



Downton Parish Council

**Minutes of the DOWNTON PARISH COUNCIL
Meeting held on
Monday 13 February 2023. Start time 7:30 pm
MEMORIAL HALL, DOWNTON (BONVALOT ROOM)**

Councillors present: Jane Brentor (Chair) (JB), Dave Mace (Vice-Chair) (DM), Andy North (AN), Chris Hall (CH), Paul Roberts (PR), Stephanie Jalland (SJ), Matthew Randall (MR), Stu Carter (SC), and Cllr Richard Clewer (Wiltshire Council) (RC)

Plus: Melanie Camilleri (MC) – Clerk/RFO, PC Peter Jung, and 16 members of the public.

MINUTES

21/23 Public Question Time

Planning PL/2023/00563

A number of representations were made. Some in support of the application, and some against.

A specific concern was raised in relation to Land registry showing the deeds of the property has a Covenant preventing it from becoming a food establishment.

Planning PL/2023/00696

The applicants briefly summarised their application.

Councillors sought clarity on the glazing in relation to planning policies on 'overlooking'.

Works carried out by Scottish & Southern Electrics on the Green

The green hasn't been made good after works carried out.

Flooding

Has a date been set for the public meeting with Wessex Water and other authorities?

The Bunny

- Footballs continually being retrieved from The Bunny and returned to the school (who acknowledge most of the footballs have come from there). Expressed concern that footballs may cause blockages in the drainage system. Request made for the Parish Council to approach the school.
- Member of the public expressed his view that the ditch along Long Close contains sewage and that the tanker hasn't cleared it out this year
- Flowing slowly towards South Lane – currently silted-up by pipe which was installed

Rubbish Bins

Bins haven't been collected since Xmas and are overflowing.

National Planning Policy Framework

Public consultation deadline 02 March 2023. Is the Parish Council going to submit a response?

Listed Building (Cottage at bottom of Slab Lane)

Building in a dilapidated and dangerous state (roof partially collapsed). Conservation Officer has placed the building on the Risk Register but will not follow-up with WC Enforcement Team. What action can the Parish Council take?

22/23 To receive a report from PC Peter Jung

- Ride on mower stolen
- Mountain bike stolen
- Co-op shoplifting (two occasions)
- Catholic Church – two windows broken
- Catalytic convertors stolen from two cars (parked on a driveway)
- Pedestrian knocked down on the crossing. Registration taken and investigation underway
- CH reported 3x sheds broken into on the Allotments. Nothing stolen. Encourage to call 101 or report online
- JB reported fires being lit in public toilets. PC Jung said he'd keep an eye the toilets when he's in the area.
- PR reported Neighbourhood Tasking Group Forms not yet received

23/23 To receive a report from Cllr Richard Clewer (Wiltshire Council)

- He's received a couple of requests for application PL/2023/00563 to be called-in to Planning Committee. Need to understand the views from Public Protection and Highways. Covenants do not affect planning decisions on applications.
- Flooding: 1) He's asked that someone from WC's drainage team attend the public meeting with Wessex Water 2) He believes Wessex Water are responsible for cleaning-up the ditches in The Bunny
- Mesh Pond potholes: no one knows who is responsible for the middle section and this is being investigated.
- The Borough closures: acknowledged frustration over changes
- Parish Steward: is able to apply 'cold tarmac' to support remedy of surface repairs

24/23 Apologies for Absence: Cllr Gareth Watts. Reason noted and accepted.

25/23 Declarations of interest:-

Cllrs Mace and North: Payments Agenda 33/23 i)

Cllr Brentor: Agenda 30/23 ii) (whose brother currently manages and finances the website)

26/23 Minutes

i) The Minutes of the Meeting held on **16 January 2023** were approved.

27/23 Business raised during Public Question Time

The following actions were RESOLVED:-

Planning PL/2023/00563

Will be fully considered under Agenda 29/33.

CH added Covenants may only be enforced by company or person who put them in place.

Planning PL/2023/00696

Will be fully considered under Agenda 29/33.

