

Draft: minutes of an ordinary meeting of **Durrington Town Council** held on 28 January 2020 in the Robinson Room, Village Hall, High Street, Durrington, SP4 8AD.

In these minutes CATG stands for Community Area Transport Group, CBO for Community Behaviour Order, DTC stands for Durrington Town Council, MOD for Ministry of Defence, NTG for Neighbourhood Tasking Group, SOPM for Solstice Operational Planning Meeting, RoW for Rights of Way, WC for Wiltshire Council, WGC for War Graves Commission and WHS for World Heritage Site.

PRESENT	Cllr. Mr JP Todd	Chairman
	Cllrs. Mr R Perry (Vice-Chair), Mr S Botham, Mr W Clarke, Mr J Ellis, Mrs R Ellis, Mr P Galan-Bamfield: up to and including item 136/20, Mr D Healing, Mrs S Paines, Mr S Rennie, Mrs K Sharp, Mr I Teirney, Mrs M Wardell.	
	In Attendance: Liz Moore Cllr Mr G Wright	Parish Clerk Wiltshire Councillor

Time Started 19:01

122/20 PUBLIC QUESTIONS: there were seven members of the public present for all or part of the meeting including Wiltshire Councillor Graham Wright.

123/20 APOLOGIES: all members present, no other apologies received.

124/20 DECLARATION OF INTERESTS: none declared.

125/20 TO APPROVE THE MINUTES:

- a. **26 November 2019: it was resolved** to accept the minutes as an accurate record of the meeting. Proposed by Cllr J Ellis, seconded by Cllr S Rennie and carried unanimously.
- b. **17 December 2019: it was resolved** to accept the minutes as an accurate record of the meeting. Proposed by Cllr S Paines, seconded by Cllr R Ellis and carried unanimously.
- c. **15 January 2020:** Cllr W Clarke requested an amendment to the minutes at item 116/20 b to remove the line 'v. The Ham, South to East End Manor; continuous double yellow lines' as members had previously agreed to omit the request because parked cars along that particular road helped to slow traffic. Proposed by Cllr S Paines, seconded by Cllr K Sharp and carried

unanimously. **It was resolved** to accept the corrected minutes as an accurate record of the meeting. Proposed by Cllr S Paines, seconded by Cllr M Wardell and carried unanimously.

126/20 REPORT ON ACTIONS OF THE MINUTES OF THE PREVIOUS MEETING, NOT OTHERWISE SPECIFIED: the Chairman reported:

- a. The two memorial benches from Millennium Park had been re-located to River Park and the Recreation Ground with thanks to Darryl Spreadbury.
- b. A dog poo bin was re-located from Millennium Park to the corner of the allotments at Avon Fields. The second bin was going next to the memorial bench at River Park, and a third bench currently in a DTC container was going to be installed at Avon Fields.

127/20 MEMBERSHIP: the Chairman read out the qualifications to be co-opted to the seat. The Chairman then invited members of the public to speak for up to three minutes each. Five members of the public provided a brief overview on why they would like to join the Town Council. The Chairman thanked everyone for speaking. **It was resolved** and unanimously agreed to exclude members of the public from the meeting whilst Councillors discussed the merits of the individual applicants. Members of the public temporarily left the meeting and Councillors considered whom to co-opt to the council. The Chairman then invited the public back into the meeting and **it was resolved** to co-opt Mr Bruce Turner to the council. Proposed by Cllr S Paines, seconded by Cllr J Ellis and carried unanimously. [Mr Turner signed a declaration of acceptance of office]. A member of the public asked whether they could reapply for the latest casual vacancy advertised by WC. The Chairman said that if there were no requests for an election by 13 February, DTC would be able to co-opt a final member to the council and would aim to do so at their next meeting on the 25 February.

