

DOWNTON PARISH COUNCIL



To: All Members of Downton Parish Council

You are summoned to an Ordinary Meeting of Downton Parish Council on Monday 9th August 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
2nd August 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://us06web.zoom.us/j/87311404066?pwd=cUpqK2tlaUpOR2V3NTBoYWtwUm5PQT09>

Meeting ID: 873 1140 4066 Passcode: 571200

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

118.21 Co-option

To resolve to approve the co-option of Ms Katherine Baillie to fill a vacancy in Downton Ward. [LGA 1972 s87\(2\)](#) [\(Appendix A\)](#)

119.21 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](#)

120.21 Apologies

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

121.21 Minutes

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

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

123.21 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.

124.21 Planning and Tree Works Applications

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

PL/2021/06443 Outline planning permission: Some matters reserved

Land West of Breamore Road, Downton - Residential development of up to 100 dwellings (Use Class C3) , associated landscaping, utilities and drainage infrastructure (Outline application relating to access - to be taken from Breamore Road).

PL/2021/06524 132 The Borough, Downton - Extension to existing attic room to incorporate attic to south-west and associated works including 'link'.

PL/2021/06063 Fishermen's Car Park off Avondyke, Downton - To erect a shipping style storage container from flat pack in a corner of the grassed car park.

PL/2021/06376 Consent to display an advertisement 66 The Borough, Downton - 1 no. externally illuminated (logos only) fascia sign; 1 no. externally illuminated projecting sign; 1 no. externally illuminated logo and 1 no. non-illuminated 'car park' lettering and arrow.

PL/2021/07197 10 Avon Meadow Downton - Demolition of conservatory and construction of two storey extension to rear of property.

PL/2021/07443 31 The Borough, Downton - T1- Eucalyptus- remove southerly limb at bifurcation point to weight reduce entire tree (lessen impact), reduce excessive shading to the property's garden, as well as the same effect on the easterly neighbouring property. Then a reduction of the remaining canopy by 50%.

PL/2021/07487 Fairfield House, 60 The Borough, Downton - T1 Ash tree fell
T2 Holme Oak pollard back to old cuts
T3 Laurel trees pollard to 2 metres.

PL/2021/07612 28 High Street, Downton - Crab Apple tree - fell

125.21 Planning Application Decisions

To resolve to note the decisions on recent applications.

126.21 Outline Planning Application for Formula Land

To consider and resolve to approve whether to allocate any funds for the commissioning of any professional or technical advice in relation to the Council's response to the Formula Land outline planning application. [LGA 1972 s111](#)

127.21 New Policies

To consider and resolve to adopt the revised Business Continuity Plan for 2021/22. [\(Appendix C\)](#)

128.21 Virtual Meetings

To consider a proposal from Cllr Brentor that the offer of virtual meeting arrangements is no longer required following the ending of compulsory COVID-19 restrictions.

129.21 3 Year Plan

To resolve to consider and approve the changes to the Council's 3 year strategy [\(Appendix D\)](#)

130.21 3 Year Plan Consultation Date & Communication Plan

To consider and resolve to approve a date for the public consultation of the 3 Year Plan and to approve a communications plan devised by the Communications Working Group. [\(Appendix E\)](#)

131.21 Handyperson Service Provision

To consider a proposal from Cllr Brentor on the ways in which a handy person service can be provided following the lack of response to the Council's advert for a Handy Person register.

