

# DOWNTON PARISH COUNCIL



**Minutes of the Ordinary Meeting of the Parish Council held on Monday 14<sup>th</sup> February 2022 at 7.30 pm in the Bonvalot Room of the Downton Memorial Centre, The Borough, Downton.**

**Present:** Cllr Brentor (Chair) and Cllrs Hall, Jalland, Jones, Mace, Randall (from 8.30 pm), Roberts and Watts.

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

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

## **Part 1**

### **318.21 Public Question Time**

A member of the public spoke in support of their planning application.

A member of the public, who had arranged for the Police & Crime Commissioner to visit Downton for the recent Wiltshire Police Consultation outside the Co-op, asked whether the Commissioner could be invited to attend the Annual Parish Meeting in April along with the Chief Constable.

Cllr Hall said he would like to thank the member of the public for organising the visit by the Police & Crime Commissioner which he regarded as being very successful and it had been well attended by residents.

The Chair of the Downton Society asked whether reference to the Neighbourhood Plan Review could be included in the letter to residents being considered under the playground exhibition item.

### **319.21 Chair's Announcements**

The Chair informed the meeting that former councillors Cornell and Hudson-Bailey had resigned from the Council. She said that she had sent a response to Mrs Hudson-Bailey thanking her for her contribution since she joined last August and would be writing a letter to Ms Cornell to thank her for her work over the last 4.5 years.

Cllr Brentor then proposed from the Chair and it was **RESOLVED** that:

- i. The wording of the item for the election of a councillor to the Staffing Committee be changed to state: 'To elect councillor(s) to the Staffing Committee to ensure it is quorate or to take any other legitimate action to ensure it is quorate'.
- ii. Following advice from the Clerk and upon undisclosed advice received from South West Councils, the item to vote on the election of a councillor to the

Staffing Committee be moved to the last item and that this be preceded by a closed session.

The Clerk expressed her concern that she had not been given any prior warning of the Chair's planned changes to the agenda or the reasons for them which, as originally proposed, would have been unlawful. A vote on the election of a councillor to a committee did not meet the requirements of the Public Bodies (Admission to Meetings) Act 1960 and must be done when the meeting is open to the press and public.

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

- The process to implement the Public Space Protection Order for Downton and Redlynch was ongoing.
- Wiltshire Council would be considering its budget for 2022/23 on 15<sup>th</sup> February. Parking charges were likely to be increased by 10 percent.
- There was likely to be a bin strike at the end of February due to a pay dispute between Hills Group and its waste staff.

### **321.21 Apologies**

Cllr Brentor advised that due to work commitments Cllr Randall had informed her that he would be arriving at around 8.30 pm. No other apologies had been received.

### **322.21 Minutes**

Downton Parish Council RESOLVED to approve the Minutes of the Ordinary Meeting held on Monday 11<sup>th</sup> January 2022 as a correct record and they were signed by the Chair, subject to the words 'Cllr Roberts asked that it be recorded that his objection was not in any way a reflection of the competence of the officer' being added at the end of minute 315.21.

### **323.21 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 Minutes 345.21 and 346.21 in view of his role as a trustee of the Downton Memorial Centre and did not vote.

Cllr Brentor declared a personal and non-pecuniary interest in Minute 341.21 as a member of the Downton Green Group 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.

### **324.21 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 planning application and the letter to residents be considered by councillors when those items were discussed. It was also agreed that the Clerk would seek their availability of the Police & Crime Commissioner and the Chief Constable for the Annual Parish Meeting on 11<sup>th</sup> April ahead of a formal invitation being agreed by the Council at the next meeting.

### 325.21 Planning and Tree Works Applications

**PL/2021/05363 23 Lode Hill, Downton - Removal of existing single story wrap around extension and construction of new wrap around single storey extension forming into 2 storey extension to the rear and associated internal works:** Downton Parish Council RESOLVED to support this application, when taking into account the comments submitted by the Conservation Officer, on the grounds that it was compliant with Policies 57 and 58 of the Wiltshire Core Strategy.