128/20 REPORT by the Chairman of the Town Council. The Chairman explained that in the past week he had begun what was an **opportunity to meet the Chairman of the Council on a weekly basis**. The meetings were on a Monday evening between 7 pm and 8 pm. He said that for the first meeting the local PCSO Pippa Brewer had joined him and one member of the public who had called in to enquire about the vacancy on the Town Council. The night before he had allocated time again and two members of the public had called in to ask questions. One person required information on how to report defective streetlamps and the other was interested in getting involved in litter picking. The Chairman envisaged the Monday evening meetings as a great chance to meet those who could not always look into the council office during the daytime for one reason or another, but more importantly, it was an opportunity to listen to the public and address issues that might concern them. He said that transparency was important and from comments made by the public so far, he could see just how well the DTC team was working together for the community and thanked everyone.

129/20 TO APPROVE WRITTEN UPDATES FROM COUNCIL TEAMS

- a. **POLICE REPORT AND NEIGHBOURHOOD POLICING PRIORITIES:**
 - i. Police report for November and December received (previously circulated to members). Cllr S Botham said that protection was an important part of Village life and the NTG was responsible for picking tasks for the Police. Out of these tasks, the Police had recently

conducted 42 patrols around Durrington Leisure Centre and the Recreation Ground, and 25 patrols outside Sainsbury's High Street, Durrington. He was pleased to report that the patrols had resulted in a measurable reduction in crime and there had been seven CBOs given to individuals. Cllr S Botham expressed his thanks to the Policing Team. He added that the Police had suggested setting up community phone charging points and that the idea was on the agenda later on for members to consider.

b. **CRIME PREVENTION:**

- i. **Community SpeedWatch:** (see appendix 1 for SpeedWatch analysis for January 2020). Cllr J Ellis reported that he had rescheduled the SpeedWatch training due to the trainer being unwell. He said that he would like to recruit more SpeedWatch members. DTC to place an advert in the DTC newsletter for more members and Cllr J Ellis offered to set up an information stand at the Annual Parish Meeting. Members reviewed the SpeedWatch analysis for January and noted that the highest speed on the Stonehenge Road was 32 mph. It was agreed that Cllr Graham Wright could remove the SIDs at that location.
- ii. Next Neighbourhood Tasking Group **NTG** meeting is at Amesbury Police Station on 26th March at 6:30pm
- iii. Next **DTC Crime Prevention meeting** is at 7pm on Tuesday 11 February.
- iv. **Crime Prevention report:** Cllr Botham reported that the Village had seen quite a lot of Anti-Social behaviour over the past few months, which had resulted in a well-publicised Crime Prevention Meeting attended by the public and council members. The minutes of the meeting previously circulated to members and a letter sent from Cllr Botham to the local Community Police Team from which a special meeting took place on the 16 January. Cllr S Botham reported that that Pavilion was the target of criminal damage along with various minor problems throughout the Village, ranging from damage to Estate Agent's boards to more serious drugs use problems. Cllr R Perry asked why the Police were allowing youths to gather at the Ham behind the College, and Cllr S Botham advised him to pass on car registration numbers to the Police. Cllr J Ellis reported that he had found clear plastic, empty drug bags in the library car park and had put them in the litterbin. Cllr S Botham said that the Police suspected that the occupants of a black VW polo were involved in drug dealing and anyone concerned about cars lingering on the roads in the early hours of the morning should act proactively and call 101. If you suspect a crime is in progress then please ring 999.

c. **POLICIES:** Cllrs I Teirney and B Turner said that they were interested in joining the Policy Team and would like to help review the council's policies.

- i. **Cemetery regulations:** reviewed by the Policy Team and no update required. The Clerk recommended providing further information under the maintenance of graves to include, for example, the responsibilities of the gravedigger for monitoring the grave and topping it up with soil.
- ii. **Training and development policy:** reviewed by the Policy Team and no update required.
- iii. **Tree policy:** reviewed by the Policy Team and no update required.

