

DOWNTON PARISH COUNCIL



7th July 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. Please be aware that the meeting will be video recorded.

To: All Members of Downton Parish Council

You are summoned to an Ordinary Meeting of Downton Parish Council on Monday 13th July 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

Part 1

59.20 To elect a Chair.

60.20 To elect a Vice-Chair.

61.20 Public Question Time:

PSCO John Taylor, PSCO Matt Smith to receive an update on policing matters.
To receive questions and statements from members of the public.

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

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

63.20 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.

64.20 To consider and resolve to approve the Minutes of the Ordinary Meeting held on Monday 8th June 2020.

65.20 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.

66.20 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.

67.20 Planning and Tree Works Applications

20/03363/FUL

Thatched Cottage, 45 The Headlands, Downton - Alterations and lead flashings to the north chimney stack, fit new lead cover flashings to south chimney stack and installation of woodburner in sitting room.

20/04133/FUL &

20/04851/LBC Barford Park Farm, Barford Lane, Downton - Conversion of existing Granary to Ancillary accommodation for use in conjunction with established wedding venue and independant holiday let.

20/05426/TCA

The Bull Hotel, The Headlands, Downton - T1 - T5 Scots Pine - Reduce overhanging limbs by 10 - 15%.

20/05468/TCA

Waterside Mill, High Street, Downton - Cherry Tree - Cut back to old cuts
Sycamore Trees - Fell as too close to River.

20/05515/TCA

134 The Borough, Downton - Crown Raise Ash Tree to 3 Metres from Ground Level (T1), Fell 1 Ash Tree (T2), 1 Metre Reduction to Yew (T3).

68.20 To resolve to note the decisions on recent applications.

69.20 To resolve to approve and sign the new Lease with Longford Estates for the Downton Allotments for a term of 10 years for the annual rent of £100.

- 70.20 To resolve to approve the updated Risk Registers and Risk Assessments to take account of the impact of COVID-19 on the Council's assets, work, responsibilities and employees.**
- 71.20 To resolve to ratify the Clerk's emergency spend under her delegated powers of £450 to obtain professional services and advice from What No Safety Ltd in the preparation of COVID-19 Risk Assessments for the Parish Council's play areas, public toilets and employees.**
- 72.20 To receive a short verbal report from Cllr Hall on a meeting convened by Malmesbury Town Council and to consider his proposal that the Parish Council supports the draft letter to be sent to all Wiltshire MPs as drafted by Malmesbury Town Council.**
- 73.20 To consider a proposal from Cllr Hall that he be authorised to represent the Parish Council at further meetings called by Malmesbury Town Council and held to press Wiltshire Council and others to address the issues for Neighborhood Plans over 2 years old.**
- 74.20 To consider a proposal from Cllr Hall to resolve to update the Downton Neighbourhood Plan in view of the issues in law for plans over 2 years old.**
- 75.20 To consider and resolve to agree on a response to an invitation from Persimmon Homes South Coast to discuss their very early proposal for additional homes in Downton parish.**
- 76.20 To consider and resolve to ratify a discipline and grievance policy for the Parish Council.**
- 77.20 To consider a recommendation from the Amenities Committee to submit a planning application for the Bridge over the Avon project.**
- 78.20 To consider and resolve to agree on a response to the Local Government Association's consultation on the new model member code of conduct.**
- 79.20 To resolve to approve a donation of £36 to the Royal British Legion for a Poppy Wreath and to resolve to appoint a councillor to lay it on behalf of the parish to mark the 75th Anniversary of VJ Day on 15th August 2020.**
- 80.20 To consider a request from Downton Band to use the Memorial Gardens between 6-8 pm on Mondays-Wednesdays for individual practice sessions for a maximum of six players at a time and compliant with HM Government COVID-19 guidance.**
- 81.20 To resolve to approve the following payments:**
- £840.00 Maranji Commercial & Domestic Cleaning - June.
 - £748.79 Bawden Contracting Services Ltd - For grasscutting in June.
 - £257.04 Idverde - For bin emptying in June.
 - £24.00 Mr R Moody - For playground signage work.
 - £1051.13 Wiltshire Association of Local Councils - For annual subscription.
 - £90.00 Salisbury Window Cleaning - For bus shelter quarterly cleaning.

- £71.00 Wiltshire Council - For staff and councillor DBS checks.
- £365.00 Longford Estates - For annual rental of parish store.
- £82.60 CPC, Caxtons, Woodgreen shop – For gloves/PPE, sanitiser, cable ties.
- £456.00 Southern Security Services Ltd – Memorial Centre Fire Alarm maintenance.
- £155.07 Bournemouth Water Business – For public toilets.

82.20 To resolve to approve the sum of £8,036.96 as the Accounts for payment for July and to record the bank balances.

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

84.20 To resolve to note the Correspondence received.

85.20 Date of next meeting - Monday 10th August 2020 at 7.30 pm at a venue to be determined and subject to HM Government Covid-19 measures being reviewed.

Part 2 – EXEMPT MATTERS – EMPLOYMENT & STAFFING

86.20 The Chair to propose the following resolution – ‘That under the Public Bodies (Admission to Meetings) Act 1960 it is advisable in the public interest that the press and public be temporarily excluded and they be instructed to withdraw in view of the confidential nature of the business on staffing about to be transacted’.

87.20 To consider a proposal from Cllr Brentor to allocate up to £10,000 from the Council's reserves for independent advice and support on employment matters to enable the Council to fulfil its duties as an employer.

88.20 To consider a request from Cllr Hall for an update on the legal advice sought on the payment of backdated employee pension contributions to qualifying staff.

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.