

# DOWNTON PARISH COUNCIL



**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/91613380356?pwd=NFlocjN4MGRNcWtNSTRRT1BaOW05dz09>**

**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 25<sup>th</sup> January at 7.30 pm. This meeting will be held virtually<sup>1</sup> for the purpose of transacting the following business.**

**Yours sincerely**

*Safia Kauser*

**Safia Kauser Locum 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**

### **267.20 Minute Taking**

To resolve to appoint a Parish Councillor to act as Clerk for this meeting, for which they will not be paid, in the absence of the Parish Clerk, the Locum Clerk and the Administrative Officer.

<sup>1</sup> 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.

## **268.20 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](#)

## **269.20 Unitary Councillor's Report**

To receive a short verbal report from Cllr Richard Clewer.

## **270.20 Apologies**

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

## **271.20 Minutes**

To consider and resolve to approve the Minutes of the Ordinary Meeting held on Monday 11<sup>th</sup> January 2021. [LGA 1972 sch 12, para 41\(1\)](#) ([Appendix A](#))

## **272.20 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 Locum Clerk and not previously considered. [Localism Act 2011 s33\(b-e\)](#)

## **273.20 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.

## **274.20 Planning and Tree Works Applications**

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

**20/10759/FUL 109, The Borough, Downton** - Converting flats 109a and 109b into a single dwelling and a single storey rear extension and a loft conversion.

**21/00133/PNEX 15 Batchelor Way, Downton** - Prior Notification (larger home extension scheme) - Single storey rear extension rear projection of 3.04 metres with eaves height of 2.82 metres and maximum height of 2.82 metres.

**20/09542/FUL – Methodist Chapel, 20 High Street, Downton** – Conversion of former Methodist Chapel to 3 bedroom dwelling house. (Revised Plans)

## **275.20 Planning Application Decisions**

To resolve to note the decisions on recent applications.

**276.20 Memorial Hall Extension – Contract Fees**

To ratify the payment of £15,000 (plus VAT) to SWH Limited (approved by the RFO), this being a part payment of the residual sum due under the contract between the Council and SWH Limited for the construction of the Memorial Hall Extension. Members are asked to note that this payment was made in accordance with Financial Regulation 5.5 and 12.1.

**277.20 Locum Clerk – Risk Assessment**

To note and approve the enclosed Risk Assessment, entitled ‘Risk Assessment for contracting a locum Clerk’, in relation to engaging the locum Clerk, as approved at item 266.20 of the Parish Council meeting held on 11<sup>th</sup> January 2021.  
[\(Appendix B\)](#)

**278.20 Delegations to the Administrative Officer**

In accordance with the Local Government Act 1972, section 101, the Council is asked to resolve delegating temporary powers of the Parish Clerk and RFO (set out in the Councils Standing Orders, Financial Regulations and other constitutional policies and procedures) to the Administrative Officer during the short period of absence of the Parish Clerk/RFO. The delegated powers exercised by the Administrative Officer in such circumstances are to be recorded in a delegation register. Members are also required to consider, review and adopt the enclosed risk assessment entitled ‘Risk Assessment for Emergency Payments’.  
[\(Appendix C\)](#)

**279.20 Payroll Provider**

To resolve to contract with Jacqui Elkins Bookkeeping to take over the monthly processing of the Parish Council employees’ payroll, with effect from the payments due at the end of February 2021. These services to include, but are not limited to, the monthly submissions to HMRC, the schedules to the pension company and the end of year tasks for the payroll. The services will be provided for a total monthly cost of £15 (plus VAT) and will be paid by monthly standing order. Members are also required to consider, review and adopt the enclosed risk assessment entitled ‘Risk assessment for consideration of outsourcing payroll activities’.  
[\(Appendix D\)](#)

**280.20 Parish Council Handyperson**

To consider contracting one or more ‘handypersons’ to provide maintenance services on Parish Council properties.

**281.20 1<sup>st</sup> Downton Scouts Group**

To receive an update from Downton Scouts, as communicated to the Chair, which confirms that the additional £500 to be considered at this meeting, under resolution 259.20 at the Council’s meeting on 11th January 2020, is no longer required.

**282.20 Provisional Budget to Actual Report**

To resolve to note the Provisional Budget to Actual Report up to 21st January 2021.  
[\(Appendix E\)](#)

**283.20 DFC/BWSCA Clubhouse Appeal**

To consider a request from Downton Football Club and the BWSCA for a £5,400 grant from the Parish Council to bridge the funding gap on a £20,000 project (to refurbish The Clubhouse) and to decide and resolve upon the Council's response. The Locum Clerk advises that consideration is given to the level of councils reserves before approving any grant funding. [\(Appendix F\)](#)

**284.20 Earmarked Reserves**

To resolve to approve the proposed Earmarked Reserves as at 25th January 2021. [\(Appendix G\)](#)

**285.20 Footbridge Project**

To note and approve the proposed footbridge status report and any actions that arise from it including considering reiterating the Parish Council's commitment to this project. [\(Appendix H\)](#)

**286.20 Plastic Free Downton**

In line with the Council's already existing commitment to a Plastic Free Downton, to resolve to implement the following two actions:

- a) to lead by example and phase out single use plastics in any of its meetings and events and
- b) to support all plastic free initiatives in the area

**287.20 Gypsy and Traveller Plan**

To receive a brief report from Cllr Hall on the Gypsy and Traveller Plan consultation and to resolve on the actions to be taken.

**288.20 Representative and Working Group Reports**

To receive reports from Council representatives and members of Working Groups

**289.20 Payments**

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

£840.00 Maranji Commerical & Domestic Cleaning

£748.79 Bawden Managed Landscapes

£257.04 Idverde

£27.59 Ionos

£13.82 West Mercia Energy

£45.19 BT Group

£1,098.00 Peter Kent

£2,268.00 Redlynch Leisure Installations Ltd

£148.80 Rialtas Business Solutions Ltd

**290.20 Accounts for Payment**

To resolve to approve the sum of **£9,600.97** as the Accounts for payment for January and to record the bank balances. [\(Appendix I\)](#)

**291.20 Correspondence**

To resolve to note the Correspondence received.

(Appendix J)

**292.20 Administration Report**

To resolve to note the report produced by Cllr Brentor, providing information on recent issues and work completed during the Clerk's absence. (Appendix K)

**293.20 Date of next meeting**

To resolve to note the date of the next meeting as Monday 8<sup>th</sup> February 2021 at 7.30 pm and to be held on Zoom.

**Part 2 – EXEMPT MATTERS – EMPLOYMENT & STAFFING**

**294.20 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’.**

**295.20 Staffing Committee Update**

Cllr Brentor to provide an update on staffing matters, including the actions approved under agenda item 245.20 of the Council meeting held on 14<sup>th</sup> December 2020.

**296.20 Graves Issue**

Further to the resolution passed at item 263.20 of the Parish Council meeting held on 11th January 2021, to review and resolve to approve changes to Downton Parish Council's Burial Regulations as proposed in a paper presented to members. (Appendix L)

***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.***