



Downton Parish Council

Minutes of the DOWNTON PARISH COUNCIL
Meeting held on
Monday 13 March 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), Paul Roberts (PR), Matthew Randall (MR), Gareth Watts (GW), and Cllr Richard Clewer (Wiltshire Council) (RC)

Plus: Melanie Camilleri (MC) – Clerk/RFO, PC Peter Jung, PC Harry Murphy, and 7 members of the public.

MINUTES

42/23 Public Question Time

Use of Memorial Gardens for King's Coronation

A resident on behalf of an events committee arranging a Coronation event delivered an overview of the various activities planned for this event taking place on the BH Monday 08 May 2023. A Risk Assessment has been produced. On the basis the Parish Council grant approval to use of the Memorial Gardens, they will take out insurance and a Temp Events Licence. No alcohol license required as it is 'bring your own'. Councillors will consider request under 51/23.

Planning PL/2023/01335 Chalk Pit Cottage

The applicants addressed the councillors and made a statement with regards to their application. Councillors will consider application under 49/23.

Flood Meeting

When will the presentation be available? JB confirmed she's just received it and will forward to all those who left their email address.

Balls in the Bunny

- Footballs continue to be present in the Bunny in quantity. Some have now gone underneath.
- JB reported the school are obliged to offer a certain no. of ball games as part of the curriculum. A 6ft fence was erected to help contain the balls.
- Access to the Bunny to retrieve the balls: DM agreed that access could be sought from the Memorial Hall Trustees from their grounds (retrieve with a net).

Flooding

Riparian responsibilities and need to remind landowners of such discussed.

- 43/23 To receive a report from PC Peter Jung**
- Introduced PC Harry Murphy, his replacement as from May 2023. PC Murphy will continue to attend Downton Parish Council Meetings and operate periodically from the Memorial Hall
 - Two incidents: teenagers let off a handbrake in a vehicle (damage caused) and a theft from the co-op.
- 44/23 To receive a report from Cllr Richard Clewer (Wiltshire Council)**
- Flooding and riparian responsibilities: series of letters produced by WC. MC confirmed she has these templates and has previously worked with Graham Axtel WC Highways on such matters. RC indicated it is critical that Downton Parish Council gets its Flood Plan up to date
 - He has 'called in' Planning Application PL/2023/00563 Unit 4, 53 The Borough, Downton, SP5 3LX Change of use of Unit 4. 53, The Borough from The Foot Unit D1 to a Takeaway food establishment
 - He is establishing exact details of road closure in Green Lane
 - Catapult damage issues have moved on to Fordingbridge and Salisbury
- 45/23 Apologies for Absence:** Chris Hall (CH), Stephanie Jalland (SJ), and Stu Carter (SC). Reasons noted and accepted.
- 46/23 Declarations of interest**
DM Agenda items 51/23 and 53/23 (Memorial Hall Trustee)
AN: Agenda 53/23 (relationship with Tech B)
- 47/23 Minutes**
The Minutes of the Meeting held on **13 February 2023** were approved. GW abstained as he did not attend this meeting.
- 48/23 Business raised during Public Question Time**
The following actions were RESOLVED:-
Planning PL/2023/01335 Chalk Pit Cottage: Councillors will consider this application under 49/23
Balls in the Bunny: JB will write again to the school
Flooding: JB will get hold of the riparian responsibilities template letter in the event the Parish Council wish to contact a landowner.
- 49/23 Planning**
- The applications received were considered and recommendations made to Wiltshire Council Planning Authority (see Planning Schedule)
 - Planning decisions were noted (see Planning Schedule)
- 50/23 Flooding**
Cllr Brentor delivered a report on the public meeting which took place on Tues 07 February 2023 with Wessex Water, WC Highways, Environment Agency, and Downton Parish Council representatives. The meeting was well attended. JB will forward the presentation to all those who left their email address.

