

# DOWNTON PARISH COUNCIL



**To: All Members of Downton Parish Council**

**You are summoned to an Ordinary Meeting of Downton Parish Council on Monday 28<sup>th</sup> 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  
21<sup>st</sup> 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](mailto:clerk@downtonparishcouncil.gov.uk) by noon on the day of the meeting.**

**[Join Zoom Meeting](#)**

**<https://us06web.zoom.us/j/81119389251?pwd=Z3hWU1pWeIVkSkVCbHRJOFNYdEhUQT09>**

**Meeting ID: 811 1938 9251      Passcode: 843857**

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

### 72.21 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](#)

### 73.21 Apologies

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

### 74.21 Minutes

To consider and resolve to approve the Minutes of the Ordinary Meeting held on Monday 14<sup>th</sup> June 2021. [LGA 1972 sch 12, para 41\(1\)](#) (Appendix A)

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

### 76.21 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.

### 77.21 Planning and Tree Works Applications

To consider responses to the following Planning Applications: [Town and Country Planning Act, 1990 sch.1 para.8](#)

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

### 78.21 Topiary Cuckoo Sculpture

To reconsider the arrangements for the positioning of the Topiary Cuckoo Sculpture on the Borough Greens subject to the required conditions being met of ownership, insurance, stability, safety and ongoing maintenance.

### 79.21 Internal Audit

To receive a report from Fair Account on the Annual Internal Audit, to consider and note the findings and to resolve to act on them. (Appendix B)

### 80.21 Annual Governance Statement

To consider and resolve to approve the Annual Governance Statement contained within the Annual Governance and Accountability Return (AGAR) Part 3 for the year ended 31st March 2021 for submission to the Parish Council's External Auditors following completion of the Internal Audit. (Appendix C)

**81.21 Accounting Statements**

To consider and resolve to approve the Accounting Statements contained in the Annual Return and Statement of Variances within the Annual Governance and Accountability Return (AGAR) Part 3 for the year ended 31st March 2021 for submission to the Parish Council's External Auditors following completion of the Internal Audit. [\(Appendix C\)](#)

**82.21 Exercise of Public Rights**

To resolve to approve the dates for the period for the exercise of public rights for the Annual Governance and Accountability Return (AGAR) Part 3 for the year ended 31st March 2021. [\(Appendix D\)](#)

**83.21 Housing Needs Assessment**

To consider a recommendation from the Neighbourhood Plan Review Working Group to submit a request to Wiltshire Council to carry out a Housing Needs Assessment for Downton parish.

**84.21 Independent Person**

To resolve to appoint an independent person to attend a meeting between the Council and Persimmon Homes South Coast.

**85.21 Date of next meeting**

To resolve to note the date of the next meeting as Monday 12<sup>th</sup> July 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.***