

DOWNTON PARISH COUNCIL



Minutes of the Ordinary Meeting of the Parish Council held on Monday 8th November 2021 at 7.30 pm.

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

In attendance: Mrs Bev Cornish, Parish Clerk

Also present: Three members of the public.

Part 1

231.21 Public Question Time

The Chair of the Downton Society advised the Council that the results of the RHS 'In Your Neighbourhood' assessment was 3 in a score range of 1 to 5. Positive comments were made about the contribution from the Primary School and Downton Band. She thanked the Council for its support and hoped that once resident support had been received, the village would be participating in Downton In Bloom in 2023.

With regard to the current planters, the Chair of the Downton Society said that these had been planted up by her Vice-Chair and the Society would appreciate it if those councillors living in Moot Lane could seek volunteers to water the planters in Moot Lane as volunteers had come forward for all of the other locations.

232.21 Unitary Cllr Richard Clewer:

Cllr Clewer reported that the focus for the Council was now on the budget, although the funding from central government would not be known until December. He said the coming year will be a very difficult year for the Council.

Following his expression of interest in how the local policing team was dealing with incidents of anti-social behaviour, Cllr Brentor advised that her assessment was that incidents were becoming more frequent. Cllr Clewer advised that he was continuing to pursue the Public Space Protection Order for Downton and Redlynch.

At this point in the meeting the Chair proposed, Cllr Cornell seconded and it was RESOLVED that the Agenda be re-ordered so that item 243.21 was considered before item 241.21.

233.21 Apologies

No apologies were received.

234.21 Minutes

Downton Parish Council RESOLVED, with 1 abstention from Cllr Hall, to approve the Minutes of the Ordinary Meeting held on Monday 25th October as a correct record and they were signed by the Chair subject to the following amendment to Minute 225:

“£150 approved for the lonos.gov.uk emails for councillors to be set up by TechB.”

235.21 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:**

No declarations of interest were received.

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.

236.21 Business Raised During Public Question Time

Cllr Brentor proposed from the Chair and it was RESOLVED that the report from the Chair of the Downton Society be noted.

237.21 Planning and Tree Works Applications

PL/2021/09455 Blossom Tree House, Mesh Pond, Downton - Addition of a single storey rear extension: 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/2021/09657 2 Moot Gardens, Downton - Alterations to conservatory; demolish existing garage; reposition new garage; replace boundary fence: 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/2021/09355 134 The Borough, Downton - Replacement of guttering and downpipes: Downton Parish Council RESOLVED to support this application on the grounds that it was compliant with Core Policy 58 of the Wiltshire Core Strategy.

PL/2021/10089 Gilbert’s Barn, Moot Lane, Downton - Horse Chestnut (T1) - Overall reduction by 2.5m. Previous removal of stem, leaving remaining tree with long exposed branches and unbalanced. Reduction to retain tree without potential branch failure due to end weight/exposed branches: Downton Parish Council RESOLVED to support this application.

PL/2021/10216 20 The Borough, Downton - 1. Copper Leaved Plum tree - cut back from building 2. Paper Birch tree - remove one limb & thin 3. Catalpa tree - crown raise & thin 4. Cherry (avium) tree - crown thin 5. Magnolia tree - reduce height by 1m 6. Grey Willow tree – fell: Downton Parish Council RESOLVED to support this application.

238.21 Planning Application Decisions

Downton Parish Council RESOLVED to note the decisions on the following recent applications:

PL/2021/08413 Little Owls, 6 Slab Lane, Downton –
Single storey side extension and internal alterations Approve with conditions

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 Approve with conditions

PL/2021/07961 5 Mill Race View, Downton –
Addition of a 1st floor bathroom window on side elevation Approve with conditions

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

PL/2021/08486 2 New Cottages, The Headlands, Downton
- Yew tree - reduce canopy by up to 15%, shape &
remove deadwood & crossing branches No objection

239.21 Election of Councillor to New Housing Development Committee

Cllr Brentor proposed, Cllr Randall seconded and it was RESOLVED that Cllr Hudson-Baillie be elected to the New Housing Development Committee.

240.21 Asset Register – Noticeboard

Downton Parish Council RESOLVED to approve that the Noticeboard for Moot Lane supplied by Greenbarnes be added to the Council’s Asset Register for the value of £1,062.