Mesh Pond: work being carried out early Spring. Ownership of various sections of the road being resolved.
- 51/23 Use of Memorial Gardens**
The Risk Assessment in relation to the activities taking place on BH Monday 08 May 2023 to mark the King's Coronation was considered by the Parish Council.

RESOLVED: Approval granted for use of the Memorial Gardens subject to a couple of agreed changes. DM abstained from voting; forfeiting his vote.

52/23

Finance

- i) **RESOLVED:** the Cash Flow Report and payments were approved

Account Balances

Lloyds Treasurers Account 01 March 2023: £18,342.43

Lloyds Business Bank Instant 09 March 2023: £118,169.44

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

Payments approved

Payee	Detail	Amount £ (incl vat)	Method
Staff Salaries	Net salary (Feb) + Clerk's back-pay	3,892.45	BACS
I&1	Webhosting + email accounts	28.79	DD
TechB	IT Managed Services	40.20	S/O
West Mercia Energy	Public Toilets Memorial Grd - electricity Jan	21.14	BACS
Idverde	Grounds Maintenance (Feb)	1,043.38	BACS
Idverde	Bins emptying (Feb)	241.28	BACS
Phil Brentor	NDP website (Feb, March)	20.00	BACS
Paul Reynolds (Fair Account)	Internal Audit (April 2022 – Jan 2023)	435.00	BACS
JDL Designs	Website Hosting (Sept-March)	210.00	BACS
Downton Memorial Centre	Hire fees (various dates)	40.00	BACS
M Camilleri	Office allowance & expenses	54.18	BACS
Merangi	Public Toilets Memorial Ground – cleaning (Feb)	910.00	BACS
1 st Self Access Storage Ltd	Rental fees (25/03/23-25/04/23)	75.00	BACS
Total debit		£7,011.42	

- ii) MC highlighted key points from the internal audit conclusion report on the interim internal audit for the financial year 2022/23 as follows:-
- Accounts Spreadsheet created very effective: the 'spend to date' and 'forecast' columns on the Budget summary tab delivers regular updates for effective budget management throughout the year
 - Bank Reconciliation: correct - tab in spreadsheet matches the bank statements
 - Agreement for the need for stronger financial control on S106 and CIL monies: MC in the process of establishing status and will be creating tabs in the spreadsheet
 - Insurance Policy doesn't include Cyber Cover: the Parish Council may wish to consider purchasing a Policy specifically for such cover. MC will add to the April Agenda.
- iii) **RESOLVED:** Given the effectiveness (and internal auditor endorsement) of the accounts spreadsheet, Rialtas Licences for the financial year 2023/24 will not be renewed. Microshade hosting contract still in place for next 2 years.
- iv) DM reported that upon closer inspection, the Parish Council are not eligible to make the Grant Application for the Memorial Centre Maintenance and Repairs
- v) **RESOLVED:** JB to submit to Wiltshire Council's section 106 officer the report on expenditure and proposals for the New Forest mitigation actions
- vi) **RESOLVED:** To allocate £80 to purchase and instal a plaque for the commemorative apple tree being planted in memory of Queen Elizabeth II

53/23

Website

- i) **RESOLVED:** Parish Council Websites (PCW) will migrate Downton Parish Council's website onto the standard PCW platform. DM and MC to work with PCW on website navigation, look and feel, and content.

54/23

Committee & Working Group Reports

- ii) The draft Minutes of the Amenities Committee Meeting held on 27 February 2023 were noted.
- iii) **RESOLVED:** to register the Moot Recreation Ground with the Land Registry for £45. To be carried out by a legal body. DM to obtain a quote.

- iv) **RESOLVED:** The draft Project Initiation Document for the Playgrounds Refurb Project was approved, subject to agreed changes.
- v) **RESOLVED:** subject to confirmation by Roger Taylor (a Solicitor working with the Parish Council), the procurement opportunity for the Playpark Refurb Project will not be advertised but made available to a number of particular 'economic operators' who have been selected for that purpose (in accordance with Articles 109 to 114 of the Public Contracts Regulations 2015, s. 135 of the Local Government Act 1972, and Article 4 of the Public Contracts Directive (Regulation 5 (1) of the 2015 Regulations) in relation to Public Works Contracts. The names of the three 'economic operators' to be recommended to full council is commercially sensitive and as such 'Confidential - Not for Publication'. See Agenda item 60/23.
- vi) The Amenities Committee Working Group Terms of Reference have been produced by JB and will be circulated.

