

DOWNTON PARISH COUNCIL



5th June 2017

To: All Members of Downton Parish Council

You are summoned to an Ordinary meeting of Downton Parish Council on Monday 12th June 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

37.17 To receive a written application for the office of Parish Councillor and to resolve to approve the co-option of Ms Becky Cornell to fill one of the existing vacancies.

38.17 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.

39.17 To consider and resolve to approve the Minutes of the Annual Meeting held on Monday 15th May 2017.

40.17 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.

41.17 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.

42.17 Planning and Tree Works Applications

17/04306/FUL 124 The Borough, Downton - Demolish the existing single garage and erect a two storey side extension incorporating new garage with wrap around single storey rear extension and associated internal alterations. Part rendering of the existing property.

17/04335/VAR The Headlands Garage, 2 The Borough, Downton - Variation of Condition 9 - Revised Position of Gable End Window and Alteration to Courtyard Area (15/12046/FUL).

17/05180/PNEX 32 Saxonhurst, Downton - Demolition of existing UPVC conservatory and replacement with traditionally built sun room.

43.17 To consider and resolve to approve the Governance Statement for 2016/17 for submission to the Parish Council's External Auditors following completion of the Internal Audit.

44.17 To consider and resolve to approve the Accounting Statements contained in the Annual Return and Statement of Variances for 2016/17 for submission to the Parish Council's External Auditors following completion of the Internal Audit.

45.17 To receive a brief report from Cllr Sutcliffe, as a representative of the Memorial Hall Working Group, and to resolve to approve the sum of £22,560.46, to be taken from the Parish Council's reserves, for Hebs Group to construct the flood boundary wall between the Memorial Gardens and the Primary School's new playground.

46.17 To receive a brief report from Cllr Brentor and, using the Parish Council's power under Section 19 of the Local Government (Miscellaneous Provisions) Act 1976, to consider whether to approve a sum, to be taken from the S106 recreation (R2) contribution given to the Parish Council by Britford Parish Council, as an additional contribution towards Downton Tennis Club's project to resurface its tennis courts at Downton Leisure Centre.

- 47.17 Using the Parish Council's power under Section 19 of the Local Government (Miscellaneous Provisions) Act 1976, to consider a request from the Brian Whitehead Sports Centre Association for a contribution towards the project to refurbish the Sports & Social Club's toilets.**
- 48.17 To consider a recommendation from the Amenities Committee to allocate the sum of £200 from the Footpaths budget line to assist with the launch of the Circular Path which is to be suitable for people with dementia and their carers.**
- 49.17 To consider a recommendation from the New Housing Development Committee with regard to the Parish Council's position on additional dwellings and for both infill and small developments in Downton beyond the 190 dwellings allocated by the Wiltshire Core Strategy up to 2026.**
- 50.17 To consider a recommended response and proposed future process for considering planning applications from the New Housing Development Committee following the written request by the Downton Society to reinstate the Planning Committee.**
- 51.17 To consider recommendations from the Amenities and New Housing Development Committees for revised Terms of Reference for the Committees.**
- 52.17 To consider Cllr Brentor's proposed changes to the Parish Council's Absence Management Policy for 2017/18 and to resolve its re-adoption.**
- 53.17 To consider Cllr Brentor's proposed changes to the Parish Council's Time-Off in Lieu (TOIL) Policy for 2017/18 and to resolve its re-adoption.**
- 54.17 To consider and resolve to approve a Document Retention and Disposal Policy for the Parish Council for 2017/18.**
- 55.17 To consider Cllr Brentor's proposed changes to the Parish Council's procedures for handling requests made under the Freedom of Information Act 2000 for 2017/18 and to resolve their re-adoption.**

56.17 Committee Reports:

Amenities Committee: To receive a short verbal report from Cllr Brentor on a recent meeting.

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

244.16 To resolve to receive and note the Minutes of:

The meeting of the Amenities Committee held on Monday 30th January 2017.

The meeting of the New Housing Development Committee held Thursday 12th January 2017.

57.17 Representative Reports:

Southern Wiltshire Area Board: To receive a short verbal report from Cllr Brentor.

Wiltshire Council Housing Panel: To receive a short verbal report from Cllr Brentor.

Brian Whitehead Sports Centre Association: To receive a short verbal report from Cllr Sutcliffe.

Memorial Hall Committee: To receive a short verbal report from Cllr Sutcliffe.

Cuckoo Fair Committee: To receive a short verbal report from Cllr Pearce.

58.17 To approve the following payments

- £1400.00 - Maranji Commercial & Domestic Cleaning – May & June.
- £280.80 - Initial – For annual supply and collection of Sanitary and Nappy units in the Public Toilets
- £413.64 - Idverde Group - for bin emptying to include invoice not received from August 2016.
- £95.00 - Fair Account - For the Internal Audit for 2016/17.
- £38.95 - Staples - For files and Epson cartridges.
- £101.00 - Mrs B Cornish - Quarterly expenses for phone, internet, padlocks etc.
- £696.31 - Bawden Contracting Services Ltd - For grasscutting in May.
- £168.00 - Mr B Moody – For materials and labour for graffiti removal and other work in the Moot Lane Recreation Ground.
- £90.00 - Salisbury Window Cleaning Services - For Quarterly cleaning of Bus Shelters

59.17 To resolve to approve the sum of £5051.73 as the Accounts for payment for June and to record the bank balances.

60.17 To resolve to approve the Budget to Actual to 30th June 2017.

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

62.17 To resolve to note the Correspondence received.

63.17 Date of next meeting – Monday 26th 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.