

# DOWNTON PARISH COUNCIL



**To: All Members of Downton Parish Council**

**You are summoned to an Ordinary Meeting of Downton Parish Council on Monday 13<sup>th</sup> September 2021 at 7.30 pm. This meeting will be held in the Bonvalot Room at the Downton Memorial Centre, The Borough, Downton for the purpose of transacting the following business.**

**Bev Cornish CertHE, PSLCC  
Parish Clerk and Responsible Finance Officer  
7<sup>th</sup> September 2021**

**All COVID-19 Guidelines must be adhered to:**

- Masks must be worn on entry to the building and at all times.
- Please use the hand sanitiser on arrival.
- Please scan the QR code or sign in for Track and Trace.
- The maximum number of people permitted in the Bonvalot Room is 21.
- Please read the Council's Covid-19 Risk Assessment.
- Please **do not** attend if you have any recognised Covid-19 symptoms.

The Chairman will confirm whether the meeting may be filmed, photographed or audio recorded. If any member of the public present at the meeting objects, please inform the Chairman or the Parish Clerk before the start of the meeting.

**Although the meeting is open to the public, the Council is limited in terms of the capacity of the Bonvalot Room. It would be helpful if members of the public could contact the Clerk if they are planning to attend the meeting.**

**If they are not able to attend, they may submit questions or statements in writing to the Clerk at [clerk@downtonparishcouncil.gov.uk](mailto:clerk@downtonparishcouncil.gov.uk) by noon on the day of the meeting.**

During the meeting and at the Chairman's discretion, the meeting will be opened to enable questions or statements to be made by members of the public for a maximum time of 15 minutes. Members of the public are asked to restrict their comments and/or questions to three minutes.

## Agenda

### 158.21 Public Question Time

To receive questions and statements, either verbal or written, from members of the public. [Public Bodies \(admissions to meetings\) Act 1960 s1 extended by the LG Act 1972 s100](#)

**159.21 Unitary Cllr Richard Clewer:** To receive a short verbal report.

### 160.21 Apologies

To receive and accept apologies from Councillors. [LGA 1972 s85 \(1\)](#)

### 161.21 Minutes

To consider and resolve to approve the Minutes of the Ordinary Meeting held on Monday 12<sup>th</sup> July 2021. [LGA 1972 sch 12, para 41\(1\)](#) (Appendix A)

### 162.21 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. ([Disclosable Pecuniary Interests\) Regulations 2012 \(SI 2012/1464\)](#) (NB this does not preclude any later declarations).
- b. To consider any **Dispensation Requests** received by the Parish Clerk and not previously considered. [Localism Act 2011 s33\(b-e\)](#)

### 163.21 Business Raised During Public Question Time

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.

### 164.21 Planning and Tree Works Applications

To consider responses to the following Planning Applications: [Town and Country Planning Act, 190 sch.1 para.8](#)

**PL/2021/07887 48 Moot Gardens, Downton** - Single storey extension to side and rear of dwelling and form new dormer to rear.

**PL/2021/07792 Springfield Cottage Long Close Downton** - Erection of a single storey office extension, demolition of garage and retaining walls, installation of new windows and improvement to building facade, reconfiguration of access and parking area including re-levelling and the felling of a tree, and associated works.

**PL/2021/08000 &**

**PL/2021/07721 Barford Park Farm, Barford Lane, Downton** - Conversion of existing granary to ancillary accommodation for use in conjunction with established wedding venue and use as independent holiday let.

**PL/2021/07990 38 High Street, Downton** - Install Replacement Windows to Rear of Property and Secondary Glazing to Loft Window at Front of Property.

**PL/2021/07685 Thatchings, Lower Road, Charlton All Saints** - Removal of septic tank and installation of sewage treatment plant.

**PL/2021/08253 Dovecote Cottage, Barford Lane, Downton** - T1 - Fir tree - fell.

**PL/2021/08065 27 Saxonhurst, Downton** - Single Storey extension to house, raise garage roof and create covered seating area.

**PL/2021/08486 2 New Cottages, The Headlands, Downton** - Yew tree - reduce canopy by up to 15%, shape & remove deadwood & crossing branches

**165.21 Planning Application Decisions**

To resolve to note the decisions on recent applications.

**166.21 Annual Insurance**

To review the cover provided for the renewal of the Council's Annual Insurance Policy to commence on 1<sup>st</sup> October 2021 and to resolve to approve 1 quote from 3 quotes provided. [\(Appendix B\)](#)

**167.21 Wiltshire Council Climate Strategy & Environment Plan**

To consider and resolve to agree on a response to Wiltshire Council's consultation on its Climate Strategy & Environment Plan.

**168.21 Road Closure for Remembrance Sunday**

To resolve to approve the closure of the B3080 from the Memorial Gardens in The Borough to Church Hatch from 10.00 hours to 12.00 Noon on Sunday 14<sup>th</sup> November 2021 for the Remembrance Sunday Service and Parade.

**169.21 Poppy Wreath**

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. [LGA 1972 s137](#)

**170.21 Lease with Brian Whitehead Sports Centre Association**

In light of Downton Bowling Club's confirmation that it does not wish to surrender its lease with the Parish Council, to resolve to confirm approval for the drafting of a new lease between the Parish Council and the Brian Whitehead Sport Centre Association for the same area of land as the existing lease for a period 50 years up to 2072 (40 years beyond the term of the current lease).

[Local Govt \(Miscellaneous Provisions\) Act 1976 s19](#)

**171.21 Downton Half Marathon**

To consider a request from Beacon Leisure to use the Maypole Green as the finishing point for the Downton Half Marathon on Sunday 5<sup>th</sup> December 2021.

