

DOWNTON PARISH COUNCIL



To: All Members of Downton Parish Council

You are summoned to the Annual Meeting of Downton Parish Council on Monday 24th May 2021 at 7.30 pm. This meeting will be held in the Bonvalot Room at the Downton Memorial Centre, The Borough, Downton for the purpose of transacting the following business.

**Bev Cornish CertHE, PSLCC
Parish Clerk and Responsible Finance Officer
17th May 2021**

All COVID-19 Guidelines must be adhered to:

- Masks must be worn on entry to the building and at all times.
- Please use the hand sanitiser on arrival.
- Please scan the QR code or sign in for Track and Trace.
- The maximum number of people permitted in the Bonvalot Room is 21.
- Please read the Council's Covid-19 Risk Assessment.
- Please **do not** attend if you have any recognised Covid-19 symptoms.

The Chairman will confirm whether the meeting may be filmed, photographed or audio recorded. If any member of the public present at the meeting objects, please inform the Chair or the Parish Clerk before the start of the meeting.

Although the Annual Meeting is open to the public, the Council is limited in terms of the capacity of the Bonvalot Room. It would be helpful if members of the public could contact the Clerk if they are planning to attend the meeting.

Members of the public are able to view the meeting by joining it on Zoom at the following link. They will not be able to ask questions of the Council if they are joining the meeting remotely. However, they may submit questions or statements in writing to the Clerk at clerk@downtonparishcouncil.gov.uk by noon on the day of the meeting.

[Join Zoom Meeting](#)

<https://zoom.us/j/99300131822?pwd=c2V4dXMwcG9lMFNVYXJ0dDFvVWVHdz09>

Meeting ID: 993 0013 1822 Passcode: 024870

During the meeting and at the Chairman's discretion, the meeting will be opened to enable questions or statements to be made by members of the public for a maximum time of 15 minutes. Members of the public are asked to restrict their comments and/or questions to three minutes.

Agenda

- 01.21 Declarations of Acceptance of Office**
To receive Declarations of Acceptance of Office from all Councillors. [Local Elections \(Declaration of Acceptance of Office\) Order 2012/1465, Schedule 1.](#)
- 02.21 Election of Chair**
To resolve to election a Chair for the 2021/22 civic year. [LGA 1972, s15\(2\)](#)
- 03.21 Election of Vice-Chair**
To resolve to election a Chair for the 2021/22 civic year. [LGA 1972, s15\(6\)](#)
- 04.21 Public Question Time**
To receive questions and statements, either verbal or written, from members of the public. [Public Bodies \(admissions to meetings\) Act 1960 s1 extended by the LG Act 1972 s100](#)
- 05.21 Unitary Cllr Richard Clewer:** To receive a short verbal report.
- 06.21 Apologies**
To receive and accept apologies from Councillors. [LGA 1972 s85 \(1\)](#)
- 07.21 Minutes**
To consider and resolve to approve the Minutes of the Ordinary Meeting held on Monday 12th April 2021. [LGA 1972 sch 12, para 41\(1\)](#) [\(Appendix A\)](#)
- 08.21 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\(b-e\)](#)
- 09.21 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.
- 10.21 Planning and Tree Works Applications**
To consider responses to the following Planning Applications: [Town and Country Planning Act, 190 sch.1 para.8](#)
- 21/02036/FUL/
PL/21/03484 Cobwebs, 7 Gravel Close, Downton – Revised Plans -** Erection of a single storey rear extension and internal alterations to create utility room.
- PL/2021/03921 The Goat, The Borough, Downton -** Construction of wooden bar in rear garden.

PL/2021/04391 Batten Cottage, Breamore Road, Downton - T1 Willow - Reduce vertical limbs back to previous pruning points to leave crown with an umbrella like crown. T2 Ash - Remove limb growing over neighbouring boundary as the limb has signs of a split.

