

DOWNTON PARISH COUNCIL



6th March 2017

To: All Members of Downton Parish Council

You are summoned to an Ordinary Meeting of Downton Parish Council on Monday 13th March 2017 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.

7.30 pm 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.

Unitary Councillor Julian Johnson – To receive a short verbal report.

Agenda

Part 1

263.16 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.

264.16 To consider and resolve to approve the Minutes of the Ordinary Meeting held on Monday 13th February 2017.

265.16 Declarations of Interest:

- a. To receive **Declarations of Interest** in respect of matters contained in this agenda, in accordance with the provisions of the Localism Act 2011 in respect of members and in accordance with the provisions of the Local Government Act 1972 in respect of officers.
- b. To consider any **Dispensation Requests** received by the Parish Clerk and not previously considered.

266.16 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.

267.16 Planning and Tree Works Applications:

16/11523/FUL 127 The Borough, Downton - Retention of Storage/Shed within curtilage of property.

17/01009/FUL 50 Moot Gardens, Downton - Proposed single storey pitched roof extension with roof light inserts to front elevation, flat roof extension to roof mid-way down existing roof to create additional room with flat roof rooflight & associated internal works.

17/01113/FUL Green Pastures, Breamore Road, Downton - Single storey side extension.

17/01652/TCA Batten Cottage, Breamore Road, Downton - T1 - Weeping Willow - Repollard to previous pollard points.

17/01114/FUL 8 Squarey Close, Downton - Erection of car port and workshop/store with dormer room above.

17/01510/FUL The Cabin, Hyde Lane, Downton - Erection of a self-contained detached residential annexe (retrospective).

268.16 Using the Parish Council's power under Section 137 of the Local Government Act 1972, to consider a request from Downton Tennis Club for a contribution towards its project to refurbish three tennis courts and to make them accessible for wheelchairs.

269.16 To receive a short verbal report from Cllr Mace on the outcome of the recent Public Consultation and Exhibition on the Memorial Hall Extension, to resolve to approve his written report and to determine any further actions.

270.16 To receive a short verbal report from Cllr Quarmby and, subject to the community's support in response to the recent Public Consultation and Exhibition, to:

- a. **Resolve to approve the Business Case and Project Plan for the Memorial Hall Extension; and**

- b. **Resolve to approve the Loan Application to the Secretary of State for Communities & Local Government for submission by the Wiltshire Association of Local Councils.**

271.16 To consider three tenders received for the Parish Council's Grasscutting Contract and to resolve to appoint a contractor to fulfill the term of the contract from 15th March 2017.

272.16 To receive a short verbal report from Cllr Sutcliffe on the contract to maintain the Public Toilets over the last year and to resolve to approve that Maranji Commercial & Domestic Cleaning be re-appointed as the Parish Council's contractor for a further 3 years from 1st April 2017.

273.16 To receive a short verbal report from Cllr Quarmby and to resolve to approve an Access Licence for access to the eastern side of the Memorial Hall and demolition of the Parish Room.

274.16 To consider a proposal from Cllr Brentor to resolve to agree that Downton becomes a 'Dementia Friendly Community' as part of the Parish Council's project to encourage local activities to support vulnerable people.

275.16 Representative Reports:

Joint Strategic Assessment Meeting: To receive a short verbal report from Cllr Brentor on a recent meeting.

Planning Appeal Hearing for Rivermead, Breamore Road: To receive a short verbal report from Cllr Brentor on the recent Hearing held by the Planning Inspectorate.

Wiltshire Council Education & Early Years Officers: To receive a short verbal report from Cllr Quarmby on a recent meeting.

Brian Whitehead Sports Centre Association: To receive a short verbal report from Cllr Watts on a recent meeting.

Parish Surgery: To receive a short verbal report from Cllr Mace.

276.16 To resolve to approve the following payments:

- £700.00 - Maranji Commercial & Domestic Cleaning – March.
- £169.00 - Mrs B Cornish - for Home Working allowance April '16-March '17.
- £192.23 - Mrs B Cornish - For Expenses from December '16-March '17
- £71.84 - Mrs B Cornish for payment to 1&1 Internet Ltd – Annual website hosting.
- £183.84 - Idverde Group - For bin emptying in February.
- £28.44 - Water2business - Final bill for pavilion.
- £14.11 - West Mercia Energy - For public toilets.
- £600.00 - Wiltshire Council - For contribution towards several highway works in Downton as agreed through the Community Area Transport Group.
- £0.05p - Longford Estates - For annual rental of the Borough Greens.
- £50.15 - Priority - For printing of Public Consultation letter.

- £1,320.00 - James Cuniffe Partnership - For drainage design at Memorial Hall extension.
- £85.00 - Riverbourne Community Farm - For erection of Speed Indicator Device.
- £52.78 - Viking - For printer cartridges.
- £125.23 - Mr B Moody - For repairs to flat roof of Memorial Hall.
- £93.00 - Watson Electrical Services - Installation of lighting timeclock at toilets.
- £90.00 - Salisbury Window Cleaning Services Ltd - For bus shelter cleaning.

277.16 To resolve to approve the sum of £5,522.66 as the Accounts for payment for March and to record the bank balances.

278.16 To resolve to approve the Budget to Actual figures to 31st March 2017.

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

280.16 To resolve to note the Correspondence received.

281.16 To confirm the date of the next meeting as Monday 27th March 2017 at 7.30 pm at the Band Hall, Gravel Close, Downton.

282.16 Part 2 – EXEMPT MATTERS - STAFFING

283.16 Cllr Mace to propose the following resolution – ‘That under the Public Bodies (Admission to Meetings) Act 1960 it is advisable in the public interest that the press and public be temporarily excluded and they be instructed to withdraw in view of the confidential nature of the business on staffing about to be transacted’.

284.16 To receive a short verbal report from Cllr Ford on the Clerk's annual appraisal.

285.16 To consider and resolve to approve the raising of the Clerk's salary from 1st April 2017 by 1% in accordance with the National Association of Local Council's document entitled '2016-2018 National Salary Award' and in accordance with her Employment Contract.

Councillors are asked to note that in the exercise of their functions, they must take note of the following: Equal Opportunities (race, gender, sexual orientation, marital status and any disability); Crime & Disorder, Health & safety, and Human Rights.

Any person who may have difficulty with access to the meeting through disability is asked to advise the Clerk on 01725 513874 at least 24 hours before the meeting so that every effort may be made to provide access.