

DOWNTON PARISH COUNCIL



Minutes of the Ordinary Meeting of the Parish Council held on Monday 13th June 2022 at 7.30 pm in the Bonvalot Room of the Downton Memorial Centre, The Borough, Downton.

Present: Cllr Brentor (Chair) and Cllrs Carter, Hall, Mace, North, Randall and Roberts.

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

Also present: Six members of the public

Part 1

58.22 Public Question Time

Mr Joe Gregory, Regional Community Manager for Giganet, gave a detailed presentation and responded to questions on the company's plans to provide 'fibre to the property' in Downton which was about to be rolled out between June and November 2022. He provided information on the different speeds available between 150 megabytes and 900 megabytes and their respective costs to customers. He also advised that the company was looking to provide grants to local community organisations.

Cllr Brentor thanked Mr Gregory for his presentation.

A member of the public asked when the statement from the Council's meeting with Persimmon would be available.

A member of the public advised that Downton Bowling Club had been successful in its grant application to the Area Board for a contribution towards the purchase of a new lawnmower.

A member of the public asked when the data from the recent traffic survey would be available.

59.22 Unitary Cllr Richard Clewer

Cllr Clewer gave a brief report as follows:

- The current Cabinet papers provide information on the Wiltshire Towns Programme which will provide £1 million a year until 2025 for investment in a range of different projects to attract customers and investment to Wiltshire's high streets. Downton was included and the sum of around £5k will be available.
- He advised on the range of support being offered to the homeless person who was currently rough sleeping in the shelter in the Memorial Gardens. He said it was very much the approach of helping rather than criminalising.

- He gave a brief report on the recent meeting of the Area Board at which a new Chairman, Cllr Rich Richie, had been elected. He also reported that the grant criteria and amount set aside for grants had changed to provide more scrutiny and to provide more funding for the Local Highways and Footpath Improvement Group.

60.22 Apologies

The Clerk advised that apologies had been received from Cllrs Jalland and Watts both for health reasons. Cllr Brentor proposed from the Chair and it was RESOLVED that the apologies and the reasons for them be accepted by the Council.

61.22 Minutes

Downton Parish Council RESOLVED to approve the Minutes of the Extraordinary Meeting held on Monday 23rd May 2022 and that they be signed as a correct record.

62.22 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 non-pecuniary interest in planning application PL/2022/03814 and did not vote.

Cllr Hall declared a personal and pecuniary interest in Minutes 77.22 and 78.22 and did not vote.

Cllr Mace declared a personal and non-pecuniary interest in Minutes 77.22 and 78.22 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.

63.22 Business Raised During Public Question Time

Cllr Brentor proposed from the Chair and it was RESOLVED that the following responses be noted:

- The statement will be provided by the Clerk shortly. A delay had been caused by her personal laptop needing to be repaired.
- The Council was pleased to hear about the Bowling Club's success.
- The data from the traffic survey was available to members of the Neighbourhood Plan Strategy Group in its folder on Dropbox.

64.22 Planning and Tree Works Applications

PL/2022/03565 Byways, Slab Lane, Downton - Convert garden shed into Annexe for ancillary accommodation: Downton Parish Council RESOLVED not to object to this application on the grounds that it was compliant with Core Policy 57 of the Wiltshire Core Strategy but requested that a condition be added to the Decision Notice that the Annexe must remain as ancillary accommodation to the house and cannot be sold separately.

PL/2022/03818 South Lane Cottage, South Lane, Downton - Proposed raising the ridge of existing side extension, bootroom and lean-to extension, floor plan redesign and all associated works: 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/2022/03814 Hazelacre, Slab Lane, Downton - Removal of a white UPVC conservatory, with a replacement single storey traditional designed orangery over the footprint of the existing conservatory and incorporating a small terrace area to the east: Downton Parish Council RESOLVED to support this application on the grounds that it was compliant with Core Policy 57 of the Wiltshire Core Strategy.

