

DOWNTON PARISH COUNCIL



To: All Members of Downton Parish Council

You are summoned to an Ordinary Meeting of Downton Parish Council on Monday 14th June 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
8th June 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 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/96500475320?pwd=VjBobFITampFdTZmRSt0OWYvL0dyQT09>

Meeting ID: 965 0047 5320

Passcode: 430036

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

41.21 Chair's Announcements

42.21 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](#)

43.21 Unitary Cllr Richard Clewer: To receive a short verbal report.

44.21 Apologies

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

45.21 Minutes

To consider and resolve to approve the Minutes of the Annual Meeting held on Monday 24th May 2021. [LGA 1972 sch 12, para 41\(1\)](#) (Appendix A)

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

47.21 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.

48.21 Planning and Tree Works Applications

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

PL/2021/05363 23 Lode Hill, Downton - Removal of existing single storey wrap around extension and construction of new wrap around single storey extension forming into 2 storey extension to the rear and associated internal works.

PL/2021/04260 The Co-op, 66 The Borough, Downton - Removal of existing plant room and installation of a new plant enclosure with external freezer and chiller units and replacement canopy.

PL/2021/03913 2 Eastman Close, Downton - Single storey extension to side of property.

PL/2021/05651 Gardeners Cottage, Long Close, Downton Yew Tree - Remove to ground level.

49.21 Planning Application Decisions

To resolve to note the decisions on recent applications.

50.21 Downton Society

To consider a request from the Downton Society to install a Privet Topiary Sculpture in the form of a Cuckoo on the Borough Green opposite the Memorial Hall as part of the Downton in Bloom initiative.

51.21 Sarum Orienteering Club - Relay Event

To consider a request from Sarum Orienteering Club to use the Moot Lane Recreation Ground along with The Moot for a relay event on Sunday 11th July 2021 between 11 am and 4 pm.

52.21 Double Yellow Lines at corner of Barford Lane

To consider a proposal from Cllr Hall to submit a request to the Community Area Transport Group for the installation of double yellow lines at the corner of Barford Lane.

53.21 New post for Speed Indicator Device on the Borough Green

To consider a proposal from Cllr Hall to submit a request to the Community Area Transport Group for the installation of a new post to support the speed indicator device on the eastern (maypole) Borough Green at cost of approximately £687.

54.21 Call for Evidence on Remote Meetings

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

[\(Appendix B\)](#)

55.21 Terms of Reference

To consider and review the Terms of Reference for the Neighbourhood Plan Review Working Group to include a change to item 10 by adding to the terms: 'To plan and recommend to the PC that it undertakes local consultation in order to make recommendations to the Parish Council'

[\(Appendix C\)](#)

56.21 Committees and Working Groups

To consider and approve nominations for membership of the Council's Moot Lane Recreation Ground Working Group.

57.21 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 - £2,413
- Playground inspections - £675
- Wiltshire Association and National Association of Local Councils - £879.
- Society of Local Council Clerks - £167
- CPRE - £36.
- Information Commissioner - £35.

58.21 New & Revised Policies

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

- Business Continuity Plan [\(Appendix D\)](#)
- Protocol for Working Groups [\(Appendix E\)](#)
- Risk Management Policy [\(Appendix F\)](#)
- Risk Register 1 - Corporate [\(Appendix G\)](#)

59.21 Change of Arrangements for Meetings

To consider a request from the Clerk to enhance the arrangements for meetings to ensure timely dispatch of Agendas and their supporting papers. [\(Appendix H\)](#)

60.21 3 Year Plan

To resolve to consider any changes to the Council's 3 year strategy, to identify outstanding tasks and consider actions to implement the strategy. [\(Appendix I\)](#)

61.21 Playground Inspections

To appoint councillors to carry out playground inspections of the Council's 4 playgrounds.

62.21 Downton Memorial Centre

To consider recommendations from the Council's insurers regarding the replacement of a faulty smoke detector in the Fire Alarm system. [LGA 1972 s133](#)

63.21 Councillor Training

To resolve to agree on which members will undertake training with the Wiltshire Association of Local Councils at the cost of £30 per member. [LGA 1972 s101](#)

64.21 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.

65.21 Representative Reports

Downton Millennium Green Trust: To receive a short verbal report from Cllr Brentor.

66.21 Payments

To resolve to approve the payments for June:

£875.00 Maranji Commercial & Domestic Cleaning

£748.79 Bawden Managed Landscapes

£222.76 Idverde

£28.79 Ionos

£18.39 Mercia Energy

£44.35 BT Group

£20.00 Downton Memorial Hall

£318.24 Initial

67.21 Accounts for Payment

To resolve to approve the sum of £5,176.75 as the Accounts for payment for June and to record the bank balances. [\(Appendix J\)](#)

68.21 Budget to Actual Report

To resolve to approve the sum of Budget to Actual Report as at 14th June 2021. [\(Appendix K\)](#)

69.21 Correspondence

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

70.21 Clerk's Report

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

71.21 Date of next meeting

To resolve to note the date of the next meeting as Monday 28th June 2021 at 7.30 pm 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.