



4th June 2018

To: All Members of Downton Parish Council

You are summoned to an Ordinary meeting of Downton Parish Council on Monday 11th June 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

38.18 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.

39.18 To consider and resolve to approve the Minutes of the Annual Meeting held on Monday 14th May 2018.

40.18 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.

41.18 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.

42.18 Planning and Tree Works Applications

18/04840/LBC &

18/03868/FUL 44 High Street, Downton - Construction of a new, small, unheated porch extension, incorporating externally accessed boiler cupboard/store to the rear of a GII listed property, addition of new kitchen and bathroom extract fans. Provision of conservation roof lights to South facing pitch of roof to increase daylight and ventilation to second floor of the property. Dismantling and rebuilding of an existing, non-listed, structure (former WC outbuilding) within the curtilage of the listed building.

18/04167/CLE 4 Clearbury View Downton - Certificate of lawfulness for single storey pitched roof side extension with 2 roof lights and boundary fencing adjustments.

18/04577/FUL 107 The Borough Downton - Removal of 2no Conservatory Single Storey Structures, Brick Single Storey Utility & Slate Roofed Catslide Roof & Part First Floor Store Floor. Proposed Single Storey Flat Roofed Extension with Rooflights replacing Conservatory Structure. Proposed Two Storey Roof Extension with Rooflights replacing Catslide Roof Element.

18/04687/LBC &

18/03868/FUL The Warren, 15 High Street, Downton - Replace ceiling structure and finish in bedroom 3 and install new steel binders in roof over bedroom with supports for purlins.

18/04689/LBC Witherington Cottage Lower Road Charlton All Saints - Demolition of detached outbuilding (privy) and reinstatement of ground.

18/05363/TCA Long Close House, Long Close West, Downton - Walnut tree – fell.

43.18 To consider the revised Terms of Reference for the Amenities Committee Committees with a recommendation from the Committee that they be approved.

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

45.18 To resolve to elect Cllr Prince to the Amenities Committee.

- 46.18 To consider a proposal from Cllr Mace to make a minor change to the Terms of Reference for the Memorial Hall Extension Working Group.**
- 47.18 To receive a report from Cllr Pearce on the annual review of the effectiveness of the system of internal control, to consider the findings of the review, the internal audit work performed and the internal audit arrangements.**
- 48.18 To consider and resolve to approve the Annual Governance Statement contained within the Annual Governance and Accountability Return (AGAR) Part 3 for the year ended 31st March 2018 for submission to the Parish Council's External Auditors following completion of the Internal Audit.**
- 49.18 To consider and resolve to approve the Accounting Statements contained in the Annual Return and Statement of Variances within the Annual Governance and Accountability Return (AGAR) Part 3 for the year ended 31st March 2018 for submission to the Parish Council's External Auditors following completion of the Internal Audit.**
- 50.18 To resolve to note that in the Data Protection Act 2018 and for the purposes of the General Data Protection Regulation there is no requirement for parishes as a 'public body' or 'public authority', as defined in the Act, to appoint a Data Protection Officer.**
- 51.18 To consider a recommendation from the Amenities Committee to use the Council's Recreation (R2) monies to purchase four picnic tables for the Moot Lane Recreation Ground.**
- 52.18 To consider a proposal from Cllrs Mace and Brentor to purchase a commemorative WW1 bench from David Ogilvie Engineering Ltd at the cost of £820 (including delivery) for installation in the Memorial Gardens.**
- 53.18 To consider a proposal from Cllr Mace to approve the purchase of a commemorative wreath for the soldiers from Downton who died in the First World War to be laid by the Downton branch of the Royal British Legion at a ceremony to be held in Ypres in August 2018.**

54.18 Committee Reports:

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

55.18 To resolve to receive and note the Minutes of:

The meeting of the Amenities Committee held on Monday 19th March 2018.

56.18 Representative Reports:

Memorial Hall Extension Construction Working Group: To receive a 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.

57.18 To approve the following payments:

- £770.00 - Maranji Commercial & Domestic Cleaning - May.
- £696.31 - Bawden Contracting Services Ltd - For grasscutting in April.
- £205.63 - Idverde - For bin collection in May.
- £90.00 - Salisbury Window Cleaning Services - For cleaning of bus shelters.
- £3,498.00 - Cain Bioengineering - For restoration to Downton Footpath 66.
- £100.00 - Fair Account - For the Internal Audit of the accounts for 2017/18.
- £31.38 - West Mercia Energy - For the public toilets.
- £28.76 - 1&1 Internet - For Website hosting 01/05/2018-01/08/2018
- £103.95 - Mrs B Cornish - Clerk's expenses from April-June 2018.

Memorial Hall extension payments:

- £114,785.81 - SWH Group - For building construction.
- £1,301.72 - Paul Stevens Architecture - For Contract administration.
- £2,400.00 – Martin Pickard - For Quantity Surveyor costs.
- £154.53 - Downton Memorial Hall - Utility costs reimbursement.

58.18 To resolve to approve the sum of £127,271.79 as the Accounts for payment for June and to record the bank balances.

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

60.18 To resolve to note the Correspondence received.

61.18 Date of next meeting - Monday 25th 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.