

DOWNTON PARISH COUNCIL



7th December 2020

Please note: due to the current HM Government's measures for Covid-19, the Parish Council will meet virtually via Zoom.

[Join Zoom Meeting](#)

<https://zoom.us/j/94587281626?pwd=NzhjeHBQR1A5ZHZBcEJJNVJ0N0R0QT09>

Meeting ID: 945 8728 1626

Passcode: 612174

To: All Members of Downton Parish Council

You are summoned to an Ordinary Meeting of Downton Parish Council on Monday 14th December 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.

Part 1

Agenda

210.20 Election of Chair

To elect a Chair. [LGA 1972 s15 \(1\)](#)

211.20 Election of Vice-Chair

To elect a Vice-Chair. [LGA 1972 s15 \(6\)](#)

212.20 Public Question Time

To receive questions and statements from members of the public. [Public Bodies \(admissions to meetings\) Act 1960 s1 extended by the LG Act 1972 s100](#)

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

213.20 Unitary Councillor's Report

To receive a short verbal report from Cllr Richard Clewer.

214.20 Apologies

To receive and accept apologies from Councillors. [LGA 1972 s85 \(1\)](#)

215.20 Minutes

To consider and resolve to approve the Minutes of the Ordinary Meeting held on Monday 9th November 2020. [LGA 1972 sch 12, para 41\(1\)](#) (Appendix A)

216.20 Declarations of Interest and Dispensation Requests

- 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. ([Disclosable Pecuniary Interests Regulations 2012 \(SI 2012/1464\)](#)) (NB this does not preclude any later declarations).
- b. To consider any Dispensation Requests received by the Parish Clerk and not previously considered. [Localism Act 2011 s33\(b-e\)](#)

217.20 Business Raised During Public Question Time

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.

218.20 Planning and Tree Works Applications

To consider responses to the following Planning Applications: [Town and Country Planning Act, 190 sch.1 para.8](#)

20/09542/FUL Methodist Chapel, 20 High Street, Downton - Conversion of former Methodist Chapel to 3 bedroom dwelling house.

20/09706/FUL/

20/10508/LBC 20 A Lode Hill, Downton - Proposed development
Proposed alterations to the built garage and walls at 20A Lode Hill (amendment to 19/10972/FUL and 19/11390/LBC).

20/09890/FUL/

20/10735/LBC - The Cottage, Barford Lane, Downton - Install 1 replacement window and 1 replacement door.

20/09923/FUL Stag Cottage, The Highway, Charlton All Saints - Proposed single storey rear extension.

20/10404/TPO Long Close, Downton - 2 x Poplar trees - fell & prune back overhanging branches from adjoining trees.

219.20 Planning Application Decisions

To resolve to note the decisions on recent applications.

220.20 External Auditor's Report

To note the Clerk's report and to resolve to approve and accept the External Auditor's Report and Certificate for the Annual Governance and Accountability Return for 2019-20 and to note PKF Littlejohn's comments as and subsequent instructions as follows. [Local Audit and Accountability Act 2014](#) [\(Appendix B & C\)](#)

PKF Littlejohn comments on the AGAR:

'Section 2 has not been prepared in accordance with proper practices. The income and expenditure basis must be used to prepare its accounts for the third and subsequent years that the income and/or expenditure exceeds £200k. Please ensure that the 2019/20 figures are restated in the prior year comparatives when completing next year's AGAR.'

Subsequent Instructions from PKF Littlejohn following request for clarification on future preparation of accounts:

1. If you are planning on maintaining a receipts and payments basis in 2020/21 since the level of expenditure is below £200K, then we would like you to in fact keep the 2019/20 column (figures) in a receipts and payments basis in order to ensure comparability between the prior year column (2019/20) and current year column (2020/21) of next year's AGAR. My apologies because the "except for" matter wording does suggest restating the 2019/20 figures on an income and expenditure basis but that is based on the assumption that you would be using an income and expenditure basis next year as well.
2. 'As one of the engagement leads on the contract Isha has spoken to me about your queries over the ongoing accounting basis for Downton Parish Council.

Just to clarify, Isha is correct in saying you may continue to use the receipts and payments basis for 2020/21 as the council returns to more regular levels of spending and as a result you will therefore not need to restate the 2019/20 figures. The council should table our 2019/20 External Auditor Report at the next full council meeting and it would be sensible to explain the situation in that meeting so it is formally minuted. The best thing to do when submitting the 2020/21 AGAR is if you submit copy of those minutes to support the ongoing receipts and payments basis and refer to it in your covering email. If you would like you can also submit a copy of this email to ensure the team working on your files next year understands the situation.'

221.20 Budget and Precept

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

[\(Appendix D\)](#)

222.20 Earmarked Reserves

To resolve to approve the Earmarked Reserves reserves as at 14th December 2020.

[\(Appendix E\)](#)

223.20 Meeting with Wiltshire Police

To resolve to set up a multi-agency meeting with Wiltshire Police to address the issue of anti-social behaviour in the parish.

224.20 Developer Meeting

To consider and resolve to agree on a response to an invitation from Formula Land (Downton) Ltd to discuss their very early proposal for additional homes in Downton parish.

225.20 General Maintenance Quote

To consider a recommendation from the Amenities Committee to approve a quote Mr L Bush of £585 for various maintenance works identified at Downton Cemetery and for the relocation and installation of benches in The Borough and Moot Lane.