**PL/2022/00496 132 The Borough, Downton - To demolish a single story PVCu lean to conservatory, and construct new highly insulated part tile effect roof with white PVCu frames below:** 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/2022/00547 South Lane Cottage, South Lane, Downton - Proposed two storey extension, porch, lean-to, swimming pool, floor plan redesign, facade alterations and all associated works:** Downton Parish Council RESOLVED to object to this application on the grounds that it was contrary to Core Policies 51 and 57 of the Wiltshire Core Strategy. Of particular concern were:

- A. The size and scale of the proposed dwelling;
- B. Its impact on the landscape and across the River Avon SSSI adjacent to the site;
- C. The extent of the glazing and the impact of light pollution across the SSSI, particularly during the winter months.

Reference was made to planning application S/2008/1875 in preparing this response.

**PL/2022/00822 Ashley House, Lower Road, Charlton All Saints - Single storey rear/side extension, proposed car-port and security walls to front of house:** Downton Parish Council RESOLVED to support this application on the grounds that it was compliant with Policy 57 of the Wiltshire Core Strategy.

#### **PL/2022/00912 &**

**PL/2022/00862 44 High Street, Downton - Replacement Windows:** Downton Parish Council RESOLVED to support this application on the grounds that it was compliant with Policies 57 and 58 of the Wiltshire Core Strategy.

### 326.21 Planning Application Decisions

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

PL/2021/11274 Downlands Salisbury Road, Downton  
Rear ground floor extension, door and window added to  
North Façade Approve with conditions

PL/2021/11885 Corner Moot Lane/Lode Hill, Downton  
Various tree works No objection

PL/2021/09657 2 Moot Gardens, Downton  
Alterations to conservatory, demolish existing garage,  
Reposition garage, replacement boundary fence Approve with conditions

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PL/2021/11652 24 Gravel Close, Downton  
Various tree works No objection

PL/2021/08580 11 Greenacres, Downton  
Conversion of garage to additional living space Approve with conditions

PL/2021/11259 Unit 2, Batten Road, Downton  
Variation of conditions 2, 4 and 5 of app PL/2021/08896 Approve with conditions

### **327.21 Grounds Maintenance Contract Tender**

Downton Parish Council consider a report from the Clerk and RESOLVED to approve the appointment of Idverde as the preferred contractor for Grounds Maintenance from 1st April 2022 for 5 years, subject to satisfactory completion after 1 year.

### **328.21 Exhibition and Public Consultation on Play Area Refurbishments**

Downton Parish Council RESOLVED to approve:

- i. A letter to be delivered to all households explaining the Parish Council's proposals for a Public Works Loan Board loan and giving notification of a forthcoming Exhibition and Public Consultation;
- ii. The dates of an Exhibition and Public Consultation be held with residents on Friday 4th March and Saturday 5th March 2022 at the Memorial Centre; and
- iii. That reference to the Neighbourhood Plan Review should not be included in the letter to residents.

### **329.21 Cuckoo Fair 2022**

Downton Parish Council RESOLVED to approve, with 3 objections from Cllrs Jalland, Randall and Watts, a written request from Mr Tony Pike, Chair of the Downton Cuckoo Fair Committee, to use the Borough Greens and the Memorial Gardens for this year's Cuckoo Fair on Saturday 30<sup>th</sup> April 2022.

### **330.21 Cuckoo Fair 2022**

Downton Parish Council RESOLVED to approve, with 3 objections from Cllrs Jalland, Randall and Watts, the closure of the B3080 from The Borough at its junction with The Headlands to Church Hatch from 08.30 hours to 18.00 hours on Saturday 30<sup>th</sup> April 2022 for Cuckoo Fair.

### **331.21 Downton Cemetery Fees**

Downton Parish Council RESOLVED to approve an increase in the fees at Downton Cemetery by 5 percent for 2022 and to remove charges for burials for under 18s.

