

# DOWNTON PARISH COUNCIL



## **Minutes of the Ordinary Meeting of the Parish Council held on Monday 11<sup>th</sup> October 2021 at 7.30 pm.**

**Present:** Cllr Brentor (Chair) and Cllrs Hall, Hudson-Baillie, Jalland, Jones, Mace, Randall and Watts.

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

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

### **191.21 Public Question Time**

The Vice-Chair of the Downton Society explained the reason for the request and spoke in support of the Agenda item regarding the parish planters.

A member of the public asked if the Co-op could provide additional bins in view of the information received that, following its refurbishment, it would be providing a coffee machine and hot takeaway food. She said these were likely to generate more litter and the existing bins were usually full well in advance of the usual days on which they were emptied.

Cllr Hall reported that the AGM for the Downton Moot Preservation Trust would be held in the Bonvalot Room at Downton Memorial Centre at 7.30pm on Thursday 21st October 2021. He also reported that the new railings, made by Access Engineering had been installed on the bridge.

### **192.21 Unitary Cllr Richard Clewer:** Cllr Clewer gave a brief report as follows:

- Regarding the 2022/23 year budget, officers and he were concerned about what would come out of HM Government's Comprehensive Spending Review and what money Wiltshire Council would receive next year.
- With regard to the Local Plan, he said he was unclear about whether HM Government's previous target of 300,000 houses being built in a year was still valid and he was trying to find out.
- Wiltshire Council's Chief Executive was about to start a round of meetings with the larger parishes to establish better contact and to understand their needs. An invitation would be sent to Downton shortly.

Cllr Clewer agreed to raise a matter with the Wiltshire Council legal team following Cllr Hall's report that the Scott's House development was unable to be completed due to delays in receiving the necessary permissions to carry out highway works.

Following a further question from Cllr Hall about the annual funding from Wiltshire Council for Downton Leisure Centre after 2023, Cllr Clewer advised that he could not guarantee that the current level of funding would be continued.

### **193.21 Apologies**

Cllr Brentor proposed from the Chair and it was RESOLVED that the apologies received from Cllr Cornell due to a personal commitment and Cllr Roberts due to a work commitment be accepted.

### **194.21 Minutes**

Downton Parish Council RESOLVED, to approve the Minutes of the Ordinary Meeting held on Monday 13<sup>th</sup> September as a correct record and they were signed by the Chair.

### **195.21 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 Mace declared a personal and non-pecuniary interest in Minute 201.21 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.

### **196.21 Business Raised During Public Question Time**

Downton Parish Council RESOLVED to:

- Take account of the comments raised by the member of the public when considering the matter relating to Downton in Bloom.
- The Clerk advised that she would contact Cllr Roberts in his role as Manager of the Co-op to ascertain whether there was merit in the Council submitting a formal request to the Co-op's Head Office for:
  - (a) Additional bins to be provided in light of the additional offer of takeaway food and drink once the work to upgrade the store was completed; and
  - (b) Including a Post Office within the store.
- Councillors noted the date of the Downton Moot Preservation Trust's AGM and the installation of the railings on the bridge.

### **197.21 Planning and Tree Works Applications**

**PL/2021/08413 Little Owls, 6 Slab Lane, Downton - Single storey side extension and internal alterations:** 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/2021/08631 95 Moot Lane, Downton - Dropped kerb with gravel driveway -** 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/2021/08896 Unit 2, Batten Road, Downton - Change of use of whole building to Use Classes B2 and B8 only ( by removal of existing Use Class B1 ). Proposed alterations to front elevation & internally to form 2no.vehicle assembly bays:** Downton Parish Council RESOLVED to support this application on the grounds that it was compliant with Core Policy 35 of the Wiltshire Core Strategy and Policy LE1 of the Downton Neighbourhood Plan.

**PL/2021/09027 3 Marie Avenue, Downton - Single storey side extension and associated works:** 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/2021/09019 Pajenda, 5 Gravel Close, Downton - Single Storey Side Extension:** 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/2021/07961 5 Mill Race View, The Borough, Downton - Addition of a first floor bathroom window on side elevation:** 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/2021/09270 44 High Street, Downton - Yew tree - Crown reduction of up to 2m to nearest growth points & re-balance:** Downton Parish Council RESOLVED to support this application.