- iv. **Financial risk assessment:** not yet done and it was agreed to pass the document to the Finance Committee to review.
 - v. **Standing orders:** to be completed.
- d. **HR & FINANCE:**
- i. Update from Cllr Rennie and Cllr Wardell on progress in recruiting a Facilities Manager: work in progress.
 - ii. Members to discuss the arrangements for processing Hall and Pavilion bookings: Cllr S Paines said that she was liaising with Becky Docker who was on sick leave [until 29 February] to ensure the council had information on the existing bookings and Cllr J Todd offered to help.
 - iii. Date of next meeting: 2pm on Tuesday 24 March 2020
- e. **PLANNING** including:
- i. **It was resolved** to approve and receive the minutes of the Planning Committee meeting held on 15 January 2020 (see appendix 2). Proposed by Cllr W Clarke, seconded by Cllr J Ellis and agreed.
 - ii. **2 Pinckneys Way** Ref: 19/11849/FUL. Cllr Graham Wright reported that to date, WC had received 14 responses from members of the public and that he had called-in the application.
 - iii. Application for work to trees in a Conservation Area. Proposal: - Cutting back of overhanging branches from **Apple Tree Cottage** to Cherry Tree Cottages at Cherry Tree Cottage, 32 High Street, Durrington, Salisbury, Wiltshire, SP4 8AE. Ref: 20/00486/TCA. Cllr Graham Wright explained that he was paying to have his neighbour's tree branches cut back as they were overshadowing his greenhouse. Members were content with the application as no public space had a view of the trees. **It was resolved** to submit to WC **no objection** to the work to trees in a Conservation Area. Proposed by Cllr D Healing, seconded by Cllr J Ellis and carried unanimously.
- f. **RIGHTS OF WAY:** Cllr R Ellis reported that footpath 1 had had some maintenance work done on it. She explained that she was hoping to open up footpath 27 (from Larkhill Road to the River Avon) and had contacted her counterpart at Bulford Parish Council to see if they would be interested in working with DTC on the project. She asked whether members would like to see repairs to the DTC side of the footpath 27 including the kissing gate as WC had offered to effect repairs free of charge. Members felt that would be an excellent idea. **Action:** Cllr R Ellis to contact the RoW Team at WC to request repairs to footpath 27.
- i. **Litter bins:** Cllr R Ellis reported that residents in Avon Fields were putting household wares in DTC rubbish bins. **Action:** the Clerk to put together 12 polite notices requesting residents not to use DTC bins for household goods, and Cllr R Ellis to distribute the notices.
- g. **AMENITIES** (non committee) and Councillors to provide an update on their specific areas:
- i. **River Park:** Cllr I Teirney said that he still needed a map and Cllr S Rennie agreed to show him the amenity area that weekend. Members noted that there were two River Wardens, who were volunteers from the local community, and

recommended that Cllr I Teirney make contact with them. Cllr Rennie expressed his concern that Hurdcotts were driving over the footpath and grass at River Park in order to empty the bins, and churning up the ground. Members had observed them doing the same at Avon Fields. **Action: (i)** Clerk to contact Simon at Hurdcotts to request that the contractor park on nearby hardstanding and not to drive over DTC grassed amenity land. **(ii)** Clerk to put together a template / inspection checklist for Cllr I Teirney.

- ii. **Recreation Ground:** the Chairman reported that he was due to complete an inspection report.
- iii. **Cemetery:** it was agreed Cllr S Paines would put together several notices for the cemetery and Town Council notice boards to advise members of the public to remove Christmas wreaths by 9 February 2020.
- iv. **Fargo Road Play Park:** Cllr R Perry reported that three items needed addressing at the Play Park **(i)** the moles needed controlling as they were causing further damage to the Play area **(ii)** a spring loaded fixing was needed on the gate **(iii)** the Play equipment needed cleaning / painting. **Action:** The Clerk would contact a pest controller to remove the moles, Trevor Parker to clean the Play equipment and Darryl Spreadbury to fit the spring to the gate.
- v. **Village Hall:** Cllr S Paines confirmed that she was carrying out the checks on the fire alarm.
- vi. **Pavilion:** Cllr S Rennie stated that he still needed to put together a master set of keys in order to access all areas of the Pavilion.

