

# DOWNTON PARISH COUNCIL



**Minutes of the Ordinary meeting of the Parish Council held on Monday 24<sup>th</sup> June 2019 in the Bonvalot Room at the Downton Memorial Centre, The Borough, Downton at 7.30 pm.**

**Present:** Cllr Brentor (Chair) and Cllrs Cornell, Hall, Mace, Pearce, Prince, Randall, Ricketts and Roberts.

**In attendance:** Mrs Bev Cornish, Parish Clerk

**Also present:** Four members of the public.

**64.19 To elect a Chair for the meeting:** Cllr Cornell proposed, Cllr Pearce seconded and it was RESOLVED that Cllr Brentor be elected to chair the meeting.

**65.19 To receive a written application for the office of Parish Councillor and to resolve to approve the co-option of Mr Paul Roberts to fill an existing vacancy:** Following a brief discussion, Cllr Cornell proposed, Cllr Hall seconded and it was RESOLVED that Mr Roberts be co-opted.

At this point in the meeting, Cllr Brentor proposed from the Chair and it was RESOLVED that the meeting be opened to the public.

**66.19 Public Question Time:**

Mrs Nikki Wilson gave a brief report on the public meeting to garner interest from residents for Downton to participate in the Britain in Bloom competition in 2020. She said around 40 people were present and had expressed an interest and the Downton Society would be going ahead with the project. She also said that the Society would be interested to know what contribution, both in kind and in terms of funds, the Parish Council would be allocating towards it.

A parishioner raised her concerns about the close of the Post Office at the Headlands, particularly to residents who were older and unable to drive to access the post offices in Woodfalls and Salisbury which would require a bus journey and, in the case of Woodfalls, a long wait for the return bus.

Mrs Wilson advised that on a recent visit to a village in Somerset, she had been advised that a mobile Post Office makes a regular visit.

A parishioner asked whether a meeting of the Watermeadows and Food Defence Committee had been held recently.

**67.19 To receive apologies from Councillors:** The Clerk reported that she had received apologies from Cllrs Gentle due to a work commitment and Cllr Watts due to a holiday commitment. Cllr Brentor proposed from the Chair and it was RESOLVED that the apologies and the reasons for them be noted.

**68.19 To consider and resolve to approve the Minutes of the Ordinary meeting held on Monday 10<sup>th</sup> June 2019:** Cllr Brentor proposed from the Chair and it was RESOLVED, with 3 abstentions from Cllrs Cornell, Mace and Ricketts, that they be approved and signed.

**69.19 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:**

No declarations of interest were received.

**b. To consider any Dispensation Requests received by the Parish Clerk and not previously considered:**

The Clerk reported that no dispensation requests had been received.

**70.19 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:** Cllr Brentor proposed from the Chair and it was RESOLVED that the following responses be noted and actions be taken:

- The issues of Downton in Bloom and the Post Office were to be considered as items on the Agenda.
- Cllr Ricketts will advise of a meeting of the Watermeadows and Flood Defence Committee once he has spoken with Cllr Gentle.

**71.19 To consider the concerns raised about the imminent closure of The Headlands Post Office and to resolve to agree on any actions to be taken:**

Following a lengthy discussion, Cllr Cornell proposed, Cllr Randall seconded and it was RESOLVED that the following actions be taken:

- A Working Group be formed with terms of reference to seek residents' views and consider alternative locations for a post office.
- The Clerk to contact Post Office Ltd to enquire whether a mobile post office service could be provided as a matter of urgency in the interim period between the closure of the Headlands Post Office and finding a new permanent site.

**72.19 To receive a report from Fair Account on the Annual Internal Audit, to consider and note the findings and to resolve to act on them:** Downton Parish Council RESOLVED to note and act on the Internal Auditor's findings which highlighted the need to update the website with policy documents, a requirement that the Chair should sign the monthly bank reconciliations and to reassess its risks as part of its review of its annual insurance cover.

**73.19 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 2019 for submission to the Parish Council's External Auditors following completion of the Internal Audit:**

Downton Parish Council RESOLVED to approve the Annual Governance Statement contained within the Annual Governance and Accountability Return (AGAR) Part 3 for the year ended 31st March 2019. This was signed by the Chair and Clerk.

**74.19 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 2019 for submission to the Parish Council's External Auditors following completion of the Internal Audit:** Downton Parish Council RESOLVED 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 2019. These were signed by the Chair and signed and dated by the Responsible Finance Officer.

**75.19 To resolve to approve the dates for the period for the exercise of public rights for the Annual Governance and Accountability Return (AGAR) Part 3 for the year ended 31st March 2019:** Downton Parish Council RESOLVED to approve the dates for the period for the exercise of public rights being from Wednesday 26<sup>th</sup> June to Tuesday 6<sup>th</sup> August 2019. Following a query raised by Cllr Hall, it was agreed that a councillor should be present with the Clerk when the accounts are inspected.

**76.19 To resolve to note the Budget to Actual Report to 30<sup>th</sup> June 2019:** Downton Parish Council RESOLVED to note the Budget to Actual Report to 30<sup>th</sup> June 2019.

**77.19 To resolve to approve the signing of the Lease and Agreement to Exclude Security of Tenure for the use for storage of Unit 1 Newcourt Farm, Newcourt, Downton from Longford Estates for a term of 3 years from 1<sup>st</sup> July 2019:** Downton Parish Council RESOLVED to approve the Lease and Agreement for Unit 1 Newcourt Farm, Newcourt for a term of 3 years.

**78.19 To consider a request from the Downton Society to support 'Downton in Bloom' and to resolve to agree on whether a sum from the current 2019/20 budget should be allocated to it:** A brief discussion was held with guidance from the Clerk that the Council's power under section 144 of the Local Government Act 1972 'power to encourage visitors' could be used and reference to work to be carried out by the Council as a matter of course in keeping the parish in order such as grasscutting, bollard and bin painting. Cllr Pearce proposed, Cllr Randall seconded and it was RESOLVED that the sum of £2,000 be re-allocated to the project from the PWLB Loan Budget line and that confirmation of how it is to be spent be provided before the payment of the monies is made.

**79.19 Date of next meeting:** Cllr Brentor confirmed the date of the next meeting as Monday 8th July 2018 at 7.30 pm in the Bonvalot Room, Downton Memorial Centre, The Borough, Downton.

With no further business, the meeting closed at 8.37 pm.

*Members of the Council considered the foregoing in the matters in consideration of their duties: Equal Opportunities, (race, gender, sexual orientation, marital status and any disability); Crime & Disorder, Health & Safety, and Human Rights.*