

# DOWNTON PARISH COUNCIL



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

**Present:** Cllr Brentor (Chair) and Cllrs Hall, Jones, Mace, Randall and Watts (from 7.45 pm due to attending another meeting as a Council representative).

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

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

Before starting the meeting, the Chair said that the Council's thoughts were with everyone caught up in the war between Russia and Ukraine and thanked the community for the time, goods and services given so generously in support of those in need.

## **Part 1**

### **352.21 Public Question Time**

A member of the public spoke in objection to planning application number PL/2022/01137 on behalf of another resident who was unable to attend the meeting.

The same member of the public advised that she had received an email confirming that both the Police & Crime Commissioner and the Chief Constable of Wiltshire Police were able to attend the Annual Parish Meeting on Monday 11th April.

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

- There had been an extraordinary effort across the County to collect items to send those affected by the conflict in Ukraine. There was now a vast amount of collected items being stored and more volunteers were needed. He said the recommended way of supporting those in need was to donate money through Disasters Emergency Committee's Ukraine Humanitarian Appeal.
- The Council was awaiting information from HM Government on how the scheme to house refugees from the conflict in Ukraine would work. It would be issuing a press release once this was known.
- The striking of waste collection staff due to a pay dispute with Hills Group was ongoing although bins were continuing to be collected in some areas.

### **354.21 Apologies**

Cllr Brentor advised that apologies had been received from Cllr Jalland due to a holiday commitment and Cllr Roberts due to the need to self-isolate. She proposed from the Chair and it was RESOLVED that the apologies and the reasons for them be accepted.

### **355.21 Minutes**

Downton Parish Council RESOLVED to approve the Minutes of the Ordinary Meeting held on Monday 8<sup>th</sup> February 2022 as a correct record and they were signed by the Chair, subject to the words ‘No other information was provided to councillors or the Clerk prior to the vote’ being removed from minute 319.21.

### **356.21 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 365.21 and 366.21 in view of his role as a trustee of the Downton Memorial Centre and did not vote.

Cllr Hall declared a personal and non-pecuniary interest in Tree Works application PL/2022/01340 as a trustee of the Downton Moot Preservation Trust and did speak or 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.

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

Cllr Brentor proposed from the Chair and it was RESOLVED that the comments raised by the member of the public on the planning application and her notification that that both the Police & Crime Commissioner and the Chief Constable of Wiltshire Police were able to attend the Annual Parish Meeting on Monday 11<sup>th</sup> April, be considered by councillors when those items were discussed

### **358.21 Planning and Tree Works Applications**

**PL/2022/01137 2 Crossways Close, Downton - Two Storey Four Bedroom House with Double Garage:** Downton Parish Council RESOLVED to object strongly to this application on the following grounds:

- Downton has already delivered more than the 190 houses allocated to the parish in the Wiltshire Core Strategy up to 2026. This application would therefore be contrary to the Wiltshire Core Strategy and paragraph 15 of the National Planning Policy Framework 2021.
- The proposal would result in backland development on garden land, should not be regarded as ‘infill’ and would therefore be contrary to paragraph 71 of the National Planning Policy Framework 2021.
- The size, height and bulk of the proposed house will have adverse effects on the occupiers of the neighbouring 3 single storey properties within Crossways Close and the two properties located at The Headlands which have rear parking access in Crossways Close.
- The proposed access to and egress from the site is wholly inadequate as the uncontrolled egress is onto a busy A-road beside 2 sets of controlled traffic lights and opposite another set of controlled traffic lights. The increased use by additional residential and visitor cars would be detrimental to both pedestrian and highway safety.

**PL/2022/01230 8 Saxonhurst, Downton - Single storey rear extension and some internal remodelling:** 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/2022/01331 The Former Piggery Building, Trafalgar Gardens, Standlynch - Demolition of former piggery building and its replacement with 2 no. holiday lets together with car parking, amenity space, landscaping and associated works:** Downton Parish Council RESOLVED to support this application on the grounds that it was compliant with Core Policy 39 of the Wiltshire Core Strategy but would accept the recommendations of the Conservation Officer.