130/20 OFFICER REPORT ON RECENT WORK AND ISSUES: the Clerk reported:

- **The Pavilion** downpipes had been vandalised just before Christmas and a crime report logged. The Pavilion was broken into on the evening of the 2 January 2020 and a Police Officer attended the scene the next day.
- A resident reported on 2 January that their **family grave** at the cemetery had partially sunk and after inspection, the Clerk had advised them to seek professional advice from the person that dug the grave. The Clerk had thanked the resident for making grave safe by covering it with tarpaulin.
- DTC would need an **Accessibility Statement** for the website and the current web provider Vision ICT could provide that at a cost of £85 + VAT. The Clerk confirmed that she had ordered the Accessibility Statement.
- **VAT return** successfully filed electronically with HMRC for the period 1 Oct – 31 December 2019.
- **Emergency Planning:** DTC needed to review and update the existing plan and recruit a member of the community to act as a volunteer / Flood Warden. The Clerk explained that Durrington was one of the Parishes at risk of groundwater flooding. Cllr S Botham offered to update the Emergency Plan.

- **Rialtas annual fee** for making tax digital is £59 + VAT per annum.
- **Pleased to report that lots of great work had been carried out by the team**, including a bench restored at Fargo Rd Play Park, wheelbarrow tyres pumped up at Millennium Park Allotments, tennis posts painted and courts prepared for use, basketball post repainted, graffiti removed from the shelter and roundabout mechanism oiled at the Recreation Ground.
- Several requests received from residents asking us to contact the organisers of the **Point-to-Point** at Larkhill Racecourse to request that they tone down the music / loudspeaker. Cllr J Todd explained that a change in the wind direction was the most likely cause of the noise pollution. He offered to speak to the organizers and members agreed to monitor the issue. [The next race was due to take place on 16 February].
- **Update on maintenance of the war graves** and the meeting that took place on 23 January with Scott Mee and Richard of the WGC (War Graves Commission). Mary Parker and the Clerk had attended the meeting and had learnt that the WGC was going to be overhauling the graves in the autumn, putting in fresh soil, a new planting scheme (whilst utilising the existing plants), and steam cleaning the grave stones. The WGC representatives had congratulated Mary Parker for carrying out an excellent job edging and weeding the war graves. **Action:** members requested that the Clerk send a thank you note to Mary Parker.
- **The Village Car Park** had had a bollard knocked down and bicycle rack broken off and the planned work to put in new concrete was very much weather dependant.
- Lovell's would like to present the **£1,000 donation to DTC** to help with costs associated with restoring the Millennium field. The Chairman agreed to accept the donation on behalf of DTC and participate in the joint photo opportunity.
- The MOD was running a new **Youth Club in Bulford**.
- The next visit of the **WC Sparkle Team** was due from Monday 24th February. The Clerk requested members to email her any issues they would like the Sparkle Team to address.

131/20 REPORT by the Wiltshire Councillor, (see appendix 3 for the January 2020 report by Graham Wright). Cllr Graham reported on the WC Budget for 20/21 and members noted there was to be a 1.99% increase in council tax and 2% social care levy.

At 21:00hrs **it was resolved** to carry on the meeting for up to half an hour. All agreed.

132/20 REPORTS by Representatives of other organisations and meetings attended on behalf of the Town Council:

- AMESBURY AREA BOARD: attended by Cllrs K Sharp and Graham Wright. (Meeting notes previously circulated to members and see appendix 4).
- LARKHILL COMMUNITY PARTNERSHIP: nothing to report.
- LANDMARC MEETING: attended by Cllrs J Ellis and R Ellis. (Meeting notes previously circulated and see appendix 5 for the report by Cllr R Ellis on Ash tree dieback and the planned removal of trees on Salisbury Plain).
- WORLD HERITAGE SITE and feedback on winter Solstice: Cllr K Sharp reported that she would be attending the A303 Forum in Devizes on the 4 February. [The Secretary of State for Transport Grant Shapps was due to

make a decision on the A303 Stonehenge Scheme by 2 April 2020]. The next SOPM was due to take place on 30 March, Cllr K Sharp was not able to attend but felt that it was not vital for a member to be there as the current solutions for the management of Solstice were working well.

133/20 ACCOUNTS: it was resolved to approve the following items (previously circulated to members and please see appendix 6). Proposed by Cllr J Ellis, seconded by Cllr J Todd and carried unanimously.

- a. The cheques and debits for December 2019
- b. The bank reconciliation for the current account for December 2019
- c. The report on income and expenditure to date was noted

134/20 DISCUSSION TOPIC: there was none.