### **332.21 Replacement Road Nameplates**

Downton Parish Council RESOLVED to approve a cost of £750.00 to replace and relocate the following road nameplates:

- i. Moot Lane nameplate – to replace a missing road sign on Moot Lane Corner.
- ii. Moot Close nameplates – to relocate both of the Moot Lane Close nameplates to the grass verges at the end of the road.
- iii. Castle Meadow nameplate – to install a new road sign on the grass verge outside number 21 as currently unmarked.

### **333.21 Replacement Bins**

Downton Parish Council RESOLVED to approve the cost of £612.69 for the purchase of 4 new bins from Wiltshire Council, the cost of their installation by Idverde Ltd together with the relocation of 2 existing bins at the rear of the Co-op from April 2022.

### **334.21 Dog Waste Bin in Wick Lane**

Downton Parish Council RESOLVED to approve the installation of a Dog Waste Bin in Wick Lane in the vicinity of the entrance to the overflow car park to the Downton Leisure Centre site at a cost of £240 for the bin and £185.12 per annum to be added to the Council's waste bins collection contract with Idverde Ltd.

### **335.21 Bus Shelter Repairs**

Downton Parish Council RESOLVED to approve a quote of £912.59 from GW Shelter Solutions for the replacement of 7 panels in 3 bus shelters with polycarbonate panels.

### **336.21 Ratification of Clerk's Delegated Powers for Emergency Expenditure**

Downton Parish Council RESOLVED to ratify the Clerk's emergency spend under her delegated powers for:

- i. Electrical Inspection of Public Toilets – the accepted quote of £375 from Dave Watton Electrical Ltd to carry out the electrical inspection of the Public Toilets on Thursday 10<sup>th</sup> February 2022; and
- ii. Sewage Pump Chamber in the Memorial Gardens – the sum of £180 for installation of replacement float switch by EDS Ltd.

### **337.21 Housing Needs Survey**

Downton Parish Council RESOLVED to note the completed Downton Housing Needs Survey.

### **338.21 Face to Face Meetings Risk Assessment**

Downton Parish Council RESOLVED to approve the revised Risk Assessment for Face to Face meetings in light of the changes to HM Government Guidance on COVID-19.

### **339.21 Bank signatory**

Downton Parish Council RESOLVED to appoint Cllr Hall as a bank signatory on the Council's bank accounts.

### **340.21 Representative on the Brian Whitehead Sports Centre Association**

Downton Parish Council RESOLVED to elect Cllr Jones as a representative to the BWSCA in addition to Cllr Brentor.

### **341.21 Climate Change Action Plan Working Group**

Downton Parish Council RESOLVED not to elect further members to join the working group with Cllr Jalland and that this working group be put into abeyance and be revisited in 6 months' time when the Council may have more members who wish to join the group.

### **342.21 Committee & Working Group Reports**

**Amenities Committee:** Cllr Watts gave a brief report on a recent meeting at which most of the items discussed had already been approved by the Council earlier in the meeting.

### **343.21 Committee Minutes**

Downton Parish Council RESOLVED to receive and note the minutes of the meeting of the Amenities Committee held on Monday 22<sup>nd</sup> November 2021.

### **344.21 Representative Reports**

**Southern Wiltshire Area Board:** Cllr Hall gave a brief report on a recent meeting at which the grants for defibrillators and work to the allotments submitted by the Council and the Downton Allotment Association respectively had been approved. He also advised that there may be a future change to the rules for grant applications from town and parish councils which would preclude them from applying for items which could be funded through their precept.

**Community Area Transport Group:** Cllr Hall on a report on a recent meeting at which it was confirmed that the remit of the committee would be extended to incorporate footpaths.

**Police Consultation outside The Goat:** Cllr Brentor gave a brief report on the recent parish consultation at which the Police and Crime Commissioner for Wiltshire and Swindon was present. She said it had been well attended by residents.

