

## *DOWNTON PARISH COUNCIL*

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29<sup>th</sup> May 2014

**To: All Members of Downton Parish Council**

Dear Councillor

You are summoned to a meeting of Downton Parish Council on Monday 9th June 2014 at 7.30 pm at the Band Hall, Gravel Close, Downton. The meeting will be preceded by a meeting of the Planning Committee.

Yours sincerely



Bev Cornish  
Clerk to the Council

### **Agenda**

1. To receive apologies from Councillors.
2. To consider and approve the Minutes of the meeting held on 12<sup>th</sup> May 2014.
3. **Pc Matt Holland, Beat Manager for the Southern Wiltshire Neighbourhood Policing Team, will be present to provide an update on policing issues.  
This will be followed by Public Question/Statement Time –15 minutes to receive any questions or statements from members of the public.**
4. Declarations of Interest
5. Matters arising from the Minutes.
6. Wiltshire Council matters – Unitary Councillor's Report.
7. To consider a recommendation from the Finance & General Purposes Committee to approve the piloting of a change to the governance model of the Parish Council until the next Annual Meeting in May 2015 as set out in a report from Cllrs Mace and Ford.

8. To consider a recommendation from the Finance & General Purposes Committee to approve the terms of reference for the Staffing Committee and the Staffing Sub-Committee.
9. To elect members to the Staffing Committee.
10. To consider a recommendation from the Finance & General Purposes Committee to adopt the following new policies:
  - (i) Absence Management Policy
  - (ii) Equal Opportunities Policy
  - (iii) Health & Safety Policy
  - (iv) Time Off In Lieu (TOIL) Policy
  - (v) Travel & Expenses Policy
11. To consider a recommendation from the New Housing Development Committee on the ways in which the plans for Charles Church's Salisbury Road development can be displayed for residents to view during the consultation period following the submission of the plans to Wiltshire Council at the end of June 2014.
12. To consider and agree on whether any action should to be taken by the Parish Council prior to the closure of the High Street Post Office.
13. To consider two quotes from Active Tree Care and Mr David Mercer on the removal of the large Sycamore tree which overhangs the play area at the Redrow development.
14. To approve the following payments:
  - £73 – Bournemouth & West Hampshire Water for water at Downton Cemetery.
  - £36 – Subscription to Community First
  - £287.76 – Play Inspection Company for the playground inspections.
  - £28.99 – Jane Brentor for Instantprint information flyers for the Neighbourhood Plan stall at Downton Cuckoo Fair.
  - £262.50 - ASG Maintenance for 1<sup>st</sup> of 3 payments for the annual grasscutting contract at the Redrow development.
  - £3,214 - Mr J Savage for 1<sup>st</sup> of 3 payments for the annual grasscutting contract in the parish.
  - £180 – Active Tree Care for the emergency removal of a fallen hawthorn tree in the Memorial Gardens.
15. To approve the Clerk's expenditure of £200 under her emergency delegated powers for legal advice related to the proposed leasing of part of the Memorial Gardens from Messrs Hedleys Solicitors.
16. Committee Reports:
  - To receive a report from Cllr Harrison on meetings of the Planning Committee.
  - To receive a report from Cllr Mace on a meeting of the New Housing Development Committee.

- To receive a report from Cllr Mace on a meeting of the Finance & General Purposes Committee.
  - To receive a report from Cllr Whitmarsh on a meeting of the Rights of Way Committee.
17. Representatives' Reports:
- To receive a report from Cllr Whitmarsh on a recent meeting of the Southern Wiltshire Area Board.
  - To receive a report from Cllr Ford on a recent meeting of the Neighbourhood Plan Steering Group.
  - To receive a report from Cllr Mace on a meeting with Charles Church to view the final plans for its site at Salisbury Road, Downton.
18. To approve the Accounts for payment for June and to record the bank balances.
19. Correspondence.

**Part 2 – CONFIDENTIAL INFORMATION – EXEMPT MATTERS - STAFFING**

20. The Chairman to propose the following resolution – ‘That in view of the confidential nature of the business about to be transacted on a personal employee matter, it is advisable in the public interest, that the press and public be temporarily excluded and they be instructed to withdraw’.
21. To consider recommendations from the Finance & General Purposes Committee to:
- (i) Vary part of Parish Council resolution 13/245 b) concerning the package of additional measures to include a clause in the Clerk’s contract to permit payment for overtime subject to it being approved in advance by the Staffing Sub-Committee.
  - (ii) Rescind part of Parish Council resolution 13/245 c) concerning the Clerk’s position on the Salary Scale so that the Clerk is repositioned to point 26 of LC2 Below Substantive range with ‘annual increments subject to annual reviews’, with effect from the 1st April 2014.
22. To consider a recommendation from the Finance & General Purposes Committee to adopt the draft Employment Contract and Job Description as the basis upon which formal consultation may commence with the Clerk.
23. To consider and agree that the negotiated details of the Clerk’s contract be delegated to the Staffing Committee prior to its recommendation to the Parish Council.
24. To receive a report from Cllr Mace on the nature of several defamatory statements made by a respondent about the Clerk as part of their comments for her appraisal.
25. Date of next meeting – Monday 23rd June 2014 at 7.30 pm at the Band Hall, Gravel Close, Downton.