot Lane Recreation Ground Working Group.

57.21 Annual Payments and Subscriptions:

Downton Parish Council RESOLVED to approve the following annual payments and subscriptions:

- Grasscutting - £7,488
- Public Toilet cleaning and maintenance - £10,500.
- PWLB Loan - £18,047
- Salaries and Pensions - £39,940
- Waste Bin collection - £2,413
- Playground inspections - £675
- Wiltshire Association and National Association of Local Councils - £879.
- Society of Local Council Clerks - £167
- CPRE - £36.
- Information Commissioner - £35.

58.21 New & Revised Policies

Downton Parish Council RESOLVED to approve the Protocol for Working Groups.

Following further discussions, Downton Parish Council RESOLVED to defer again the following policies to the next meeting to await further revision with additional agreement that the Clerk will investigate a 'bring your own device policy' for the use of personal devices:

- Business Continuity Plan
- Risk Management Policy
- Risk Register 1 – Corporate

59.21 Change of Arrangements for Meetings

Downton Parish Council RESOLVED to approve the recommendations contained in the Clerk's report and to review the arrangements in six months' time.

60.21 3 Year Plan

Downton Parish Council RESOLVED to defer this item to the July meeting of the Council and Cllr Brentor agreed to present a report on her suggested changes.

61.21 Playground Inspections

Downton Parish Council RESOLVED to appoint Cllrs Hall, Jalland and Mace to carry out playground inspections of the Council's 4 playgrounds.

62.21 Downton Memorial Centre

Following a report from the Clerk on the response from the Council's insurers, Downton Parish Council RESOLVED to replace the faulty smoke detector in the Fire Alarm system without delay.

63.21 Councillor Training

Downton Parish Council RESOLVED to approve training for Cllrs Hall, Jalland, Jones, Randall and Watts to be undertaken with the Wiltshire Association of Local Councils at the cost of £30 per member.

64.21 Committee & Working Group Reports

Amenities Committee: Cllr Brentor gave a brief report on a recent meeting at which the amenities items discussed earlier in the meeting were discussed, the 3 year strategy was reviewed, the playground consultation and the way in which it was to be communicated was agreed.

Neighbourhood Plan Review Working Group: Cllr Brentor gave a brief report on a recent meeting with the main discussion being the need to ask Wiltshire Council to complete a Housing Needs Assessment for the parish.

65.21 Representative Reports

Downton Millennium Green Trust: Cllr Brentor gave a brief report on a recent meeting at which a display board was presented and their financial situation was discussed as membership was currently at only 38 so they are concerned about viability.

At this point in the meeting, and as it was 10 pm, the Chair proposed and Downton Parish Council then RESOLVED to extend the meeting for a maximum of another 15 minutes to complete the remaining items on the Agenda.

66.21 Payments

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

£875.00 Maranji Commercial & Domestic Cleaning
£748.79 Bawden Managed Landscapes
£222.76 Idverde
£28.79 Ionos
£18.39 Mercia Energy
£44.35 BT Group
£20.00 Downton Memorial Hall
£318.24 Initial

67.21 Accounts for Payment

Downton Parish Council RESOLVED resolve to approve the sum of £5,176.75 as the Accounts for payment for June and to record the 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)	222.76
	Ionos (website hosting)	28.79
	West Mercia Energy(Toilets)	18.39
	BT Group (Staff mobile)	44.35
	Downton Memorial Hall (room hire)	20.00
	Initial (Toilets)	318.24
	Staff Salaries and Pensions	2900.43
	Total	<u>5176.75</u>

Balances Approved and Noted as at 14.06.2021

Current A/c: £2,497.99 A/c: £126,009.68
Memorial Hall Extension A/c: £3,920.01

68.21 Budget to Actual Report

Downton Parish Council RESOLVED to approve the Budget to Actual Report as at 14th June 2021.

69.21 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.
 - Climate Strategy Engagement Meeting -Town and Parish Councils – copies of the slides from the meeting.
 - Winter Weather Team – An email advising on reporting salt bins and request for salt for winter preparation.

