

# DOWNTON PARISH COUNCIL



2<sup>nd</sup> June 2016

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

**You are summoned to a Meeting of Downton Parish Council on Monday 13<sup>th</sup> June 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**

### **Part 1**

**35.16 To receive a written application for the office of Parish Councillor and to resolve to approve the co-option of Mrs Jenny Saxby to fill the existing vacancy.**

**36.16 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.

- 37.16 To consider and resolve to approve the Minutes of the meeting held on 9<sup>th</sup> May 2016.**
- 38.16 To receive Declarations of Interest in respect of matters contained in this agenda in accordance with the Localism Act 2011.**
- 39.16 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.**
- 40.16 Planning and Tree Works Applications**
- 16/04847/FUL 23 High Street, Downton - Proposed new storage outbuilding.**
- 16/04422/TPO 1 Long Close, Downton - T1 & T2 - two Poplar trees – fell.**
- 16/03574/FUL 87 Moot Lane, Downton - Proposed two storey rear extension.**
- 16/04896/FUL Unit 34, Batten Road, Downton - Proposed side extension to form additional storage and office space.**
- 41.16 To resolve to ratify a response submitted in response to the Wiltshire Council consultation on Broadband.**
- 42.16 To consider a recommendation from the Amenities Committee to purchase a double litter bin for outside the Co-op at the cost of £459 and a slimline litter bin for outside Downton Pharmacy at the cost of £335 and to also consider the purchase of a double litter bin for the Memorial Gardens at the cost of £459 following a recent report from the Landscape Group. All bins to be supplied by Broxap**
- 43.16 To consider and resolve to approve the appointment of Mr Paul Stevens as the Parish Council's Principal Designer to oversee the Health & Safety aspects of the project to build the Extension to the Memorial Hall.**
- 44.16 Representative Reports:**
- Southern Wiltshire Area Board:** To receive a short verbal report from Cllr Whitmarsh.
- Wiltshire Council Housing Panel:** To receive a short verbal report from Cllr Brentor.
- 45.16 Committee Reports:**
- Amenities Committee:** To receive a short verbal report from Cllr Brentor on a recent meeting.
- 46.16 To resolve to receive and note the Minutes of:**
- The meeting of the Amenities Committee held on 18<sup>th</sup> January 2016.

**47.16 To consider and resolve to approve the Governance Statement for 2015/16 for submission to the Parish Council's External Auditors following completion of the Internal Audit.**

**48.16 To consider and resolve to approve the Accounting Statements contained in the Annual Return and Statement of Variances for 2015/16 for submission to the Parish Council's External Auditors following completion of the Internal Audit.**

**49.16 To resolve to approve the following payments:**

- £3345.00 – Mr J Savage – 1<sup>st</sup> tranche of grasscutting contract.
- £273.75 – ASG Maintenance - 1<sup>st</sup> tranche of grasscutting contract at the Redrow development.
- £356.21 – Came & Company – For additional premium follow a revaluation of the Memorial Hall.
- £700.00 - Maranji Commercial & Domestic Cleaning - June.
- £60.00 - Maranji Commercial & Domestic Cleaning - for work to install additional woodwork to ceiling in public toilets.
- £280.80 - Initial – For annual supply and collection of Sanitary and Nappy units in the Public Toilets
- £300.00 - Playground Inspection Company – 1<sup>st</sup> of 2 inspections.
- £183.84 - The Landscape Group - for bin emptying.
- £1154.00 - Mr R Moody – For maintenance at Downton Cemetery.
- £105.00 - Fair Account - For the Internal Audit for 2015/16.
- £9.15 - Bournemouth Water - For the Moot Lane Pavilion.
- £576.00 - Dorset Land Surveying - For boundary survey of the land to be leased in the Memorial Gardens.
- £0.05 - Longford Estates - Annual rent for The Borough Greens.
- £76.05 - Mr J Parsons - For Hire of PA and Projector plus display equipment for Annual Parish meeting.
- £187.00 - Society of Local Council Clerks - Annual subscription.
- £138.72 - Viking - For stationery, Epson and Canon ink cartridges, A3 paper.
- £169.07 - Mrs B Cornish - Quarterly expenses for phone, internet, key cutting and refreshments for Annual Parish Meeting and Dementia Event.

**50.16 To resolve to approve the sum of £9,619.98 as the Accounts for payment for June and to record the bank balances.**

**51.16 To resolve to note the Budget to Actual figures to 30<sup>th</sup> June 2016.**

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

**53.16 To resolve to note the Correspondence received.**

**54.16 Date of next meeting – Monday 11th July 2016 at 7.30 pm at the Band Hall, Gravel Close, Downton**

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

**55.16 Cllr Mace to propose the following resolution – ‘That in view of the confidential nature of the business about to be transacted, it is advisable in the public interest, that the press and public be temporarily excluded and they be instructed to withdraw’.**

**56.16 To consider and resolve to approve the 2016-18 National Salary Award and changes in pay scale as recommended by the National Association of Local Councils for the Clerk from 1st April 2016 in accordance with her Employment Contract.**