**PL/2022/01332 The Cottage, Trafalgar Gardens, Standlynch - Single storey extension to west (side) of cottage, provision of 2 car parking spaces 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/2022/00436 92 The Borough, Downton - Erection of a wooden summerhouse:** 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/2022/01645 & PL/2022/01173 Thatchings, Lower Road, Charlton All Saints - Proposed Replacement Windows/Doors, Installation of Air Source Heat Pump and Replacement Radiators, Proposed First Floor Bathroom, Replacement Lounge Ceiling & Removal of Internal Wall:** 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/2022/01161 11 Church Leat, Downton - Various tree works:** Downton Parish Council RESOLVED to raise no objection to this application.

**PL/2022/01340 The Moot, Moot Lane, Downton - Various tree works:** Downton Parish Council RESOLVED to raise no objection to this application.

### **359.21 Planning Application Decisions**

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

PL/2022/01029 Meadowside 32 Gravel Close, Downton  
3x Yew trees – full 20% canopy reduction and  
Crown raise to 4 metres No objection

PL/2021/06442 Land West of Breamore Road, Downton  
Residential development of up to 100 dwellings, associated  
Landscaping, utilities and drainage infrastructure (outline  
Application relating to access) Refused

PL/2022/00961 2 Keeley Close, Downton  
Lawful Development Certificate for a Proposed Use Permitted development

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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

Approve with conditions

### **360.21 Internal Auditor’s Report**

Following a brief explanation from the Clerk, Downton Parish Council RESOLVED to note the Internal Auditor’s Interim Report.

### **361.21 Appointment of Internal Auditor for 2022/23**

Downton Parish Council RESOLVED to approve the appointment of Fair Account as the Parish Council’s Internal Auditors for 2022/23.

### **362.21 Annual Parish Meeting**

Downton Parish Council RESOLVED to approve a proposal from Cllr Brentor to invite the Police and Crime Commissioner and the Chief Constable of Wiltshire Police to attend the Annual Parish Council meeting on Monday 11<sup>th</sup> April 2022. Due to the unavailability of the Memorial Hall, the Clerk was asked to seek the availability of the primary or secondary school halls or another appropriate venue in anticipation that this meeting would be well attended by residents.

### **363.21 Risk Registers Review**

Following explanations from the Clerk, Downton Parish Council RESOLVED to approve the changes to the Council’s Risk Registers nos. 2-5.

### **364.21 Asset Register – Speed Indicator Device**

Downton Parish Council RESOLVED to approve that the Speed Indicator Device supplied by ElanCity be added to the Council’s Asset Register for the value of £1,962 and that its inclusion on the Council’s insurance policy be noted.

### **365.21 Traffic Survey**

Downton Parish Council RESOLVED to approve a recommendation from the Neighbourhood Plan Review Working Group to commission the traffic survey, following approval of the agreed quote, to be completed by May 2022 or by June 2022 at the latest.

### **366.21 Public Space Protection Order**

Following a detailed discussion on the responses to be provided, Downton Parish Council RESOLVED to approve its response to the consultation from Wiltshire Council on the creation of a Public Space Protection Order.

### **367.21 Downton Primary School**

Following a discussion, Downton Parish Council RESOLVED not to set up a working group to work with the primary school to consider safe school access and other community and education linked projects. However, it was supportive of having a collaborative and good working relationship with the school. Cllr Brentor agreed to suggest to the Headteacher that if the school were to set up a working group to address the issues of concern, the Council could then appoint a member to be a representative on it.

### 368.21 Committee & Working Group Reports

**Neighbourhood Plan Review Working Group:** Cllr Brentor gave a brief report of a recent meeting at which the timing of the traffic survey had been agreed and the date of the meeting to form the Strategy Group to revise the Neighbourhood Plan which was set at Tuesday 5<sup>th</sup> April 2022 at 6 pm when Cllr Clewer was available to attend. She also reported that 20 people had expressed an interest in joining the Group when asked at the Play Area Refurbishment Exhibition.

### 369.21 Representative Reports

**Public Exhibition and Consultation on play area refurbishment:** Cllr Brentor gave a brief report on the recent event at which there had been a steady stream of attendees comprised of residents, visitors and young people.