**IT and Website Outsourcing Project:** Cllr Mace gave a brief report on the progress of the project advising that contracts were ready for final review and signing with the IT contractor and drafted for the Website management contractor.

### **345.21 Payments**

Downton Parish Council RESOLVED to approve the payments for February:

£875.00 Maranji Commercial & Domestic Cleaning

£798.53 Bawden Managed Landscapes

£222.76 Idverde

£28.79 Ionos

£17.89 West Mercia Energy

£44.35 BT Group

£50.16 CPC - Telephone cabling

£180.00 Environmental Drain Services Ltd

£14.55 Mr J Parsons – Repairs to footpath sign

£140.00 Mr L Bush – Parish Maintenance

£38.45 Viking - Laminating pouches

£90.00 Salisbury Window Cleaning - Bus shelter cleaning

£20.00 Downton Memorial Centre

### **346.21 Accounts for Payment**

Downton Parish Council RESOLVED to approve the sum of £5,660.01 as the Accounts for payment for February and to record the bank balances:

<b>Name of Payee</b>	<b>Amount</b>
Maranji (Toilets January)	875.00
Bawden (Grasscutting)	798.23
Idverde (Bin emptying)	222.76
West Mercia Energy(Toilets)	17.89
Salisbury Window Cleaning	90.00
Water2Business	203.40
Downton Memorial Centre	20.00
Viking	38.45
Mr L Bush	140.00
Downton Memorial Centre	20.00
CPC (B Cornish reimburse)	50.16
Environmental Drain Services Ltd	180.00
Mr J Parsons	14.55
Salaries and Pensions	2,916.43
BT Group (mobile)	44.35
Ionos (website hosting)	28.79
Total	<u>5,660.01</u>

### **Balances Approved and Noted as at 14.02.2022**

Current A/c: £6,106.14 A/c: £118,131.75

Memorial Hall Extension A/c: £180.39

### **347.21 Budget to Actual Report**

Downton Parish Council RESOLVED to approve the Budget to Actual Report as at Budget to Actual Reports as at 31<sup>st</sup> January 2022.

### **348.21 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 22-01 New Residual Waste Collection Rounds Feb and March
- Monthly Electoral Register changes
- Notes of Town & Parish Council meeting with Wiltshire Council held on 28th Jan 2022
- Parish and Town Councils Guidance on CIL 2022
- Launch of the project 'Make a Friend, Be a friend' for local organisations in Downton and Redlynch online on Thursday 10th February at 10.30 am project which is being led by Carer Support Wiltshire
- Impact Tool event – Details and links of an online event held to explain the carbon impact tool.
- Downton Library – Email from Philip Tomes advising that WC have recruited for Downton Library and, following training, the library will be open again as soon as possible. This will be publicised via the local newsletters and local social media pages and the Council will be informed in advanced too.
- Notes and Presentation of Neighbourhood Plans Meeting.

