



Downton Parish Council

Minutes of the DOWNTON PARISH COUNCIL
Meeting held on
Monday 09 October 2023. Start time 7:00 pm
MEMORIAL HALL, DOWNTON (BONVALOT ROOM)

Councillors present: Jane Brentor (Chair) (JB), Dave Mace (DM), Andy North (AN), Paul Roberts (PR), Gareth Watts (GW), Stu Carter (SC), Stephanie Jalland (SJ), and Cllr Richard Clewer (Wiltshire Council) (RC)

Plus: Melanie Camilleri (MC) – Clerk/RFO and 5 members of the public.

MINUTES

195/23 Public Question Time

Planning Application PL/2023/07747 49 Lode Hill.

Attending to answer any questions the Cllrs may have on this application.

Cllrs Mace and Brentor asked a couple of clarifying questions relating to retention of existing buildings, land boundary, and habitation of proposed new dwelling.

Persimmon Homes

She was previously the third-party independent person present when Council members discussed the proposed build with the developer. She is happy to do so again. She didn't receive a copy of the previous report.

Wessex Flood

The latest communication has a poster which may be printed-off. Has the Flood Committee read?

Leisure Centre

Reported that WC's Grant (£35K) has been removed. He's written to Cllr Clewer as he believes the basis upon which WC made this decision is flawed i.e. almost all of the surplus in the accounts is WC monies. As with all leisure businesses, Covid had an impact upon their accounts. It's an old building which needs a new roof. Without WC's financial support, they may need to consider closure.

Cllr Clewer confirmed he'd had a conversation with David Redfern who'd indicated significant things can be done to mitigate the £35K. Invited contact once David Redfern has discussed these mitigating factors with the Leisure Centre. Ultimately the Leisure Centre needs to be self-funding.

Cllr Brentor expressed her disappointment that removal of this Grant has happened without notice when they'd previously received assurances that it would not be suddenly

cut off. This has given no opportunity to make a case. Cllr Carter added that the threat of closure of this much valued facility would be catastrophic for the community.

196/23 To receive a report from PC Harry Murphy. PC Harry Murphy sent his apologies and a written report, which was read out by JB:-

- On 8th September there was a report of youths causing ASB in CASTLE MEADOW. They were not identified but the local reporting person was given reassurances.
- On 8th September there was a vehicle stolen from BARFORD LANE – this vehicle was recovered quickly by Hampshire Police and enquiries are still ongoing to identify a suspect.
- On 8th September there was a vehicle collision on THE BOROUGH whereby a van collided with two parked cars and did not stop at the scene to exchange or leave details. Enquiries have been completed and the driver has not been identified as the registration could not be ascertained.
- On 16th September there was a driver of a vehicle on the HIGH STREET reported by officers for having two bald tyres.
- On 16th September at AVONDYKE there was a dog bite incident, no serious injury caused. Enquiries are ongoing with the dog warden about this incident and how to progress it.
- On 24th September there was a theft of fuel from the service station on the A338 to the value of £55. Unknown offenders have filled jerry cans with fuel and then run from the scene without paying. The CCTV enquiries are ongoing.
- On 26th September on MOOT LANE there was an incident of an air rifle being fired where the pellets went outside the boundary of a private place. Firearms officers were deployed and identified the suspects.
- Reported on 29th September however happening sometime between 1st April and 29th September there has been a report of either a theft or a distraction burglary on THE BOROUGH. Enquiries are still ongoing to establish the full circumstances.
- On 2nd October on BREAMORE ROAD there was an public order and road traffic offence that occurred whereby a local bus driver was the victim. Enquiries are ongoing to identify the suspect driver of the offending vehicle.
- There have been a few incidents also at TRAFALGAR SCHOOL however where these have been reported to police, a joint approach with officers and the school is taking place and they do not affect the wider public.
- I have visited the victim again on MOOT LANE whom had their cat put down recently. I have posted letters in person to all the nearby addresses in that area in close proximity to the victim and in MOOT CLOSE however no further crime reports have come forward. Therefore, it is just the 1 incident that has been investigated.
- We are doing a week-long operation to tackle shoplifting in the city centre in Salisbury, but I have also requested the local shops in Downton and Downton Co-Op to be included. Expect a reassurance visit from myself and JT sometime during the week commencing 16th October. We'll do some foot patrol in Downton.

197/23 To receive a report from Cllr Richard Clewer (Wiltshire Council)

- Leisure Centre Grant: already discussed under 195/23
- Persimmon Homes and planning:-
 - meeting Head of Planning to discuss planning issues in Salisbury
 - Government expected to confirm that only 4-year land supply (delivery up to 2038) required to enable NDPs to be greater influence
 - Advised that Downton's revised NDP should identify housing sites
 - JB will send Cllr Clewer the Wessex Water presentation following the recent public meeting. Cllr Clewer confirmed Wessex water are a statutory consultee

