



Downton Parish Council

**Minutes of the DOWNTON PARISH COUNCIL
EXTRAORDINARY GENERAL MEETING held on
Monday 25 September 2023. Start time 7:00 pm
MEMORIAL HALL, DOWNTON (BONVALOT ROOM)**

Councillors present: Jane Brentor (Chair) (JB), Andy North (AN), Matthew Randall (MR), Paul Roberts (PR), Stephanie Jalland (SJ), and Stu Carter (SC).

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

MINUTES

182/23 Public Question Time

BWSCA representative

- i) Apologised for not seeking prior permission from the Parish Council to erect a new timber shelter onsite.
- ii) Expressed concern that production of the Lease was taking so long - 5 years since instigated. The current Lease runs out in 9 years. SC raised the impact of this delay and floodlights for the Football Club, asking what would be acceptable in their eyes i.e. use the existing Lease and letter of intent from DPC? The BWCSA representative agreed this could be an option.
- iii) Expressed concern about the change in the way monies are passed from the Parish Council to BWSCA. This presents issues for them e.g. 1) situations where funds needed quickly and 2) they want to build-up a 'sink fund' for roof repairs

183/23 Apologies for Absence: Cllrs Dave Mace (Vice-Chair) (DM) and Gareth Watts (GW). Reasons noted and accepted.

184/23 Declarations of interest: None

185/23 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.

BWSCA

Matters covered under Agenda item 189/23.

JB proposed to bring this Agenda item forward to this point in proceedings. Unanimously agreed. Minutes recorded under 189/23.

186/23 Village Matters

- i) Noted WC Highways Confirmation of road closure 10:00am to 11:00am Sunday 12 November 2023 for the Remembrance Day Sunday Service and Parade and their request for
- road closure notices to be published: confirmed published on FB, Noticeboards, and DPC website. Local residents were also hand-delivered a letter informing of the closure.
 - to be implemented with approved “Road Closure” signs as defined under the TSRGD regs and reinforced with Marshals: confirmed RBL are taking responsibility to do this.
 - advance warning signs of the road closures at the junctions of the A338 / B3080, The Borough, and the B3080 High St / Moot Lane: confirmed RBL are taking responsibility to do this.
 - future applications to provide a signage schedule / marshal schedule: New requirement noted. Will ask RBL to provide on next occasion (2024).
- On behalf of the Parish Council, JB expressed her thanks to RBL.
- ii) A letter received from residents of Charlton All Saints raising concerns in connection with location of the new Defib installed on the exterior of the Heritage Phone Box. Concerns on access: narrowness of space between defib and wall, adjacent slope, and flooding in area during period of heavy rainfall.
- Cllr Carter set-out the extent of community engagement held in CAS before the location was selected. Other locations were considered, however were discounted for various reasons:-
- Church Porch: rejected by residents
 - Green hut: cost to install power source prohibitively high
 - Outside a resident’s home more central in the village: resident rejected (potential impact upon re-sale of home).
 - Inside phone box: rejected by residents (loss of use for book bank and goods exchange)
- Support was given to outside of the phone box using the existing power source. Accordingly, installation was authorised to prevent further delays (the Parish Council had already been in possession of this Defib and cabinet for several months).
- It was noted that the residents who’d written in hadn’t suggested an alternative location for this Defib.
- It was unanimously agreed that: -
- the current location meets requirements for a defib. On behalf of the Parish Council, JB thanked SC for getting the defib installed
 - JB will speak to the Parish Steward to ask them to cut-back the steps to make the defib more accessible
 - should residents wish to suggest an alternative location, the Parish Council will consider the viability of that location including funding implications
 - MC to write a letter of response to the resident
- iii) Repaint the Heritage Phone Box: agreed that the New Admin Officer will seek quotes for this to be carried out next Spring. SC holds the pot of red paint and will check it’s ok.
- iv) Broken metal box (anti-vandal box which protects the meter): agreed that the new Admin Officer will progress replacement. In the meantime, to record and make aware the health & safety risks to anyone who takes a metre reading i.e. they must exercise extreme caution when removing this box. It was noted that this does not present a health & safety risk to members of the public.

- v) Hedging at Moot Lane Rec/27 Castle Meadows (£300 approved by full council):
RESOLVED:
1) JB will source adequate no. of beech whips at best possible rate using the approved budget allocation
2) Community tree planting Oct/Nov 2023. Communication seeking support to be issued via FB.
- vi) SID: unanimously agreed that: -
- AN will 1) co-ordinate training for the 2 remaining volunteers and 2) liaise with Redlynch PC on rota for SID (for us to use on the existing pole in The Borough).
 - JB will put out a comms on FB seeking new volunteers
 - The new Admin Officer to follow up LHFIG application (instal new pole on the verge in Moot Lane in line with the alley between 60 and 62).