Works carried out by Scottish & Southern Electrics on the Green

JB will write asking SSE to make-good

Flooding

To be fully considered under Agenda 31/23 iii)

The Bunny

- Footballs: JB to talk to Head Teacher
- Member of the public expressed his view that the ditch along Long Close contains sewage and that the tanker hasn't cleared it out this year: to take-up with Wessex Water at the public meeting
- Flowing slowly towards South Lane – currently silted-up: to take-up with Wessex Water at the public meeting

Rubbish Bins

MC reported she'd notified Idverde their invoice for Jan's bin collection has been withheld which has prompted a response. Full report Agenda 33/23 iii)

National Planning Policy Framework

AN, on behalf of the Parish Council, will submit a response specifically on the Neighbourhood Plans section (by the deadline 02 March 2023).

Listed Building (Cottage at bottom of Slab Lane)

JB will contact Historic England and Wiltshire Council's Enforcement Team expressing concern for building and safety of resident who lives there.

28/23 Downton Cuckoo Fair – invitation for Councillors to meet the team

- To set a date for Members of the Council to meet the Downton Cuckoo Fair Team to foster closer working relations in their mutual aim of serving the community.

JB reported she'd learnt that the Chair of the DCF Committee had withdrawn their offer of the Councillors meeting the DCF Team as Agenda item 28/23 was not expressed in the way DCF's offer was meant. JB concluded that the Parish Council had misunderstood DCF's intention.

29/23 Planning

- The applications received were considered and recommendations made to Wiltshire Council Planning Authority (see Planning Schedule)
- Planning decisions were noted (see Planning Schedule)

30/23 NDP

- RESOLVED: JB will submit Downton's draft NP Revision document to Wiltshire Neighbourhood Plan Team
- RESOLVED: To continue with the existing NP website domain name and Parish Council to make all future payment for this. JB abstained from voting; forfeiting her vote.

31/23 Flooding

- JB withdrew this Agenda item
- RESOLVED: AN, CH, MR and PR nominated themselves as potential Councillors who will join the Environment Agency in the Spring for a 'walk around' of Downton's Flood Scheme (attendance subject to their availability)
- RESOLVED: Public meeting date with Wessex Water either 07 March or 09 March. Confirmed date will be publicised on Noticeboards, Social Media, and the Parish Magazine.

32/23 Parish Steward

- A list of Jobs for the Parish Steward's visits 23 and 27 Feb were identified. JB to submit the Form to WC.

33/23 Finance

- RESOLVED: the Cash Flow Report and payments were approved

Account Balances

Lloyds Treasurers Account 09 Feb 2023: £20,708.55

Lloyds Business Bank Instant 09 Feb 2023: £128,039.50

Lloyds Treasurers Account (Heritage Fund) 09 Feb 2023: £180.39

Payments approved

Payee	Detail	Amount £ (incl vat)	Method
HMRC	Tax & NI Q3	2,016.61	BACS
Staff Salaries	Net salary (Jan)	3,175.09	BACS
HMRC	Outstanding tax Mth 5 + interest	82.70	BACS
I&1	Webhosting + email accounts	28.79	DD
NPFA	Subscription	25.00	S/O
TechB	IT Managed Services	40.20	S/O
West Mercia Energy	Public Toilets Memorial Grd - electricity Oct,Nov,Dec	61.19	BACS
Idverde	Grounds Maintenance (Jan)	1,043.38	BACS
South West Councils	Professional Services	7,173.60	BACS
Downton Memorial Centre	Hire fees (various dates)	60.00	BACS
1 st Self Access Storage Ltd	Rental fees (25/02/23-25/03/23)	75.00	BACS
David Mace	Reimbursement – Dropbox (Nov,Dec,Jan)	59.94	BACS
Janie De Lang	Office allowance & expenses	101.18	BACS
M Camilleri	Office allowance & expenses	48.68	BACS
Total debit		£13,984.07	

