

DOWNTON PARISH COUNCIL



2nd June 2020

Please note: due to the current HM Government's measures for Covid-19, the Parish Council will meet virtually via Zoom. If any members of the public wish to attend and make a statement or raise a question at the meeting, they should contact the Clerk before the meeting on clerk@downtonparishcouncil.gov.uk or 01725 513874.

To: All Members of Downton Parish Council

You are summoned to an Ordinary Meeting of Downton Parish Council on Monday 8th June 2020 at 7.30 pm. This meeting will be held virtually¹ for the purpose of transacting the following business.

Yours sincerely

**Bev Cornish
Clerk to the Council**

During the meeting and at the Chairman'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

34.20 To elect a Chair.

35.20 To elect a Vice-Chair.

36.20 To resolve to adopt a Protocol for Remote/Virtual Meetings.

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

¹ In accordance with the Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020

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

39.20 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.

40.20 To consider and resolve to approve the Minutes of the Annual Meeting held on Monday 11th May 2020.

41.20 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.

42.20 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.

43.20 Planning and Tree Works Applications

20/03483/VAR 5 Avondyke, Downton - Removal of conditions 2 & 5 of application S/2001/2086 (Erection of bungalow with studio within the roof space and provision of vehicular access) to allow for permitted development works to be undertaken at the property.

44.20 To resolve to note the decisions on recent applications.

45.20 To resolve to approve the Parish Council's Framework for its 3 Year Plan for 2020/21.

46.20 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.

47.20 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 2020 for submission to the Parish Council's External Auditors following completion of the Internal Audit.

48.20 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 2020 for submission to the Parish Council's External Auditors following completion of the Internal Audit.

49.20 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 2020.

50.20 Committee Reports

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

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

51.20 To resolve to receive and note the Minutes of:

The meeting of the Amenities Committee held on Monday 24th February 2020.

52.20 To consider a recommendation from the Staffing Committee to make changes to the Committee's Terms of Reference.

53.20 To resolve to approve the following payments:

- £840.00 Maranji Commercial & Domestic Cleaning - June.
- £748.79 Bawden Contracting Services Ltd - For grasscutting in May.
- £205.63 Idverde - For bin emptying for March and April.
- £15.81 West Mercia Energy - For the public toilets.
- £280.80 Initial - For feminine hygiene and nappy bins at the Public toilets.
- £110.00 Fair Account - For annual Internal Audit.

54.20 To resolve to approve the sum of £5,600.15 as the Accounts for payment for June and to record the bank balances.

55.20 To resolve to approve and note the Budget to Actual figures to 30th June 2020 and proposed virements.

56.20 To resolve to note the Clerk's report providing information on recent issues, work completed and her concerns with regard to instructions from its members to call and then cancel a legally convened meeting of the Staffing Committee.

57.20 To resolve to note the Correspondence received.

58.20 Date of next meeting - Monday 13th July 2020 at 7.30 pm at a venue to be determined and subject to HM Government Covid-19 measures being reviewed.

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.