Cllr Watts expressed his thanks to officers for all of the work they had done on the exhibition and consultation.

### 370.21 Payments

Downton Parish Council RESOLVED to approve the payments for March:

£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

£62.36 Viking - Various stationery for exhibition

£140.00 Downton Memorial Centre

£3,130.80 Wiltshire Council - Bins, Bollards and Street Nameplates

£59.95 Dropbox for Officers - Dec 21 to Feb 22

£2,354.00 ElanCity - Speed Indicator Device

£156.00 A McGowan - Home Working Allowance Oct 21-Mar 22

£126.00 B Cornish - Home Working Allowance Oct 21-Mar 22

£35.00 Information Commissioner - Annual Data Protection Fee

£350.00 Fair Account – Interim Audit

### 371.21 Accounts for Payment

Downton Parish Council RESOLVED to approve the sum of £12,553.21 as the Accounts for payment for March 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
Downton Memorial Centre	140.00
Viking	62.36
Wiltshire Council (new waste bins)	400.00
Wiltshire Council (bollards)	1,650.88
Wiltshire Council (street nameplates)	1,079.92

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Dropbox	59.94
ElanCity (Speed Indicator Device)	2,354.00
Fair Account (Interim Audit)	350.00
A McGowan (Annual Working Allowance Part 2)	156.00
B Cornish (Annual Working Allowance Part 2)	126.00
Salaries and Pensions	4,152.09
BT Group (mobile)	44.35
Ionos (website hosting)	28.79
Information Commissioner	35.00
<b>Total</b>	<b>12,553.21</b>

### **Balances Approved and Noted as at 14.03.2022**

Current A/c: £2,455.15 A/c: £108,132.66

Memorial Hall Extension A/c: £180.39

### **372.21 Budget to Actual Report**

Downton Parish Council RESOLVED to defer this item to the next meeting.

### **373.21 Virements**

Downton Parish Council RESOLVED to defer this item to the next meeting.

### **374.21 Earmarked Reserves**

Downton Parish Council RESOLVED to approve the Earmarked Reserves as at 31st March 2022 of £88,837 which also allowed for 3 months of general operational reserves.

### **375.21 Correspondence**

Downton Parish Council RESOLVED to note the Correspondence received:

1. A number of updates on Covid-19 and Wiltshire Council's work.
  - Adoption of Wiltshire Council Climate Strategy
  - Monthly Electoral Register changes
  - Notice of an Area Board Event called A Greener and Cleaner Southern Wiltshire to be held on 27th April in Whiteparish at 6.30 pm
  - Email on waste industrial action update: temporary suspension of recycling services between 10<sup>th</sup> and 18<sup>th</sup> March.
  - Email on changes to some parking charges – including the end of free parking allocations – begin from 1 April
2. Wiltshire Association of Local Councils – Details about events for the Platinum Jubilee.
3. Giganet – Email requesting attendance at a future PC meeting to make a presentation and respond to councillor questions on the project to install superfast fibre broadband in Downton.
4. CPRE – Invitation to join the Best Kept Village Competition.
5. Wessex Community Action Newsletter for February.
6. Cranborne Chase AONB - February and March updates and opportunities from the Chase & Chalke Landscape Partnership
7. UKCE – Email re amendment to 2022 Event Plan for our New Forest Classic road cycling event taking place in April and will only be held on Saturday 9th April 2022.

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8. Email non-resident – requests for accommodation and Air B&Bs in Downton.
9. Email resident – regarding broken glass in the Memorial Gardens which was removed.
10. Email resident – regarding fallen tree and phone in Charlton which was reported.
11. Email resident – regarding ancestral records.
12. Email resident – regarding extra waste and requesting the bin to be replaced by Iron Bridge.
13. Email resident – asking whether the Council can challenge the high petrol prices at the Esso petrol station in Downton.
14. Email resident – query regarding the use of Church Hatch for Queen’s Platinum Jubilee event on Sunday 5 June.
15. Email resident – regarding playground consultation ‘not a query but a big thank you to everyone involved in setting up the exhibition. Lots of work. The village is lucky to have such a dedicated Parish Council.’
16. Email resident – with attached letter regarding playground consultation and use of Moot Lane Recreation Ground.