55/23

Councillors Reports

Cllr Jalland: update on meeting with Primary School: None given as SJ was absent.

JB: Attended the Millennium Green meeting. Its AGM will be held on 11 May. A picnic will be held on the Millennium Green on 09 July.

GW: On 22 Feb attended the Stockman and Woodlands Trust Charity meeting. A new Chair and Vice-chair were appointed.

56/23

Clerk's Report

- i) To receive a report from the Chair and Clerk

Correspondence

- Request via a councillor, from a resident asking for better accessibility of council meetings for those with hearing impairment.
- Information about proposed National Joint Council pay claims and rates.
- Anonymous resident requesting the PC takes action over alleged failure to comply with planning regulations
- Request for replacement items for equipment borrowed by the PC from the Cuckoo Fair
- Notice of increase in rates of contributions to LGPS from April 2023
- A report was received from the Environment agency about an 'electro fishing' survey.
- Information about how the Parish Council can update the planning portal
- Several emails researching cemetery invoices sent and updated
- Emails from residents about the state of bins in the area – followed up by the Clerk and action taken by Idverde.
- Response from the Primary school in relation to 'balls in the bunny'
- Response received from SSE about the state of the Borough Green following works with a commitment to visit the next day and reseed if appropriate.
- Email from a primary school governor expressing continuing concern about the safety of the children using the Gravel Close entrance and asking about PC processes and asking that the school be officially informed of the outcome / any actions that are needed to move things on as a result of the councillors meeting with the primary school
- Email from a non-resident about the noise of small aircraft over the area.
- Ongoing emails about the outstanding (and disputed) BT invoices

Actions

- Cllr Mace has updated the Council's website, removing out of date information and restrictions relating to Covid

- Cllr North and the Clerk have submitted the Wiltshire Town's programme checklist and confirmation has been received that this will now progress to allocating the sum of £5,000 against the identified actions.
- Significant time spent on providing confidential information on employment matters.
- Research and clarity obtained on outstanding section 106 and CIL monies.
- Town and Parish Councils which have a Precept Requirement in excess of £140,000 are required to provide a breakdown of their service expenditure and income to the public. Completed and submitted by Cllr Mace and the Clerk

57/23 Correspondence, AOB, urgent matters

- i) **RESOLVED:** the Defib checks and online updates will be carried out by the Admin Officer once their contract of employment begins. Until then, JB and DM will carry out checks and online updates.

58/23 RESOLVED: Agenda items 59/23, 60/23, and 61/23 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

59/23 Playpark Refurb Project Procurement: select 'economic operators'
Resolutions passed under this Agenda item are 'Confidential – Not for Publication' due to commercial sensitivity.

60/23 Appointment of Admin Officer
RESOLVED: Naomi Defriend will be appointed Admin Officer, subject to references. Her contract of employment commences Tues 11 April 2023 on 20hrs/week across Tues, Wed, Thurs. SCP6 £11.42/hr. JB will produce her contract of employment and carry out Naomi's Induction Training.

61/23 Confidential employment matters
Resolutions passed under this Agenda item are 'Confidential – Not for Publication' by means of Legal Professional Privilege (Section 42 Freedom of Information Act 2000).

62/23 Date of next meeting
The date of the next Meetings for **Downton Parish Council** will be held on **17 April 2023 at 7:30pm** in the **Memorial Hall, Downton (Bonvalot Room)**.

Being no further business, JB closed the meeting at 10:35pm.

DRAFT MINUTES TO BE SIGNED AT THE NEXT PARISH COUNCIL MEETING