

# DOWNTON PARISH COUNCIL



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

**You are summoned to an Ordinary Meeting of Downton Parish Council on Monday 25<sup>th</sup> 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  
18<sup>th</sup> 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](mailto: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

### 218.21 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](#)

### 219.21 Apologies

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

### 220.21 Minutes

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

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

### 222.21 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.

### 223.21 Planning and Tree Works Applications

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

**PL/2021/09402 47 Catherine Crescent, Downton** - single storey rear extension.

### 224.21 Independent Person

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

### 225.21 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](#)

### 226.21 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](#)

### 227.21 Budget and Precept 2022/23

To consider a proposed 3 year Budget and level of Precept for 2022/23, 2023/24 and 2024/25 as prepared by the Clerk. (Appendix B)

**228.21 Allocated Reserves**

To consider the current allocated reserves and to agree on whether to make any further allocations. [\(Appendix C\)](#)

**229.21 Budget 2021/22**

To consider the proposed virements to balance the budget as at 31<sup>st</sup> October 2021. [\(Appendix D\)](#)

**230.21 Date of next meeting**

To resolve to note the date of the next meeting as Monday 8<sup>th</sup> November 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.***