**172.21 Fencing in Charlton All Saints play area**

To consider a recommendation from the Amenities Committee to approve a quote of £200 to include materials from Leigh Bush to replace 12 wooden posts and attach to existing wire on the eastern boundary of the play area.

[Public Health Act 1875 s164](#)

### **173.21 Cemetery Fencing**

To consider a quote of £500 to include materials from Leigh Bush to install posts and stock fencing on the northern boundary in 2 stretches of 4 meters and one stretch of 5 meters at the top of the Cemetery. [LGA 1972 s214 \(2\)](#)

### **174.21 Cemetery tasks**

To consider a recommendation from the Amenities Committee to approve a quote of £210 from Leigh Bush to carry out the following tasks at Downton Cemetery: [LGA 1972 s214 \(2\)](#)

- I. Bury water pipe around front perimeter
- II. Fit slab under both water points
- III. Fit slab to top and bottom of steps near front gates
- IV. Fill area around 2 benches with soil from top of cemetery and seed with grass seed.

### **175.21 Installation of 3 Dog Bins**

To consider a recommendation from the Amenities Committee to approve a quote of £180 from Leigh Bush to install posts and dog bins in 3 locations, Gravel Close, by The Borough pinch point and in Hamilton Park. [Litter Act 1983 ss 5&6](#)

### **176.21 Installation of Noticeboard**

To consider a recommendation from the Amenities Committee to approve a quote of £80 to include materials from Leigh Bush to install the new noticeboard in Moot Lane to be located beside the entrance gate to the Moot Lane Recreation Ground in Moot Lane. [LGA 1972 s142](#)

### **177.21 Replacement Oak Gate Post at entrance to Moot Lane Recreation Ground**

To resolve to ratify the emergency expenditure of £230 associated with the replacing of a broken oak gatepost at the entrance to Moot Lane Recreation Ground. [Public Health Act 1985, s164](#)

### **178.21 Memorial Hall Extension:**

To receive and note a written report from Cllr Mace on the final works to the extension project and to consider recommendations from the Working Group to resolve to approve: [\(Appendix C\)](#)

- i The following final settlement payments to the following contractors:
  - £2,400 00 SWH Ltd for construction
  - £1,762.62 Paul Stevens Architecture for services during defects period
  - £525.00 Martin Pickard for quantity surveyor services
- ii. A quote of £6,760 from Environmental Drain Services Ltd for:
  - a) Replacing the 2 pumps in the sewage pump chamber located in the Memorial Gardens, and replacing the pump chamber's control panel;
  - b) Replacing 2 inspection chambers; and
  - c) Replacing the lightweight cover for the sewage pump chamber with a lockable, heavy duty cover.

With all monies being taken from the £15,000 Earmarked Reserves for the completion of the project. [LGA 1972 s133](#)

### **179.21 New Policy – Safeguarding**

To consider and resolve to approve a Safeguarding Policy. [\(Appendix D\)](#)

### **180.21 Councillor Training**

To resolve to approve the additional sum of £30 for Cllr Hudson-Baillie's inclusion on the councillor training course being arranged with the Wiltshire Association of Local Councils. [LGA 1972 s101](#)

### **181.21 Asset Register – Gazebo**

To resolve to approve that the Gazebo supplied by All Seasons Gazebos be added to the Council's Asset Register for the value of £242.

### **182.21 Committee & Working Group Reports**

To receive reports from the Chairs of Committees and Working Groups:

**New Housing Development Committee:** To receive a short verbal report from Cllr Hall.

**Amenities Committee:** To receive a short verbal report from Cllr Watts.

**Public Consultation Event:** To receive a short verbal report from Cllr Brentor.

### **183.21 Committee Minutes**

To resolve to receive and note the Minutes of:

The meeting of the New Housing Development Committee held on 2<sup>nd</sup> October 2020. [\(Appendix E\)](#)

The meeting of the Amenities Committee held on Monday 21<sup>st</sup> June 2021. [\(Appendix F\)](#)

### **184.21 Representative Reports**

**Downton Allotment & Leisure Gardeners Association:** To receive a short verbal report from Cllr Watts.

### **185.21 Payments**

To resolve to approve the payments for September:

£875.00 Maranji Commercial & Domestic Cleaning

£798.53 Bawden Managed Landscapes

£222.76 Idverde

£28.79 Ionos

£18.35 West Mercia Energy

£43.19 BT Group

£365.00 Longford Estates

£289.99 All Seasons Gazebos

£59.98 Vivo Technologies Ltd

£132.00 Cracknell Timber

£59.94 Dropbox – June to August '21

£26.06 Toolstation

14.39 - Zoom - July '21

£150.00 - B Cornish - Phone/Internet costs April –Sept '21

**186.21 Accounts for Payment**

To resolve to approve the sum of £10,672.03 as the Accounts for payment for September and to record the bank balances. [\(Appendix G\)](#)

**187.21 Budget to Actual Report**

To resolve to approve the sum of Budget to Actual Report as at 31<sup>st</sup> August 2021. [\(Appendix H\)](#)

**188.21 Correspondence**

To resolve to note the Correspondence received. [\(Appendix G\)](#)

**189.21 Clerk's Report**

To resolve to note the Clerk's report providing information on recent issues and work completed. [\(Appendix I\)](#)

**190.21 Date of next meeting**

To resolve to note the date of the next meeting as Monday 11<sup>th</sup> October 2021 at 7.30 pm to be held in the Bonvalot Room at the Downton Memorial Centre.

***Councillors are asked to note that in the exercise of their functions, they must take note of the following: Equal Opportunities (race, gender, sexual orientation, marital status and any disability); Crime & Disorder, Health & safety and Human Rights.***