

# DOWNTON PARISH COUNCIL



**Minutes of the Ordinary Meeting of the Parish Council held on Monday 11<sup>th</sup> July 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, Jalland, Mace, North, Randall and Roberts (from 8.15 pm).

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

**Also present:** Twelve members of the public

## **Part 1**

### **85.22 Public Question Time**

The Chair of the Downton Society asked if the Council could consider the impact on the parish's Moviola provision when considering the application from The Goat which was also looking to have outdoor films as part of its offer.

With regard to the resignation of the Clerk, she said that as a former councillor, a member of the Neighbourhood Plan Steering Group and on other matters the Clerk's input had been absolutely invaluable. She said she hoped her personal comments and the appreciation of the Downton Society in terms of her assistance and guidance to it would be noted.

A member of Downton Tennis Club spoke in support of the Club's application for a grant.

A member of the public gave a brief report on the success of Jubilee event, the money raised for it and the lighting of the beacon. He thanked Cllrs Brentor and Watts for their assistance.

A member of the public asked if the zebra crossing could be repainted to improve its visibility to drivers after the minor accident which occurred on Saturday 9<sup>th</sup> July and asked when the Speed Indicator Device was to be installed. She also expressed her concern about the licence variation for The Goat and said that she had previously been disturbed by the noise made after the 11 pm deadline by people clearing up after an event held there.

A member, speaking on behalf of residents who would be affected by it, raised a number of concerns about the proposed licence variation for The Goat and the potential for the changes to have an impact on neighbouring properties and the village generally. He said that he wanted the business to be a success but had already discussed his concerns with the applicant.

A member of the public spoke in opposition to the proposal by BT Openreach to install 9 metre poles on the Borough Greens to enhance the broadband provision.

A member of the public spoke in opposition to the proposal by BT Openreach to install 9 metre poles in and around Elisabeth Close.

### **86.22 Unitary Cllr Richard Clewer**

Cllr Clewer gave a brief report as follows:

- Parish Councils and local authorities had no powers to act on the siting of poles and cabinets for broadband as these were able to be installed under permitted development on highways land.
- He had asked Wiltshire Council's officers to advise the companies currently working in Downton, BT Openreach and Giganet, to come to a sensible solution and to take account of their impact on the Downton Conservation Area.
- The Public Space Protection Order was now in place and there now be a 6 week further consultation period to receive any further comments.
- The Cabinet had approved a 3 year funding programme of £500k for road markings and lining, gulley emptying and highways improvements. There will also be £150k for the provision of cameras for flytipping and litter picking.
- In response to a request from the Chair, Cllr Clewer said that he would follow up on her request to meet with the multi-disciplinary team regarding the resolving of anti-social behaviour issues in Downton.

### **87.22 Apologies**

The Clerk advised that apologies had been received from Cllr Watts for health reasons and that Cllr Roberts had advised he would arrive late to the meeting due to a personal commitment. Cllr Brentor proposed from the Chair and it was RESOLVED that the apology and the reasons for it be approved by the Council.

### **88.22 Minutes**

Downton Parish Council RESOLVED to approve the Minutes of the Ordinary Meeting held on Monday 13<sup>th</sup> June 2022 and that they be signed as a correct record.

### **89.22 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/2022/02569 and did not vote.

Cllr Brentor declared personal and pecuniary interests in Minutes 105.22 and 106.22.

- 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.

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

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

- The comments relating to the licence variation for The Goat and the installation of poles around Downton would be taken into account when the items for licence application and the installation of poles were considered.

- The comments made by the Tennis Club would be taken into consideration under that item.
- The matter of the painting of the zebra crossing would be added to a future agenda. There was a delay to the installation of the Speed Indicator Device caused by a delay in the installation of a higher bus stop post on the maypole green on which it was to be mounted.

## 91.22 Planning and Tree Works Applications

**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 raise no objection to the application.

**PL/2022/02569 4 West Wick, Downton - The installation of an open sided porch to the front of the house:** Downton Parish Council RESOLVED to raise no objection to the application.

