

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/92493284125?pwd=dExRZHJiek9WTVQ1dFgrNzJocmVtdz09>

Meeting ID: 924 9328 4125

Passcode: 893222

To: All Members of Downton Parish Council

You are summoned to an Ordinary Meeting of Downton Parish Council on Monday 8th February at 7.30 pm. This meeting will be held virtually¹ 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

297.20 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.

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.

298.20 Election of Chair

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

299.20 Election of Vice-Chair

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

300.20 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](#)

301.20 Unitary Councillor's Report

To receive a short verbal report from Cllr Richard Clewer.

302.20 Apologies

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

303.20 Minutes

To consider and resolve to approve the Minutes of the Ordinary Meeting held on Monday 25th January 2021. [LGA 1972 sch 12, para 41\(1\)](#) [\(Appendix A\)](#)

304.20 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\(b-e\)](#)

305.20 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.

306.20 Planning and Tree Works Applications

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

21/00313/FUL Byways, Slab Lane, Downton - Create covered hallway between house and office. Create new bin store.

20/11609/FUL The Bull Hotel, The Headlands, Downton - Retrospective application for the siting of a portable milk vending machine.

21/00641/TCA Hamilton House, Barford Lane, Downton - T1 & T2 - Yew - To trim back 6 or 7 branches that extend past the rest of the canopy by approximately 2m, that are overhanging the garden.

21/00657/TPO Path rear of 84 Moot Gardens Downton - Oak - Deadwood,
canopy raise to 4m

20/10637/LBC Old Forge Cottage, High Road, Charlton All Saints -
Replacement of 5 uPVC windows on part of west facing elevation.

307.20 Planning Application Decisions

To resolve to note the decisions on recent applications.

308.20 Locum Clerk – Risk Assessment

To note and approve the enclosed, revised Risk Assessment, entitled ‘Risk Assessment for contracting a locum Clerk’, in relation to engaging the Locum Clerk. (Appendix B)

309.20 Parish Council Website Maintenance

To resolve to authorise Cllr Mace to research and return with options and a recommendation for a WordPress website maintenance agency to take over the maintenance of the Parish Council’s web site, with effect from 1st April 2021, at an anticipated cost of between £500 and £1,000 per annum.

310.20 WALPA Meeting

To resolve to note a report, provided by Cllr Hall, on the WALPA meeting held on 27th January 2021.

311.20 WALPA Campaign

Downton Parish Council to consider:

- a) giving its support, and name, to a proposed WALPA press release, with notes, and letter to Wiltshire Council and others, and
- b) sending a letter from the Council to John Glen MP asking him to support WALPA’s campaign by raising their concerns with the Secretary of State for Housing, Communities and Local Government, Rt Hon Robert Jenrick MP.

(Appendix C, D, E)

312.20 Charles Church Bishops Mead Development

Downton Parish Council to consider writing to Charles Church, in support of residents, to ask them to:

- a) Move Lamppost 2 from the middle of the pavement to the edge.
- b) Modify the railings around the open space so that children and adults can have access to the play area without having to climb over it.
- c) Install a drop curb on the western pedestrian access to Wick Lane from the estate on the other side of the road so that pushchairs and wheelchairs can access the pavement.

(Appendix F)

313.20 Representative and Working Group Reports

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

- a) A short report from the **Bridge Working Group** meeting held on 5th February 2021 on Zoom
- b) A short report from the **Southern Wiltshire Area Board** meeting held 28th January on Zoom

314.20 Minutes

To resolve to receive and note the Minutes of:

The meeting of the Staffing Committee held on Monday 2nd December 2020.

(Appendix G)

315.20 Payments

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

£840.00 Maranji Commercial & Domestic Cleaning

£748.79 Bawden Managed Landscapes

£27.59 Ionos

£43.20 BT Group

£25.00 NPFA (National Playing Fields Association)

£90.00 Mike Paton Bespoke Carpentry and Joinery

£123.89 SLCC Enterprises Ltd

£180.00 SLCC Enterprises Ltd

£500.00 Internal Audit Yorkshire (Safia Kauser)

316.20 Accounts for Payment

To resolve to approve the sum of **£5,383.96** as the Accounts for payment for February and to record the bank balances.

(Appendix H)

317.20 Correspondence

To resolve to note the Correspondence received.

(Appendix H)

318.20 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 I)

319.20 Date of next meeting

To resolve to note the date of the next meeting as Monday 8th March 2021 at 7.30 pm and to be held on Zoom.

Part 2 – EXEMPT MATTERS – EMPLOYMENT & STAFFING

320.20 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’.

321.20 Staffing Committee Update

Cllr Cornell to provide an update on staffing matters from a Staffing Committee meeting held on 29th January 2021.

322.20 Staffing Committee Recommendations

To consider and resolve the Staffing Committee recommendations brought forward from the meeting held on the 29th January 2021:

- a) **RECOMMENDED:** That the Staffing Committee recommends to full council that the Administrative Officer post, that is due to expire at the end of March 2021, is made permanent subject to consultation with the Parish Clerk as the Administrative Officer’s line manager
- b) **RECOMMENDED:** That the Staffing Committee recommends full council to approve the payment of up to 10 hours of overtime to the Administrative Officer for hours worked by her above her contracted hours when she covered some of the tasks of the Clerk during the Clerk’s absence in January.

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.