



**Minutes of the Meeting of the Amenities Committee held on Monday 22<sup>nd</sup> November 2021 at 7.30 pm.**

**Present:** Cllr Jones (Chair) and Cllrs Brentor, Mace and Randall.  
Bev Cornish, Parish Clerk.

One member of the public was present.

**Part 1**

**32.21 Election of Chair**

The Committee RESOLVED to elect Cllr Jones to Chair the meeting.

**33.21 Public Question Time**

No questions or statements were received.

**34.21 Apologies**

The Clerk advised that apologies had been received from Cllr Watts due to illness and Cllr Cornell due to needing to isolate.

**35.21 Minutes**

The Committee RESOLVED to approve the Minutes of the meeting held on Monday 23<sup>rd</sup> August 2021 and that they be signed by the Chair.

**36.21 Declarations of Interest:**

- 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 39.21 as a trustee of the Memorial Centre.

- b. To consider any Dispensation Requests received by the Parish Clerk and not previously considered.**

The Clerk advised that no dispensation requests had been received.

**37.21 Matters Arising and Actions Taken**

The Committee RESOLVED to note the matters arising and actions taken from the Minutes:

**48.18 Emergency Plan:** Council approved its format at the July meeting it is on the Clerk's task list to complete for adoption.

**58.18 Defibrillator in Charlton:** The Council's contractor will be providing another quote and will be carrying out the electrical inspection of the Public Toilets before Christmas. The toilets will need to be closed for the day whilst this is completed.

**23.19 Memorial Gardens restoration:** This has been completed and re-seeded.

**35.20: Bollards around the Borough Cross:** Wiltshire Council has advised that the delivery of the bollards has been delayed but installation will be scheduled as soon as they arrive at their depot.

**38.20: Street Names Signs:** Replacement sign for Warrens Lane awaited.

**40.20 Refurbishment of cremated remains are at Downton Cemetery:** Awaiting specification from Cllr Watts and once that's received a spreadsheet showing the tasks to be carried out at the Cemetery in priority order can be drawn up.

**67.20 Dog Bins:** New 110 litre dog bin has been ordered. Awaiting delivery but the Council has been advised that it may not arrive until January.

**72.20 Handyperson Poster:** Revised poster prepared and displayed but no responses have been received.

**72.20 Noticeboard for Moot Lane:** Delivered and installed.

**09.21 Downton Memorial Centre:** Officers have met with a guttering contractor and will be meeting with roofing and painting contractors in late November/December.

**10.21 Memorial Gardens Grasscutting:** The Headteacher of Downton Primary School has agreed to the £250 charge up to March 2022.

**11.21 Work to Moot Lane Corner:** Ridleaves, the Council's appointed contractor, has submitted an application for tree works in a conservation area to Wiltshire Council and the work is likely to be carried out in the New Year once approval has been given.

**12.21 Cleaning of Iron Bridge:** This was completed in July by the Parish Steward.

**13.21 BBQ Waste Bin:** This has been delivered.

**14.21 Bramble Removal in Moot Lane Recreation Ground:** The Administrative officer is in the process of sourcing a contractor to carry out the work.

**15.21 In Bloom Planter Signs:** Time2Display in Burgate who produced the play area and Memorial Centre signs are liaising with Amberol, the suppliers to either supply a sticker (with high bond adhesive) or a dibond panel and for them to supply an artwork template for sizing.

**25.21 Installation of 3 Dog Bins:** This has been delayed because of the delay in delivery of the larger dog bin mentioned above. Until it arrives, the Council's contractor can't move the one in Gravel Close to the field behind the pinch point and the Council's contractor would like to do it as one job in a day rather than doing each one individually.

**26.21 Cemetery Fencing:** This was installed and has since been damaged. Item on the agenda.

**27.21 Cemetery Tasks:** These have been completed ie bury water pipe around front perimeter, fit slab under both water points, fit slab to top and bottom of steps near front gates, fill area around 2 benches with soil from top of cemetery and seed with grass seed.

**27.21 Fencing in Charlton All Saints play area:** This work has been completed.

**Moulds Bridge:** This was recently repainted by Ringway, Wiltshire Council's contractor. Following the Administrative Officer's continued chasing of the Highways Engineer, Parish Steward and the Bridge Engineer pointing out that the Moulds Bridge was also in a poor condition. All credit must go to her for being persistent and in getting a very good outcome and for saving for the Parish Council.