65.22 Planning Application Decisions

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

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 Approve with conditions

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 Approve with conditions

PL/2022/02195 4 Elizabeth Close, Downton – Replace
existing side extension with new to create larger hallway,
open plan family room and garden room. Introduction of
render to front elevation and additional windows Approve with conditions

PL/2022/02532 9 Downlands Close, Downton
Two storey side extension Approve with conditions

PL/2022/02902 7 Catherine Crescent, Downton
Loft extension and internal alterations Approve with conditions

PL/2022/02953 Waterways, Chapel Lane,
Charlton All Saints - Replacement windows Approve with conditions

PL/2022/02906 The Homestead, Lower Road,
Charlton All Saints – First floor extension over existing
Extension, new porch and side elevation Approve with conditions

66.22 Internal Auditor's Report

Downton Parish Council RESOLVED to note the Internal Auditor's Report from Fair Account contained within the Annual Governance and Accountability Return.

67.22 Annual Governance Statement

Downton Parish Council RESOLVED the Annual Governance Statement contained within the Annual Governance and Accountability Return (AGAR) Part 3 for the year ended 31st March 2022 for submission to the Parish Council's External Auditors.

68.22 Accounting Statements

Downton Parish Council RESOLVED to approve the Accounting Statements and Statement of Variances contained within the Annual Governance and Accountability Return (AGAR) Part 3 for the year ended 31st March 2022 for submission to the Parish Council's External Auditors.)

69.22 Exercise of Public Rights

Downton Parish Council RESOLVED to approve the dates for the period for the exercise of public rights for the Annual Governance and Accountability Return (AGAR) Part 3 for the year ended 31st March 2022.

70.22 Renewal of Cloud Hosting Contract

Downton Parish Council RESOLVED to approve the renewal of the cloud hosting contract with Microshade for a further 3 years for the Council's Rialtas finance and Local Council Risk System software at an annual cost of £366.

71.22 Moot Lane Recreation Ground

Following a report from Cllrs Brentor on a meeting with the Covenant holders of the Moot Lane Recreation Ground Conveyance, Downton Parish Council RESOLVED to defer a decision on any actions to be taken to the next meeting.

72.22 Repainting of Telephone Box in Charlton

Downton Parish Council RESOLVED to approve a quote of £400.45 from Idverde for the repainting of the telephone box ahead of the installation of the new defibrillator.

73.22 New Lease with BWSCA

Following a discussion, Cllr Brentor proposed a variation to the proposal that 4 councillors and not 2 be appointed to look at the new Lease and to represent the Council's interests in the negotiations with the Brian Whitehead Sports Centre Association, this was seconded by Cllr Randall and agreed by the meeting. The councillors appointed were Cllrs Brentor, Carter, Hall and Mace.

74.22 Downton Community Pre-School Family Picnic

Downton Parish Council RESOLVED to approve a request from Downton Community Pre-School to hold its annual family picnic in the Memorial Gardens on Monday 27th June from 12 noon to 3 pm subject to the receipt of a public liability insurance certificate and risk assessments.

75.22 Flower Planters in Moot Lane

Following a report from Cllr Brentor on the poor state of the flower planters in Moot Lane and information that several residents had volunteered to help with their maintenance, Downton Parish Council RESOLVED to allocated the sum of £125 for the purchase of fresh compost and summer bedding plants for the planters.

76.22 Representative Reports

Southern Wiltshire Area Board: Cllr Hall gave a brief report on a recent meeting at which, as Cllr Clewer had reported, Cllr Rich Richie was appointed as the new Chairman. He asked that the Clerk write a letter of thanks to Cllr Richard Britton for his support for the parish during his 13 year tenure as the Chairman.

