

# DOWNTON PARISH COUNCIL



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

**You are summoned to an Ordinary Meeting of Downton Parish Council on Monday 12<sup>th</sup> July 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  
5<sup>th</sup> July 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/81387188897?pwd=bzFsWkRMRE43enlrM2xLK0dFcUcrUT09>**

**Meeting ID: 813 8718 8897      Passcode: 919261**

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

### 86.21 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](#)

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

### 88.21 Apologies

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

### 89.21 Minutes

To consider and resolve to approve the Minutes of the Ordinary Meeting held on Monday 28<sup>th</sup> June 2021. [LGA 1972 sch 12, para 41\(1\)](#) (Appendix A)

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

### 91.21 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.

### 92.21 Planning and Tree Works Applications

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

#### **PL/2021/04784 &**

**PL/2021/06017 Belle Vue, Lower Road, Charlton All Saints** - New front entrance canopy, repointing of North gable, demolish and rebuild 1 defective chimney, replace windows and doors to rear extension, replace conservatory doors and windows and replace existing conservatory lean to roof with traditional flat roof.

**PL/2021/05214 Station House, The Sidings, Downton** - Extension and conversion of an existing garage to a dwelling and associated landscaping.

**PL/2021/05550 4 Avondyke, Downton** - Side and rear extension with internal alterations and hard landscaping.

#### **PL/2021/05987 &**

**PL/2021/04906 Radnor House, The Headlands, Downton** - Internal alterations to extend kitchen and raise roof of mono-pitch attached building to form enlarged kitchen, replacement of existing kitchen window, alterations to bathroom/WC and provision of en-suite facility to adjacent bedroom.

**PL/2021/05642 4 The Sidings, Downton** - Erection of office/gym for home use and small extension to rear of house.

**PL/2021/05965 Stonehurst, Long Close West, Downton** - Remove existing timber conservatory, construct rear kitchen and dining room extension with internal alterations.

**PL/2021/06591 20 Green Lane, Downton** - T1 Cherry SP - fell T2 Cherry SP - prune all over by 1.5m to form a more balanced crown throughout & Ivy removal.

**PL/2021/06570 Yew Tree Cottage, 81 The Borough, Downton** - T1 - Eucalyptus tree - fell T2 - Box Elder tree - crown raise and thin

### **93.21 Planning Application Decisions**

To resolve to note the decisions on recent applications.

### **94.21 New & Revised Policies**

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

- Business Continuity Plan [\(Appendix B\)](#)
- Risk Management Policy [\(Appendix C\)](#)
- Risk Register 1 - Corporate [\(Appendix D\)](#)

### **95.21 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. [\(Appendix E\)](#)

### **96.21 3 Year Plan Consultation**

To consider and agree arrangements for holding a public meeting in early September to undertake consultation on the revised 3 year strategy with residents of Downton parish in order to inform the next meeting of the Finance and Strategy Committee and the Annual Budget meeting.

### **97.21 Planning Committee**

To consider a request from the Downton Society for the Parish Council to set up a Planning Committee.

### **98.21 Places Called Home Grant Scheme**

To consider an application for two public access defibrillators for sites at Downton Leisure Centre and the former phone box at Charlton All Saints together with training for volunteers which meet the following set criteria:

- Build on the relationships created during the COVID-19 pandemic to increase community activity and the number of people taking part.
- Encourage people to work together, creating opportunities for communities to live in a sustainable and healthy way.
- Raise awareness amongst the public of the importance of connected households, neighbourhoods and resilient communities.

[\(Appendix F\)](#)

**99.21 Heritage signs**

To consider a proposal to work with the Downton Society to install 'heritage' signs on some paths and tracks which are known by historical names eg Snail Creep, Doctors Alley, School Rails etc in order to ensure the names are not lost.

**100.21 Permission for a Student Short Film**

To consider a request from a local student completing a final project for their Masters Degree in Film Directing at Bournemouth University to shoot a small scene in the Memorial Gardens.

**101.21 Emergency Plan, Flood Plan and Snow Plan**

To consider the revised formats and content of the Emergency Plan, Flood Plan and the new Snow Plan and to provide feedback before they are revised further.  
(Appendices G, H & I)

**102.21 Topiary Cuckoo Sculpture**

To resolve to approve the following documents relating to the installation of the Topiary Cuckoo Sculpture on the Borough Green

- i. Risk Assessment (Appendix J)
- ii. Letter of Agreement with the Downton Society (Appendix K)

**103.21 Memorial Gardens Grass Cutting**

To consider recommendations from the Amenities Committee regarding the grass cutting of the Memorial Gardens as follows:

- i. For the Council's contractor to complete a one-off first cut and to take on the cutting of the area to the rear of the Memorial Gardens previously cut by Downton Primary School for the remainder of its contract term;
- ii. For the £500 cost to be shared equally between the Parish Council and Downton Primary School; and
- iii. For the Council to consider adding and meeting the cost of cutting the whole of the Memorial Gardens as part of its new contract when it is re-tendered in September 2021 for commencement in April 2022.

**104.21 BBQ Waste Bin**

To consider a recommendation from the Amenities Committee to purchase a replacement bin liner at the cost of £96.

**105.21 Outsourcing of Parish Council Website & IT Maintenance**

To receive a short verbal update from Cllr Mace on his investigations into the outsourcing of Parish Council's Website & IT Maintenance.

**106.21 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 Watts.

**Staffing Committee:** To receive a short verbal report from Cllr Cornell.

**107.21 Committee Minutes**

To resolve to note the Minutes of the following Committee meetings:

Staffing Committee meeting held on Monday 15<sup>th</sup> February 2021 (Appendix L)

### **108.21 Representative Reports**

**Downton Preservation Trust:** To receive a short verbal report from Cllr Hall.

### **109.21 Payments**

To resolve to approve the payments for June:  
£875.00 Maranji Commercial & Domestic Cleaning  
£903.83 Bawden Managed Landscapes  
£222.76 Idverde  
£28.79 Ionos  
£18.66 West Mercia Energy  
£43.19 BT Group  
£60.00 Downton Memorial Centre  
£165.00 Fair Account Internal Audit  
£28.78 Zoom

### **110.21 Accounts for Payment**

To resolve to approve the sum of £6,701.59 as the Accounts for payment for July and to record the bank balances. [\(Appendix N\)](#)

### **111.21 Budget to Actual Report**

To resolve to approve the sum of Budget to Actual Report as at 30<sup>th</sup> June 2021. [\(Appendix O\)](#)

### **112.21 Correspondence**

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

### **113.21 Clerk's Report**

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

### **114.21 Date of next meeting**

To resolve to note the date of the next meeting as Monday 9<sup>th</sup> August 2021 at 7.30 pm to be held in the Bonvalot Room at the Downton Memorial Centre.

## **Part 2 – CONFIDENTIAL INFORMATION – EXEMPT MATTERS - STAFFING**

**115.21 The Chair to propose the following resolution – ‘That in view of the confidential nature of the business about to be transacted on personal employee matters, it is advisable in the public interest, that the press and public be temporarily excluded and they be instructed to withdraw’.**

### **116.21 Salary Award**

To consider a recommendation from the Staffing Committee to approve the annual salary award for the Administrative Officer from April 2021 in accordance with her contract.

**117.21 Council reserve held for pensions backdating**

To consider a recommendation from the Staffing Committee on the release of the £25,000 in Earmarked Reserves for pensions backdating as recommended by the Council's Internal Auditor and the release of the £5,000 held for pension adjudication.

***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.***