

DOWNTON PARISH COUNCIL

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5th May 2015

Dear Councillor

You are summoned to the Annual Meeting of Downton Parish Council on Monday 11th May 2015 at 7.30 pm at the Band Hall, Gravel Close, Downton for the purpose of transacting the following business.

Yours sincerely



**Bev Cornish
Clerk to the Council**

The Chairman will confirm if all or part of the meeting may be filmed, photographed or audio recorded.

If any member of the public has an objection to being filmed or photographed, please would they make themselves known to the Chairman or the Parish Clerk before the start of the meeting.

Agenda

1. To elect the Chairman for 2015/16.
2. To elect the Vice-Chairman for 2015/16.
3. To receive apologies from Councillors.
4. To consider and approve the Minutes of the meetings held on 27th April 2015.
5. Public Question/Statement Time –15 minutes to receive any other questions or statements from members of the public.
6. Declarations of Interest.
7. Matters arising from the Minutes.

8. Wiltshire Council matters – Unitary Councillor’s Report.
9. Planning and Tree Works Applications:
15/03755/FUL - Arqiva Ashcroft Tucker Transmitting Station Lode Hill Downton - The installation of 1 x 60cm transmission dish together with support bracket, feeder cable and ancillary works.
10. To consider and review the pilot Terms of Reference for the Committees. ([attachment 1](#)).
11. To consider and approve nominations for membership of the Parish Council’s pilot Committees:
 - Amenities Committee
 - New Housing Development Committee
 - Complaints Committee
 - Watermeadows & Flood Defence Committee
 - Staffing Committee
12. To consider and approve nominations for Parish Council Representatives:
 - Brian Whitehead Sports Centre Association – 2 members.
 - Carver Trust – 1 member.
 - Cuckoo Fair - 1 member.
 - Downton Link - 1 member.
 - Downton Moot Preservation Trust – 2 members.
 - Memorial Hall Committee – 1 member.
 - Millennium Green Trust – 2 members.
 - Stockman & Woodlands Trust – 2 members.
 - Allotments Association – 1 member.
 - Southern Wiltshire Area Board – 2 members.
 - Southern Wiltshire Area Board Community Area Transport Group – 1 member.
 - Southern Wiltshire Area Board Footpath Group – 1 member.
 - Community Safety & Neighbourhood Police Tasking Group – 1 member.
 - Chalk Pit Management Committee – 2 members.
 - Neighbourhood Plan Steering Group – 3 members.
13. To consider and approve the Parish Council’s Annual Subscriptions:
 - Society of Local Council Clerks - £167
 - CPRE - £36
 - Local Council Review - £15.50
 - Information Commission - £35
14. To consider and re-adopt the Parish Council’s Pilot Standing Orders and Financial Regulations for 2015/16 ([attachment 2](#)).
15. To consider and re-adopt the Parish Council’s Complaints Policy and Vexatious Complaints Policy for 2015/16 ([attachments 3&4](#)).

16. To consider and re-adopt the Parish Council's Dignity at Work Policy for 2015/16 ([attachment 5](#)).
17. To consider and re-adopt the Parish Council's Co-option Policy for 2015/16 ([attachment 6](#)).
18. To consider and re-adopt the Parish Council's Statement of Controls for Identified Risks for the Parish Council's financial systems for 2015/16 ([attachment 7](#)).
19. To consider and re-adopt the Parish Council's Policy on Filming, Photographing, Audio Recording & Social Media Reporting of Public Parish Council and Committee Meetings for 2015/16 ([attachment 8](#)).
20. To consider and re-adopt the Parish Council's Policy on Grants under Section 137 of the Local Government Act 1972 for 2015/16 ([attachment 9](#)).
21. To consider and re-adopt the Parish Council's Absence Management Policy for 2015/16 ([attachment 10](#)).
22. To consider and re-adopt the Parish Council's Equal Opportunities Policy for 2015/16 ([attachment 10](#)).
23. To consider and re-adopt the Parish Council's Health & Safety Policy for 2015/16 ([attachment 10](#)).
24. To consider and re-adopt the Parish Council's Time-Off in Lieu (TOIL) Policy for 2015/16 ([attachment 10](#)).
25. To consider and re-adopt the Parish Council's Travel & Expenses Policy for 2015/16 ([attachment 10](#)).
26. To consider and re-adopt the Parish Council's Policy for The Borough Greens for 2015/16 ([attachment 11](#)).
27. To consider and review the Parish Council's Asset Register and Inventory of Land for 2015/16 ([attachment 12](#)).
28. To confirm approval of the arrangements for insurance cover in respect of all insured risks for 2015/16 ([attachment 13](#)).
29. To approve the Parish Council's procedures for handling requests made under the Freedom of Information Act 2000 for 2015/16 ([attachment 14](#)).
30. To approve the dates, times and place for ordinary meetings of the full Council for 2015/16 ([attachment 15](#)).
31. To approve the following payments:
 - £124.14 – Viking – for ink cartridges and stationery.
 - £150.00 – Johnson Fencing – For the emergency repair to the wire fence adjoining The Bunny in the Memorial Gardens.
 - £183.84 – The Landscape Group – For bin emptying.

- £90.00 – Salisbury Window Cleaning Services – Quarterly cleaning of bus shelters.
 - £126.75 – Mr Bob Moody – For playground maintenance.
 - £7,620.00 – Mant Leisure – For the Pirate Ship play equipment piece.
 - £85.00 – Mr J Savage – Repair and reseed grass in Memorial Gardens and Borough Greens.
32. Representatives' Reports:
- To receive a report from Cllr Whitmarsh on the recent AGM of the Downton Millennium Green Trust.
33. To approve the Accounts for payment for May and to record the bank balances.
34. Correspondence.
35. Date of next meeting – Tuesday 26th May 2015 at 7.30 pm at the Band Hall, Gravel Close, Downton.