- iii) MC reported that Idverde's Jan 2023 invoice for bin emptying has been withheld for payment due to non-collection of bins since Xmas. MC has now spoken to the contract manager and, with the support of Cllr Hall, is establishing the accuracy of the map Idverde's crew are working from. Further updates to follow.
- iv) **RESOLVED:** emergency spend for ant-graffiti cans (Cllr Hall) is ratified. CH will now purchase.
- v) **RESOLVED:** quotation for fitting a picnic table in the Charlton Playground - SC will make contact to establish if there can be a reduction closer to the previously agreed quote of £300
- vi) DM reported on the cost increase of Rialtas Licences for the financial year 2023/24. Payment of invoice currently withheld pending a decision from full council as to whether or not to renew. Agenda item for decision 13 March meeting.
- vii) Village Hall Grant available. **RESOLVED:** The Parish Council will submit an application (with support from the Memorial Centre Trustees) subject to T&Cs of Grant being met and the VAT reclaim rules not being breached. Delegated to MC (as RFO) and JB. DM abstained from voting; forfeiting his vote.

34/23 Committee & Working Group Reports

- i) No reports received.
- ii) **RESOLVED:** the next Amenities Committee meeting to re-launch the Playgrounds Refurb Project will take place 27 Feb. Venue - the Memorial Centre. JB and MC to progress submission of the PWLB Loan Application to WC.

35/23 Councillors Reports

To receive reports from the Councillors including:-

CH

- LHFIG: Pole Moot Lane approved (PC cost £125). Red lines Load Hill refused (PC contribution would have been £2,2923.75)
- Attended WC Teams Meeting held 03 Feb
- Will be planting the beech hedging in March

AN

Wiltshire Towns Programme: Producing Action Plan and detailed costings. Grant Agreement to be signed. April Agenda item.

AN/PR

Productive meeting with Primary School. Asked for some data (required for DPC to make an informed decision). Not yet received.

SJ

Is attending the Primary School Monday and will raise the Parish Council's concern regarding the accuracy of a communication recently sent to parents.

36/23 Clerk's Report

JB delivered a brief report on key areas of activity for the Admin Officer. Some points of note:-

- Member of the community seeking tasks through the PC to help towards their DofE Silver Award. Options discussed Painting Road Signs, tidying the Cemetery, Tree Planting.
- MC attended WC Teams Meeting 03 Feb:-
 - Highways contract moving from Ringways to Milestone wef April 2023
 - Potholes: being prioritised by deepest and busiest roads. WC recognise there are some issues with report through MyWilts. Always log-on to read notes if case is closed (it may be a duplicate report for same pothole). WC has 24 hours to repair or mitigate to satisfy their statutory duty to maintain the highway.
 - Flooding: Encouraging PCs to get their Emergency Flood Plans up to date. Onus is on property owners to source their own sandbags, however, PCs may hold a limited supply of gel sacs for distribution in times of emergency for known flood risk areas.

37/23 Correspondence, AOB, urgent matters

- i) Noted additional Bank Holiday announced for the King's Coronation 08 May 2023
- ii) Due to Bank Holidays (10 April and 08 May) Parish Council meetings rescheduled to 17 April and 15 May
- iii) **RESOLVED:** The date for the Annual Parish Meeting will be held on 17 April 7pm start. Venue – Memorial Hall (Bonvalot Room) which has capacity with a theatre-style setting.

38/23 RESOLVED that Agenda items 39/23 and 40/23 would be closed to members of the public and press under the Public Bodies (Admission to Meetings) Act 1960 Sec 1 (2) by reason of the confidential nature of the business to be transacted

39/23 Confidential employment matters

RESOLVED: Due to workload and resignation of the Admin Officer, the Clerk's hours have been increased to 35hrs/week for the period Jan 2023 – March 2023. Position to remain under review thereafter.

All other Minutes and resolutions passed under this Agenda item are 'Confidential – Not for Publication' by means of Legal Professional Privilege (Section 42 Freedom of Information Act 2000).

40/23 Complaint received

All resolutions passed under this Agenda item are 'Confidential – Not for Publication' by means of Legal Professional Privilege (Section 42 Freedom of Information Act 2000)

41/23 Date of next meeting

The date of the next Meetings for **Downton Parish Council** will be on **13 March 2023** at **7:30pm** in the **Memorial Hall, Downton (Bonvalot Room)**.

Being no further business, JB closed the meeting at 11:00pm.

DRAFT MINUTES TO BE SIGNED AT THE NEXT PARISH COUNCIL MEETING