

DOWNTON PARISH COUNCIL



7th May 2018

To: All Members of Downton Parish Council

You are summoned to the Annual Meeting of Downton Parish Council on Monday 14th May 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

01.18 To elect the Chairman for 2018/19.

02.18 To receive a written application for the office of Parish Councillor and to resolve to approve the co-option of Mr Paul Prince to fill the existing vacancy.

03.18 To elect the Vice-Chairman for 2018/19.

04.18 To receive apologies from Councillors.

05.18 To consider and resolve to approve the Minutes of the Ordinary meeting held on 9th April 2018.

06.18 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.

07.18 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.

08.18 Planning and Tree Works Applications

18/02509/FUL 100 Moot Lane, Downton – Amended Plans Reconsultation - plans for the removal of existing garage and replace with double garage with first floor annex.

18/03068/FUL All Saints Church, Lower Road, Charlton All Saints - Small single-storey lean-to extension on the north side of the nave, to accommodate a new WC facility to serve the existing church building.

09.18 To consider and review the Terms of Reference for the Committees and Working Groups.

10.18 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

11.18 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.

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

- Society of Local Council Clerks - £180.
- Wiltshire Association and National Association of Local Councils – £1025.68.
- CPRE - £36.
- Information Commission - £35.

13.18 To resolve to adopt the National Association of Local Council's Model Standing Orders 2018 duly amended to reflect Downton Parish Council's requirements.

14.18 To consider and resolve to re-adopt the Parish Council's Financial Regulations for 2018/19.

15.18 To consider and re-adopt the Parish Council's Dignity at Work Policy for 2018/19.

16.18 To consider and re-adopt the Parish Council's Co-option Policy for 2018/19.

17.18 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 2018/19.

18.18 To consider and re-adopt the Parish Council's Policy on Grants under Section 137 of the Local Government Act 1972 for 2018/19.

19.18 To consider and re-adopt the Parish Council's Absence Management Policy for 2018/19.

20.18 To consider and re-adopt the Parish Council's Equal Opportunities Policy for 2018/19.

21.18 To consider and re-adopt the Parish Council's Health & Safety Policy for 2018/19.

22.18 To consider and re-adopt the Parish Council's Time-Off in Lieu (TOIL) Policy for 2018/19.

23.18 To consider and re-adopt the Parish Council's Travel & Expenses Policy for 2018/19.

24.18 To consider and re-adopt the Parish Council's Policy for The Borough Greens for 2018/19.

25.18 To consider and re-adopt the Parish Council's Complaints Policy and Vexatious Complaints Policy for 2018/19.

- 26.18 To consider and review the Parish Council's Asset Register and Inventory of Land for 2018/19.**
- 27.18 To confirm approval of the arrangements for insurance cover in respect of all insured risks for 2018/19.**
- 28.18 To approve the Parish Council's procedures for handling requests made under the Freedom of Information Act 2000 for 2018/19.**
- 29.18 To approve the dates, times and place for ordinary meetings of the full Council for 2018/19.**
- 30.18 To consider and resolve to approve the following policies and documents in order for the Parish Council to be compliant with the General Data Protection Regulation (EU) 2016/679 which will take effect on 25th May 2018:**
- a. Information & Data Protection Policy**
 - b. Data Breach Plan and Reporting Form**
 - c. Document Retention & Disposal Policy**
 - d. Social Media & Electronic Communication Policy**
 - e. General Privacy Notice**
 - f. Email Contact Privacy Notice**
- 31.18 To resolve to approve a response to the Ministry of Housing, Communities and Local Government's consultation on the Draft Revised National Planning Policy Framework.**

32.18 Representative Reports:

Memorial Hall Extension Construction Working Group: To receive short verbal reports from Cllrs Sutcliffe and Cllr Quarmby.

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

33.18 To approve the following payments:

- £770.00 - Maranji Commercial & Domestic Cleaning - May.
- £696.31 - Bawden Contracting Services Ltd - For grasscutting in April.
- £257.04 - Idverde - For bin collection in April.
- £90.00 - Downton Baptist Church - For Parish Adverts in InDownton newsletter.
- £31.20 - Mr B Moody - For fence repairs graffiti removal.
- £98.98 - Viking - For printer cartridges.
- £226.80 - Ms R Saxby – For litter picking.
- £30.45 - West Mercia Energy – Electricity for public toilets.

Memorial Hall extension payments:

- £49,285.44 - SWH Group – For building construction.
- £12,696.00 – Pro Live – For AV equipment design and installation.
- £1,292.54 - Paul Stevens Architecture – For Contract administration.
- £216.00 – JCP Engineers – For site visit and advice on flood wall.
- £68.00 – Environment Agency – For permit variation for flood wall.

- 34.18 To resolve to approve the sum of £67,775.03 as the Accounts for payment for May and to record the bank balances.**
- 35.18 To resolve to note the Clerk's report providing information on recent issues and work completed.**
- 36.18 To resolve to note the Correspondence received.**
- 37.18 Date of next meeting – Monday 11th June 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.