

# DOWNTON PARISH COUNCIL



**Minutes of the Ordinary Meeting of the Parish Council held on Monday 10<sup>th</sup> January 2022 at 7.30 pm in the Bonvalot Room of the Downton Memorial Centre, The Borough, Downton.**

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

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

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

## **Part 1**

### **287.21 Public Question Time**

A member of the Downton Allotments and Leisure Gardeners Association spoke in support of the grant application submitted to the Council.

A member of the public asked if the BWSCA's defibrillator located within the Sherwood Room could be relocated to the outside wall to make it available for public access and to reduce the cost to the Council.

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

- The Police & Crime Commissioner was fully aware of the issues in Downton and there were to be a number of consultation events with the police outside the Co-op during January and February. He reiterated the importance of either calling 101 or submitting a report online to Wiltshire Police if anyone sees anything suspicious or damage caused and to call 999 if a crime was taking place.
- The Council had been advised of the money it was to receive from central government which was better than initially hoped but still insufficient to deliver all of the Council's priorities for 2022/23.
- The BWSCA would still receive its funding in the coming financial year.

### **289.21 Apologies**

Cllr Brentor advised that apologies had been received from Cllr Cornell due to a personal commitment. She proposed from the Chair and it was **RESOLVED** that the apology and the reason for it be accepted.

### **290.21 Minutes**

Downton Parish Council **RESOLVED** to approve the Minutes of the Ordinary Meeting held on Monday 13<sup>th</sup> December 2021 as a correct record and they were signed by the Chair.

**291.21 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 pecuniary interest in Minute 300.21 and said he would not speak or vote on this item in view of his role on the Association’s Committee and an allotment holder.

Cllr Mace declared a personal and non-pecuniary interest in Minutes 302.21 in view of his role as a trustee of the Downton Memorial Centre.

- 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.

**292.21 Business Raised During Public Question Time**

Cllr Brentor proposed from the Chair and it was RESOLVED that the comments raised by members of the public on the defibrillator and the grant application will be considered by councillors when the items relating to them on the agenda are discussed.

**293.21 Planning and Tree Works Applications**

**PL/2021/11652 24 Gravel Close, Downton - T1 - Cherry tree - fell T2-T5 - 4 x semi mature Ash trees with significant signs of Ash Die Back – fell:** Downton Parish Council RESOLVED to support this application.

**PL/2021/11885 Corner Moot Lane/Lode Hill junction, Downton - G1 - Remove Western Red Cedar trees in corner of green space, T1 - crown lift Persian Ironwood tree T2 - Remove poorly formed Plum tree, G2 - crown lift remaining plum trees:** Downton Parish Council RESOLVED to support this application.

**294.21 Planning Application Decisions**

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

PL/2021/09455 Blossom Tree House, Mesh Pond,  
Downton - Addition of a single storey rear extension                      Approve with conditions

**295.21 Climate Action Plan**

Following a discussion and report from Cllr Hudson-Baillie that, having done a considerable amount of work in preparation for the plan, she proposed that the agenda item be varied, seconded by Cllr Jalland and it was RESOLVED that a short term working group be set up comprising Cllr Hudson-Baillie and Cllr Jalland who would draft a project plan and the areas to be covered in a Climate Action Plan to be put to the Council and parishioners for consultation in due course. A decision on whether to allocate the sum of £1,000 to this project for 2022/23 was deferred until the Council’s Earmarked Reserves were to be discussed later in the meeting.

**296.21 Traffic Survey to inform the Neighbourhood Plan Revision**

After a lengthy discussion, Downton Parish Council RESOLVED to approve the sum of £5,840 being allocated to the Council’s Earmarked Reserves for an accurate traffic survey to be carried out of the number and type of vehicles, traffic density and movement in Downton to inform a Neighbourhood Plan update and to support the Parish Council’s strategic aim of carrying out a traffic flow review.

At this point in the meeting, Cllr Brentor proposed from the Chair and it was RESOLVED to open to the meeting to Cllr Clewer to enable him to give the Council advice on CCTV. Following his advice, the meeting was closed.

**297.21 Installation of CCTV**

Following a lengthy discussion, Downton Parish Council RESOLVED to seek advice from Inspector Tina Osborne of Wiltshire Police, with the potential to pursue detection via residents’ CCTV communicated through the Neighbourhood Watch Group, before taking a decision on this matter. Several councillors expressed a view that they would be supportive of a feasibility study being conducted in due course once the advice had been received.

