

DOWNTON PARISH COUNCIL



28th April 2016

To: All Members of Downton Parish Council

You are summoned to the Annual Meeting of Downton Parish Council on Monday 9th May 2016 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.

7.30pm Public Question Time

Prior to the start of the meeting, there will be a public session which, at the Chairman's discretion may last up to 15 minutes, to enable members of the public to ask questions of and make comment to the Council. Questions not answered at this meeting will be answered in writing to the person asking the question or may appear as an agenda item for the next appropriate Parish Council or Committee meeting. Members of the public are asked to restrict their comments and/or questions to three minutes. This section is not part of the formal meeting of the Council.

Agenda

01.16 To elect the Chairman for 2016/17.

02.16 To elect the Vice-Chairman for 2016/17.

03.16 To receive apologies from Councillors.

Members who cannot attend a meeting shall tender their apologies to the Parish Clerk prior to the meeting as, under Section 85(1) of the Local Government Act 1972, the members present must decide whether the reason(s) for a member's absence shall be accepted.

04.16 To consider and approve the Minutes of the meeting held on 11th April 2016.

05.16 To receive Declarations of Interest in respect of matters contained in this agenda in accordance with the Localism Act 2011.

06.16 Planning and Tree Works Applications

16/03434/PNEX 4 West Wick, Downton Prior - Notification (larger home extension scheme) - Proposed single storey rear extension with rear projection of 4.28 metres with an eaves and ridge height of 3.25 metres.

16/03622/TCA Long Close House, Long Close, Downton - T1 - Willow - Pollard T2 - Norway Spruce - Fell T3 - Leylandii - Fell T4 - Pear - Fel T5 - Canadian Oak – Fell.

16/03693/TCA 107 The Borough, Downton PP1 - Purple Plum tree – fell.

16/03360/LBC Downton C of E Primary School, Gravel Close, Downton - Demolition of existing brick wall.

07.16 To consider and review the Terms of Reference for the Committees (attachment 1).

08.16 To consider and approve nominations for membership of the Parish Council's Committees:

- Amenities Committee
- New Housing Development Committee
- Complaints Committee
- Watermeadows & Flood Defence Committee
- Staffing Committee

09.16 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.
- Community Safety & Neighbourhood Police Tasking Group – 1 member.

- Chalk Pit Management Committee – 2 members.
- Neighbourhood Plan Steering Group – 3 members.
- Wiltshire Council Housing Panel – 1 member.

10.16 To consider and approve the Parish Council's Annual Subscriptions:

- Society of Local Council Clerks - £187.
- Wiltshire Association and National Association of Local Councils – £781.80
- CPRE - £36
- Information Commission - £35

11.16 To consider and adopt the Parish Council's Standing Orders and Financial Regulations following recommended amendments for 2016/17 (attachments 2 & 3).

12.16 To consider and re-adopt the Parish Council's Dignity at Work Policy for 2016/17 (attachment 4).

13.16 To consider and re-adopt the Parish Council's Co-option Policy for 2016/17 (attachment 5).

14.16 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 2016/17 (attachment 6).

15.16 To consider and re-adopt the Parish Council's Policy on Grants under Section 137 of the Local Government Act 1972 for 2016/17 (attachment 7).

16.16 To consider and re-adopt the Parish Council's Absence Management Policy for 2016/17 (attachment 8).

17.16 To consider and re-adopt the Parish Council's Equal Opportunities Policy for 2016/17 (attachment 8).

18.16 To consider and re-adopt the Parish Council's Health & Safety Policy for 2016/17 (attachment 8).

19.16 To consider and re-adopt the Parish Council's Time-Off in Lieu (TOIL) Policy for 2016/17 (attachment 8).

20.16 To consider and re-adopt the Parish Council's Travel & Expenses Policy for 2016/17 (attachment 8).

21.16 To consider and re-adopt the Parish Council's Policy for The Borough Greens for 2016/17 (attachment 9).

22.16 To consider and re-adopt the Parish Council's Complaints Policy and Vexatious Complaints Policy for 2016/17 (attachments 10 & 11).

23.16 To consider and review the Parish Council's Asset Register and Inventory of Land for 2016/17 (attachment 12).

- 24.16 To confirm approval of the arrangements for insurance cover in respect of all insured risks for 2016/17 (attachment 13).**
- 25.16 To approve the Parish Council's procedures for handling requests made under the Freedom of Information Act 2000 for 2016/17 (attachment 14).**
- 26.16 To approve the dates, times and place for ordinary meetings of the full Council for 2016/17 (attachment 15).**
- 27.16 To resolve to refer any business raised by the public in public discussion, and any other matters or items of information from councillors, to the appropriate committee or to resolve to agree on any other action.**
- 28.16 Following confirmation from Wiltshire Council that it will not carry out any further investigations into the 'upstream solution' to The Bunny in relation to the Primary School's planning application, to consider the recommendations put forward by the New Housing Development Committee.**
- 29.16 To consider and agree on a response to the Department of Communities and Local Government's Technical Consultation on Starter Homes Regulations.**

30.16 Committee Reports:

New Housing Development Committee: To receive a short verbal report from Cllr Quarmby on a recent meeting

31.16 To resolve to receive and note the Minutes of:

The meeting of the New Housing Development Committee held on 9th April 2016.

32.16 To approve the following payments

- £938.16 - Wiltshire Association of Local Councils – Annual Subscription.
- £875.00 - McConnell Roofing – for repairs to roof vents on Memorial Hall.
- £734.40 - Wallgate – for Service contract for wash basin units in public toilets.
- £39.34 - Wallgate – for Keys for the wash basin units in public toilets.
- £700.00 - Maranji Commercial and Domestic Cleaning - April.
- £700.00 - Maranji Commercial and Domestic Cleaning - May.
- £543.00 - Jacksons - for legal work on the Deed of Surrender for the public toilets.
- £183.84 - The Landscape Group - for bin emptying.
- £120.00 - Cllr Brentor - Neighbourhood Plan expenses.
- £102.93 – Mrs N Wilson - Neighbourhood Plan expenses.
- £200.00 - Downton Moot Preservation Trust - s137 grant.
- £90.00 - Salisbury Window Cleaning Services - for bus shelter cleaning in January.
- £90.00 - Salisbury Window Cleaning Services - for bus shelter cleaning in April.
- £80.00 - Mr Michael Thorne - for a replacement noticeboard at Charlton.
- £70.20 - Bournemouth Water - Annual bill for Downton Cemetery.
- £93.53 - Viking – for printer cartridges.

- £32.50 - Mrs B Cornish - for purchase of a wreath from Lady Haig's Poppy Factory for 2nd Lieutenant Bonvalot's grave at Bethune, France.
- £17.96 - Mrs B Cornish - for 3 month Downton website hosting contract with 1&1.

33.16 To resolve to approve the sum of £7,346.34 as the Accounts for payment for May and to record the bank balances.

34.16 To resolve to note the Clerk's report providing information on recent issues and work completed.

35.16 To resolve to note the Correspondence received.

36.16 Date of next meeting – Monday 13th June 2016 at 7.30 pm at the Band Hall, Gravel Close, Downton.