**Tannery Bridge** – For information, the repair to the damaged barrier is in hand. Officers have been advised that there will need to be road closure to accommodate a very large crane which will bring in a new panel. No date has been agreed but appropriate communication on social media will be provided. It may be prudent during the road closure once the crane has been removed to clean the southern side of the bridge of all the green algae.

### **38.21 Play Area Project**

Following a detailed discussion, Cllr Jones proposed from the Chair and it was RESOLVED that the next steps on the playground project be as follows:

- Officers will progress the application for the public works loan board loan;
- A public consultation will be held in February 2022, with newsletter/ notification being sent to all residents in advance, at which there will be a presentation on the benefits and costs of the scheme and questionnaire is to be provided for feedback.
- If the PWLB loan or consultation is not successful then the Council's existing monies will be spent on the upgrading of the Moot Lane Recreation Ground first.
- The Clerk will consider whether it is necessary to set up a short term working group for this purpose.

### **39.21 Downton Memorial Centre**

Following a discussion on the recommendations contained in the building survey carried out by Stephen J Linard Ltd in November 2021, Cllr Brentor proposed, Cllr Randall seconded and it was RESOLVED that

- In view of the size of the quote already received, further quotes be obtained for the guttering in a material other than aluminium, particularly for the less visible areas to the eastern side of the Main Hall; and
- Quotes be sought to complete the French drain in the Memorial Gardens and for the repairs to the flat roof, portico and front porch.

### **40.21 Installation of Replacement Litter Bins & Reinstatement of Existing Bin**

Cllr Randall proposed, Cllr Brentor seconded and it was RESOLVED that a recommendation be made to the Council for the allocation of a sum of £250 for the installation of two replacement litter bins on Tannery Bridge and in Moot Lane adjacent to the new noticeboard and to re-install the existing litter bin in the Moot Lane Recreation Ground.

### **41.21 Replacement of Panels in Bus Shelter beside The Bull Hotel**

Following a brief discussion, Cllr Randall proposed, Cllr Brentor seconded and it was RESOLVED that a recommendation be made to the Council to approve a quote of £967.16 from GW Shelters to replace the damaged panels in the bus shelter beside with clear anti-graffiti polycarbonate panels.

### **42.21 Cleaning of Bus Shelter Rooves**

Following an explanation from the Clerk, Cllr Jones proposed, Cllr Mace seconded and it was RESOLVED that a recommendation be made to the Council that the sum of £225 be approved as a one-off cost for the cleaning of all 9 bus shelter rooves by Salisbury Window Cleaning Services Ltd following concerns raised by residents.

### **43.21 Tannery Bridge Fencing**

Following an explanation from the Clerk, for health and safety reasons, Cllr Jones proposed, Cllr Brentor seconded and it was RESOLVED to recommend to the Parish Council that the replacing of the broken and leaning fence on Tannery Bridge be funded which, following some research, appears not to be the responsibility of either Wiltshire Council or the Environment Agency.

#### **44.21 Cemetery Fencing**

Following a discussion, Cllr Jones proposed, Cllr Mace seconded that no further action be taken to repair the damaged fencing until the statement, agreed at the last Parish Council meeting, had been prepared by the Communications Working Group and that a councillor and the Clerk had met with residents who had raised their objections to the fencing being installed.

#### **45.21 Playground Inspection Reports**

Cllr Brentor proposed, Cllr Mace seconded and it was RESOLVED that the Inspection Reports and the report from the Administrative Officer be noted. It was also agreed that the barrel identified in the report for the Charlton All Saints playground be removed for health and safety reasons.

#### **46.21 Next meeting**

The Committee RESOLVED that the next meeting be held at the Memorial Centre on Monday 24th January 2022 at 7.30 pm.

### **Part 2 – EXEMPT MATTERS – CEMETERY**

**47.21 The Chair to propose the following resolution** – Cllr Jones proposed from the Chair and it was RESOLVED '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 about to be transacted'.

#### **48.21 Burial Fees**

Following consideration of a report from the Clerk and information from Cllr Randall, Cllr Jones proposed, Cllr Brentor seconded and it was RESOLVED to allow for the discretion under point d. of clause 1.3 of the Council's Burial Regulations to be applied so that the normal, rather than double, fees for the burial could be applied.

The Clerk applied paragraph 3 of the Terms of Reference of the Committee for this item which gave it delegated powers and duties of the Parish Council with respect to the provision, care, maintenance and development of Downton Cemetery and therefore further consideration by the Parish Council of this sensitive matter was not required.

With no further business, the meeting closed at 8.50 pm.