

DOWNTON PARISH COUNCIL



1st April 2019

To: All Members of Downton Parish Council

You are summoned to an Ordinary meeting of Downton Parish Council on Monday 8th April 2019 at 7.30 pm in the Bonvalot Room at the Downton Memorial Centre, The Borough, 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

Part 1

246.18 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.

247.18 To consider and resolve to approve the Minutes of the Ordinary Meeting held on Monday 11th March 2019.

248.18 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.

249.18 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.

250.18 To consider the following planning and tree works applications and to note recent decisions:

19/02194/LBC &

19/1865/FUL Downton C Of E Primary School, Gravel Close, Downton - Demolition of an existing PVC picket fence to the east 'front' elevation within the grounds of the school and adjacent to the main entrance. Erection of a new tubular bow-top fence along the existing line.

19/02273/FUL Springfield Cottage, Long Close West, Downton - Change of use of Springfield Cottage and its curtilage from use as a residential dwelling (C3: 'dwelling'), to office use (B1a: 'Business-Office') with ancillary car parking and overnight accommodation for visiting staff (one bedroom).

19/02656/FUL Barford Fish Farm, Barford Lane, Downton - Installation of Re-Circulation System into existing Fish Farm.

19/02856/FUL 7 Avon Meadow, Downton - Single storey extension.

19/03085/FUL 96 The Borough, Downton - Proposed rear extension and demolition of outbuilding.

251.18 To consider a proposal from Cllr Mace that that the theme of the Annual Parish meeting on Tuesday 23rd April 2019 be 'Policing and Crime Prevention' with the Wiltshire Police & Crime Commissioner, Mr Angus MacPherson, as Guest Speaker.

252.18 To consider a recommendation from the Amenities Committee to approve a quote submitted in a tender process by Pro Live for the re-instatement and dressing of the Downton Memorial Centre stage and curtains at a cost of £5,600.

253.18 To consider a recommendation from the Amenities Committee to purchase a solar powered Community Access Defibrillator to be installed in the telephone box in Charlton All Saints.

- 254.18** To consider a recommendation from the Amenities Committee to purchase a BBQ Secure and Fire Resistant Waste Bin at the cost of £329 for the Moot Lane Recreation Ground.
- 255.18** To consider a recommendation from the Amenities Committee to resolve to approve the Terms of Reference for the Communications Working Group.
- 256.18** To receive a short verbal report from Cllr Mace on work to ensure the Memorial Hall Centre is compliant in terms of fire safety and health and safety and to resolve to agree the following:
- a. The appointment of a 'Responsible Person' to oversee the fire safety aspects of the management of the Downton Memorial Centre.
 - b. Approve the spending of the allocated reserve sum of £2,000 on health & safety improvements as identified in the recent Fire Risk Assessment and Fire Safety Evaluation Reports.
- 257.18** To consider a request from the Downton Society to set up a Working Group to pursue the ongoing issue of the flouting of the 7.5 tonne weight limit by HGVs.
- 258.18** To resolve to appoint two representatives to attend the local Police Liaison Neighbourhood Tasking Group.
- 259.18** To resolve to approve the allocation of £100 towards the funding of room hire for the quarterly meetings of the local Police Liaison Neighbourhood Tasking Group.
- 260.18** Using the Parish Council's power under Section 137 of the Local Government Act 1972, to reconsider a request from the Barford Day Centre for support in providing a one day a week facility for older and disabled residents of Downton and surrounding village together with respite for their carers.

261.18 Committee Reports

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

262.18 To resolve to receive and note the Minutes of:

The meeting of the Amenities Committee held on Monday 8th January 2019.

263.18 Representative Reports:

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

Parish Surgery: To receive a short verbal report from Cllr Mace on the April surgery.

Councillor Training: To receive a short verbal report from Cllr Cornell on the recent training provided by the Wiltshire Association of Local Councils.

264.18 To resolve to approve the following payments:

- £4,011.01 - Public Works Loan Board – 1st instalment of Fixed Rate Loan.
- £12,000.00 - CB Roofing for 1st Instalment for replacement of Memorial Hall roof.
- £1,866.00 - Brewers Roofing – For repairs to Leisure Centre roof.
- £805.00 - Maranji Commercial & Domestic Cleaning - April.
- £716.21 - Bawden Contracting Services Ltd - For grasscutting in March.
- £205.63 - Idverde - For bin emptying in March.
- £15.30 - Mercia Energy - For electricity at the Public Toilets.
- £852.00 - Mr Bob Moody - For refurbishment of the shelter in Memorial Gardens.
- £350.00 – Mr Martin Pickard – For QS Services and JCT Contract preparation for Memorial Hall re-roofing.
- £947.10 - Spiller - For replacement keys and locks for Memorial Centre.
- £750.00 - SLCC - 1st Instalment of the Clerk's Community Governance course.
- £384.00 – Bournemouth Glass & Glazing - For door closers at Memorial Centre.
- £47.74 - Landford Parish Council - For Councillor training.
- £35.00 – Information Commissioner's Office – Annual registration for data protection.
- £8.39 - 1&1 Ionos - For website hosting.

265.18 To resolve to approve the sum of £26,409.50 as the Accounts for payment for April and to record the bank balances.

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

267.18 To resolve to note the Correspondence received.

268.18 Date of next meeting – the Annual Meeting - Monday 13th May 2019 at 7.30 pm in the Bonvalot Room at the Downton Memorial Centre, The Borough, Downton.

Part 2 – EXEMPT MATTERS - STAFFING

269.18 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’.

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

271.18 To consider and resolve to approve the raising of the Clerk's salary from 1st April 2019 in accordance with the National Association of Local Council's document entitled ‘Employment Briefing E02-18– 2018-19 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.