

DOWNTON PARISH COUNCIL

Bev Cornish, Clerk to the Council
West View, Slab Lane, Downton
Salisbury SP5 3PS
Tel: 01725 513874

Email: clerk@downtonparishcouncil.gov.uk
www.downtonparishcouncil.gov.uk

4st April 2014

To: All members of Downton Parish Council

Dear Councillor

You are summoned to a meeting of Downton Parish Council on Monday 14th April 2014 at 8.00 pm at the Memorial Hall, Gravel Close, Downton for the purpose of transacting the following business. The meeting will be followed by a meeting of the Planning Committee.

Yours sincerely



Bev Cornish
Clerk to the Council

Please note this meeting is being held at the Memorial Hall.

Agenda

Part 1

1. To receive apologies from Councillors.
2. To consider and approve the Minutes of the meeting held on 10th March 2014.
3. **Public Question/Statement Time – 15 minutes to receive any other questions or statements from members of the public.**
4. To receive Declarations of Interest in respect of matters contained in this agenda in accordance with the Localism Act 2011.
5. Matters arising from the Minutes.
6. Wiltshire Council matters – Unitary Councillor's Report.

7. To consider a request from Mrs Samantha Wells to use the Memorial for a fun day on Saturday 19th July to raise funds for the John McNeill Opportunity Centre.
8. To consider a request from the Downton Cuckoo Fair Committee to use the Memorial Gardens and Borough Greens for the 2014 Cuckoo Fair on Saturday 3rd May 2014.
9. To consider a recommendation from the Finance & General Purposes Committee, regarding the adoption of the parish Bus Shelters from Wiltshire Council, that it should not take on their legal liability but only agree to repair and clean them.
10. To consider the recently implemented repeal of section 150 of the Local Government Act 1972 requiring two cheque signatories for Council payments and to approve a recommendation from the Finance & General Purposes Committee that the existing arrangements for Council payments be maintained.
11. To consider and agree on a response to the Wiltshire Council's 'Positive leisure-time activities for young people review'.
12. To consider sending letters of thanks to:
 - Mrs Jenny Lawrie, former Headteacher of the Trafalgar School at Downton, on her retirement; and
 - PCSO Luke Taylor, formerly of the Downton Neighbourhood Policing Team, on his departure to embark on training to become a police officer with Police Wiltshire.
13. To consider an invitation from CPRE Wiltshire to enter the 2014 Best Kept Village Competition.
14. To consider a proposal from Cllr Sutcliffe to join the Wiltshire Association of Local Councils for 2014/15 at the annual fee of £575.00 and the National Association of Local Councils for the annual fee of £134.20.
15. To consider and approve the purchase of a stall at the Downton Cuckoo Fair for £66 for use by a Working Group of the Neighbourhood Plan Steering Committee.
16. To approve the following payments:
 - £165 – Annual Membership of the Society of Local Council Clerks.
 - £83.33 – Contribution to Redlynch Parish Council for five Downton Parish Councillors to attend a Training Evening organised with the Wiltshire Association of Local Councils.
17. Committee Reports:
 - To receive a report from Cllr Harrison a meeting of the Planning Committee.
 - To receive a report from Cllr Mace on a meeting of the Finance & General Purpose Committee.

18. Representatives' Reports:
 - To receive a report from Cllr Ford on a meeting of the Neighbourhood Plan Steering Group.
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 - To receive a report from Cllr Barnhurst-Davies on a meeting of the Police Neighbourhood Tasking Group.
 - To receive a report from Cllr Brown on a meeting with Wiltshire Highways.
19. To approve the Accounts for payment for April and to record the bank balances.
20. Correspondence.

Part 2 – CONFIDENTIAL INFORMATION – EXEMPT MATTERS - STAFFING

The Chairman to propose the following resolution – ‘That in view of the confidential nature of the business about to be transacted on a personal employee matter, it is advisable in the public interest, that the press and public be temporarily excluded and they be instructed to withdraw’

21. To consider and approve the raising of the Clerk's salary to spinal point 24 of the National Association of Local Council's document entitled '2013/14 National Salary Award for Local Council Clerks Revised Scales' in accordance with her Employment Contract and to approve the pay increase of 1% awarded to Council staff from 1st April 2014.
22. To consider a recommendation from the Finance & General Purposes Committee to allow the Clerk to take the 57 hours she worked beyond her contracted hours between 6th July 2013 and 19th March 2014 in lieu provided they are taken before 1st October 2014.
23. To consider and agree on any changes to be made to the draft consultation document, "Report on the Clerk's Role & Hours", produced by Cllrs Chandler and Mace and to determine the Parish Council's appetite for adopting its recommendations to make significant changes to the role of the Clerk and to make radical changes to the governance of the Parish Council.
24. Date of next meeting – Monday 12th May 2014 at 7.30 pm at the Band Hall, Gravel Close, Downton.

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