

## ***DOWNTON PARISH COUNCIL***

Bev Cornish, Clerk to the Council

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1<sup>st</sup> June 2015

**Dear Councillor**

**You are summoned to a Meeting of Downton Parish Council on Monday 8<sup>th</sup> June 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 receive apologies from Councillors.
2. To consider and approve the Minutes of the meetings held on 26<sup>th</sup> May 2015.
3. Public Question/Statement Time –15 minutes to receive any other 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. Planning and Tree Works Applications:  
**14/11057ADV – Magna Mazda Company, The Headlands, Downton – New image Mazda signage to replace existing.**
8. To consider and approve the Annual Accounts, Governance Statement and Statement of Variances for 2014/15 for submission to the Parish Council's External Auditors following the Internal Audit and to note the Budget to Actual figures for 2014/15.
9. To consider the detailed implementation proposals put forward by Cllr Quarmbly following the suggested improvements to the running of the Parish Council outlined in the Pilot Governance Review and to agree on the actions to be taken.
10. To consider and approve the updated Standing Orders of the Parish Council following the Pilot Governance Review.
11. To consider and approve the updated Financial Regulations of the Parish Council following the Pilot Governance Review.
12. To consider and approve the Terms of Reference for the Amenities Committee and New Housing Development Committee.
13. To consider a proposal from Cllr Ross that the Parish Council considers the validity of the Downton Parish Council Byelaws document and, if necessary, prepares a new set for confirmation.
14. To consider a request from Mr Paul Etheridge of Downton Leisure Centre for permission to use the Moot Lane Recreation Ground for the finish only of the Downton Half Marathon which is to be held on Sunday 29th November 2015.
15. To consider and approve a contribution of £50 towards the Community Area Transport Group's work to create new turning arrangements to provide safer access onto the A338 southbound route at Charlton Manor Farm.
16. To consider a request for a short term rent of the Parish Room as a storage facility by Mr B Bennett for the monthly rate of £100.
17. Representatives' Reports:
  - To receive a report from Cllr Whitmarsh on the recent meeting of the Southern Wiltshire Area Board.
  - To receive a report from Cllr Yeates on a recent meeting of the Community Area Transport Group.
18. To consider and approve the payment of £12,029.90 to Paul Stevens Architecture for design costs up to planning and submission RIBA stage 3 for the Extension to the Memorial Hall.

19. To approve the following further payments:
  - £1,155 – Wiltshire Council – Fee for registering the planning application for the Memorial Hall Extension.
  - £183.84 - The Landscape Group – for bin emptying services.
  - £1,127.41 – Milford Roofing – For work to the roof of the Moot Lane Pavilion.
  - £100.00 – Fair Account – For the annual Internal Audit.
  - £278.77 – Mr B Moody – For maintenance work at Downton Cemetery.
  - £3,279.00 – Mr J Savage – First instalment for parish grasscutting
  - £268.00 – ASG Maintenance – For grasscutting at Redrow development.
  - £313.78 – Dave Watton Electrical – For work to install an outside light and sensor at the Memorial Hall.
  - £885.86 – Wiltshire Association of Local Council – Annual subscription.
  - £300.00 – Active Tree Care – For work to conifer tree in Memorial Gardens.
  - £212.54 – Mrs B Cornish – Quarterly expenses for stationery, phone, post, travel and 1&1 website hosting.
20. To allocate £5K from Parish Council reserves to the Downton Neighbourhood Plan.
21. To consider and approve the immediate transfer of 'all of the funds' contained in the Santander Time Deposit, now discontinued, to the Lloyds Bank Treasurer Account and to approve the reinvestment of £41,000 to a 90 day Fixed Term Deposit Account .
22. To approve the Accounts for payment for June and to record the bank balances and budget to actual.
23. Correspondence.
24. Date of next meeting – Monday 22<sup>nd</sup> June 2015 at 7.30 pm at the Band Hall, Gravel Close, Downton.