### **198.21 Planning Application Decisions**

Downton Parish Council RESOLVED to note the following decisions:

PL/2021/07197 10 Avon Meadow Downton –  
Demolition of conservatory and construction of  
two storey extension to rear of property Approve with conditions

PL/2021/07612 28 High Street, Downton –  
Crab Apple tree – fell: No objection

PL/2021/07685  
Thatchings, Lower Road, Charlton All Saints –  
Removal of septic tank and installation of  
sewage treatment plant Approve with conditions

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

PL/2021/06524 132 The Borough, Downton –  
Extension to existing attic room to incorporate attic  
to south-west and associated works including 'link' Approve with conditions

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### 199.21 Conclusion of External Audit

Downton Parish Council RESOLVED to approve and accept the External Auditor's Report and Certificate from PKF Littlejohn in relation to the Council's Annual Governance and Accountability Return for 2020-21 and thanked the Clerk for the associated work.

The Report states:

*'In our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met'.*

### 200.21 Climate Strategy & Environment Plan

Cllr Brentor advised that having been given responsibility for compiling the Council's response, the consultation was not set up to receive a response from organisations. She encouraged and it was noted by councillors that they could respond individually to the consultation.

### 201.21 Memorial Hall Extension:

1. **To resolve to ratify the expenditure of £950 associated with the landscaping by Environmental Drain Services Ltd of the land around the sewage pump chamber in the Memorial Gardens as approved by the Chair under Clause 4.5 of the Council's Financial Regulations.**

Downton Parish Council RESOLVED to ratify the expenditure of £950 following an explanation from Cllr Mace.

2. **To consider a proposal from Cllr Hall to:**
  - i. **Supply and install a mobile phone telemetry to the sewage pump chamber in the Memorial Gardens supplied by Environmental Drain Services at a cost of £499:**

Following comments from Cllrs Hall, Mace and Watts, Downton Parish Council RESOLVED not to install a mobile phone telemetry to the sewage pump chamber.

- ii. **Set up a maintenance contract to mitigate against risks of the sewage pump chamber breaking down and to ensure that annual inspections and maintenance are carried out to it as required.**

**With all monies being taken from the Earmarked Reserves for the completion of the project:**

Downton Parish Council RESOLVED to set up a maintenance contract with Environmental Drain Services for £350 and for the first inspection to be carried out in 6 months' time. Depending on the issues raised in the report, the Council will consider whether to opt for an inspection to take place either 6 monthly or annually.

### 202.21 Memorial Centre

Downton Parish Council RESOLVED to approve the allocation of £500 from the Memorial Centre budget line for the completion of a building condition survey to comply with the terms of the Council's lease with the Downton Memorial Centre Committee that one be conducted every 3 years.

**203.21 IT management and maintenance**

Downton Parish Council RESOLVED to defer this item to consider a report from Cllr Mace on quotes provided for the management and maintenance of the Council’s IT to the next meeting.

**204.21 Website management and maintenance**

Downton Parish Council RESOLVED to defer this item to consider a report from Cllr Mace on quotes provided for the management and maintenance of the Council’s Website to the next meeting.

**205.21 Downton in Bloom**

Downton Parish Council RESOLVED to make a contribution of £250 to the Downton Society towards the planting of the parish flower planters with long lasting bay trees and variegated ivy.

**206.21 Bus Shelter Light**

Downton Parish Council RESOLVED to approve a quote from GW Shelters to replace the faulty fluorescent light unit in the bus shelter adjacent to Saxonhurst with a new LED unit at a cost of £313.50.

**207.21 3 Year Strategic Plan**

Downton Parish Council RESOLVED to accept the recommendation from the Finance & Strategy Committee to approve its proposed changes to the Council’s 3 year strategy with one additional change agreed to be made at the meeting.