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.....Date.....7

- Notification of a Planning Appeal for - PL/2021/08631 - 95 Moot Lane, Downton, SP5 3LE – Planning Inspectorate Reference is: APP/Y3940/D/21/3287348
2. Wiltshire Association of Local Councils
    - Email from Katie Fielding advising that she is leaving WALC after 19 years on 20th January to take up a new role with the Stroke Association
    - Email from Karen Winchcombe, Interim WALC Adviser, following Katie Fielding’s departure regarding Jubilee Fund, Village Hall Week and an advert for the WALC adviser role.
  3. Environment Agency - Wessex Flood Warden Newsletter - Winter 2021/2022
  4. Savills Projects – Email from Nigel Start advising of the SSEN HVUG51001 Downton High Voltage Reinforcement Scheme and investigatory work being carried on Borough Greens with agreement with Longford Estates. This will take place on 25th and 26th Feb 2022.
  5. Age UK Wiltshire - Email Information on local Wiltshire Surviving Winter Grant.
  6. Wessex Community Action - Email with January Newsletter.
  7. Cranborne Chase AONB – Email with January Newsletter and notice of February events.
  8. UK Cycling Events – Email and Event Plan for the New Forest Classic Road Cyclo Sportive that we are organising to take place on Saturday 9th and Sunday 10th April 2022.
  9. Downton Millennium Green – Email regarding recent damage to signage and removal of a kissing gate which was later retrieved from the river.
  10. Parishioner – Numerous emails regarding crime in Downton and exchanges with Police and Crime Commissioner and Inspector Tina Osborn of Wiltshire Police.
  11. Parishioner – Email asking the Council to consider increasing the amount of wildflower areas around and within the parish.
  12. Parishioner - Email regarding the refurbishment of the telephone box in Charlton ahead of the installation of the defibrillator.
  13. Parishioner – Email regarding broken fence on boundary of Moot Lane Recreation Ground.
  14. Member of the Public – An FOI request asking for copies of all agendas, notes and minutes from the meetings of the BWSCA/leisure centre working group.
  15. Parishioner – Email regarding the work to the trees on Moot Lane Corner.
  16. Parishioner – Email regarding child road safety in Downton.
  17. Parishioner – Email regarding the dangers of turning out of Barford Lane and a request that the Parish Council take some action.

### **349.21 Clerk’s Report**

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

#### **1. Cemetery**

It was agreed that Cllr Hall and the Clerk, rather than the Communications Working Group, will now work on a statement setting out the Council’s stance on the Cemetery to be issued on social media. Once this is issued, it is suggested that a meeting be set up with one of the residents who contacted the Clerk to discuss the Council’s plans and the reasons for them.



## **2. Tannery Bridge Fencing**

The bridge fencing was damaged for a second time, with the fencing needing to be retrieved from the river. The Council's contractor has repaired it again, installing a heavier cross piece to deter further damage.

## **3. Toilets**

Dave Watton completed the electrical inspection of the toilets on 10<sup>th</sup> February. No major issues were identified and he will be providing a report setting out the minor works together with quotes to complete them.

## **4. Borough Greens**

The Clerk was contacted by both Nigel Start of Savills and David Canty of Longford Estates about some investigatory digging work needing to be done on the Greens which Lord Radnor has approved as part of an upgrade to the SSEN electricity network over the next 2 years. This will be done on 25<sup>th</sup> and 26<sup>th</sup> February.

## **5. Tree Works at Moot Lane Corner**

Ridleaves completed the works to remove the cedar trees and prune the other trees at Moot Lane Corner on Friday 4<sup>th</sup> February. They will return to stump grind, level and re-seed the area in the next month.

## **Other**

### **6. Half Year Audit**

The Council's internal auditor completed the half year audit on Friday 4<sup>th</sup> February. I haven't yet received his report and will circulate it as soon as it is received.

### **7. Play Inspection Training**

The Administrative Officer organised the play inspection training course which took place on Wednesday 9<sup>th</sup> February and involved 12 participants from Downton, Alderbury, Idmiston and Redlynch and representatives from Idverde. The feedback received is that it was very useful and very good and it was also a good example of collaborative working between parishes.

## **Part 2 – EXEMPT MATTERS – STAFFING COMMITTEE**

**350.21 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'.

### **351.21 Staffing Committee membership**

**To elect councillor(s) to the Staffing Committee to ensure it is quorate or to take any other actions to ensure it is quorate:**

Cllrs Brentor and Mace asked councillors whether they wished to be considered for election to the Staffing Committee. They advised that due to the ongoing Staffing Investigation agreed by the Council in April 2021, those councillors appointed to the Panel in August 2021 would not be eligible for election.

At the end of the discussion, the Chair re-opened the meeting to the public.

Cllr Watts proposed, Cllr Mace seconded and it was RESOLVED, with 2 abstentions from Cllrs Hall and Jones, that Cllr Randall be elected to the Staffing Committee.

There being no other business, the meeting ended at 9.55 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.*