Wiltshire Town and Parish Council Conference: Cllr Brentor gave a brief report on the interesting day-long conference she had attended with the Clerk. She said there were a number of presentations given by Wiltshire Council officers on finances, contextual safeguarding and the Ukraine community, a presentation given by Rt Hon Danny Kruger MP on HM Government's 'levelling up agenda' and reports from town councils and the City Council on their place in the community, climate change and asset transfers.

Street Sign Refurbishment Project: Cllr Hall gave a brief report on the good progress made on refurbishing and repainting 24 signs with a further 25 to complete. He said that a young person completing the volunteer part of their Duke of Edinburgh bronze award had painted around 10 signs and more work could be completed if there were more volunteers.

Neighbourhood Policing Tasking Group: The Clerk gave a report on a recent meeting which had been well-attended by representatives from both Wiltshire and New Forest parishes as well as Cllrs Zoe and Richard Clewer. PCs Mark Douglas and Pete Jung attended from Wiltshire Police. Among the issues discussed were non-dwelling burglaries, anti-social behaviour and police and community support officer numbers. The key message taken from the meeting was for all incidents to be reported to 101 or online to Wiltshire Police because the work of officers was directed to the areas where crimes/incidents have been reported.

77.22 Payments

Downton Parish Council RESOLVED to approve the payments for June:

£910.00 Maranji Commercial & Domestic Cleaning for Public Toilets

£1043.37 Idverde - Grounds Maintenance

£241.28 Idverde - Bin Emptying

£28.79 Ionos

£20.44 West Mercia Energy

£177.78 Cllr Hall - materials relating to Street Sign refurbishment

£229.37 Source for Business - Public Toilets

£318.24 Initial - Public Toilets

£196.80 Community Heartbeat Trust - Defibrillator electrodes

£3,258 Community Heartbeat Trust - Defibrillator, 2 cabinets, training and electrical installation costs

£60.00 Downton Memorial Centre - Room hire

£582.00 South West Councils - annual subscription

£420.00 EDS Ltd – Pump station survey

£250.00 Stephen Linard -Lychgate survey

£903.38 BT Phone & Mobile – installation and monthly costs since January 22

£0.05 Longford Estates – Rent for the Borough Greens

£135.00 Fair Account – End of year Internal Audit

78.22 Accounts for Payment

Downton Parish Council RESOLVED to approve the sum of £12,087.00 as the Accounts for payment for June and to record the bank balances:

Name of Payee ¹	Amount
Maranji (Toilets May	910.00
Idverde (Grasscutting)	1,043.37
Idverde (Bin emptying)	241.28
West Mercia Energy(Toilets)	20.44
Mr C Hall - materials relating to Street Sign refurbishment	177.78
Initial - Public Toilets	318.24
Community Heartbeat Trust - Defibrillator electrodes	196.80
Community Heartbeat Trust - Defibrillator, 2 cabinets, training	3,258.00
Downton Memorial Centre - Room hire	60.00
South West Councils - annual subscription	582.00
EDS Ltd - Pumpstation Survey	420.00
Stephen Linard -Lychgate survey	250.00
Fair Account (Internal Audit)	135.00
BT Phone & Mobile (Jan installation and monthly charges)	908.38
Salaries and Pensions	3,307.50
Ionos (Website hosting)	28.79
Longford Estates (rent for Borough Greens)	0.05
Source for Business (Pennon Water Services) Public Toilets	229.37
Total	12,087.00

Balances Approved and Noted as at 13.06.2022

Current A/c: £3,229.50 A/c: £140,893.86

Memorial Hall Extension A/c: £180.39

79.22 Earmarked Reserves for 2022/23

Downton Parish Council RESOLVED to approve the revised Earmarked Reserves for 2022/23.

80.22 Correspondence

Downton Parish Council RESOLVED to note the Correspondence received:

Correspondence Received

1. Wiltshire Council - Emails regarding:

- A number of updates on Ukraine and Wiltshire Council's work.
- Road Closure Order for 4th June.
- Parish Steward summer programme
- Operational Flood Working Group - updated briefing note and additional information and notification of a meeting on 22nd June both in Bourne Hill and on Microsoft Teams from 10 am.
- Road Carriageway Works - B3080 Redlynch, Southern Wiltshire - 12th-14th June.
- Email on Government's Community Ownership Fund open to applications from communities to buy or take over local community assets.

