

DOWNTON PARISH COUNCIL



To: All Members of Downton Parish Council

You are summoned to an Ordinary Meeting of Downton Parish Council on Monday 11th October 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
4th October 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 Chairman 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.

If they are not able to attend, they may submit questions or statements in writing to the Clerk at clerk@downtonparishcouncil.gov.uk by noon on the day of the meeting.

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

191.21 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](#)

192.21 Unitary Cllr Richard Clewer

To receive a short verbal report.

193.21 Apologies

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

194.21 Minutes

To consider and resolve to approve the Minutes of the Ordinary Meeting held on Monday 13th September 2021. [LGA 1972 sch 12, para 41\(1\)](#) (Appendix A)

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

196.21 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.

197.21 Planning and Tree Works Applications

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

PL/2021/08413 Little Owls, 6 Slab Lane, Downton - Single storey side extension and internal alterations.

PL/2021/08631 95 Moot Lane, Downton - Dropped kerb with gravel driveway.

PL/2021/08896 Unit 2, Batten Road, Downton - Change of use of whole building to Use Classes B2 and B8 only (by removal of existing Use Class B1). Proposed alterations to front elevation & internally to form 2no.vehicle assembly bays.

PL/2021/09027 3 Marie Avenue, Downton - Single storey side extension and associated works.

PL/2021/09019 Pajenda, 5 Gravel Close, Downton - Single Storey Side Extension

PL/2021/07961 5 Mill Race View, The Borough, Downton - Addition of a first floor bathroom window on side elevation

PL/2021/09270 44 High Street, Downton - Yew tree - Crown reduction of up to 2m to nearest growth points & re-balance.

198.21 Planning Application Decisions

To resolve to note the decisions on recent applications.

199.21 Conclusion of External Audit

To resolve to approve and accept the External Auditor's Report and Certificate from PKF Littlejohn in relation to the Council's Annual Governance and Accountability Return for 2020-21. [Local Audit and Accountability Act 2014](#) ([Appendix B](#))

200.21 Climate Strategy & Environment Plan

To consider report from Cllr Brentor and guidance on how councillors can respond individually to Wiltshire Council's consultation on its Climate Strategy & Environment Plan.

201.21 Memorial Hall Extension:

1. To resolve to ratify the expenditure of £950 associated with the landscaping by Environmental Drain Services Ltd of the land around the sewage pump chamber in the Memorial Gardens as approved by the Chair under Clause 4.5 of the Council's Financial Regulations.
2. To consider a proposal from Cllr Hall to:
 - i. Supply and install a mobile phone telemetry to the sewage pump chamber in the Memorial Gardens supplied by Environmental Drain Services at a cost of £499; and
 - ii. Set up a maintenance contract to mitigate against risks of the sewage pump chamber breaking down and to ensure that annual inspections and maintenance are carried out to it as required.

With all monies being taken from the Earmarked Reserves for the completion of the project. [LGA 1972 s133](#)

202.21 Memorial Centre

To resolve to approve the allocation of £500 from the Memorial Centre budget line for the completion of a building condition survey to comply with the terms of the Council's lease with the Downton Memorial Centre Committee that one be conducted every 3 years. [LGA 1972 s133](#)

203.21 IT management and maintenance

To consider a report from Cllr Mace and to approve one quote from the quotes provided for the management and maintenance of the Council's IT. [LGA 1972 s111](#) ([Appendix C](#))

204.21 Website management and maintenance

To consider a report from Cllr Mace and to approve one quote from the quotes provided for the management and maintenance of the Council's Website. [LGA 1972 s111](#) ([Appendix D](#))

205.21 Downton in Bloom

To consider a request from the Downton Society for a contribution towards the planting of the parish flower planters with long lasting bay trees and variegated ivy. [LGA 1972 s144](#)

206.21 Bus Shelter Light

To consider a quote from GW Shelters to replace the faulty fluorescent light unit in the bus shelter adjacent to Saxonhurst with a new LED unit at a cost of £313.50. [Local Government \(Miscellaneous Provisions\) Act 1953, s4](#)

207.21 3 Year Strategic Plan

To consider a recommendation from the Finance & Strategy Committee to approve the proposed changes to the Council's 3 year strategy. [\(Appendix E\)](#)

208.21 Corporate Risk Register

To consider a recommendation from the Finance & Strategy Committee to approve the proposed changes to the Council's Corporate Risk Register. [\(Appendix F\)](#)

209.21 Committee & Working Group Reports

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

Finance & Strategy Committee: To receive a short verbal report from Cllr Brentor.

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

210.21 Committee Minutes

To resolve to receive and note the Minutes of:

The meeting of the Finance & Strategy Committee held on 28th October 2019. [\(Appendix G\)](#)

211.21 Representative Reports

Downton Allotment & Leisure Gardeners Association: To receive a short verbal report from Cllr Watts.

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

Meeting with Wiltshire Police: To receive a short verbal report from Cllr Brentor.

212.21 Payments

To resolve to approve the payments for October:
£9,003.87 Public Works Loan Board
£875.00 Maranji Commercial & Domestic Cleaning
£798.53 Bawden Managed Landscapes
£222.76 Idverde
£28.79 Ionos
£18.20 West Mercia Energy
£43.19 BT Group

£480.00 PKF Littlejohn - External audit
£109.99 Greenflow Water Saving - Public Toilet maintenance
£61.42 Cllr R Cornell - Public consultation materials
£156.00 A McGowan - 6 months Home working allowance
£156.00 B Cornish - 6 months Home working allowance
£341.47 Brewers Decorator Centres - Bollard paint and materials
£750.72 Southern Security Services - Memorial Centre alarm maintenance
£8,694.72 Environmental Drain Services - Memorial Centre sewage pump chamber
£405.00 Play Inspection Company - Playground inspections
£110.00 Longford Estates - Allotments and land rent
£300.00 Millennium Green Trust - Finger posts
£145.00 Downton Memorial Centre - Room hire July-Sept
£39.01 - Pennon Water Services – Cemetery
£1,273.80 Greenbarnes - Noticeboard

213.21 Accounts for Payment

To resolve to approve the sum of £28,444.65 as the Accounts for payment for October and to record the bank balances. [\(Appendix H\)](#)

214.21 Budget to Actual Report

To resolve to approve the Budget to Actual Report as at 30th September 2021. [\(Appendix I\)](#)

215.21 Correspondence

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

216.21 Clerk's Report and Monthly Maintenance Report

To resolve to note the Clerk's report and the Administrative Officer's monthly maintenance report providing information on recent issues and work completed. [\(Appendix J & K\)](#)

217.21 Date of next meeting

To resolve to note the date of the next meeting as Monday 25th October 2021 at 7.30 pm being the Council's Annual Budget meeting 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.