

DOWNTON PARISH COUNCIL



1st March 2021

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/98412449810?pwd=SzdrMmtzRWg3cmZNdVVXMXRrSHJvUT09)

<https://zoom.us/j/98412449810?pwd=SzdrMmtzRWg3cmZNdVVXMXRrSHJvUT09>

Meeting ID: 984 1244 9810

Passcode: 606080

To: All Members of Downton Parish Council

You are summoned to an Ordinary Meeting of Downton Parish Council on Monday 8th March 2021 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

335.20 Election of Chair

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

336.20 Election of Vice-Chair

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

337.20 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

338.20 Unitary Councillor's Report

To receive a short verbal report from Cllr Richard Clewer.

339.20 Apologies

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

340.20 Minutes

To consider and resolve to approve the Minutes of the Extraordinary Meeting held on Monday 22nd February 2021. [LGA 1972 sch 12, para 41\(1\)](#) ([Appendix A](#))

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

342.20 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.

343.20 Planning and Tree Works Applications

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

21/00591/FUL Hope Cottage, Barford Lane, Downton - Single storey extension with porch.

21/01098/FUL 37 Moot Close, Downton - Construction of covered rear porch and timber garden gym.

21/00745/FUL South Lane, Cottage South Lane, Downton - Proposed ground floor rear extension, loft conversion with front and rear dormers, floor plan redesign, facade alterations and all associated works.

21/01681/TCA Long Close House, Long Close, Downton - G1 - Yew x 2 - Fell T1 Field Maple - Remove deadwood from the crown T2 Scots Pine Fell T6 Scots Pine Fell T7 Sweet Chestnut – Fell.

21/01280/FUL 111 Moot Lane, Downton - Remove conservatory and build new sun room.

21/01530/FUL 68 Moot Gardens, Downton - Demolition of a poor quality rear flat roof addition, the construction of a single storey rear extension, the conversion of the loft space into accommodation and a garage conversion into an annex.

- 344.20 Planning Application Decisions**
To resolve to note the decisions on recent applications.
- 345.20 Internal Auditor's Report**
To consider and note the Internal Auditor's Interim Report and to agree on the actions to be taken. [Local Audit and Accountability Act 2014](#) (Appendix B)
- 346.20 Risk Assessment for Absence of the Clerk**
To resolve to approve the Risk Assessment for the Absence of the Clerk. (Appendix C)
- 347.20 Payroll outsourcing**
Following due diligence being conducted, to resolve to appoint a payroll provider to maintain the Council's payroll with effect from April 2021. (Appendix D)
- 348.20 Appointment of Internal Auditor for 2022/23**
To resolve to approve the appointment of Fair Account as the Parish Council's Internal Auditors for 2021/22. [Local Audit and Accountability Act 2014](#)
- 349.20 Financial Regulations**
To resolve to approve revised Financial Regulations to address the risks identified in the Absence of the Clerk Risk Assessment. (Appendix E)
- 350.20 Burial Regulations**
To consider a report on the revision of the Burial Regulations and to resolve to approve the proposed changes. (Appendix F & G)
- 351.20 Upgrade to Memorial Hall Alarm**
To consider a report and options available on the upgrading of the alarm at the Memorial Hall and to resolve to approve one option. [Local Govt Act 1972 s133](#) (Appendix H)
- 352.20 Fire Alarm Maintenance Contract**
To resolve to approve Southern Security Services Limited as the provider of Fire Alarm maintenance at the Downton Memorial Centre for 2021/2022 at the cost of £255. [Local Govt Act 1972 s133](#)
- 353.20 Wiltshire Council Local Plan Review Consultation**
To consider and resolve to approve the response compiled by the Neighbourhood Plan Review Working Group. (Appendix I)
- 354.20 Register of Graves Book**
To resolve to approve the purchase of a new Register of Graves Book from Shaw & Sons at the cost of £212.20. [Registration of Burials Act 1864](#)
- 355.20 Ratification of Clerk's Delegated Powers for Emergency Expenditure**
To resolve to ratify the Clerk's emergency spend under her delegated powers of £39.96 to upgrade Dropbox for the Clerk and Administrative Officer for the months of February and March. [Local Govt Act 1972 s133](#) (Appendix J)

356.20 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 on recent meeting.

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

Meeting with Wiltshire Police: To receive a short verbal report from Cllr Brentor.

Downton Memorial Hall Committee: To receive a short verbal report from Cllr Mace.

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

Bridge over the Avon Working Group: To receive a short verbal report from Cllr Brentor on a recent meeting.

357.20 Payments

To resolve to approve the payments for March:

£840 Maranji Commercial & Domestic Cleaning

£748.79 Bawden Managed Landscapes

£222.76 Idverde

£27.59 Ionos

£29.23 West Mercia Energy

£45.19 BT Group

£405.00 Play Inspection Company

£1,098.00 Peter Kent – Bridge designs

£2,682.00 Treemenders

£344.62 Southern Security Services – Memorial Hall Alarm

£100.05 Longford Estates - Rent for allotments and Borough Greens

£104.00 Mrs A McGowan – Homeworking Allowance

£223.01 Mrs B Cornish – Homeworking Allowance

£258.65 Mrs B Cornish – Expenses - Phone, broadband, stamps Jul '20 to March '21

£100.73 Zoom fees

358.20 Accounts for Payment

To resolve to approve the sum of £13,172.36 as the Accounts for payment for March and to record the bank balances. [\(Appendix K\)](#)

359.20 Budget to Actual Report

To resolve to note the Budget to Actual Report up to 31st March 2021. [\(Appendix L\)](#)

360.20 Virements

To resolve to approve the Virements up to 31st March 2021. [\(Appendix M\)](#)

361.20 Earmarked Reserves

To resolve to approve the Earmarked Reserves as at 31st March 2021. [\(Appendix N\)](#)

362.20 Correspondence

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

363.20 Clerk's Report

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

364.20 Date of next meeting

To resolve to note the date of the next meeting as Monday 22nd March 2021 at 7.30 pm and to be held on Zoom.

Part 2 – EXEMPT MATTERS – EMPLOYMENT & STAFFING

365.20 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’.

366.20 Cllr Cornell to provide an update on staffing matters, including those in relation to the actions approved under agenda item 245.20 of the Council meeting held on 14th December 2020, and to decide and resolve on any further actions to be taken.

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.