135/20 PROPOSALS:

- a. Members considered a request for **(i)** a bootcamp at the Recreation Ground and separately **(ii)** a girls' football training session from March / April that year for one evening per week. In discussion, members agreed that the bootcamp was a business venture and DTC should charge for use of the Recreation Ground. **Action: (i)** Clerk to ask both organisers for their proposals if not already received **(ii)** DTC to carry out an impact assessment and **(iii)** make clear the charges.
- b. **It was resolved** to approve additional ground maintenance costs of £300 for labour and hire of a mechanical brush to prepare the surface of the tennis courts prior to algae treatment by Hurdcotts [to be funded by money from the general reserve]. Proposed by Cllr K Sharp, seconded by Cllr S Botham and carried unanimously.
- c. **It was resolved** to ratify payment of £10,848 (including VAT) to CDS Groundworks Ltd for supply of labour and plant machinery to remove the BMX track at Millennium Park. Proposed by Cllr M Wardell, seconded by Cllr P Galan-Bamfield and carried unanimously.
- d. **To approve costs for fitting a new rotator bearing on the seesaw at Avon Fields Play Park:** the Clerk reported that she was waiting for a quotation from Proludic and would obtain additional quotations from existing suppliers too.
- e. **Application to the Amesbury Area Board for match funding for the CCTV Project:** In discussion members noted that DTC had received estimates for installing CCTV plus a new electrical cabinet and additional security lighting at the Recreation Ground and that money had been included in the budget for next financial year. The detailed estimate for CCTV was for the sum of £7,990.00 and £305 for an external electrical cabinet and security lighting. The Chairman reported that an annual service of the CCTV equipment would cost about £160.00 and the annual running costs for electricity were in the region

of £30.00. **It was resolved** that the Clerk submit an application to the Amesbury Area Board for match funding for the CCTV Project and security lighting at the Recreation Ground. Proposed by Cllr R Perry, seconded by Cllr J Ellis and carried unanimously. Cllr Graham Wright (Wiltshire Councillor) offered to assist the Clerk with the application.

- f. To consider installing solar powered communal **'phone charging points** at the Recreation Ground: in discussion it was felt that a mains operated USB port was a better option but might fuel anti-social behaviour. Members agreed to no further action for now.

136/20 ANNUAL PARISH MEETING: update on arrangements: an email from the Water Team at the Wiltshire Wildlife Trust was tabled and the Clerk reported that they were looking to put on a talk in Durrington to engage the local community with their local river and provide information on how to manage it in a wildlife friendly way. Members agreed to invite the Wiltshire Wildlife Trust to provide a presentation. A member suggested offering Kathy Garland at Durrington Life an exhibition table too. The Clerk reported that Robert Yuill (Councillor – Amesbury East, Portfolio Holder – Waste and Recycling and Chair - Amesbury Area Board) had confirmed his attendance at the meeting. Cllr K Sharp requested that Tracey Carter (WC Waste Collection Services) also be invited to provide information to residents on recycling options.

137/20 COMMUNICATIONS: DTC headlines submitted to the January edition of the Stonehenge Trader.

138/20 CORRESPONDENCE to the Chairman or Clerk: item not covered and deferred to next meeting agenda.

139/20 TRAINING: not covered, deferred to next meeting agenda.

140/20 DATE OF NEXT MEETING: the next ordinary council meeting is at 7pm on Tuesday 25 February 2020.

141/20 ANY OTHER BUSINESS: none declared.
The meeting adjourned at 21:23

Appendices:

1. SpeedWatch analysis January 2020
2. Minutes of the Planning Committee meeting held on 15 January 2020
3. Report by Graham Wright (Wiltshire Councillor) – January 2020
4. Amesbury Area Board – meeting notes by Cllrs K Sharp and G Wright
5. Ash tree dieback and planned removal of trees on Salisbury Plain – report by Cllr R Ellis
6. The list of payments made between 01/12/2019 and 31/12/2019, and the bank reconciliation for DTC's current account for December 2019.

Signed

Chairman

Date
