

DOWNTON PARISH COUNCIL



Minutes of the Ordinary Meeting of the Parish Council held on Monday 13th September 2021 at 7.30 pm.

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

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

Also present: Five members of the public.

158.21 Public Question Time

A member of the public advised that she had handed out the parish surveys at the recent horticultural show. From the people she spoke to, she said that they had all remarked on the poor state of the village since they had last visited it.

159.21 Unitary Cllr Richard Clewer: Cllr Clewer gave a brief report as follows:

- The police have been doing some encouraging work on anti-social behaviour. However, he said he still didn't have any news on the Public Space Protection Order for Downton and Redlynch.
- The housing of refugees from Afghanistan was in progress and MOD housing was being considered as there were over 1,000 empty houses in Wiltshire.
- Wiltshire Council had published its resurfacing plan for the next 3 years and he asked that the Parish Council assess the minor roads within the parish to see whether any needed to be added to the list so that they could be included in the rolling programme.
- Regarding the 2022/23 year budget, he said that it was likely to be the most challenging year the Council had known, particularly in the area of social care.

160.21 Apologies

Cllr Brentor proposed from the Chair and it was RESOLVED that the apologies received from Cllr Mace due to a holiday commitment and Cllr Jalland for health reasons be accepted.

161.21 Minutes

Downton Parish Council RESOLVED, to approve the Minutes of the Ordinary Meeting held on Monday 9th August 2021 as a correct record and they were signed by the Chair subject to the following corrections:

Minute 122.21 – To add the word 'not' to Cllr Brentor's declaration on planning application PL/2021/05550.

Minute 156.21 – To add a further bullet point: 'The Chair will write to the Clerk to ask her to clarify her intentions regarding the use of the IDRP by the 24th August 2021'.

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:**

Cllr Hall declared a personal and non-pecuniary interest in planning application PL/2021/07792 and did not vote.

Cllr Brentor declared personal and non-pecuniary interests in planning applications PL/2021/07887 and PL/2021/07990 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.

163.21 Business Raised During Public Question Time

Downton Parish Council RESOLVED to note the matter raised by the member of the public.

164.21 Planning and Tree Works Applications

PL/2021/07887 48 Moot Gardens, Downton - Single storey extension to side and rear of dwelling and form new dormer to rear: Downton Parish Council RESOLVED, with 1 abstention from Cllr Watts, to support this application on the grounds that it was compliant with Core Policy 57 of the Wiltshire Core Strategy.

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: Downton Parish Council RESOLVED, with 1 abstention from Cllr Watts, to support this application on the grounds that it was compliant with Core Policy 57 of the Wiltshire Core Strategy.

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: Downton Parish Council RESOLVED, with 1 abstention from Cllr Watts, to support this application wishing to see this historic building repurposed, as it was no longer used as an agricultural building, subject to the comments from the Conservation Officer and appropriate mitigation being provided for the resident bats.

PL/2021/07990 38 High Street, Downton - Install Replacement Windows to Rear of Property and Secondary Glazing to Loft Window at Front of Property: Downton Parish Council RESOLVED to note that this application had been withdrawn.

PL/2021/07685 Thatchings, Lower Road, Charlton All Saints - Removal of septic tank and installation of sewage treatment plant: Downton Parish Council RESOLVED, with 1 abstention from Cllr Watts, to support this application on the grounds that it was compliant with Core Policy 57 of the Wiltshire Core Strategy.

PL/2021/08253 Dovecote Cottage, Barford Lane, Downton - T1 - Fir tree – fell:
Downton Parish Council RESOLVED, with 1 abstention from Cllr Watts, to support this application on the grounds that the tree had outgrown the site and was a risk to the boundary wall and garage.

PL/2021/08065 27 Saxonhurst, Downton - Single Storey extension to house, raise garage roof and create covered seating area: Downton Parish Council RESOLVED, with 1 abstention from Cllr Watts, to support this application on the grounds that it was compliant with Core Policy 57 of the Wiltshire Core Strategy.

PL/2021/08486 2 New Cottages, The Headlands, Downton - Yew tree - reduce canopy by up to 15%, shape & remove deadwood & crossing branches:
Downton Parish Council RESOLVED, with 1 abstention from Cllr Watts, to make no comment on this application due to the limited information provided but requested that the Tree Officer visit the site before determining the application.

165.21 Planning Application Decisions

Downton Parish Council RESOLVED to note the following decisions:

PL/2021/07442 -

31 The Borough, Downton – T1 Eucalyptus

- remove limb and reduce canopy by 50%

No objection

166.21 Annual Insurance

Following a report from the Clerk that she was awaiting further quotes, Downton Parish Council RESOLVED to delegate the decision on this matter to the Finance & Strategy Committee which was due to meet on Monday 27th September.