PL/2021/05249 27 Saxonhurst, Downton - T1 - Norway Maple tree - pollard T2 - Hazel tree - coppice G3 - group of Conifer trees - fell G4 - group of Elm trees - reduce height by 2.5m - 3m & reduce lateral growth by 1.5m.

11.21 Planning Application Decisions

To resolve to note the decisions on recent applications.

12.21 Downton Primary School Association

To consider a request from Downton Primary School Association to hold its Summer Fete on 10th July 2021 in the Memorial Gardens.

13.21 Call for Evidence on Remote Meetings

To consider and resolve to agree on a response to the Ministry of Housing, Communities and Local Government's consultation and call for evidence on local authority remote meetings.

14.21 Standing Orders

To resolve to adopt the Parish Council's revised Standing Orders for 2021/22 to incorporate the amendments made by the National Association of Local Councils to include new sub-clauses f and g to Standing Order 18. [\(Appendix B\)](#)

15.21 Financial Regulations

To resolve to adopt the Parish Council's revised Financial Regulations for 2021/22 and approve the bank signatory verification forms. [\(Appendices C, D, E\)](#)

16.21 Code of Conduct

To resolve to adopt the new Model Code of Conduct as recommended by the Local Government Association. [\(Appendix F\)](#)

17.21 Terms of Reference

To consider and review the Terms of Reference for the Committees and Working Groups. [\(Appendix G\)](#)

18.21 Dates of Meetings

To approve the dates, times and place for ordinary meetings of the Full Council and its Committees for 2021/22.

19.21 Committees and Working Groups

To consider and approve nominations for membership of the Council's Committees and Working Groups:

- Amenities Committee
- Complaints Committee
- Finance & Strategy Committee
- New Housing Development Committee
- Staffing Committee
- Watermeadows & Flood Defence Committee

- Caring Community Working Group
- Communications Working Group
- Leisure Centre Working Group
- Post Office Working Group
- Rights of Way Working Group
- Neighbourhood Plan Review Working Group

20.21 Membership of Outside Bodies

To consider and approve nominations for Parish Council Representatives:

- Brian Whitehead Sports Centre Association - 2 members.
- Carver Trust - 1 member.
- Cuckoo Fair - 1 member.
- Downton Link - 1 member.
- Downton Moot Preservation Trust - 2 members.
- Downton Memorial Centre Committee - 1 member.
- Downton Memorial Centre - 1 member to be the 'Responsible Person' to oversee the fire safety aspects of the management of the Downton Memorial Centre.
- Millennium Green Trust - 2 members.
- Stockman & Woodlands Trust - 2 members
- Allotments Association -1 member.
- Southern Wiltshire Area Board - 2 members.
- Southern Wiltshire Area Board Community Area Transport Group - 1 member.
- Chalk Pit Management Committee - 2 members.
- Downton Band - 1 member
- Downton Football Club Working Group -1 member.

21.21 To consider and approve the Parish Council's Annual Payments and Subscriptions:

- Grasscutting - £7,488
- Public Toilet cleaning and maintenance - £10,500.
- PWLB Loan - £18,047
- Salaries and Pensions - £39,940
- Waste Bin collection - £2,228
- Playground inspections - £675
- Wiltshire Association and National Association of Local Councils - £1100.
- Society of Local Council Clerks - £167
- CPRE - £36.
- Information Commissioner - £35.

22.21 To consider and re-adopt the following Parish Council Policies for 2021/22:

- Absence Management Policy
- Co-option Policy
- Communications & Public Relations Policy & Procedure
- Complaints Procedure and Policy and Vexatious Complaints Policy
- Dignity at Work Policy
- Disciplinary Procedure and Grievance Policy
- Equal Opportunities Policy
- Freedom of Information Act 2000 Procedure

