

DOWNTON PARISH COUNCIL



5th May 2017

To: All Members of Downton Parish Council

You are summoned to the Annual Meeting of Downton Parish Council on Monday 15th May 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.

7.30pm 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.

Unitary Councillor Richard Clewer – To receive a short verbal report.

Agenda

01.17 To receive Declarations of Acceptance of Office from all Councillors.

02.17 To elect the Chairman for 2017/18.

03.17 To elect the Vice-Chairman for 2017/18.

04.17 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.

05.17 To consider and resolve to approve the Minutes of the Ordinary meeting held on 24th April 2017.

06.17 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.

07.17 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.

08.17 Planning and Tree Works Applications

17/02886/FUL 3 Avondyke, Downton - Proposed re-roofing of annex; replacement of existing damaged/leaking flat roof with hipped roof.

17/03597/CLP 111 Moot Lane, Downton - Certificate of lawfulness for proposed addition of dormer and installation of velux rooflights.

17/03812/CLP 24 Twynham Close, Downton - Certificate of lawfulness for proposed single storey extension to south west & south east elevations.

17/03575/FUL 7 Green Lane, Downton - Conversion of integral garage into living accommodation.

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

10.17 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

11.17 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.
- Chalk Pit Management Committee – 2 members.
- Wiltshire Council Housing Panel – 1 member.
- Downton Band – 1 member.

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

- Society of Local Council Clerks - £177.
- Wiltshire Association and National Association of Local Councils – £996.18.
- CPRE - £36
- Information Commission - £35

13.17 To consider and re-adopt the Parish Council's Standing Orders and Financial Regulations for 2017/18 (attachments 2 & 3).

14.17 To consider and re-adopt the Parish Council's Dignity at Work Policy for 2017/18 (attachment 4).

15.17 To consider and re-adopt the Parish Council's Co-option Policy for 2017/18 (attachment 5).

16.17 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 2017/18 (attachment 6).

17.17 To consider and re-adopt the Parish Council's Policy on Grants under Section 137 of the Local Government Act 1972 for 2017/18 (attachment 7).

18.17 To consider and re-adopt the Parish Council's Absence Management Policy for 2017/18 (attachment 8).

19.17 To consider and re-adopt the Parish Council's Equal Opportunities Policy for 2017/18 (attachment 8).

20.17 To consider and re-adopt the Parish Council's Health & Safety Policy for 2017/18 (attachment 8).

21.17 To consider and re-adopt the Parish Council's Time-Off in Lieu (TOIL) Policy for 2017/18 (attachment 8).

22.17 To consider and re-adopt the Parish Council's Travel & Expenses Policy for 2017/18 (attachment 8).

23.17 To consider and re-adopt the Parish Council's Policy for The Borough Greens for 2017/18 (attachment 9).

24.17 To consider and re-adopt the Parish Council's Complaints Policy and Vexatious Complaints Policy for 2017/18 (attachments 10 & 11)

- 25.17 To consider and review the Parish Council's Asset Register and Inventory of Land for 2017/18 (attachment 12).**
- 26.17 To confirm approval of the arrangements for insurance cover in respect of all insured risks for 2017/18 (attachment 13).**
- 27.17 To approve the Parish Council's procedures for handling requests made under the Freedom of Information Act 2000 for 2017/18 (attachment 14).**
- 28.17 To approve the dates, times and place for ordinary meetings of the full Council for 2017/18 (attachment 15).**
- 29.17 To consider a recommendation from the Memorial Hall Working Group to appoint Michael Heaton Heritage Consultants to carry out an archaeological survey of the rear of the Memorial Hall at the cost of £1,330 in order to be compliant with Condition 6 of the Planning Permission Decision Notice.**
- 30.17 To consider and resolve to approve in principle the draft Green Travel Plan for the Memorial Hall Extension and to approve that any final re-wording be delegated to Cllrs Brentor and Mace in liaison with the Downton Community Pre-School.**
- 31.17 To approve the following payments**
- £11,489.96 - Paul Stevens Architecture – For remainder of agreed fees up to tender stage.
 - £996.18 - Wiltshire Association of Local Councils – Annual Subscription.
 - £696.31 - Bawden Contracting Services Ltd - For grasscutting in April.
 - £69.67 - Bournemouth Water – For Downton Cemetery.
 - £100.00 - Downton Baptist Church - For Parish Surgery Advert in InDownton newsletter.
 - £164.20 - Mr B Moody – For materials and labour for the construction of a Noticeboard for installation in Moot Lane.
 - £788.40 - Wallgate Limited – Annual maintenance contract for handwashing and drying units in the Public Toilets.
- 32.17 To resolve to approve the sum of £16,084.62 as the Accounts for payment for May and to record the bank balances.**
- 33.17 To resolve to approve that Cllrs Mace and Sutcliffe continue as signatories to the Parish Council's bank account for the term of this Council and that Cllrs Brentor, Quarmby and Pearce be added as additional signatories for the signing of cheques.**
- 34.17 To resolve to note the Clerk's report providing information on recent issues and work completed.**
- 35.17 To resolve to note the Correspondence received.**
- 36.17 Date of next meeting – Monday 12th June 2017 at 7.30 pm at the Band Hall, Gravel Close, Downton.**

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.