**298.21 IT Outsourcing**

Downton Parish Council RESOLVED to approve the following sums being added to this year’s and next year’s budget as a revision to the outsourcing of the Council’s IT support services to include the funding for officers to have separate business networks rather than to continue to use their existing domestic networks:

2021/22	£850
2022/23+	£1,100 per annum

**299.21 Defibrillator Grant Funding**

Downton Parish Council RESOLVED to approve the submission of a grant application to the Southern Wiltshire Area Board for 50 percent funding for 2 public access defibrillators at Charlton and the Social Club at the BWSCA, together with cabinets and training subject to further information being provided on the age of the existing defibrillator held in the Sherwood Suite and whether it could be relocated for public access.

**300.21 Grant Application - Downton Allotment and Leisure Gardeners Association**

Downton Parish Council RESOLVED to approve a grant of £500 towards a project to repair the pedestrian, vehicle and water accesses at the Wick Lane site and also confirmed its support for the Association’s application for an Area Board grant.

**301.21 Grant Application - Brian Whitehead Sports Centre Association**

Following a discussion, Downton Parish Council RESOLVED to approve the allocation of £6,000 as a contribution towards the replacement of the main entrance doors and dormer window to the first-floor room of the Sherwood Suite for which quotes had been obtained for the total sum of £6,697. The Clerk was asked to advise the Association that if the sum were to be paid in this financial year, the £6,000 sum proposed to be included in the budget for the BWSCA in the 2022/23 financial year would be removed.

This Chair exercised her casting vote for this resolution and the votes were asked to be recorded and were as follows:

For: Cllrs Brentor, Mace, Hall and Jones

Against: Cllrs Jalland, Randall, Roberts and Watts.

Abstention: Cllr Hudson-Baillie

### **302.21 Budget and Precept for 2022/23**

Downton Parish Council RESOLVED to approve the revised 3 year Budget and level of Budget and Precept for 2022/23 as prepared by the Clerk for the total sum of £135,518 which was an increase of 18% on 2021/22 and a Band D figure of £96.87.

### **303.21 Allocated Reserves**

Downton Parish Council RESOLVED to approve the allocation of sums to Earmarked Reserves as at 10th January 2022.

### **304.21 BWSCA Lease**

Following a discussion, Cllr Mace proposed that advice and comments on the draft Lease be obtained from Messrs Wellers Hedleys and that councillors' comments and concerns on it also be sent to them. Once their advice was known, the Council could then decide whether to seek further changes to the existing lease or whether to instruct Wellers Hedleys to draft a lease which addressed the issues of concern raised with them and any other concerns they had themselves.

### **305.21 Annual Leave and Bank holiday Entitlement Policy**

Downton Parish Council RESOLVED to approve the Annual Leave and Bank holiday Entitlement Policy.

### **306.21 Committee & Working Group Reports**

#### **Staffing Committee:**

Cllr Brentor gave a brief report on the recent meeting of the Committee at which the issues of the Clerk's job description, the process of agreeing overtime for the Administrative Officer was agreed and the leave and TOIL for the Clerk was discussed along with the outcome of the Independent Dispute Resolution Process with Wiltshire Pension Scheme. The Clerk was also given instruction to make the backdated payments to the NEST Pension Scheme in accordance with the resolutions of full Council on 7th September and 14th December 2020.

### **307.21 Committee Minutes**

Downton Parish Council RESOLVED to receive and note the minutes of the meeting of the Staffing Committee held on Monday 5th July 2021.

### **308.21 Payments**

Downton Parish Council RESOLVED to approve the payments for January:

£875.00 Maranji Commercial & Domestic Cleaning

£798.53 Bawden Managed Landscapes

£222.76 Idverde

£28.79 Ionos

£17.00 West Mercia Energy

£44.35 BT Group

£110.60 B Cornish Oct-Dec 21 expenses

---

Downton Parish Council – Ordinary Meeting on Monday 10<sup>th</sup> January 2022

Minutes approved as a true and accurate record, and signed as so by the Chairman presiding

.....Date.....4

### 309.21 Accounts for Payment

Downton Parish Council RESOLVED to approve the sum of £6,469.51 as the Accounts for payment for January and to record the bank balances:

Maranji (Toilets December)	875.00
Bawden (Grasscutting)	798.23
Idverde (Bin emptying)	222.76
Ionos (website hosting)	28.79
West Mercia Energy(Toilets)	17.00
BT Group (mobile)	44.35
B Cornish Quarterly Expenses	110.60
Salaries Pensions & Quarterly PAYE	4,372.78
Total	<u>6,469.51</u>

### Balances Approved and Noted as at 10.01.2022

Current A/c: £4,044.56 A/c: £121,461.72

Memorial Hall Extension A/c: £180.39

### 310.21 Budget to Actual Report

Downton Parish Council RESOLVED to approve the Budget to Actual Reports as at 30<sup>th</sup> November and 31<sup>st</sup> December 2021.