- 198/23 Apologies for Absence:** Cllr Mathew Randall. Reason noted and accepted.
- 199/23 Declarations of interest:** AN: Agenda 205/23 ii) (Tech B invoices), DM: Agenda 205/23 ii) (Memorial Centre invoice), and JB 212/23
- 200/23 Minutes**
- i) RESOLVED: the Minutes of the Meeting held on **11 September 2023** were approved. SJ did not attend this meeting so abstained from voting forfeiting her vote.
- ii) RESOLVED the Minutes of the EGM held on **25 September 2023** were approved. DM and GW did not attend this meeting so abstained from voting forfeiting their vote.
- 201/23 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.
- Planning Application PL/2023/07747 49 Lode Hill.
Will be considered under Agenda item 203/23 i)
- Persimmon Homes
Will be considered under Agenda 203/23 iv)
- Wessex Flood
JB confirmed the presentation is published on the website.
- Leisure Centre
Await outcome of David Redfern's proposals to mitigate the £35K. On behalf of the parish council, JB expressed her thanks to Cllr Clewer for his support.
- 202/23 Village Matters**
- i) MC delivered a report on her actions in relation to Idverde's continued breach of their Grounds Maintenance contract, including an escalation to management. Idverde's supervisor's claim that the grass has been cut every 2-weeks is strongly disputed against photographic evidence. Agreed:-
- MC to seek evidence of Idverde's attendance (Timesheets)
 - payment of their Sept invoice would be withheld in full due to photographic evidence of non-delivery of service
 - settlement of Oct 2023-March 2024 invoices to be reduced by 30% (to reflect annualised deductions for non-delivery in this contract year)
 - remind Idverde programmes of works which remain outstanding 1) cemetery hedge 2) Moot Lane hedge 3) spray weeds
- ii) Idverde's Grounds Maintenance contract runs until 31 March 2027. All options to be considered and discussed further by full council.
- 203/23 Planning**
- i) The applications received were considered and recommendations made to Wiltshire Council Planning Authority (see Planning Schedule)
- ii) Noted planning decisions (see Planning Schedule)
- iii) Noted Wiltshire Council's Local Plan consultation is now underway (for the period 27 Sept - 22 Nov 2023). For details of in-person events, register for the online webinar 10 October, and to download a representation form go to www.wiltshire.gov.uk/local-plan. Agreed that AN, on behalf of the Neighbourhood Planning Group, will draft a response and present to full council at the 13 Nov meeting.
- iv) Noted Persimmon Home's request to present to full council and members of the public their proposal for an outline planning application for approximately 72 dwellings on land west of Salisbury Road, Downton (adjacent to Downton Industrial Estate). Agreed that the Councillors will meet with Persimmon Homes (with a third-

party present) only if Persimmon Homes can demonstrate they've addressed all of the issues raised by the parish council at their last presentation for this proposed development.

204/23 Play Park Refurbishment

- i) Memorial Gardens: MC reported that completion was on schedule (RoSPA inspection being carried out on Wed 11 Oct). MC agreed with Idverde they'd cut the grass today (09 Oct). As it's not been carried out, she'll chase. Goal Posts to be installed at the same time as the Goal Posts in Moot Lane (date to be determined). Written report received from MR on plans for the Grand Opening Event. Poster competition winner selected by SJ and MR and published on FB.
- ii) Memorial Gardens - refurbishment of the existing benches. RESOLVED quotes and instruction for Vita Play to refurbish the 2x wooden benches and 2x metal benches was ratified. Vita Play is refurbishing the Commemorative Bench for no charge.
- iii) Memorial Gardens - Grand Opening Event: RESOLVED the Risk Assessment was approved
- iv) Charlton All Saints: MC reported the installation will be completed in next day or two (the new picnic bench arriving beginning Nov 2023). One wooden bench which is beyond repair will be removed by Vita Play. Photos of the play equipment installed were displayed on the overhead screen. DM and SC raised concern with the condition of the other bench and the metal climbing arch. MC to seek separate quotes from Vita Play for these items to be refurbished. To consider 13 Nov Meeting.
- v) Moot Lane Opening Event: RESOLVED JB to liaise with Karen Linaker and submit an application for a Wiltshire Council Youth Grant (deadline 03 Nov) if it meets the eligibility criteria.

205/23 Finance

- i) Noted the Environmental Drain Services Ltd replaced the rusty security bolts at the pumpstation without instruction to do so. A resolution was passed 187/23 v) (order bolts and Cllr Carter replace them, if possible). MC has written asking them to explain why they did this. As yet, no response. RESOLVED: Do not pay invoice until a response has been received.
- ii) To resolve to approve the Cash Flow Report and payments

Account Balances

Lloyds Treasurers Account 05 October 2023: £25,545.55

Lloyds Business Bank Instant 05 October 2023: £269,304.07

Lloyds Treasurers Account (Heritage Fund) 05 October 2023: £0

Payee	Detail	Amount £ (incl vat)	Method
Staff Salaries	Net Salaries (Sept) + office allowances	3,936.58	BACS
Wiltshire Pension	Mth 6	1,355.57	BACS
HMRC	Tax & NI Q2	5,314.53	BACS
1&1	Migrate email to Microsoft 2019	9.60	DD
1&1	Migrate email to Microsoft 2019	9.60	DD
1&1	Web site hosting + 2x officer email accounts	28.79	DD
Pennon Water (Source for Business)	Water Cemetery	56.86	DD
TechB	IT Managed Services	40.20	S/O
BT	Monthly business bill	160.08	DD
Viscount Folkston Longford Estate	Rent Children's Corner. This S/Order was making payment to the wrong account plus invoice already paid. S/Order cancelled.	10.00	S/O
Viscount Folkston Longford Estate	Refund	-10.00	Credit
Tanya Renner	Facr Painting – MG Grand Opening Event	100.00	BACS
AJGIBL	Insurance Renewal 01 Oct 2023	10,775.30	BACS