## 92.22 Planning Application Decisions

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

PL/2022/03337 1 Avon Meadow, Downton –  
Two storey extension to north-west elevation to provide improved facilities. Approve with conditions

PL/2022/03444 12 Wick Lane, Downton –  
Erect PVCu port to front of property. Approve with conditions

## 93.22 Premises Licence Variation Application

Following a discussion on the premises licence variation application (WK202213511) for The Goat, 62 The Borough, Downton, Downton Parish Council RESOLVED to respond as follows:

- The Council supported the continued success and viability of the business.
- It felt that the application requesting permission for indoor and outdoor events for 365 days per year from 12 noon to 11 pm was too broad and the number should be limited to a maximum of 15 events per year.
- This was due to The Goat being in a central position in the village with the potential for the outdoor events to cause public nuisance both to nearby properties and also to those across a wider area of the village.
- The Parish Council, and residents likely to be affected by the events, did not wish to object to the application because they wished to ensure the continued success and viability of the business. However, both parties hope that they and the applicant could work together to come to mutually acceptable solution.

Following further discussion and an offer from Cllr North to meet with the applicant along with a representative of the neighbours most likely to be affected by the proposals, Downton Parish Council RESOLVED that Cllr North be given approval to represent the Parish Council at a meeting with the applicant.

#### **94.22 Proposed Installation of BT Openreach Poles for Fibre in Downton**

Following a discussion, Downton Parish Council RESOLVED to submit a letter of objection to the BT Pole Objection Team regarding the proposed installation of 9 and 10 metre high poles in Downton, including within the Downton Conservation Area, and that the company takes into account their impact on the Conservation Area and on the street scene when deciding on their locations.

#### **95.22 Pop-Up Youth Café**

Downton Parish Council RESOLVED to approve a recommendation from the Amenities Committee to approve two visits from the Pop-Up Youth Café to the Moot Lane Recreation Ground in July and August to provide activities for the young people of the parish and to:

- (i) Allocate the sum of £250 from Earmarked Reserves towards its provision; and
- (ii) Approve a grant application for £500 to be made to the Southern Wiltshire Area Board to be taken from its youth funding budget.

#### **96.22 Wiltshire's Towns Programme**

Following a discussion, Downton Parish Council RESOLVED to appoint Cllrs North and Randall to consider the ways in which the Council should plan for the spending of the £5,000 allocated under Towns Programme and whose suggestions will be brought back to a future meeting.

#### **97.22 Public Space Protection Order**

- (i) Downton Parish Council RESOLVED to note that Wiltshire Council had completed the formal public consultation process on the proposed Public Spaces Protection Order (PSPO) in Downton and Redlynch and that it will be proceeding with the introduction of a PSPO; and
- (ii) Downton Parish Council RESOLVED to respond with further comments during the additional 6 week consultation period which were: 'To ask that PCSOs be included in the authorised Police Officers, thank Wiltshire Council for proceeding with the PSPO and advising that it looked forward to its prompt implementation'.

#### **98.22 Grant to Brian Whitehead Sports Centre Association**

Downton Parish Council RESOLVED with 1 objection from Cllr Randall to approve a request for a grant of £6,000 towards refurbishment works at the Sherwood Rooms.

#### **99.22 Grant for Downton Tennis Club**

Following a discussion, Downton Parish Council RESOLVED to make a grant of £400 towards the refurbishment of the junior courts and the erection of a new fence with a request that the Club considers holding an event to encourage the young people of the parish to play tennis.

#### **100.22 Speed Indicator Device Risk Assessment**

Downton Parish Council RESOLVED to approve the Risk Assessment for the installation, removal and maintenance of the Speed Indicator Device.

#### **101.22 Staffing Committee Membership**

Following a lengthy discussion regarding a change to the Terms of Reference of the Committee which allowed a maximum of three members to be elected to the Committee, Downton Parish Council RESOLVED to elect Cllr Watts to the Staffing

Committee and that Cllr North be elected as the Chair of the Staffing Committee for the remainder of the civic year 2022-23.