### 311.21 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.
  - Briefing Note No 21 -27 COVID-19 Update
  - Parish Steward Schedule for Winter 21-22
  - Invitation to a Neighbourhood Plan meeting online on 27<sup>th</sup> January 2022
2. Wessex Community Action - December Newsletter.
3. Parishioners – Numerous emails regarding policing and damage to cars and bus shelters through catapults which include the Neighbourhood Watch Co-ordinator.
4. Parishioner - Email regarding a broken streetlight and request for a street sign as delivery drivers have difficulty when making deliveries.
5. Parishioner - Email regarding the progress of installing a defibrillator in Charlton All Saints.
6. Non-Parishioner - Email regarding the opening times of the public toilets over the Christmas and New Year holidays.
7. Non-Parishioner - Email regarding the disposal of hazardous chemicals.

### 312.21 Clerk's Report

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

#### 1. Bus Shelters

Further damage has been caused to the bus shelters opposite The Bull and the one on the southern side of the roundabout. The Council's contractor has been notified and will be coming out to assess the damage and order the replacement polycarbonate panes. Crime reports have been submitted to Wiltshire Police.

**2. Bins**

*New Bins*

The large stand-alone dog bin has been delivered. The Council’s contractor will shortly be installing it in Gravel Close and move the other two smaller bins which are erected on posts in the field behind the pinch point and to a different post in The Sidings, as agreed.

*Missing Bin*

A report was received that the metal bin beside Iron Bridge had been removed and possibly thrown in the river. A report has been submitted to Wiltshire Police.

**3. Borough Cross Bollards**

The plans have been received from Wiltshire Highways and the installation is due to take place shortly.

**4. Tannery Bridge Fencing**

The Council’s contractor installed the new posts between Christmas and New Year which were subsequently damaged through anti-social behaviour. He then made the necessary repairs. The damage was reported to Wiltshire Police.

**5. Speed Indicator Device (SID)**

The SID was delivered during the week before Christmas and the Redlynch Clerk has been informed. It now needs to be configured/set up via a laptop with the appropriate settings and then it can be used. Wiltshire Highways is investigating the installation of a new bus stop pole on the maypole green so that the SID can be attached to it.

**313.21 Date of next meeting**

Downton Parish Council RESOLVED to note the date of the next meeting as Monday 14th February 2022 at 7.30 pm to be held in the Bonvalot Room at the Downton Memorial Centre.

**Part 2 – EXEMPT MATTERS – EMPLOYMENT & STAFFING**

**314.21 The Chair proposed the following resolution –** Cllr Mace seconded 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 on staffing about to be transacted’.

**315.21 Training for Officers**

Following a discussion, Downton Parish Council RESOLVED, with 2 objections from Cllrs Brentor and Roberts, not to accept the recommendation from the Staffing Committee and to approve the funding identified by the Clerk for training courses to meet the training needs of officers at the costs of £440 for the Administrative Officer and £80 for the Clerk. Cllr Roberts asked that it be recorded that his objection was not in any way a reflection of the competence of the officer.

**316.21 Clerk Job Evaluation**

Cllr Brentor outlined the recommendation from the Staffing Committee meeting but explained that, as a result of further information received since that time, individual

members of the Staffing Committee had revised their views. Cllr Brentor therefore proposed and Cllr Mace seconded and it was RESOLVED that the spinal column points be awarded to the Clerk in line with the allocations outlined in the budget papers and that the pay due, but as yet unpaid, be backdated to April 2020, December 2020 and April 2021 respectively.

**317.21 Administrative Officer Post - Hours Increase**

Following an explanation of the Staffing Committee’s recommendation from Cllr Brentor, Downton Parish Council RESOLVED to approve an increase in hours by 5 hours per week to the Administrative Officer post from 1st February 2022 until 31<sup>st</sup> October 2022 and that the budget include funding for those hours for the whole of the 2022/23 financial year. A review was to be carried out in September 2022 to consider whether there was justification for an extension to that term.

There being no other business, the meeting ended at 10.42 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.*