- 132.21 Tree Works on the Beacon Green**
To consider a report from the Administrative Officer on works to the trees on Beacon Green as agreed by Wiltshire Council and to resolve to approve the recommendations and one quotation. [Highways Act 1980 s96](#) (Appendix F)
- 133.21 Playground Inspection Training**
To consider a report from the Administrative Officer on playground inspection training and to resolve to approve the recommendations and associated costs of £68.75 per councillor/officer. [Public Health Act 1936, s.87](#) (Appendix G)
- 134.21 Bollard Replacements & Cycle Stands at Borough Cross**
To consider a report from the Clerk on changes to the approved order of bollards for the area around the Borough Cross and to resolve to agree on the replacements. [Road Traffic Regulation Act 1984 s63](#) (Appendix H)
- 135.21 Public Toilets Electrical Survey**
To consider and resolve to approve a quote for £200 from Ben Rhind-Tutt to carry out an electrical installation condition report on the Public Toilets. [Public Health Act 1936, s. 87](#)
- 136.21 Defibrillator at Charlton All Saints**
To consider and resolve to approve a quote for £360 from Ben Rhind-Tutt to install an earth rod, earth the telephone box and install and RCD Spur unit to control it in readiness for the installation of a defibrillator. [Public Health Act 1936, s234](#)
- 137.21 Surface Lighting at the Borough Cross**
To consider and resolve to approve a quote for £2,070 from Ben Rhind-Tutt to replace the light fittings at the Borough Cross. [Parish Councils Act 1957, s3](#)
- 138.21 Speed Indicator Device**
To consider a report from the Clerk on the allocation of a further £400 towards the purchase of a solar panel for the Speed Indicator Device in order to extend the battery life of the device. [Local Government and Rating Act 1997, s30](#) (Appendix I)
- 139.21 Millennium Green Funding for Finger Posts**
To consider a request from Downton Millennium Green Trust to approve the sum of £300 for the purchase of finger posts for signage to the Millennium Green which forms part of the s106 monies retained by the Council.
- 140.21 Funding for monthly employment meetings**
To consider a proposal from Cllr Brentor to approve the sum of £120 as the annual cost of hire for the use of the office room in the Memorial Centre for her to meet with the Clerk for monthly one to one meetings. [LGA 1972, s111](#)
- 141.21 Removal of Roundabout in Moot Lane Recreation Ground**
To resolve to ratify the expenditure of £850 associated with the removal by Redlynch Leisure of the roundabout from the Moot Lane Recreation Ground as approved by the Chair under Clause 4.5 of the Council's Financial Regulations. [Public Health Act 1985, s164](#)

142.21 Benchmarking request for the role of Downton Parish Council Clerk

To consider a recommendation from the Staffing Committee to submit a benchmarking request form to South West Councils to establish the comparative grade of work undertaken currently in the role of Downton Parish Council Clerk and to authorise the Chair of the Council to submit this on behalf of the Council.

143.21 Purchase of a Gazebo

To consider a proposal from Cllr Randall to purchase a pop up gazebo for council use up to the value £100 and for the monies to be allocated from the 'In Bloom' budget line. [LGA 1972 s111](#)

144.21 Area Board meeting with Parish Council Representatives

To consider any matters to be raised at an upcoming meeting with the Chairman of the Area Board.

145.21 Neighbour Access to the Memorial Gardens

To resolve to ratify approval for neighbouring residents to the Memorial Gardens to have permitted access on an agreed basis across the Memorial Gardens to enable materials for landscaping to be delivered to and removed from their garden for a period of 3 weeks.

146.21 Change of Flooring in Downton Memorial Pre-School Room

To resolve to note the change of flooring from carpet tiles to a hard, easy to clean, grey surface in accordance with the conditions of the sub-lease with the Downton Memorial Centre Committee.

147.21 Committee & Working Group Reports

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

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

148.21 Representative Reports

Wiltshire Council meeting on 'Made' Neighbourhood Plans: To receive a short verbal report from Cllr Brentor.

Brian Whitehead Sports Centre Association AGM: To receive a short verbal report from Cllr Cornell.

Community Area Transport Group: To receive a short verbal report from the Clerk.

149.21 Payments

To resolve to approve the payments for August:
£875.00 Maranji Commercial & Domestic Cleaning
£798.53 Bawden Managed Landscapes
£222.76 Idverde
£28.79 Ionos
£17.62 West Mercia Energy
£43.19 BT Group

£36.00 CPRE
£102.00 HCI Data Ltd
£159.62 Water2Business

150.21 Accounts for Payment

To resolve to approve the sum of £5,183.94 as the Accounts for payment for August and to record the bank balances. (Appendix J)

151.21 Budget to Actual Report

To resolve to approve the sum of Budget to Actual Report as at 31st July 2021. (Appendix K)

152.21 Correspondence

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

153.21 Clerk's Report

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

154.21 Date of next meeting

To resolve to note the date of the next meeting as Monday 6th September 2021 at 7.30 pm to be held in the Bonvalot Room at the Downton Memorial Centre.

Part 2 – CONFIDENTIAL INFORMATION – EXEMPT MATTERS - STAFFING

155.21 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’.

156.21 Panel for Staffing Investigation

To consider and agree which councillors will form the 3 person panel to consider the Report on the Staffing Investigation produced by the Investigator from South West Councils.

157.21 Council Reserves held for pension backdating

To receive an update regarding 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.