167.21 Wiltshire Council Climate Strategy & Environment Plan

Downton Parish Council RESOLVED that Cllrs Brentor, Hudson-Baillie, and in her absence Cllr Jalland, should draft a response for consideration by the Council at its next meeting.

168.21 Road Closure for Remembrance Sunday

Downton Parish Council RESOLVED to approve a temporary road closure from the Memorial Gardens to Church Hatch from 10.00 hours to 12.00 Noon on Sunday 14th November 2021. Depending on Covid-19 restrictions at the time, the service will be held either outside the Memorial Centre or at St Laurence's Church.

169.21 Poppy Wreath

Following a proposal from Cllr Watts, seconded by Cllr Randall, to vary the agenda item, Downton Parish Council RESOLVED to approve a donation of up to £50 to the Royal British Legion for the purchase of a Poppy Wreath to be laid by the Chair of the Council on Remembrance Sunday.

170.21 Lease with Brian Whitehead Sports Centre Association

Downton Parish Council RESOLVED, with 1 abstention from Cllr Jones, that in light of Downton Bowling Club's confirmation that it did not wish to surrender its lease with the Parish Council, to confirm approval for the drafting of a new lease between the Parish Council and the BWSCA 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).

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171.21 Downton Half Marathon

Downton Parish Council RESOLVED to approve a request from Beacon Leisure to use the Maypole Green as the finishing point for the Downton Half Marathon on Sunday 5th December 2021 subject to the necessary documentation being provided.

172.21 Fencing in Charlton All Saints play area

Downton Parish Council RESOLVED 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.

173.21 Cemetery Fencing

Following a discussion and noting of the correspondence received from members of the public, Downton Parish Council RESOLVED to approve 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. It was agreed that the Council needed to make the boundaries of its land secure.

174.21 Cemetery tasks

Downton Parish Council RESOLVED to approve a quote of £210 from Leigh Bush to carry out the following tasks at Downton Cemetery:

- 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

Downton Parish Council RESOLVED 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.

176.21 Installation of Noticeboard

Downton Parish Council RESOLVED 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.

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

Downton Parish Council RESOLVED to ratify the emergency expenditure of £370, taking into account a recently received bill from the contractor, associated with the replacing of a broken oak gatepost at the entrance to Moot Lane Recreation Ground.

178.21 Memorial Hall Extension:

Downton Parish Council RESOLVED to receive and note a written report from Cllr Mace on the final works to the extension project and to approve the following:

- i The 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.

Cllr Hall proposed, Cllr Watts seconded and it was further RESOLVED that a quote be sought for both an annual maintenance contract for the sewage pump chamber and the inclusion of a telemetric panel.

179.21 New Policy – Safeguarding

Downton Parish Council RESOLVED to approve the Safeguarding Policy following agreement on two minor amendments being made.

180.21 Councillor Training

Following a proposal from Cllr Watts, seconded by Cllr Randall, Downton Parish Council RESOLVED to vary the item to approve the allocation of the sum of £90 to councillor training with the Wiltshire Association of Local Councils up to the end of the financial year.

181.21 Asset Register – Gazebo

Downton Parish Council RESOLVED to approve that the Gazebo supplied by All Seasons Gazebos be added to the Council's Asset Register for the value of £242 together with the gazebo weights for the value of £50.

182.21 Committee & Working Group Reports

New Housing Development Committee: Cllr Hall gave a brief report on a recent meeting at which the Council's response to the planning application for Formula Land (Downton) Ltd was considered as well a request to undertake traffic surveys on the B3080.

Amenities Committee: Cllr Watts gave a brief report on a recent meeting at which matters already approved by the Council under this agenda had been discussed but the main topic of discussion was the outline plans for the playground equipment. He said some costings for obtaining a Public Works Loan Board loan had been provided by the Clerk and further costs for loans of differing amounts were requested ahead of the next meeting as well as their impact in terms of an increase on the precept.

Public Consultation Event: Cllrs Brentor and Cornell gave a brief report on the recent event which they said had been very successful. They also said that 80 residents had provided comments which were being analysed and a further survey was going to be issued via social media in the coming week.

183.21 Committee Minutes

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

The meeting of the New Housing Development Committee held on 2nd October 2020.

The meeting of the Amenities Committee held on Monday 21st June 2021.