- Traffic Surveys – an email advising Wiltshire Council is aiming for traffic surveys to resume from 21st June 2021 pending the Government's Covid plans. If the restrictions are lifted, traffic surveys will continue to be commissioned in term-time only.
 - Electoral Register Monthly Changes - June 2021
 - Parish Steward Schedule Issue C5, Summer 2021
 - A poster for Get Out, Get Active Redlynch.
 - Minutes for Southern Wiltshire Area Board, Thursday 27 May 2021
 - Rural Housing Needs Slides from Area Board meeting.
 - An email advising of funding available for sports kits
2. Wiltshire Police – Dog Watch Newsletter.
 3. Flood Wessex/Environment Agency – An email advising of a strategy for the future of chalk streams, which has been published for stakeholder consultation on the CaBA website with a deadline of 15th June:
<https://catchmentbasedapproach.org/learn/caba-chalk-stream-restoration-strategy-consultation/>
 4. Wiltshire Association of Local Councils – June newsletter and information on courses for officers through Breakthrough Communications
<https://breakthroughcomms.co.uk/calc-training-events/>
 5. St Laurence's Church – Email from Rev Frank Gimson advising that he is retiring after his last service on 22nd August after 19 years in the parish.
 6. Cranborne Chase AONB – Email advising that their Dark Sky Friendly scheme is now open for business.
 7. Downton Primary School Association – A number of emails regarding the event they are holding on 10th July.
 8. The Downton Society – Letter advising about Council decisions to leave a planning application to the Conservation Officer and asking whether the Parish Council might consider reviving the PC Planning Committee.
 9. The Downton Society – Email asking questions on Iron Bridge and why the footbridge railing hasn't been painted and asking if the Council will ensure that it is painted.
 10. UK Cycling Events – Email advising of the New Forest Tour Sportive being held on Saturday 18th and Sunday 19th of September which will cross Downton through Moot Lane.
 11. Parishioners and non-parishioners – A number of emails in response to the playground consultation.
 12. Parishioner – Email regarding litter and weed clearance on a footpath between the Moot and Millennium Green.
 13. Parishioner – Email regarding parking in Marie Avenue by cars of local businesses.
 14. Parishioners – Emails regarding the painting of Iron Bridge.
 15. Parishioner – Email regarding bin emptying in Charlton.
 16. Parishioner – Email regarding the non-cutting of the verges on the A338 at Charlton.
 17. Parishioner – Email regarding the hedge by Iron Bridge.
 18. Parishioner – Email asking for greenery to be cut back in Moot Lane Recreation Ground.
 19. Parishioner – Email asking to attend and submit comments on a planning application at next Monday's meeting.

20. Parishioner – Email regarding footpath in Long Close at the back of the Memorial Gardens which is very overgrown with stinging nettles and asking if something can be done about it as it is being used by lot of parents to get to the school.

70.21 Clerk’s Report

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

Amenities

Parish Steward – June – visit over 3 days this week:-

- a. Clearing around the pinch point area and down towards Tannery Bridge, both on Thursday and.
- b. Cleaning bridge railings on Friday.
- c. Alison has also requested the road sweeper through the village as detritus is building up along the roadside to try and prevent so much going into the drains.
- d. Parish Steward will be chasing up the work to straighten the bollards near the library and cutting off the two redundant wooden posts (which supported the old noticeboard) near Tannery Bridge.

Drain clearance – drains in Marie Avenue filled with silt.

Gully tanker, organised by WC, visited on 28th May to clear roots and any debris. Cones were put out on the night before. On arrival they appeared to be unclear about which drains to clear and thought that they needed to clear a drain on the A338 which required them to bring traffic lights with them. In the end, they appear to only have cleared one drain.

When querying this with the highways engineer, he said that it was as a result of the visit previous to that of the gully tank. This visit had highlighted the fact that the culverts near the A338 had roots growing within them which were obstructing the flow of the water. The gully emptier did not have the necessary tools, but the vector did. Wiltshire Council did not ask them to clean any others further up the road, already done by the gully tank. They do have a full programme on their visit to the area, so it was not just a trip to clear a single gully.

Replacement bus shelter by Scotts House development - this was installed on Tuesday 25th May.

Overgrown hedge on footpath beside Iron Bridge – The rights of way officer has confirmed that a letter has been sent to the home owner to ask that the hedge be cut so that it doesn’t block the footpath.

71.21 Date of next meeting

Downton Parish Council RESOLVED to note the date of the next meeting as Monday 28th June 2021 at 7.30 pm 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.

Downton Parish Council – Annual Meeting on Monday 14th June 2021
Minutes approved as a true and accurate record, and signed as so by the Chairman presiding