

DOWNTON PARISH COUNCIL



7th May 2019

To: All Members of Downton Parish Council

You are summoned to the Annual Meeting of Downton Parish Council on Monday 13th May 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

01.19 To elect the Chairman for 2019/20.

02.19 To receive a written application for the office of Parish Councillor and to resolve to approve the co-option of Mr Chris Hall to fill an existing vacancy.

03.19 To elect the Vice-Chairman for 2019/20.

04.19 To receive apologies from Councillors.

05.19 To consider and resolve to approve the Minutes of the Ordinary meeting held on 8th April 2019.

06.19 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.

07.19 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.

08.19 Planning and Tree Works Applications

19/03475/VAR 107 The Borough, Downton - Variation of Condition 02 of planning permission 18/04577/FUL to allow for revised drawings showing an increase in the size of the extension.

19/03399/FUL 24 Moot Gardens, Downton - Single storey rear extension.

19/03623/FUL 8 Saxonhurst, Downton - Replacement of flat felt canopy roof with pitched tiled roof, to match style of existing dwelling.

19/04231/PNEX 3 Clearbury View, Downton - Prior Notification (larger home extension scheme) - Single storey flat roof rear extension with roof lantern with rear projection of 4.831 metres with eaves height of 2.869 metres and maximum height of 3.476 metres.

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

10.19 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

11.19 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.

- Downton Memorial Centre - 1 member to be the 'Responsible Person' to oversee the fire safety aspects of the management of the Downton Memorial Centre.
- 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.

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

- Society of Local Council Clerks - £180.
- Wiltshire Association and National Association of Local Councils - £1038.91.
- CPRE - £36.
- Information Commission - £35.

13.19 To resolve to re-adopt the Parish Council's Standing Orders duly amended to reflect Downton Parish Council's requirements.

14.19 To resolve to re-adopt the Parish Council's Financial Regulations for 2019/20 duly amended to reflect Downton Parish Council's requirements.

15.19 To consider and re-adopt the Parish Council's Dignity at Work Policy for 2019/20.

16.19 To consider and re-adopt the Parish Council's Co-option Policy for 2019/20.

17.19 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 2019/20.

18.19 To consider and re-adopt the Parish Council's Policy on Grants under Section 137 of the Local Government Act 1972 for 2019/20.

19.19 To consider and re-adopt the Parish Council's Absence Management Policy for 2019/20.

20.19 To consider and re-adopt the Parish Council's Equal Opportunities Policy for 2019/20.

21.19 To consider and re-adopt the Parish Council's Health & Safety Policy for 2019/20.

22.19 To consider and re-adopt the Parish Council's Time-Off in Lieu (TOIL) Policy for 2019/20.

- 23.19 To consider and re-adopt the Parish Council's Travel & Expenses Policy for 2019/20.**
- 24.19 To consider and re-adopt the Parish Council's Policy for The Borough Greens for 2019/20.**
- 25.19 To consider and re-adopt the Parish Council's Complaints Policy and Vexatious Complaints Policy for 2019/20.**
- 26.19 To consider and re-adopt the Parish Council's Playground Risk Management Policy for 2019/20.**
- 27.19 To consider and review the Parish Council's Asset Register and Inventory of Land for 2019/20 confirming the change in value of the Memorial Centre from £1.2 million to £2.4 million in terms of book value and £2.6 million for the purposes of insurance.**
- 28.19 To confirm approval of the arrangements for insurance cover in respect of all insured risks for 2019/20.**
- 29.19 To approve the Parish Council's procedures for handling requests made under the Freedom of Information Act 2000 for 2019/20.**
- 30.19 To approve the dates, times and place for ordinary meetings of the full Council for 2019/20.**
- 31.19 To consider and re-adopt the following policies and documents in order for the Parish Council to be compliant with the General Data Protection Regulation (EU) 2016/679:**
- 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**
- 32.19 To resolve to agree on a response to the Wiltshire Council consultation on the masterplan for the redevelopment of The Maltings and Central Car Park, Salisbury.**
- 33.19 To consider the correspondence from a resident regarding the impact of noise levels from the Downton Industrial Estate on their property and to resolve to agree on any actions to be taken.**
- 34.19 To consider and resolve to approve the rental of storage space at Newcourt Farm owned by Longford Estates at the cost of £365 per annum.**
- 35.19 Representative Reports:**

Southern Wiltshire Area Board: To receive short verbal reports from the Clerk on a recent meeting.

Town and Parish Council Training and Networking Day: To receive short verbal reports from Cllr Cornell on the recent training day.

36.19 To approve the following payments:

- £4,753.00 - Public Works Loan Board Loan - First instalment.
- £805.00 - Maranji Commercial & Domestic Cleaning - May.
- £716.21 - Bawden Contracting Services Ltd - For grasscutting in April.
- £257.04 - Idverde - For bin collection in April.
- £17.17 – West Mercia Energy - For public toilets.
- £25,436.40 - CB Roofing - For new roof on Memorial Hall - 2nd instalment.
- £6,720.00 - Pro Live Ltd - For stage dressing and tracking in Memorial Hall.
- £1,800 - CTS Bridges - For feasibility study.
- £1,753.00 - Bonallack & Bishop - For registration of title of Memorial Gardens and Memorial Centre and associated fees.
- £160.00 - Downton Memorial Centre - For room hire December '18-April '19.
- £178.46 - Spiller - Door closers for Memorial Centre.
- £30.45 - West Mercia Energy - Electricity for public toilets.
- £341.35 - Mr B Moody - For public seat installation and refurbishment & materials for forthcoming works.
- £25.00 - Mr J Parsons - For PA system at Annual Parish Meeting.
- £41.99 Brewers - For paint for shelter.
- £90.00 - Salisbury Window Cleaning - For bus shelter cleaning.
- £37.15 - 1&1 Ionos - Website hosting.

37.19 To resolve to approve the sum of £46,008.30 as the Accounts for payment for May and to record the bank balances.

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

39.19 To resolve to note the Correspondence received.

40.19 Date of next meeting - Monday 10th June 2019 at 7.30 pm 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.