- General Reserves Policy
- Health & Safety Policy
- Memorial Bench & Tree Policy
- Playground Risk Management Policy
- Policy for the Borough Greens
- Policy on Filming, Photographing, Audio Recording & Social Media Reporting of Public Parish Council and Committee Meetings
- Protocol for meetings with Developers
- Protocol for Operation London Bridge
- Policy on Grants under Section 137 of the Local Government Act 1972
- Risk Management Policy & Risk Registers 2-5
- Time of in Lieu (TOIL) Policy
- Tree Management Policy
- Travel & Expenses Policy
- Documents pertaining to the General Data Protection Regulation (EU) 2016/679:
 - a. Information & Data Protection Policy
 - b. Document Retention & Disposal Policy
 - c. Social Media & Electronic Communication Policy

23.21 New & Revised Policies

To consider and resolve to adopt the following new and revised policies for 2021/22:

- Return to Face to Face Meetings Protocol & Risk Assessment (Appendices H & I)
- Councillor/Officer Protocol (Appendix J)
- Business Continuity Plan (Appendix K)
- Protocol for Working Groups (Appendix L)
- Risk Register 1 – Corporate (Appendix M)

24.21 Bank Signatories

To resolve to approve the signatories on the Council's Bank Accounts for which two Councillors must sign any order for payment:

25.21 Councillor Appointment to Review Financial Records

To resolve to appoint a Councillor to conduct a quarterly review of the financial records in conjunction with the Parish Clerk and RFO in accordance with Clause 2.2 of the Council's Financial Regulations.

26.21 Asset Register

To consider and review the Parish Council's Asset Register and Inventory of Land for 2021/22. (Appendix N)

27.21 Insurance

To confirm approval of the arrangements for insurance cover in respect of all insured risks for 2021/22. (Appendix O)

28.21 3 Year Plan

To resolve to approve the Parish Council's Framework for its 3 Year Plan for 2021/22. (Appendix P)

29.21 Purchase of Noticeboard

To consider a recommendation from the Amenities Committee to purchase a replacement noticeboard from Greenbarnes Ltd for £1061.50 for installation in Moot Lane. [LGA 1972 s142](#)

30.21 Dog Waste Bin

To consider a recommendation from the Amenities Committee to purchase a larger and additional dog waste bin from Wybone for £280.97 for installation in Gravel Close. [Litter Act 1983 ss 5&6](#)

31.21 Waste Collection Contract

To consider a recommendation from the Amenities Committee to add an additional collection to the Council's contract with Idverde for the additional dog waste bin at an annual cost of £185.12. [Litter Act 1983 ss 5&6](#)

32.21 Signage

To consider a recommendation from the Amenities Committee to purchase 8 'Clean Up After Your Dog' signs and 2 'Keep Dogs on Leads' for the cost of £44.20. [Open Spaces Act 1906 s10](#)

33.21 Committee & Working Group Reports

To receive reports from the Chairs of Committees and Working Groups:

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

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

34.21 Committee Minutes

To resolve to receive and note the Minutes of:

The meeting of the Amenities Committee held on Monday 23rd November 2020.

[\(Appendix Q\)](#)

35.21 Payments

To resolve to approve the payments for April:
£875.00 Maranji Commercial & Domestic Cleaning
£748.79 Bawden Managed Landscapes
£428.39 Idverde
£168.64 Society of Local Council Clerks
£28.79 Ionos
£14.92 West Mercia Energy
£44.35 BT Group
£110.28 Source for Business
£253.90 Water 2 Business
£39.98 Dropbox
£90.00 Metrorod
£28.78 Zoom

36.21 Accounts for Payment

To resolve to approve the sum of £5,5732.25 as the Accounts for payment for May and to record the bank balances.

[\(Appendix R\)](#)

37.21 Budget to Actual Report

To resolve to approve the sum of Budget to Actual Report as at 19th May 2021.
(Appendix S)

38.21 Correspondence

To resolve to note the Correspondence received.
(Appendix R)

39.21 Clerk's Report

To resolve to note the Clerk's report providing information on recent issues and work completed.
(Appendix T)

40.21 Date of next meeting

To resolve to note the date of the next meeting as Monday 14th June 2021 at 7.30 pm and to be held in the Bonvalot Room at the Downton Memorial Centre.

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.