



Downton Parish Council

Minutes of the DOWNTON PARISH COUNCIL

Meeting held on

Monday 17 April 2023. Start time 7:30 pm

(meeting opened 7:56pm - once the Annual Parish Council Meeting had finished)

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), Stephanie Jalland (SJ), Chris Hall (CH), and Cllr Richard Clewer (Wiltshire Council) (RC)

Plus: Melanie Camilleri (MC) – Clerk/RFO and 10 members of the public.

MINUTES

63/23 Public Question Time

Sewage into Rivers

Downton and upstream. Wessex Water had agreed a further meeting.

Coronation Event

Plans for the event are in place (including all necessary licenses).

In the event of wet weather, it will be held in the Downton Leisure Centre.

On Sunday, members of the parish will be lighting the beacon.

An application for Grant funding has been made to Downton Parish Council.

The Parish Council was thanked for planting the Apple Tree which was thoroughly enjoyed by the children who attended the planting ceremony.

Heritage Trail

An update on the plan to renew and relaunch the Heritage Trail was presented including sources of funding. An application for Grant funding has been made to Downton Parish Council.

Planning Application PL/2023/0173 Upper Wick Barn

The applicants briefly summarised their application.

64/23 To receive a report from PC Murphy: report delivered at the Annual Parish Meeting.

65/23 To receive a report from Cllr Richard Clewer (Wiltshire Council): report delivered at the Annual Parish Meeting.

66/23 Apologies for Absence: Cllr Carter. Reason noted and accepted.

- 67/23** **Declarations of interest:**
DM: Agenda items 72/23 (Memorial Hall Trustee)
AN: Agenda 72/23 (relationship with Tech B)
JB: Agenda items 72/23 (reimbursement tree plaque)
- 68/23** **Minutes**
i) The Minutes of the Meeting held on **13 March 2023** were approved.
- 69/23** **Business raised during Public Question Time**
To resolve to refer any business raised by the public or items of information from councillors either to the appropriate committee or for any other action.
- Sewage into Rivers
JB will be organising the follow-up with Wessex Water and will communicate when a date has been set.
- Coronation Event
Application for grant funding to be discussed under Agenda 72/23 iv).
- Heritage Trail
Application for grant funding to be discussed under Agenda 72/23 iii).
- Planning Application PL/2023/0173 Upper Wick Barn
To be discussed under Agenda 70/23
- 70/23** **Planning**
i) The applications received were considered and recommendations made to Wiltshire Council Planning Authority (see Planning Schedule)
ii) Planning decisions were noted (see Planning Schedule)
iii) PL/2023/00563: Unit 4, 53 The Borough, Downton, SP5 3LX: RESOLVED: by majority decision that no further representation would be made to WC.
iv) Noted Wiltshire Council’s Briefing Note on their response to National Planning Policy Reforms.
- 71/23** **Idverde Bin Emptying and Grounds Maintenance Contracts**
i) Cllr Hall and the Clerk delivered a report on steps taken with Idverde to resolve the ongoing issue of:-
1) non bin collections. Outcomes: -
 - Identified that Idverde now empty bins on different days according to if it’s a WC bin or a Downton PC bin. This is as a direct result of WC’s contractual terms.
 - CH visited Idverde’s office in Church Fields and organised a face-to-face meet in Downton with the collection crew’s manager. As a consequence, CH has physically labelled all bins – to identify a bin no. and whether it’s a WC bin or a Downton PC bin. This will assist with members of the public reporting future non-collections and communication between Downton PC and Idverde.
 - A larger dog poo bin is needed for Watermeadows. May Agenda item.
 - MC reported that the Idverde’s Feb invoice had been withheld for settlement due to non-delivery of service.
2) areas missed for grass cutting. Outcomes: -
 - CH raised with Idverde at the same time (Cemetery and other areas. Plus, poor standard of cutting). Agreed will monitor the situation.
ii) MC confirmed that she’d been in touch with Idverde and grass cutting will take place on the Monday before the Downton Cuckoo Fair.

72/23 Finance

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

Account Balances

Lloyds Treasurers Account 14 April 2023: £20,017.91

Lloyds Business Bank Instant 14 April 2023: £98,244.23

Lloyds Treasurers Account (Heritage Fund) 14 April 2023: £180.39

Payments approved

Payee	Detail	Amount £ (incl vat)	Method
TechB	IT Managed Services	40.20	S/O
Pennon Water	Water Cemetery	56.85	DD
PWLB	Loan repayment	8,886.69	DD
HMRC	Tax & NI Q4	4,272.13	BACS
HMRC	Interest late payment Mth 5	1.20	BACS
West Mercia Energy	Public Toilets Memorial Grd - electricity Jan	18.90	BACS
Pro Live Ltd	Loop System Repair	90.00	BACS
The Play Inspection Co Ltd	Play Equipment Inspections	405.00	BACS
Landford Trees Ltd	Apple Tree + stakes	161.88	BACS
Downton Memorial Centre	Hire fees (various dates)	100.00	BACS
Idverde	Grounds Maintenance (March)	1,043.38	BACS
BWP Creative Ltd	Website Hosting 1/4/23-30/4/23	30.00	BACS
Merangi	Public Toilets Memorial Ground – cleaning (March)	910.00	BACS
South West Councils	Subscription	582.00	BACS
1 st Self Access Storage Ltd	Rental fees (25/04/23-25/05/23)	75.00	BACS
SLCC	Delivery of Professional Services (Nov)	3,876.78	BACS
M Camilleri	Office allowance & expenses	43.06	BACS
Jane Brentor	Reimbursement plaque for commemorative tree	54.99	BACS
Total debit		£20,648.06	