**208.21 Corporate Risk Register**

Downton Parish Council RESOLVED to accept the recommendation from the Finance & Strategy Committee to approve its proposed changes to the Council’s Corporate Risk Register.

**209.21 Committee & Working Group Reports**

**Finance & Strategy Committee:** Cllr Brentor gave a report on a recent meeting at which the Downton Society made representation on the 3 year plan and the Trustees of the BWSCA gave a detailed presentation with a request for £20,000 towards the setting up of a capital fund for the repairs to the buildings on the BWSCA site over the next 10 years. The members considered the potential costs for the playground project and any loan taken and also the Council’s longer term liabilities which led to some of the changes to the Corporate Risk Register.

**Neighbourhood Plan Review Working Group:** Cllr Brentor gave a brief report on a recent meeting advising that new member had joined the group following the retirement of another. A promotion was planned for the Housing Needs assessment and three members were charged with planning for an open meeting to establish interest in forming a NP Review Strategy group next Spring. The group further agreed that Cllr Brentor would co-ordinate the group’s views on the aims of undertaking a number of traffic surveys to inform the revised NP which was also a task identified in the Council’s 3 year plan.

## 210.21 Committee Minutes

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

The meeting of the Finance & Strategy Committee held on 28th October 2019.

## 211.21 Representative Reports

**Downton Allotment & Leisure Gardeners Association:** In Cllr Watts's absence from the meeting, Cllr Hall gave the report on his behalf. Cllr Hall reported that the Association appointed Adam Hayward as the new Chairman, the accounts were healthy and various ideas were raised including planting a number of fruit trees in the orchard area. He said there was a long waiting list, plots were now halved in size and only residents from within the parish were eligible to apply for plots.

**Downton Millennium Green Trust AGM:** Cllr Brentor gave a report on a recent meeting which had been attended by 30 people. In view of the absence of the Chairman, another member of the Trust managed the meeting and read a statement from the Chairman which made reference to the fire during 2020, the hard work undertaken by those who look after the Green, the reduced financial situation due to the loss of income from the Cuckoo fair parking (due to Covid) as well as the Trustee's regret about the decision of the Longford Estate not to allow a bridge. There followed a treasurer's report and then a talk by Steve Oakes on wildlife on the Green.

**Meeting with Wiltshire Police:** Cllr Brentor gave a brief report on a meeting the Council held with Inspector Tina Osborne which was attended by a member of the Neighbourhood Watch team and the Chairman and Clerk of Redlynch Parish Council. An update was provided on the structure of the Neighbourhood policing team, her enthusiasm that the Council keep in touch with the team and their willingness to be involved in the neighbourhood. In response to a question about having a touchdown base at the Memorial Centre, she said she was keen on the idea but this need to be put through the force's 'asset management' team and she will respond in due course. She also advised that she was working with Wiltshire Council on the implementation of a public space protection order but that this was likely to still take some time.

## 212.21 Payments

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

£9,003.87 Public Works Loan Board

£875.00 Maranji Commercial & Domestic Cleaning

£798.53 Bawden Managed Landscapes

£222.76 Idverde

£28.79 Ionos

£18.20 West Mercia Energy

£43.19 BT Group

£480.00 PKF Littlejohn - External audit

£109.99 Greenflow Water Saving - Public Toilet maintenance

£61.42 Cllr R Cornell - Public consultation materials

£156.00 A McGowan - 6 months Home working allowance

£156.00 B Cornish - 6 months Home working allowance

£341.47 Brewers Decorator Centres - Bollard paint and materials

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£750.72 Southern Security Services - Memorial Centre alarm maintenance  
 £8,694.72 Environmental Drain Services - Memorial Centre sewage pump chamber  
 £405.00 Play Inspection Company - Playground inspections  
 £110.00 Longford Estates - Allotments and land rent  
 £300.00 Millennium Green Trust - Finger posts  
 £145.00 Downton Memorial Centre - Room hire July-Sept  
 £39.01 - Pennon Water Services – Cemetery  
 £1,273.80 Greenbarnes - Noticeboard

### 213.21 Accounts for Payment

Downton Parish Council RESOLVED to approve the sum of £28,444.65 as the Accounts for payment for October and to record the bank balances.