Cllr Hall advised that he would be considering whether to add a proposal to a future Agenda to change the Terms of Reference to allow for a minimum of three members and a maximum of five members to be elected to the Committee but this would require support from 4 other members.

### **102.22 Committee & Working Group Reports**

Reports from the Chairs of Committees and Working Groups:

**Amenities Committee:** In Cllr Watts's absence, the Clerk gave a brief report on a recent meeting at which the issues of additional public waste bins, a quote for the refurbishment of the Charlton All Saints Church lychgate and the Pop Up Youth Café had been discussed.

### **103.22 Committee Minutes**

Downton Parish Council RESOLVED to receive and note the Minutes of:  
The meeting of the Amenities Committee held on Monday 25<sup>th</sup> April 2022.

### **104.22 Representative Reports**

**Post Office Mobile Van:** Cllr Hall gave a brief report following a meeting with the owner of the van. He said that business was good in the location of car park of The Bull but that there were not many customers for the location of Moot Lane. Cllr Hall also said that he had called in to meet the new landlords of The Bull and they had confirmed that they were very supportive of the continued use of their car park for the Post Office van.

### **105.22 Payments**

Downton Parish Council RESOLVED to approve the payments for July:

£910.00 Maranji Commercial & Domestic Cleaning - for Public Toilets

£1043.37 Idverde - Grounds Maintenance

£241.28 Idverde - Bin Emptying

£28.79 Ionos

£19.98 West Mercia Energy

£333.68 - Water2Business - Public Toilets

£365.00 Longford Estates – Rent for the storage room

£152.99 IT Shack

£49.25 Brewers - parish maintenance

£530.00 L Bush - parish maintenance

£600.00 J P Emm - parish maintenance

£6.00 Community Heartbeat Trust

£157.94 Cllr J Brentor - expenses

£79.92 Dropbox fees

### **106.22 Accounts for Payment**

Downton Parish Council RESOLVED to approve the sum of £9,598.01 as the Accounts for payment for July and to record the bank balances:

<b>Name of Payee <sup>1</sup></b>	<b>Amount</b>
Maranji (Toilets May)	910.00
Idverde (Grasscutting)	1,043.37
Idverde (Bin emptying)	241.28
West Mercia Energy(Toilets)	19.98
Water2Business	333.68
Community Heartbeat Trust - Defibrillator torch	6.00
Longford Estates (rent)	365.00
IT Shack	152.99
Brewers	49.25
L Bush	530.00
JP Emm	600.00
Dropbox	79.92
Cllr J Brentor	157.97
lonos (Website hosting)	28.79
Salaries HMRC PAYE and Pensions	5,079.78
<b>Total for Bank transfers</b>	<b>9,598.01</b>

### **Balances Approved and Noted as at 11.07.2022**

Current A/c: £2,105.91 A/c: £130,895.16

Memorial Hall Extension A/c: £180.39

### **107.22 Budget to Actual Report for April to June**

Downton Parish Council RESOLVED to approve the Budget to Actual Report for the period 1st April to 30th June 2022.

### **108.22 Quarterly Virements**

Downton Parish Council RESOLVED to approve the virements between budget lines up to 30<sup>th</sup> June 2022.

### **109.22 Correspondence**

Downton Parish Council RESOLVED to note the Correspondence received:

1. Wiltshire Council - Emails regarding:
  - A number of updates on Ukraine and Wiltshire Council's work.
  - Road Sealing Works - B3080 Redlynch, Southern Wiltshire - will be taking place between the following dates and times: Wednesday 13th July 2022 to Friday 15th July 2022 between the hours of 09:00 and 15:00 and road markings will be reinstated between the following dates and times: Tuesday 19th July 2022 to Thursday 21st July 2022 between the hours of 19:00 and 05:00.
2. Wiltshire Lieutenancy – an email from the Lord-Lieutenant, Mrs Sarah Troughton, attaching a letter from Mr Bruno Peek thanking councils for joining in so enthusiastically with the Platinum Jubilee Beacon celebrations and all the other events connected to that weekend.
3. Wiltshire Association of Local Councils – June Newsletter.
4. Wessex Community Action Newsletter for June.
5. Cranborne Chase AONB – July news and events.
6. CPRE Wiltshire Newsletter

