

DOWNTON PARISH COUNCIL



Minutes of the Ordinary Meeting of the Parish Council held on Monday 25th October 2021 at 7.30 pm.

Present: Cllr Brentor (Chair) and Cllrs Cornell (until 9.55 pm), Hudson-Baillie, Jalland, Jones, Mace, Randall, Roberts and Watts.

In attendance: Mrs Bev Cornish, Parish Clerk

Also present: Three members of the public.

218.21 Public Question Time

No matters were raised.

219.21 Apologies

Cllr Brentor proposed from the Chair and it was RESOLVED that the apology received from Cllr Hall due to illness be accepted.

220.21 Minutes

Downton Parish Council RESOLVED, with 2 abstentions from Cllrs Cornell and Roberts, to approve the Minutes of the Ordinary Meeting held on Monday 11th October as a correct record and they were signed by the Chair.

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:**

Cllr Mace declared a personal and non-pecuniary interest in parts of Minute 227.21 when discussions were held on matters relating to the Downton Memorial Centre in view of his role as a trustee.

- b. **To consider any Dispensation Requests received by the Parish Clerk and not previously considered:**

The Clerk confirmed that no dispensation requests had been received.

222.21 Business Raised During Public Question Time

No matters were raised.

223.21 Planning and Tree Works Applications

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

Downton Parish Council RESOLVED to support this application on the grounds that it was compliant with Core Policy 57 of the Wiltshire Core Strategy.

224.21 Independent Person

Downton Parish Council RESOLVED to delegate the decision to the Chair and Clerk on the appointment of an independent person to attend a forthcoming meeting between the Council and Persimmon Homes South Coast.

225.21 IT management and maintenance

In reference to Cllr Mace's report, Downton Parish Council RESOLVED to approve the following items:

1. The TechB proposal, with included quotation, and renewable 12 month contract, for a managed IT service and support service from November 2021 for the cost of 2021/22 - £168, 2022/23 - £402 and £402 thereafter.
2. Set up .gov.uk addresses for all parish councillors.
3. £150 approved for the lonos.gov.uk emails for councillors to be set up by TechB.
4. Purchase a new computer monitor for the Clerk's computer (to replace the one which is 11 years old) up to the value of £220.
5. Install Microsoft 365 on the Clerk's computer (to replace an old version of Microsoft Office) and install the new monitor up to the value of £75.
6. Non-renewal of the Norton licence, once TECHB have uninstalled it and replaced it on all the Parish Council's computers with their supplied Anti-Virus, Firewall, etc. software.
7. The 'contingency budget for IT and Website support.

All other items to be deferred to a future meeting. Councillors thanked Cllr Mace for his work on the report.

226.21 Website management and maintenance

In reference to Cllr Mace's report, Downton Parish Council RESOLVED to approve the following items:

1. The Parish Council Websites' quotation for taking on, from November 2021, the management of the Council's .gov.uk email accounts and the support and maintenance of the Council's current website, including 6 hours at £52 per hour to make some improvements to the website.
2. Members of the Staffing Committee when dealing with staffing matters will not use their downtonparishcouncil.gov.uk email accounts on such matters but instead will use a second personal email account which would only be used for that purpose.
3. Parish Council Websites as the trusted party who will be the sole administrator, with sole access rights, to the Parish Council's hosting account for its website.
4. The protocol, as set out in in Cllr Mace's report, which the trusted party will follow when managing Downton Parish Council's email accounts.
5. For business continuity reasons, a copy of Parish Council Website's log-in ID and password will each be held separately in sealed envelopes by the Chair and Vice-Chair of the Council respectively and the two envelopes will only ever be opened, and their contents used to access the hosting account, by a minuted resolution of the Parish Council.

All other items to be deferred to a future meeting. Councillors thanked Cllr Mace for his work on the report.

Cllr Roberts thanked Mr Paul Cornish for his voluntary work over the last 13+ years to build and maintain the Council's website and for maintaining its IT systems.

227.21 Budget and Precept 2022/23

Following a lengthy discussion on the draft 3 year Budget and level of Precept for 2022/23, 2023/24 and 2024/25 as prepared by the Clerk, Downton Parish Council RESOLVED to agree the following actions:

The Clerk would produce several different annual budget scenarios for 2022/23 to include and exclude the potential PWLB loan, BWSCA grant, a reduced sum for the Neighbourhood Plan revision and the potential IT costs as well as to include the potential IT costs as an alternative in the proposed allocated reserves.

At this point in the meeting, and as it was 10 pm, the Chair proposed and Downton Parish Council RESOLVED to extend the meeting for a further 20 minutes to complete the remaining items on the Agenda.

228.21 Allocated Reserves

Downton Parish Council RESOLVED to note those reserves which may be spent in the current year and to defer any further allocations to the next meeting when the end of current year figures would be known.

229.21 Budget 2021/22

Downton Parish Council RESOLVED to approve the proposed virements to balance the budget as at 31st October 2021.

230.21 Date of next meeting

Downton Parish Council RESOLVED to note the date of the next meeting as Monday 8th November 2021 at 7.30 pm to be held in the Bonvalot Room at the Downton Memorial Centre.

There being no other business, the meeting ended at 10.10 pm.

Members of the Council considered the foregoing in the matters in consideration of their duties: Equal Opportunities, (race, gender, sexual orientation, marital status and any disability); Crime & Disorder, Health & Safety, and Human Rights.