241.21 Budget and Precept 2022/23

Following a discussion on a further draft and 5 scenarios of the 3 year Budget and level of Precept for 2022/23, 2023/24 and 2024/25 as prepared by the Clerk, Downton Parish Council RESOLVED, with 2 objections from Cllrs Randall and Watts, to agree the adjustments made and to selected scenario 1. The Clerk was asked to revise the figures and send out a revised version showing the newly agreed figures for scenario 1.

The Clerk was also asked to add an agenda item to the next meeting to agree how the monies allocated to the BWSCA will be managed and paid.

242.21 Allocated Reserves

Downton Parish Council RESOLVED again to note those reserves which may be spent in the current year and to defer any further allocations to the meeting at which the final draft of the Budget and Precept is to be considered.

243.21 IT management and maintenance

During a discussion on this item, Cllr Brentor proposed from the Chair and it was RESOLVED that the meeting be opened so that a member of the public could provide confirmation, through the explanation he provided, that Options A and B met all of the Council’s business continuity risks as identified in Cllr Mace’s Report. The same member of the public also confirmed that he is happy to continue providing the

IT support to the Council until such a time that a successful outcome could be achieved by outsourced providers.

Following a discussion and reference to Cllr Mace's revised IT Technical Support and Website Support Maintenance Report, Downton Parish RESOLVED:

1. To approve the remaining items for Option A:
 - a. The recommended option and costs for the provision of up to 16 .gov.uk email accounts for councillors and the Parish Council's approved Website Maintenance and Support agency (Parish Council Websites).
 - b. The cost of an additional licence for installation of Microsoft 365 onto the Clerk's computer, so replacing an old version of Microsoft Office.
2. Approve Option B as set out in Appendix D.
3. Not to extend the scope of the Council's original resolution (Minute 309.20) to outsource the IT and website and to agree the revised scope and the business case for it.
4. Not to approve that Cllr Mace with the Clerk brings a recommendation to the January Parish Council meeting, which is compliant with financial regulations, so that it may be considered and approved when finalising the budgets for 2022/23 but that Cllr Mace set up a presentation by CloudyIT for councillors and officers so that the Council could re-consider adding an amount to the budget for implementation of a Cloudy IT type provision at the January meeting.

Cllr Mace proposed, Cllr Roberts seconded and it was RESOLVED that a vote of thanks be given to Mr Paul Cornish for the 13+ years of IT and website support he had provided to the Council at no cost to the Council or taxpayers.

The Chair closed the meeting to the public.

244.21 Damage to Cemetery Boundary Fencing

Following a brief report from Cllr Hall on the ongoing vandalism and damage being caused to the new boundary fencing at the Cemetery, Downton Parish Council RESOLVED that the following actions be taken:

1. The Communications Working Group to prepare a statement for issue and uploading to social media setting out the Council's objectives for the cemetery.
2. Councillors and the Clerk to invite the members of the public who had expressed concerns about the fencing of the Cemetery to a meeting.

245.21 Committee & Working Group Reports

Neighbourhood Plan Review Working Group

Cllr Brentor gave a brief report on a recent meeting. Downton Parish Council RESOLVED to:

1. Support a plan for a public meeting to be held in early 2022 to establish interest in setting up a NP Review Strategy Group but that the costs be re-addressed to meet the £1,000 budget available.
2. Agree a change to the working group's Terms of Reference for the maximum number of members to be increased to nine.

246.21 Representative Reports

Downton Moot Preservation Trust: Cllr Brentor advised that she had not been made aware of the recent AGM so a report was not provided.

247.21 Payments

Downton Parish Council RESOLVED to approve the payments for November:

£875.00 Maranji Commercial & Domestic Cleaning

£798.53 Bawden Managed Landscapes

£222.76 Idverde

£28.79 Ionos

£18.35 West Mercia Energy

£44.35 BT Group

£810.00 Leigh Bush

£354.14 GW Shelters Solutions

£59.94 Dropbox - Sept to November '21

£36.20 Lady Haig's Poppy Factory

£15.50 Wiltshire Council

£40.00 Clearite

£90.00 Salisbury Window Cleaning Services

£148.80 Rialtas Business Solutions

£61.48 Bunzl Cleaning & Hygiene Supplies

248.21 Accounts for Payment

Downton Parish Council RESOLVED to approve the sum of £6,504.27 as the Accounts for payment for November 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)	44.35
Leigh Bush (cemetery and playground fencing)	810.00
GW Shelters Solutions	354.14
Dropbox Sept to November '21	59.94
Lady Haig's Poppy Factory	36.20
Wiltshire Council (DBS)	15.50
Clearite (picnic table disposal)	40.00
Salisbury Window Cleaning Services (bus shelters)	90.00
Rialtas Business Solutions	148.80
Bunzl Cleaning & Hygiene Supplies (bin bags)	61.48
Staff Salaries and Pensions	2900.43
Total	<u>6,504.27</u>

