

DOWNTON PARISH COUNCIL



3rd December 2018

To: All Members of Downton Parish Council

You are summoned to an Ordinary meeting of Downton Parish Council on Monday 10th December 2018 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.

Guest Speaker: Ms Amanda Scott, Dark Sky Advisor for the Cranborne Chase Area of Outstanding Natural Beauty, on its bid to be an International Dark Sky Reserve.

Agenda

162.18 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.

163.18 To consider and resolve to approve the Minutes of the Ordinary Meeting held on Monday 12th November 2018.

164.18 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.

165.18 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.

166.18 Planning and Tree Works Applications

18/11415/LBC &

18/11128/FUL 10 The Borough, Downton - Removal/enlargement of a single storey rear extension.

18/11408/FUL Dovecote Cottage, Barford Lane, Downton - Alterations to existing rear elevation.

18/10812/FUL 1 Wick Lane, Downton - Proposed front porch. Proposed detached garage.

18/10590/LBC Charlton Grange, The Highway, Charlton All Saints - Replacement of 2 x late C20 single-glazed softwood stormproof windows to north and south elevations with hardwood, flush-fitting casement windows incorporating slimline (4mm gap) double glazing. Replacement of single-glazed softwood half-glazed stable door to north elevation with hardwood half-glazed stable door incorporating slimline (4mm gap) double-glazing.

18/11163/TCA 42 The Borough, Downton - Leylandii tree – fell.

167.18 Following the presentation given from Ms Amanda Scott of the Cranborne Chase AONB, to consider whether to support the bid for it to become an International Dark Sky Reserve.

168.18 To resolve to ratify the Agreement for Lease between the Parish Council and the Trustees of the Downton Memorial Hall with regard to their leasing of the Memorial Centre prior to their becoming a Charitable Incorporated Organisation.

169.18 To consider a proposal from Cllr Dene to find ways to address the issue of speeding vehicles through Downton and to resolve to agree on any actions to be taken.

- 170.18 To consider a proposal from Cllr Brentor regarding training for the Clerk as follows:**
- a. A contribution towards the Clerk's two year further training course for the Certificate of Higher Education in Community Governance (Level 4) awarded by De Montfort University.**
 - b. SLCC Practitioners' Conference on 14th & 15th February 2019 in Kenilworth - Attendance at the Conference at the cost of £299.**
- 171.18 To consider a recommendation from the Budget Working Group and to resolve to approve a proposed 3 year Budget and level of Precept for 2019/20, 2020/21 and 2021/22 as prepared by the Clerk.**
- 172.18 To consider whether to raise the burial fees at Downton Cemetery for 2019.**
- 173.18 To resolve to approve the removal of the Moot Lane Pavilion from the Parish Council's Asset Register at the value of £50,919.**
- 174.18 To consider an invitation from St Laurence's Church to enter a Parish Council Christmas Tree for the Christmas Tree Festival being held at St Laurence's Church in mid-December.**

175.18 Representative Reports:

Memorial Hall Extension Construction Working Group: To receive a short verbal report from Cllr Sutcliffe on the completion of the Extension and an update on the financial status of the project.

Memorial Hall Extension Working Group: To receive a short verbal update from Cllr Brentor on the final meeting.

Southern Wiltshire Area Board: To receive a short verbal update from Cllr Mace on a recent meeting

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

176.18 To resolve to approve the following payments:

- £770.00 - Maranji Commercial & Domestic Cleaning - November.
- £716.21 - Bawden Contracting Services Ltd - For grasscutting in November.
- £205.63 - Idverde - For bin emptying in November.
- £3,888.00 - Wessex Demolition - For demolition of Moot Lane Pavilion.
- £80.06 - West Mercia Energy - For electricity at the Public Toilets.
- £292.42 - Mr Bob Moody - For installation of fence at Moot Lane Recreation Ground, maintenance work in Memorial Gardens and Cemetery.
- £758.40 - Sign of the Times - For memorial plaques for school playground.
- £8.39 - 1&1 Internet Ltd - For website hosting.
- £114.18 - Mrs B Cornish - Quarterly expenses for phone, broadband, postage etc.

Memorial Hall extension payments:

- £99,955.14 - SWH Group - For building construction.
- £2,465.00 - Paul Stevens Architecture - For contract administration of Memorial Hall extension and additional work for flood wall design and drawings.
- £13,617.60 - Pro Live Ltd - For second tranche payment for purchase and installation of AV equipment and Hearing Loops.
- £199.99 - Mrs B Cornish - For a dehumidifier from Argos for the ground floor storage room.
- £130.80 - Mrs B Cornish - For Baby Changing Table from Direct365.
- £429.60 - Mike O'Dwyer Ltd - For 2 additional chair trollies for Memorial Centre.
- £50.00 - Mrs J Brewin - For supply of refreshments for Memorial Centre opening.
- £810.00 - Walker Fire (UK) Ltd - For fire prevention, testing and equipment in Memorial Centre.

177.18 To resolve to approve the sum of £126,311.95 as the Accounts for payment for December and to record the bank balances.

178.18 To resolve to approve and note the Budget to Actual figures to 31st December 2018.

179.18 To resolve to approve the following virements from the Parish Council's Budget for 2018/19:

| Amount | Budget line From | Budget line To |
|---------------|---------------------------|----------------------------|
| £2,000 | Wiltshire Schemes | Insurance Premiums |
| £426 | Memorial Hall maintenance | Insurance Premiums |
| £650 | Grass cutting | Audit |
| £220 | Grass cutting | Clerk Salary |
| £199 | Grass cutting | Play equipment/maintenance |
| £101 | Telephone/Internet | Parish Website |
| £9 | Neighbourhood Plan | Postages |
| £38 | Neighbourhood Plan | Stationery |
| £616 | Bus Shelter Maintenance | WW1 Project |
| £302 | Public Toilets | Parish Bin Collection |
| £740 | Public Toilets | Moot Lane Pavilion |
| £1,273 | Loan Repayment | Footpaths |

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

181.18 To resolve to note the Correspondence received.

182.18 Date of next meeting - Monday 14th January 2019 at 7.30 pm in the Bonvalot Room at the Downton Memorial Centre, The Borough, 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.