187/23 Finance

- i) RESOLVED: Hiscox insurance renewal quote £10,775.30 approved. Hiscox has broken LTA but alternative insurer declined to quote due to flooding in the parish. Increase in premium exceeds budget allocation by £1,670.3. Agreed virement will be taken from £3K allocated to Cemetery Refurb Phase 2 in the mid-year budget review (leaving £1,329.70 for Phase 2).
- ii) RESOLVED: Active Tree Care selected to carry out works to Conifers and Russian Vine *subject to* 1) confirmation Active Tree Care will chip and remove all arisings from site and 2) Russian Vines is a one-off funded by the Parish Council as a public gesture. JB will send a letter to the resident to let them know,
- iii) RESOLVED: payment for the two Dropbox accounts will move from monthly to annual
- iv) RESOLVED: revised cost of the Bus Shelter Cleaning contract £110 per clean approved
- v) RESOLVED: replace rusted security bolts for the pumpstation: quote for bolts only approved. Cllr Carter to replace them, if possible. Otherwise retain bolts for the next annual clearance by Environmental Drain Services.
- vi) RESOLVED: £50 financial contribution (under S137) toward the printing of the Remembrance Sunday order of service booklets.
- vii) Key projects and principles for Budget/Precept 2024/25 as follows:-
- Cemetery Phase 2: £20-£30K
 - Streetscene: street furniture in poor condition, grass cutting and grounds maintenance contract, bin emptying contract
 - BWSCA: Build-up Capital reserves for roof repairs
 - Planters Moot Lane
 - Build-up unrestricted reserves for stronger financial resilience

188/23 Play Park Refurbishment

- i) Memorial Gardens: MC delivered a progress report:
- 18 Sept: Vita Play onsite
 - 19 Sept: the marked-out access route (4M wide) to the back of the field was signed-off (by GW, PR, MC) in consideration of size vehicles and protecting equipment safety zones. Representation from the Cuckoo Fair (Bryan Morris and Paul Cornish) attended and agreed the marked-out access was sufficient for their needs
 - 19 Sept: Vita Play proposed some minor adjustments to the location of some items of equipment to accommodate safety zones and topography e.g. swings rotated 90 degrees. Adjustments signed-off (by GW, PR, MC). MC has circulated the proposed new layout to full council. Chris from Vita Play will communicate any future proposed adjustments to GW, PR, MR, and MC for sign-off.
 - 02 Oct: Onsite check point. MC to establish time and attendance

- 13 Oct Grand Opening: MR delivered outline plans involving:
 - Ribbon cut by Lloyd Wallace (Lloyd is a two-time Winter Olympian who competes for Team GB Freestyle Aerials)
 - Free Face painting (funded by the Parish Council)
 - Engagement with the primary school who will be directly communicating with the children about the event, poster competition, and providing either ice-cream or cakes at the event.
 - Winner and runners-up of the poster competition will have the first opportunity to use the equipment.
 - Vita Play stall offering out goodies
 - Charlton All Saints: Vita Play will be onsite 02 Oct
- ii) Moot Lane:-
- MC has discussed Wessex Archaeology's desk-based assessment with Historic England's inspector. The inspector has identified three items of play equipment (Double zip, Fitness Station, Steel Play Trails) which would need to be re-located more westerly due to the required depth of their foundations and the estimated 'made ground' depths for their proposed locations. MC, HE, and Vita Play will attend an onsite visit 17 Oct to discuss further. AN proposed that MC explore Wessex Archaeology attending this site visit too.
 - Wessex Archaeology's quote for the provision of an archaeological management plan post Play Park Refurbishment: deferred to the 13 Nov meeting (consideration is dependent upon outcome of site visit 17 Oct)
- iii) **RESOLVED:** to pay £100 from Play Park Refurb budget for Face Painting (for the Memorial Gardens Grand Opening event).
- iv) **RESOLVED:** further £500 earmarked in Play Park Refurb budget for other expenses related to the Grand Opening Events at Memorial Gardens and Moot Lane:

189/23 BWSA

- i) Permission for the erection of a new timber shelter onsite was unanimously approved. MC to let Longford Estate know.
- ii) Progress of Lease: JB reported that Cllr Mace has been liaising with the Solicitor (Roger Taylor of Wellers Law Group) with queries on the latest draft and awaiting a response. MC will chase for a response in Cllr Mace's absence.

190/23 Downton Parish Council's 3-year Plan

- i) Agreed that the councillors who will work with the Clerk to update the current 3-year Plan are: JB, AN, SC, and SJ. Work to commence March 2024.

191/23 Correspondence, AOB, urgent matters: None

192/23 RESOLVED: that Agenda item 193/23 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 personal nature of the business to be discussed

193/23 Confidential employment matter

RESOLVED: Advertise the Admin Officer vacancy with a closing date of 06 October 2023. 15-20 hours per week across three days. Pay scale SCP5 £11.42 per hour.

194/23 Date of next meeting

The date of the next Meeting for **Downton Parish Council** will be held on **09 October 2023** at **7:00pm** in the **Memorial Hall, Downton (Bonvalot Room)**.

Being no further business, JB closed the meeting at 9:10pm

DRAFT MINUTES TO BE SIGNED AT THE NEXT PARISH COUNCIL MEETING