Balances Approved and Noted as at 08.11.2021

Current A/c: £7,499.86 A/c: £117,437.98

Memorial Hall Extension A/c: £180.39

249.21 Budget to Actual Report

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

250.21 Correspondence

1. Downton Parish Council RESOLVED to note the Correspondence received:
Wiltshire Council - Emails regarding:
 - A number of updates on Covid-19 and Wiltshire Council's work.
 - Briefing Note 21-20: Community Environmental Toolkit
 - Briefing Note no. 21-21 Renewable Energy Policy-Correction
 - Briefing Note No 21-22 - Covid-19 Update
 - Briefing Note No 21-23 - Democratic Meetings In Person
 - Southern Wiltshire Area Board -
 - Press release on Getting the word out about Move and Make Music for people with memory issues and their families
 - Climate Change/Eco-Friendly Initiatives, Activities, Events in your Parish
 - Financial Planning - Email advising of the timetable for the submission and approval of precepts.
 - Wiltshire Lieutenancy - Email advising that Cllr Richard Britton will attend the Remembrance Service in Downton on 14th November.
2. Environment Agency - Information on the replacement of the reporting system and checking for flooding system which will be replaced in 2023. Including posters.
3. Persimmon Homes - Email requesting a deferral of meeting with the parish council.
4. Planning Consultant with questions on neighbourhood plan review process.
5. Wessex Community Action - October Newsletter.
6. Downton4Family - Newsletter.
7. St Laurence's Church -Notification of the Christmas Tree festival on 11th/12th December with application form for entries.
8. Cranborne Chase - Newsletter and notification of stargazing evenings.
9. Parishioners - Emails regarding the new fencing on the northern boundary of the cemetery.
10. Parishioner - Email regarding broken fence on boundary of Moot Lane Recreation Ground.
11. Parishioner - Emails regarding broken picnic bench.
12. Parishioner - Email regarding broken window from catapult damage.
13. Parishioners - Emails regarding broken bin on Tannery Bridge.

251.21 Clerk's Report

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

1. Moot Lane Noticeboard

The new noticeboard has been installed.

2. Drains

The drain tanker visited and cleared out the drains along The Borough from The Bull to Iron Bridge on 20th October. Cones were put out and collected and a letter was sent to all residents on the northern side of The Borough.

3. Bus Shelters in Moot Lane

The lights in the 2 bus shelters in Moot Lane have been fixed.

4. Road Closure

The road closure application for Remembrance Sunday has been approved and issued and will be put up on the noticeboard ahead of the day.

252.21 Date of next meeting

Downton Parish Council RESOLVED resolve to note the date of the next meeting as Monday 13th December 2021 at 7.30 pm to be held in the Bonvalot Room at the Downton Memorial Centre.

Part 2 – EXEMPT MATTERS – EMPLOYMENT & STAFFING

253.21 The Chair to propose the following resolution – ‘That under the Public Bodies (Admission to Meetings) Act 1960 it is advisable in the public interest that the press and public be temporarily excluded and they be instructed to withdraw in view of the confidential nature of the business on staffing about to be transacted’.

254.21 Matters relating to the Clerk

A brief report was provided by the Chair of the Staffing Committee on the progress of the following issues:

- 1. **The Staffing Investigation conducted by South West Councils which commenced in April 2021:** Although the Council requested the process in February, the Clerk did not meet the investigator until 4th June and he didn't receive all the paperwork to be considered from her until August. They are still working through the evidence and hope to be able to give an outcome before Christmas.
- 2. **The evaluation of the Clerk’s role approved by the Council in August 2021:** The evaluation letter was received at 5pm that day. It will be considered by the Staffing Committee and recommendations will be made to the Council.
- 3. **The Clerk’s IDRP application regarding pension contributions following the Council’s appointment of an Adjudicator in August 2021:** The IDRP have not upheld the Clerk’s appeal. The report cannot be shared because the Clerk has advised that she wishes to take up stage 2 of the process to appeal within the next 6 months.

There being no other business, the meeting ended at 10.00 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.