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

.....Date.....6

7. Longford Estates – An email from the Estate Manager advising that a letter of objection had been sent to the BT Objection team regarding the fibre poles proposed on the Borough Greens.
8. Email non-resident – regarding planning proposals for land behind Meadow Grange.
9. Email resident – re broken Heritage Trail interpretation board on watermeadows behind Iron Bridge.
10. Email resident – regarding anti-social behaviour and asking what the Parish Council is able to do about raising the matter of key individuals involved in it.
11. Email resident – regarding a broken fence panel at Moot Lane Recreation ground caused by anti-social behaviour.
12. Email resident – regarding verge cutting of cycle lane and visibility splays along the A338.
13. Email resident – regarding rusting of a Tannery Bridge barrier.
14. Emails residents – several emails regarding the BT poles being proposed to be erected around Downton.

### **110.22 Clerk’s Report**

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

#### **Amenities - Maintenance:-**

- New pedestrian gate at Moot Lane Recreation Ground completed but one of the metal latches has already been removed so a repair is required.
- Work to wood benches at Barford Lane Cemetery has been completed.
- An inspection of all parish council owned street furniture completed and update report to be provided to the next Amenities Committee to outline actions required.
- Liaison with contractor regarding resident’s fence at Moot Lane Recreation Ground has taken place but solution is yet to be finalised.
- Graffiti reported in shelter in Memorial Gardens which was regarded as offensive is in the process of being removed by a contractor.
- The Parish Steward is in the parish on Thursday 7<sup>th</sup> July and Monday 11<sup>th</sup> July and will be clearing weeds, undergrowth and also graffiti from bus shelters.

**Speed Indicator Device - Post Replacement of Bus Stop Pole on Maypole Green** - The installation of the new pole is still awaited.

#### **Defibrillator at Charlton**

The defibrillator for Charlton has been delivered and the £1,335 grant from Wiltshire Council has been received. The delivery of the cabinet for it and for the one at the Sherwood Rooms is awaited.

### **111.22 Date of next meeting**

Downton Parish Council RESOLVED to note the date of the next meeting as Monday 8<sup>th</sup> August 2022 at 7.30 pm to be held in the Bonvalot Room at the Downton Memorial Centre.

As the time was 9.50 pm Cllr Brentor proposed from the Chair and it was RESOLVED that there be a break before the final items were considered beyond 10 pm.

## Part 2 – EXEMPT MATTERS - STAFFING

### 112.22 The Chair proposed 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.

### 113.22 Way Forward Investigation

Cllr Carter gave brief report on the Panel’s recommendations following the Way Forward investigation. He said that the remaining actions/recommendations should be taken to the Staffing Committee for implementation with that Committee and with the Council. Following a brief discussion, Downton Parish Council RESOLVED that the Panel be dissolved and thanks was offered to its members for their work.

### 114.22 Resignation of the Clerk & Administrative Officer

Members noted the Clerk’s and Administrative Officer’s letters of resignation. After a lengthy discussion, Cllr Mace proposed, Cllr North seconded and it was resolved to:

- i. Delegate to the members of the Staffing Committee the tasks related to the appointment of a locum and permanent officers to the Council and the associated practical actions.
- ii. Delegate to the members of the Staffing Committee the oversight of the priorities for actions to be completed by the officers prior to the ending of their contracts.
- iii. The Chair of the Staffing Committee to meet or contact the Clerk weekly to oversee her workload and support her general wellbeing.
- iv. To compose and agree a statement for publication to residents to be displayed on the Parish Council website and in the InDownton magazine regarding the resignations of the Clerk and the Administrative Officer.

There being no other action, the meeting ended at 10.40 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.*