- ii) **RESOLVED:** to purchase of Cyber Package Insurance. As there is no budget item for this, virement will be made from the Rialtas budget allocation (Rialtas contract was not renewed for 2023/24). MC to notify the insurer.
- iii) **RESOLVED:** to award a grant of £200 to refresh artwork and printing of the Heritage Trail leaflets. Opportunity to add the Heritage Trail onto the Parish Council website.
- iv) **RESOLVED:** to award a grant of £931 for the Coronation Celebrations (covering the cost of the event insurance, the band, and the disco). DM abstained from voting, forfeiting his vote.
- v) **RESOLVED:** to meet the shared cost (50-50) with Downton Memorial Centre for the reconnection of a radiator to the Downton Memorial Centre gas boiler. DM abstained from voting, forfeiting his vote.
- vi) **RESOLVED:** the Clerk's emergency spend under delegated powers to reimburse the Downton Cuckoo Fair for the purchase of replacement road signs (which were misplaced by the Parish Council) was ratified. Reimbursement to be made upon submission of invoices to the Parish Council. GW abstained from voting, forfeiting his vote.
- vii) **RESOLVED:** no additional road signs for Downton Parish Council are necessary.
- viii) **RESOLVED:** to spend up to £100 (allocated in the budget) for summer annual plants for the three planters in Moot Lane. JB will seek volunteers to plant them late May.
- ix) **RESOLVED:** to add a further £750 to the budget to cover WME electricity charges.

73/23 Moot Lane Recreation Ground

- i) JB reported that the deeds are not lost. That she has a copy of the conveyance and deeds.
- ii) DM presented the three quotes from legal firms to deal with the first registration at Land Registry. **RESOLVED:** to defer consideration and decision to the 11 Sept Meeting when the mid-year budget will be reviewed.

- 74/23 Operation Inspection Reports for the Recreation Grounds**
i) RESOLVED: To delegate all decisions for any remedial actions identified in the reports to the Amenities Committee (which convenes on 22 May 2023).
- 75/23 Wiltshire Towns Programme**
i) RESOLVED: The Wiltshire Towns Programme Final Grant Agreement would be executed in accordance with Standing Order 22b. JB and AN will sign. MC, as the Proper Officer, will witness their signatures.
- 76/22 Highways**
i) Noted Parish Steward visits scheduled 27 April, 01 June, 5+6 July. List of jobs identified for the 27 April visit. The new Admin Officer will co-ordinate.
- 77/23 Committee & Working Group Reports**
- PR reported on his attendance at the Downton Cuckoo Fair Committee meeting
 - GW reported his attendance at a Carver Trust meeting.
 - PR reported his attendance (along with SC) at the Neighbourhood Task Group.
 - The next Amenities Committee Meeting will be held on Monday 22 May 2023 7:30pm
- 78/23 Councillors Reports**
i) To receive reports from the Councillors
JB
- Conducted Naomi DeFriend's (Admin Officer) induction. Naomi's working days/time will be Tues/Wed/Thurs 10-3 (with degree of flexibility)
 - Commemorative Apple Tree planted. 12 people attended. Photos taken for the Salisbury Journal and Downton Newsletter.
- 79/23 Clerk's Report**
i) JB circulated this Report to all Councillors.
- 80/23 Correspondence, AOB, urgent matters**
i) Noted the New Premises Licence application for Botleys Farm, Wick Lane, Downton, Salisbury SP5 2NW for OFF Sales Alcohol, Monday – Sunday, 9am – 6pm.
ii) SSE's request to carry out vegetation works (tree and hedge cutting): JB reported that the land identified by SSE doesn't belong to Downton Parish Council, has passed on relevant landowner details, and asked SEE to take consideration of the *Wildlife and Countryside Act 1981* and the *European Habitats Directive 1992/Nesting Birds Directive*.
- 81/23 RESOLVED: that Agenda items 82/23 and 83/23 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**
- 82/23 Confidential employment matters**
- To note wef 01 April 2023 there is a contractual one-day increase in holiday (FTE)
 - RESOLVED: the Clerk's hours will continue on 35hrs/week at the current SCP point. This situation will be reviewed at the end of June 2023.
- 83/23 Confidential GDPR 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).
- 84/23 Date of next meeting**
The date of the **Annual Parish Council Meeting for Downton Parish Council** will be held on **15 May 2023 at 7:30pm** in the **Memorial Hall, Downton (Bonvalot Room)**.

Being no further business, JB closed the meeting at 10:50pm.

DRAFT MINUTES TO BE SIGNED AT THE NEXT PARISH COUNCIL MEETING