

DOWNTON PARISH COUNCIL



6th April 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/96316803827?pwd=QXEyV2toL0pDTU82OGVWNU9yWnFLZz09>

Meeting ID: 963 1680 3827

Passcode: 903032

To: All Members of Downton Parish Council

You are summoned to an Ordinary Meeting of Downton Parish Council on Monday 12th April 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

379.20 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](#)

380.20 Apologies

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

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

381.20 Minutes

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

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

383.20 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.

384.20 Planning and Tree Works Applications

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

21/01602/FUL Fairfield House, 60 The Borough, Downton - Creation of outside pool.

21/02036/FUL Cobwebs, 7 Gravel Close, Downton - Erection of a single storey rear extension and internal alterations to create utility room.

PL/2021/03397 9 West Wick, Downton - Prior Notification (larger home extension scheme) - Single storey rear extension, infilling "L" shape to make square at ground floor level with rear projection of 4.6 metres with eaves height of 2.75 metres and maximum height of 3.5 metres.

385.20 Planning Application Decisions

To resolve to note the decisions on recent applications.

386.20 Internal Auditor's Report

To resolve to approve the detailed response to the questions raised by the Internal Auditor at the Interim Audit conducted on 11th February 2021.

[Local Audit and Accountability Act 2014](#)

[\(Appendix B\)](#)

387.20 Minute 266.20 Appointment of a locum Clerk

To resolve to note that the actions agreed for the appointment a locum Clerk were carried out only partially in accordance with the resolution made by the Council on 11th January 2021 for the reasons given in the response to the Internal Auditor.

388.20 Persimmon Homes South Coast

To consider a request from Persimmon Homes South Coast for a further meeting with the Council.

389.20 IT Contract and Website Maintenance Contract

To receive a short verbal progress report from Cllr Mace on the sourcing of contracts for the Council's IT and Website maintenance.

390.20 Standing Orders

To resolve to approve the amendments to the Standing Orders to allow for written questions to be received ahead of meetings to take account of the return to face to face meetings after 6th May and of HM Government's COVID-19 Roadmap for attendance by members of the public. [\(Appendix C\)](#)

391.20 Memorial Hall Extension

To receive a short verbal report from Cllr Mace on the completion of the outstanding/'snagging' works to the Memorial Hall Extension and Memorial Gardens and to resolve to approve that the Chair and Vice-Chair be given delegated approval with the Clerk to pay any bills up to the allocated reserve sum of £15,000 due before the next meeting of the Council.

392.20 Bridge over the Avon Working Group

To resolve to approve a Press Release on the Bridge over the Avon project. [\(Appendix D\)](#)

393.20 Representative and Working Group Reports

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

Southern Area Planning Committee: To receive a short verbal report from Cllr Hall on a recent meeting.

Southern Wiltshire Area Board: To receive a short verbal report from Cllr Hall on a recent meeting.

394.20 Payments

To resolve to approve the payments for April:
£9,042.93 Public Works Board Loan
£875.00 Maranji Commercial & Domestic Cleaning
£748.79 Bawden Managed Landscapes
£222.76 Idverde
£27.59 Ionos
£13.77 West Mercia Energy
£45.19 BT Group
£19.01 Bournemouth Water Business
£300.00 DM Payroll Services
£50.00 Andrew Whitelock - plumber
£1055.20 Wiltshire Association of Local Councils
£180.00 Salisbury Window Cleaning Services
£672.00 South West Councils
£113.76 Microsoft 365
£35.00 Information Commissioner's Office

395.20 Accounts for Payment

To resolve to approve the sum of £18,482.13 as the Accounts for payment for April and to record the bank balances. [\(Appendix E\)](#)

396.20 Correspondence

To resolve to note the Correspondence received.

(Appendix F)

397.20 Clerk's Report

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

(Appendix G)

398.20 Date of next meeting

To resolve to approve the date of the next meeting, the Annual Meeting of the Council, as Monday 24th May 2021 at 7.30 pm and to be held at the Downton Memorial Centre.

Part 2 – EXEMPT MATTERS – EMPLOYMENT & STAFFING

399.20 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’.

400.20 Staffing Investigation

To resolve to note the Terms of Reference for the approved Staffing Investigation to be conducted by South West Councils.

(Appendix H)

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.