

DOWNTON PARISH COUNCIL



2nd December 2019

To: All Members of Downton Parish Council

You are summoned to an Ordinary meeting of Downton Parish Council on Monday 9th December 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.

During the meeting and at the Chair's discretion, the meeting will be opened to enable members of the public to ask questions of and make statements to the Council for a maximum time of 15 minutes. 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.

Agenda

227.19 To elect a Chair for the meeting.

228.19 Public Question Time: To receive questions and statements from members of the public.

229.19 Unitary Cllr Richard Clewer: To receive a short verbal report.

230.19 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.

231.19 To consider and resolve to approve the Minutes of the Ordinary meeting held on Monday 25th November 2019.

232.19 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.

233.19 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.

234.19 Planning and Tree Works Applications

19/11390/LBC

19/10972/FUL 20A Lode Hill, Downton - Retrospective garage new build and all associated works at 20a Lode Hill.

19/11446/TCA 22 The Borough, Downton - Fell 2 Ash Trees.

235.19 To resolve to note the decisions on recent applications.

236.19 To consider whether to raise the burial fees at Downton Cemetery for 2020.

237.19 To consider a proposal from Cllr Cornell regarding training for the Clerk as follows:

- a. A contribution towards the Clerk's second year of her training course for the Certificate of Higher Education in Community Governance (Level 4) awarded by De Montfort University.
- b. SLCC Practitioners' Conference on 26th & 27th February 2020 in Kenilworth - Attendance at the Conference at the cost of £299.

238.19 To resolve to recruit a part-time Administrative Officer to the Council to support the Clerk.

239.19 To consider and resolve to approve the revised 3 year Budget and level of Precept for 2020/21, 2021/22 and 2022/23 and as prepared by the Clerk.

240.19 To resolve to approve the allocated reserves as at 9th December 2019.

241.19 To resolve to approve the Council's Protocol for Operation London Bridge.

242.19 To resolve to approve the List of Actions from the Council's Risk Register and agree on who will carry them out.

243.19 To resolve to approve the Parish Council's updated Flood Plan for 2019.

244.19 To consider ideas and suggestions for an event or activity to mark the 75th anniversary of VE Day on Friday 8th May 2020.

245.19 Committee & Working Group Reports:

Leisure Centre Working Group: To receive a short verbal report from Cllr Brentor.

Bridge Working Group: To receive a short verbal report from Cllr Brentor.

Post Office: To receive a short verbal report from Cllr Hall.

246.19 Representative Reports:

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

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

247.19 To resolve to approve payments to the Clerk's for:

- i. Her honorarium for additional work performed; and**
- ii. Councillor Planning Training for work performed over and above her usual responsibilities.**

248.19 To approve the following payments:

- £805.00 - Maranji Commercial & Domestic Cleaning - December.
- £733.39 - Bawden Contracting Services Ltd - For grasscutting in November.
- £205.63 - Idverde - For bin collection in November.
- £17.25 - West Mercia Energy - For Public Toilets.
- £8.39 - 1&1 Ionos - Website hosting.
- £10,997.40 – Fresh Air Fitness - For outdoor fitness equipment.
- £510.00 - Valley Forge - Iron Gate for public toilets.
- £ B Cornish Expenses - June to October

249.19 To resolve to approve the sum of £15,338.62 as the Accounts for payment for December and to record the bank balances.

250.19 To resolve to approve and note the Budget to Actual figures to 31st December 2019.

251.19 To resolve to approve the following virements from the Parish Council's Budget for 2019/20.

252.19 To resolve to note the Clerk's monthly report providing information on recent issues and work completed and the Report on the SLCC Regional Training Seminar she attended.

253.19 To resolve to note the Correspondence received.

254.19 Date of next meeting - Monday 13th January 2020 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.