226.20 Removal of Graffiti from the Skatepark

To consider two quotes to remove graffiti from the skatepark in the Moot Lane Recreation Ground.

227.20 Terms of Reference

To consider a recommendation from the Staffing Committee to make amendments to the Committee's Terms of Reference. ([Appendix F](#))

228.20 Policies

- a. To consider a recommendation from the Staffing Committee to approve a revision to the Council's Time off in Lieu ('TOIL') Policy. ([Appendix G](#))
- b. To consider a recommendation from the Staffing Committee to approve the Council's Disciplinary Procedure and Grievance Policy. ([Appendix H & I](#))

229.20 Watermeadows and Flood Defence Committee

To elect another councillor to the Committee.

230.20 Street Name Refurbishment Project

To consider and resolve to approve a lead councillor for the Street Name Refurbishment Project.

231.20 Local Council Administration

To consider a recommendation from the Staffing Committee to purchase the 12th and latest edition of 'Charles Arnold-Baker on Local Council Administration' at a cost of £119.

232.20 Practitioner's Conference

To consider a recommendation from the Staffing Committee for the Clerk and a councillor to attend the SLCC's Virtual Practitioner's Conference being held from 23rd-25th February 2021 at the cost of £150.

233.20 Asset Register

To resolve to approve that the planters supplied by Amberol be added to the Council's Asset Register for the value of £4,000.

234.20 Ratification of Clerk’s Delegated Powers for Emergency Expenditure

To resolve to ratify the Clerk’s emergency spend under her delegated powers of £150 for removal of materials from Downton Cemetery by Clearite to the Household Recycling Centre.

235.20 Representative and Working Group Reports

To receive reports from Council representatives and members of Working Groups:

Community Area Transport Group: To receive a short verbal report from Cllr Hall.

Moot Preservation Trust: To receive a short verbal report from Cllr Hall.

Wiltshire Area Localism and Planning Alliance: To receive a short verbal report from Cllr Hall and recent meeting with Wiltshire Councils Officers.

Neighbourhood Plan Review Working Group: To receive a short verbal report from Cllr Brentor.

236.20 Committee Reports

To receive reports from the Chairs of the following Council Committees:

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

Staffing Committee: To receive a short verbal report from Cllr Cornell.

237.20 Minutes

To resolve to receive and note the Minutes of:

The meeting of the Amenities Committee held on Monday 27th July 2020. ([Appendix J](#))

The meeting of the Staffing Committee held on Thursday 8th October 2020. ([Appendix K](#))

238.20 Payments

To resolve to approve the payments for November: [LGA 1972 s150 \(5\)](#)

£840 Maranji Commerical & Domestic Cleaning
£748.79 Bawden Managed Landscapes
£205.63 Idverde
£27.59 Ionos
£47.36 West Mercia Energy
£263.00 Andrew Whitelock Plumber
£150.00 Clearite
£117.00 Wessex Drainage Solution Ltd
£472.50 Mike Paton Bespoke Carpentry and Joinery
£3,124.00 Wiltshire Council
£592.80 Gartec Ltd
£395.63 Water 2 Business
£84.81 Bournemouth Water Business
£74.99 Norton Virus Protection
£144.00 Docombe Global Logistics
£720.00 PKF Littlejohn
£1,344.00 Treemenders
£208 Mrs A McGowan – Homeworking Allowance

239.20 Accounts for Payment

To resolve to approve the sum of £13,279.57 as the Accounts for payment for December and to record the bank balances. [\(Appendix L\)](#)

240.20 Budget to Actual Report

To resolve to note the Budget to Actual Report up to 31st December 2020. [\(Appendix D\)](#)

241.20 Correspondence

To resolve to note the Correspondence received. [\(Appendix L\)](#)

242.20 Clerk's Report

To resolve to note the Clerk's report providing information on recent issues and work completed. [\(Appendix M\)](#)

243.20 Date of next meeting

To resolve to note the date of the next meeting as Monday 11th January 2020 at 7.30 pm and to be held on Zoom.

Part 2 – EXEMPT MATTERS – EMPLOYMENT & STAFFING

244.20 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’.

245.20 To review the following documents and to determine and resolve on the actions to be taken:

- a. Statement by Bev Cornish to Downton Parish Council on Pensions Matters dated 5th October 2020 ('Statement').
- b. Report of an Investigation, by Members of the Staffing Committee, into Downton Parish Council's legal obligations regarding the provision of Pensions for its Staff dated December 2020 ('Report 2').
- c. Report of an Investigation, by Members of the Staffing Committee, into Downton Parish Council's legal obligations regarding the provision of Pensions for its Staff dated August 2020 ('Report 1').
- d. The Clerk's email dated 11th September 2020 entitled 'Response to the Extraordinary Parish Meeting'.
- e. Reply to the Clerk's email dated 11th September 2020 entitled 'Response to the Extraordinary Parish Meeting'.

246.20 To consider a proposal from Cllrs Brentor, Cornell, Mace, Randall and Watts to rescind Resolution (a), made in Minute 130.20 of the Extraordinary Meeting held on the 7th September 2020, which authorised the members of the Staffing Committee to implement immediately options (a) and (g) from page 11 of the Pensions Report.

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.