Payee Detail and payment made by bank transfer	£
Public Works Loan Board	9,003.87
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)	18.20
BT Group (Staff mobile)	43.19
PKF Littlejohn	480.00
Greenflow Water Saving	109.99
Cllr R Cornell	61.42
A McGowan	156.00
B Cornish	156.00
Brewers Decorator Centres	341.47
Southern Security Services	750.72
Environmental Drain Services	8,694.72
Play Inspection Company	405.00
Longford Estates	110.00
Millennium Green Trust	300.00
Downton Memorial Centre	145.00
Pennon Water Services – Cemetery	39.01
Greenbarnes – Noticeboard	1273.80
Staff Salaries, HMRC and Pensions	4431.18
Total	<u>28,444.65</u>

### 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

### 214.21 Budget to Actual Report

Downton Parish Council RESOLVED to approve the Budget to Actual Report as at 30<sup>th</sup> September 2021 and asked that the Clerk include reserves and expected income in future reports.

### 215.21 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.

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- Briefing Note 21-16: Taxi Tariff Changes
  - Briefing Note 21-18 Community Governance Review which does not include Downton.
  - Briefing Note 21-19 - Update on Leisure Centres transferring to Wiltshire Council
  - Email regarding the Youth Survey being circulated to local organisations.
  - Southern Wiltshire Area Board - Parish Council Event: 18th November, 7pm
  - Email regarding recommencement of Traffic Surveys.
  - Flood Warden Newsletter Autumn 2021 and Wiltshire Prepared event agenda for training on 27-28<sup>th</sup> October 2021.
2. Persimmon Homes – Email requesting future dates of parish council meetings.
  3. Wiltshire Police – Email regarding damage to the public toilets.
  4. CPRE - Invitation to a Neighbourhood Planning Webinar on the 9th of November 10:00am
  5. Domain Name provider – Email confirming the Council’s website gov.uk domain name has been renewed for a further 2 years.
  6. Wessex Community Action – September Newsletter.
  7. Allotments Association – Copy of the Minutes of the AGM.
  8. Parishioners – Emails regarding the work to fence part of the northern boundary of the cemetery.
  9. Parishioner – Email regarding the decision on a Tree Works application in The Borough.
  10. Parishioner – Email requesting that the pirate piece of equipment in the Memorial Gardens be cleaned.
  11. Parishioner – Several emails regarding the drains in Green Lane/Maypole Green.
  12. Parishioner – Several emails regarding the Neighbourhood Tasking Group.
  13. Parishioner – Email regarding an update on the playground project.
  14. Parishioner – Email requesting contact details for PSCO.

**216.21 Clerk’s Report and Monthly Maintenance Report**

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

**Amenities**

**1. Public Toilets**

The Council’s contractors reported and sent photographs of damage caused to the toilets during day on 28<sup>th</sup> and 29<sup>th</sup> September. This was reported to Wiltshire Police and a crime number obtained.

**2. Cemetery**

Fallen tree branch removed and work to steps and fencing of gaps in the hedge completed.

**3. Drains & Environment Agency**

The Vactor spent 90 minutes in and around the Maypole Green and Green Lane on Thursday 30<sup>th</sup> September and thoroughly cleared out all of the drains/gullies. An issue was identified with the EA drain in that it contained water so this was reported and they will be sending their drain contractors to the site to clear it out.



**4. Parish Grit bins**

Each of the existing parish salt bins have been checked and WC advised of any that need to be refilled ready for the winter.

**5. Parish Steward**

Supervised two visits in September. Resident feedback addressed on issues raised.

**6. WC ‘Sparkle Team’**

Work carried out in the parish on Wednesday 29th and Thursday 30th September to clean and repaint all bollards in the High Street. Wiltshire Council has advised that future dates will be scheduled in to attend to those in the pinch point and in the Borough.

**217.21 Date of next meeting**

Downton Parish Council RESOLVED to note the date of the next meeting as Monday 25th 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 9.17 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.*