184.21 Representative Reports

Downton Parish Council RESOLVED to defer the report on the Downton Allotment & Leisure Gardeners Association to the next meeting.

185.21 Payments

Downton Parish Council RESOLVED to approve the following 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

Downton Parish Council RESOLVED to approve the sum of £10,672.30 as the Accounts for payment for September 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)		798.53
Idverde (Bin emptying)		222.76
Ionos (website hosting)		28.79
West Mercia Energy(Toilets)		18.35
BT Group (Staff mobile)		43.19
Longford Estates (Rent for lock up)		365.00
All Seasons Gazebos		289.99
Vivo Technologies Ltd (Gazebo weights)		59.98
Cracknell Timber (oak post)		132.00
Dropbox – June to August '21 BC & AM		59.94
Toolstation (coded locks for Mem Gardens)		26.06
Zoom (final payment for July)		14.39
B Cornish – Phone/Internet costs April –Sept '21		150.00
Martin Pickard		525.00
SWH		2,400.00
Paul Stevens Architecture		1,762.62
Staff Salaries and Pensions		2900.43
	Total	<u>10,672.03</u>

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Balances to be Approved and Noted as at 13.09.2021

Current A/c: £10,525.82 A/c: £99,011.74

Memorial Hall Extension A/c: £1,232.39

187.21 Budget to Actual Report

Downton Parish Council RESOLVED to approve the Budget to Actual Report as at 31st August 2021.

188.21 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.
 - Operational Flood Working Group Newsletter for September 2021.
 - Climate Strategy and Natural Environment Plan consultations are open, and more information can be found and questions asked by joining one of the following online engagement events.
 - Thursday 9 September, 6pm, online launch event with Claire Perry O'Neill.
 - Wednesday 15 September, 10.30am-11.30am, first engagement webinar.
 - Thursday 30 September, 7pm-8pm, second engagement webinar.
2. Wiltshire Association of Local Councils – September Newsletter.
3. Came & Company – Email with 2 quotes re Insurance Renewal from 1st October 2021.
4. Downton Bowling Club – Email from the treasurer advising that the Club Committee members have concerns about the future and wish to retain full control of the bowling green and its use for the present as they believe this would be in the best interest of current and future Members of the Club.
5. Downton Society – Email regarding the notification/advertising to residents of the Formula Land application.
6. Persimmon Homes – Email providing answers to questions following a meeting with the Council in June.
7. Option 24/7 - Email from Wiltshire's county-wide bus user group, which is working with Wiltshire Council on a Bus Service Improvement Plan, advising town and parishes that they wish to set up a group of key contacts who are knowledgeable, well-known and active in each such community area, whom they can ask to advise them at regular intervals on what current or potential bus users in their community areas want to see from their bus services.
8. Wessex Community Action – August Newsletter.
9. Parishioners – Emails regarding the Formula Land planning application.
10. Parishioner – Email regarding use of a by-way in Moot Lane.
11. Parishioner – Email regarding an accident at the pinch point.
12. Parishioner – Email regarding the playground project.
13. Parishioner – Email regarding the poor state of the play areas.
14. Parishioner – Email regarding a young person volunteering to carry out some litter picking as part of working towards their Duke of Edinburgh Bronze award.

189.21 Clerk's Report

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

Amenities

1. Parish Steward

The Steward was in Downton on 1st & 2nd September but was called away for part of his time to deal with issues in Salisbury. He has:

- Cleared some graffiti from the bus shelters in Moot Lane and at the Bull and will continue this work on his next visit.
- Clearing part of Long Close.
- Sweeping the road again at Lode Hill with Slab Lane.
- Strimming nettles along Moot Lane with Avon Meadow.
- Moulds Bridge – Enquiries have been made of the bridge engineer to see whether the bridge team can be allocated to clean Moulds Bridge because the Steward has advised that it is not within his remit.

2. Electrician

The sourcing of another electrician for quotes to carry out the work to the public toilets, Charlton All Saints and lights at the Borough Cross is being progressed.

3. Drains

Recent correspondence with the Highways Engineer has included a request for the clearing of drains before the winter weather sets in. The Vactor has been ordered to clear the drains around the Maypole Green and in Green Lane and the ordinary gulley tanker has been ordered to clear the drains from Iron Bridge to the Bull, as usual. Letters will be put through residents' letterboxes in advance and cones put out to prevent vehicles blocking access to the drains.

Following further concerns being raised by residents the clearing of the drains in Wick Lane has also been raised.

190.21 Date of next meeting

Downton Parish Council RESOLVED to note the date of the next meeting as Monday 11th October 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 9.00 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.