- Briefing Note 22-14: Community Governance Review Consultation June 2022
2. Wiltshire Association of Local Councils – May Newsletter.
 3. Wessex Community Action Newsletter for May.
 4. Cranborne Chase AONB – May and June News and email advising of a half day workshop for parish and town clerks on Thursday 16th June.
 5. Downton Jubilee Event in Memorial Gardens – Email with insurance for concert being held in Memorial Gardens on 2nd June.
 6. Salisbury City Council – Email advising of the annual Armed Forces Day event on Sunday 26th June in Salisbury Market Place and Guildhall Square from 10am until 4pm.
 7. Downton Bowling Club – An email from the treasurer advising that the lawnmower has been ordered.
 8. Longford Estates – An email from the Estate Manager advising that permission was given for a cherry tree to be planted in the Charlton All Saints play area to mark the Platinum Jubilee.
 9. Emails residents – Numerous emails confirming support for the road closure in The Borough for the flypast.
 10. Email resident – asking about volunteering opportunities for young people and particularly those participating in the Duke of Edinburgh scheme.
 11. Email resident – regarding overflowing bins.
 12. Email resident – regarding consultation with the parish council on plans for a planning application.
 13. Email resident – thanking the Council for the new kissing gate on Barford Down and with a further request of when the second one will be installed.

81.22 Clerk's Report

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

Amenities

Maintenance:-

- Repair and repainting of leg of large slide at Memorial Gardens completed.
- New pedestrian gate at Moot Lane Recreation Ground to be fitted in next 2 weeks.
- Work to benches at Downton Cemetery is underway. Metal benches have been repainted and wooden ones prepared, now need to be stained/varnished.
- Carry out routine inspection of all parish council owned street furniture and update report for the Amenities Committee to outline actions required.
- Liaise with contractor regarding resident's fence at Moot Lane Recreation Ground.
- Report feedback regarding new playground equipment/area at the Scotts House development.

Other

1. Traffic Survey

The survey data has been received and passed to the Neighbourhood Plan Strategy Group.

2. New Defibrillator in Charlton and Cabinet outside the Sherwood Rooms

Tasks completed to support the order of the defibrillators:-

- Liaison with BWSCA to identify location for cabinet on outside wall and necessary permissions. Arranged meeting and complete site visit/take photos.
- Completed forms to brief electrician prior to arriving onsite to install defibs requiring site visit at Charlton All Saints and photographs to be taken.
- Claimed grant funding from WC Southern Area Board – confirmation it will be paid during next 28 days from 7th June.
- Obtained a quotation from ID Verde to prepare and repaint the Charlton All Saints telephone box prior to the installation.
- Applied for donation of red/gold paint from Brewers as part of Community Heartbeat Trust scheme.

3. Lancaster Flypast

The flypast was cancelled due to windy weather conditions at Exeter. As a consequence, the BBMF had to re-schedule some events and therefore the aircraft would not have enough fuel to come to Downton.

82.22 Date of next meeting

Downton Parish Council RESOLVED to note the date of the next meeting as Monday 11th July 2022 at 7.30 pm to be held in the Bonvalot Room at the Downton Memorial Centre.

Part 2 – EXEMPT MATTERS - STAFFING

83.22 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’, seconded by Cllr Mace and agreed by the meeting.

84.22 Staffing Investigation

After a verbal report from Cllr Carter, Chair of the Panel appointed to consider the Way Forward investigation, Cllr Mace proposed and Cllr Roberts seconded and it was resolved to note the contents of the report. Cllr Brentor thanked the panel members for the time and commitment given in fulfilling their role.

There being no other business, the meeting ended at 9.45 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.