### **376.21 Clerk’s Report**

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

#### **Amenities**

##### **1. New waste bins**

4 new bins have been delivered from Wiltshire Council. Now waiting for a date from the contractor for the work to be completed to install the 8 bins. The two bins at the back of the Co-op will be relocated at a later date once the work has been completed by Co-op to the car park area.

##### **2. Bus shelter panels**

Work which has been approved has been confirmed to the contractor. This should be completed by the end of March. Since the quotation was approved a further large panel has been smashed in one of the shelters at Charlton All Saints. The officer is awaiting a quotation from a photographer to see if this can be replaced at the same time as the approved work to keep cost to a minimum.

##### **3. Moot Lane Corner**

The tree work which was approved by Wiltshire Council has been completed just in time for the bird nesting season. The contractors will return to rotovate the area and it can then be grass seeded.

##### **4. Road nameplates (move & replace)**

Following liaison with Wiltshire Council regarding the relocation of the two road signs for Moot Close, it has been confirmed that WC Housing Department will arrange this to be done. This has saved the Council £293.00 of approved budget.

##### **5. Road nameplate refurbishment**

A meeting was held with representatives from Lover Repair Café to discuss the process and learn from the café’s experience. Work has started on selected nameplates to clean and paint them. New backing boards will be created using

recycled decking boards. 2 more volunteers are needed to help cover areas within the parish where nameplates need to be refurbished.

**6. Highways**

The condition of the road surface has been reported for Mesh Pond and Moot Gardens to Wiltshire Council (with photos) due to bad potholes and pitting to the road surface with the aim that these can go on a waiting list for resurfacing. The pavement outside of The Trafalgar School (outside of the carpark exit) has also been reported as it needs widening due to a build-up of detritus.

**7. Parish Steward**

Due to the bad storms on Friday 18th February and the amount of damage around the County, the parish steward was not able to spend his scheduled 2 days in the parish. He is due to be in the parish next on 22nd and 23rd March.

**8. Bollards throughout the High Street/The Borough**

Following work last year to repaint the black metal bollards in the High Street, officers have been trying to secure a further date with the 'sparkle team' to return to the parish and complete the rest of this work from the pinch point and other areas in The Borough. Two teams are pencilled in to return on 1st April (weather permitting) to carry out this work.

**9. Play inspection training**

The training day was held in February in Downton, with a visit to Redlynch Playing fields incorporated to inspect the equipment and apply the information from the training. Feedback received from other parishes has been positive about the training. Actions arising from the training will be referred to the Amenities Committee for consideration.

**10. Fencing**

Repairs have been completed at Moot Lane Recreation Ground. A metal frame has been cut up and removed as a safety hazard identified on an inspection. A resident has also repaired the crossbar at School Rails.

**11. Toilets**

There have been a couple of incidents when soil and sticks were dumped into the ladies toilets. These were reported to the police.

**12. Borough Greens**

SSEN carried out the work to the Greens on 25th and 26th February. This involved the installation of temporary lights on The Borough.

**13. Kissing Gates on Barford Down**

As a consequence of Storm Franklin, the installation of the kissing gates was postponed and another date is being arranged.

**377.21 Date of next meeting**

Downton Parish Council RESOLVED to note the date of the next meeting as Monday 28<sup>th</sup> March 2022 at 7.30 pm to be held in the Bonvalot Room at the Downton Memorial Centre.



**Part 2 – EXEMPT MATTERS - STAFFING**

**378.21 The Chair to propose 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’.

**379.21 National Salary Award**

Following an explanation from the Clerk, Downton Parish Council RESOLVED to approve the salary award and backdated payments for qualifying staff for the period from 1st April 2021 to 31<sup>st</sup> March 2022 in accordance with the National Association of Local Council’s document EO1-22 entitled ‘National Salary Award 2021/22’ and with their Employment Contracts.

There being no other business, the meeting ended at 9.15 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.*