Downton Memorial Centre	50% of radiator (approved and taken from earmarked reserves)	175.00	BACS
Downton Memorial Centre	Hire fees (various dates)	73.50	BACS
West Mercia Energy	Public Toilets Memorial Grd - electricity August	38.47	BACS
Idverde	Bin emptying (Sept)	241.28	BACS
Megangi	Public Toilets cleaning (Sept)	910.00	BACS
St.Laurence Downton PCC	Cont towards Remembrance Day Order of Service	50.00	BACS
BWP Creative Ltd	Web hosting 1/10/23-31/10/23	30.00	BACS
Wessex Archaeology	Moot Lane Desk Based Assessment for SMC	2,724.00	BACS
M Camilleri	Expenses (printer cartridges, A3 paper)	860.35	BACS
Total debit		£26,889.71	

- iii) Salisbury Guttering Quotes for 2x additional downpipes on the West Side of the Memorial Centre (which were missed off the previous quote). Deferred as Cllr Mace still in discussion with Salisbury Guttering.
- iv) **RESOLVED:** Vita Play selected to deliver the Annual RoSPA Play Park inspection and two Maintenance inspections per year for each site. Noted Vita Play are providing 12 months free Maintenance Inspections post Play Park Refurb completion for Memorial Gardens, Charlton All Saints, and Moot Lane.
- v) Merangi has indicated they are now prepared to continue the current contract beyond 31 Dec 2023. Wef 01 Jan 2024, either 1) a price increase to £945 per month operating 7 days per week (if don't work that weekend, a £65 discount) or 2) £675 per month operating 5 days weekdays, leaving the facility open at weekends. Agreed that MC to establish with Merangi revised contract terms for the next 6 months (subsequently moving to a monthly rolling contract) setting out details such as weekend operation and standards of clean. Report back at the 13 Nov meeting.
- vi) To consider and review the 1st draft budget 2024/25: Deferred to an EGM Mon 27 November 7pm

206/23 Committee & Working Group Reports

- i) The Flood Plan Committee has not met yet due to finding a date when all can attend.
- ii) Comms – Play Park: SJ, JB, and MC to meet via Zoom to discuss and agree comms Comms Group - To co-ordinate a meeting where they'll discuss and agree a comms strategy for the Parish Council including key messages, timings, and vehicles to promulgate messages to the community.

207/23 Councillors Reports

- i) To receive reports from the Councillors
SJ: Silent Disco was a resounding success. Funded entirely by proceeds of Friday's café.
DM: reported that following the departure of the Admin Officer, all passwords and other aspects of IT security had been changed/protected.
AN: Has held a no. of Neighbourhood Plan meetings in the past month. WC feedback - some taken on board, some being challenged.
JB:
Wessex Water public meeting well attended. Presentation published on the Downton PC website.
Street signs: expressed her thanks to Christopher Hall and the Duke of Edinburgh Award volunteer for the work completed to date. 19 remaining.
Informed she'd changed the padlock no. on the lock-up store.
GW: reported that the Cemetery works will now be carried out in Jan 2024. Delays due to weather and other scheduled works

208/23 Clerk's Report

- i) A brief report from the Chair and Clerk was delivered.

209/23 Correspondence, AOB, urgent matters

- i) Community Tree/Hedge Planting at The Moot: JB confirmed once she's received delivery of the Beech whips, a communication will be issued seeking volunteers.
- ii) Wiltshire Polling District and Polling Place Review (to help determine that all, as far as possible, are suitable and accessible to all voters). A public consultation will commence from 2 October until 31 October 2023

210/23 RESOLVED: Agenda items 211/23 and 212/23 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

211/23 BWSCA Lease

RESOLVED: Zoom meeting to be held between SC, DM, JB, and MC to discuss responses from Roger Taylor on the Lease, and how to take forward with BWSCA. MC to co-ordinate.

212/23 Confidential Employment Matters

RESOLVED: Zoom meeting between AN, SC, DM, JB, and MC on 11 Oct 10:30am to discuss selection process for the candidates who have applied for the Admin Officer vacancy.

All other resolutions passed under this Agenda item are 'Confidential – Not for Publication' under Sections 40 of the Freedom of Information Act 2000.

213/23 Date of next meeting

The date of the next Meeting for **Downton Parish Council** will be held on **13 November 2023** at **7:00pm** in the **Memorial Hall, Downton (Bonvalot Room)**.

Being no further business, JB closed the meeting at 10:45pm.

DRAFT MINUTES TO BE SIGNED AT THE NEXT PARISH COUNCIL MEETING