

DOWNTON PARISH COUNCIL



3rd February 2018

To: All Members of Downton Parish Council

You are summoned to an Ordinary meeting of Downton Parish Council on Monday 12th February 2018 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

212.17 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.

213.17 To consider and resolve to approve the Minutes of the Ordinary Meeting held on Monday 8th January 2018.

214.17 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.

215.17 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.

216.17 Planning and Tree Works Applications

18/00075/FUL 1 Avon Meadow, Downton - Construction of two storey dwelling as extension of existing dwelling together with associated works & provision of outbuilding.

18/00111/FUL Pond View, Lower Road, Charlton All Saints - Proposed dormer to roofspace & a rooflight.

17/12566/FUL &

18/00308/LBC Leicester House, 72 The Borough, Downton - Replace asbestos cement roof coverings with slate and re-pitch main roof, install velux roof lights, alter southern elevation window fenestration, install timber cladding and internal alterations.

18/00766/FUL Unit 12, Parkers Close, Downton Business Centre, Downton - Change of use of Unit 12 from B2 to D2.

18/00884/FUL 125 The Borough, Downton - Remove 2 roof lights to rear & construct dormers.

18/00980/FUL 6 Hamilton Park, Downton - Extension of garage to form first floor.

18/00936/LBC 92 The Borough, Downton - Re-painting external window frames (2 downstairs, 2 upstairs window frames). Change colour from green to pale grey (Farrow and Ball - Ammonite exterior emulsion).

18/01249/TCA Hamilton House, Barford Lane, Downton - T1 - Cherry tree - reduce height by 3m, T2 - Cherry tree - reduce height by 3.5m, T3 - Yew tree - crown raise to 4m, T4 - Cotoneaster - reduce height to height of wall T5 - Bay tree - reduce height by 1m, T6 - Hedge - reduce height by 1m.

217.17 To consider a proposal from Cllrs Mace and Sutcliffe to extend the Parish Council's Lease with the Brian Whitehead Sports Centre Association Ltd by 30 years to 2062 to enable the Association to attract grant funding and to enter into commercial and leisure agreements and contracts.

218.17 Using the Parish Council's power under Section 19 of the Local Government (Miscellaneous Provisions) Act 1976, to consider a proposal from Cllrs Mace and Sutcliffe to approve a contribution towards a comprehensive survey of Downton Leisure Centre's buildings in order to produce a detailed long term schedule of repairs and their costs.

219.17 Using the Parish Council's power under Section 19 of the Local Government (Miscellaneous Provisions) Act 1976, to consider a proposal from Cllr Mace to approve a contribution of £150 towards the Memorial Hall Committee's purchase of a commercial dishwasher for the Hall.

220.17 To resolve to approve the appointment of Mr Paul Reynolds of Fair Account as the Parish Council's Internal Auditor for 2018/19.

221.17 To consider a proposal from Cllr Brentor to extend the Parish Council's grasscutting contract with Bawden Contracting Services Ltd for a further 4 years from 1st March 2018 following satisfactory completion of a probationary year from March 2017.

222.17 To consider a request from Mr Fran Mathers to use the Memorial Gardens for seasonal training and matches following the formation of a Downton Under 12 football team which will compete in the Testway Youth Football League, a Football Association affiliated grassroots league.

223.17 To consider a request from the Moot Lane Recreation Ground Working Group to spend up to £30 in the funding of some consultation leaflets to carry out a consultation with the eastern end of Downton regarding support for the provision of a specific facility in the recreation ground.

224.17 To consider a proposal from Cllr Brentor for the Clerk to purchase the following equipment for office use:

- a. A shredder at the cost of £139.00.**
- b. A document safe for the storage of the Parish Council's deeds and important documents at the cost of £89.00.**

225.17 Representative Reports:

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

Downton Moot Preservation Trust: To receive a short verbal report from Cllr Brentor on a recent meeting.

Downton Millennium Green Trust: To receive a short verbal report from Cllr Brentor on a recent meeting.

Parish Surgery: To receive a short verbal report from Cllr Brentor on the February surgery.

Memorial Hall Committee: To receive a short verbal report from Cllr Pearce on a recent meeting.

Memorial Hall Extension Construction Working Group: To receive a short verbal update from Cllr Sutcliffe on the progress of the extension.

Memorial Hall Extension Working Group: To receive a short verbal update from Cllr Mace on a recent meeting.

226.17 To resolve to approve the following payments:

- £735.00 - Maranji Commercial & Domestic Cleaning - January.
- £696.31 - Bawden Contracting Services Ltd - For grasscutting.
- £312.00 - Play Inspection Company - For playground inspections.
- £24.00 - Bonallack & Bishop - For copies of legal documents.
- £150.48 & £250.80 - Idverde - For bin collection in December 17 and January 18.
- £75.00 - Phillwebs - For the annual hosting of the Neighbourhood Plan website.
- £227.95 - Mr R Moody - For graffiti removal and fence repairs.
- £396.00 - David Mercer Small Woodlands - Planting of beech hedge in Memorial Gardens.
- £36.00 - SLCC Enterprises Ltd - For a Webinar on the new General Data Protection Regulation for the Clerk and Cllr Brentor.
- £91.18 - Viking - For printer cartridges.
- £295.00 - Fair Account - For Internal Audit Services.
- £100.00 - Downton Baptist Church - For Advert in 5 issues of InDownton.
- £156.00 - Dyno-Rod - For unblocking of public toilets.
- £36.00 – Annual membership of CPRE.

Memorial Hall extension payments:

- £71,575.31 - SWH Group.
- £1,283.36 - Paul Stevens Architecture - For the monthly fee for contract administration of the Memorial Hall Extension.
- £960.00 - Spire Building Control Services - For site inspections and certification for the Memorial Hall Extension.

227.17 To resolve to approve the following virements from the Parish Council's Budget for 2017/18:

- £400 from the Cemetery Maintenance budget line to the Administration 'miscellaneous' budget line.
- £110 from the Cemetery Maintenance budget line to the Hall hire budget line.
- £33 from the Cemetery Maintenance budget line to the WALC subscription budget line.

228.17 To resolve to approve the sum of £80,476.04 as the Accounts for payment for February and to record the bank balances.

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

230.17 To resolve to note the Correspondence received.

231.17 Date of next meeting - Monday 12th March 2018 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.