

DOWNTON PARISH COUNCIL



To: All Members of Downton Parish Council

You are summoned to an Ordinary Meeting of Downton Parish Council on Monday 8th November 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 November 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

Part 1

231.21 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](#)

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

233.21 Apologies

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

234.21 Minutes

To consider and resolve to approve the Minutes of the Ordinary Meeting held on Monday 25th October 2021. [LGA 1972 sch 12, para 41\(1\)](#) (Appendix A)

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

236.21 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.

237.21 Planning and Tree Works Applications

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

PL/2021/09455 Blossom Tree House, Mesh Pond, Downton - Addition of a single storey rear extension.

PL/2021/09657 2 Moot Gardens, Downton - Alterations to conservatory; demolish existing garage; reposition new garage; replace boundary fence.

PL/2021/09355 134 The Borough, Downton - Replacement of guttering and downpipes.

PL/2021/10089 Gilbert's Barn, Moot Lane, Downton - Horse Chestnut (T1) - Overall reduction by 2.5m. Previous removal of stem, leaving remaining tree with long exposed branches and unbalanced. Reduction to retain tree without potential branch failure due to end weight/exposed branches.

PL/2021/10216 20 The Borough, Downton - 1. Copper Leaved Plum tree - cut back from building 2. Paper Birch tree - remove one limb & thin 3. Catalpa tree - crown raise & thin 4. Cherry (avium) tree - crown thin 5. Magnolia tree - reduce height by 1m 6. Grey Willow tree – fell.

238.21 Planning Application Decisions

To resolve to note the decisions on recent applications.

239.21 New Housing Development Committee

To consider a proposal from Cllr Brentor to elect Cllr Hudson-Baillie to the New Housing Development Committee.

240.21 Asset Register – Noticeboard

To resolve to approve that the Noticeboard for Moot Lane supplied by Greenbarnes be added to the Council's Asset Register for the value of £1,062.

241.21 Budget and Precept 2022/23

To consider a revised 3 year Budget and level of Precept for 2022/23, 2023/24 and 2024/25 including different scenarios as prepared by the Clerk. [\(Appendix B\)](#)

242.21 Allocated Reserves

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

243.21 IT management and maintenance

In reference to Cllr Mace's revised IT Technical Support and Website Support Maintenance Report: [LGA 1972 s111](#) [\(Appendix D\)](#)

1. To consider and resolve to approve the remaining items for Option A:
 - a. The recommended option and costs for the provision of up to 16 .gov.uk email accounts for councillors and the Parish Council's approved Website Maintenance and Support agency (Parish Council Websites).
 - b. The cost of an additional licence for installation of Microsoft 365 onto the Clerk's computer, so replacing an old version of Microsoft Office.
2. To consider and resolve to approve Option B as set out in Appendix D.
3. To consider and resolve to extend the scope of the Council's original resolution (Minute 309.20) to outsource the IT and website and to agree the revised scope and the business case for it.
4. Subject to approval of point 3, to consider and approve that Cllr Mace with the Clerk brings a recommendation to the January Parish Council meeting, which is compliant with financial regulations, so that it may be considered and approved when finalising the budgets for 2022/23.

244.21 Damage to Cemetery Boundary Fencing

To receive an up from Cllr Hall on the ongoing vandalism and damage being caused to the new boundary fencing at the Cemetery and to resolve to agree on any further actions to be taken.

245.21 Committee & Working Group Reports

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

Neighbourhood Plan Review Working Group

To receive a report from Cllr Brentor on a recent meeting and to consider its requests for the following:

1. To agree and support a plan for a public meeting to be held in early 2022 to establish interest in setting up a NP Review Strategy Group

2. To agree a change to the working group's Terms of Reference for the maximum number of members to be increased to nine.

246.21 Representative Reports

Downton Moot Preservation Trust: To receive a short verbal report from Cllr Brentor.

247.21 Payments

To resolve to approve the payments for November:
£875.00 Maranji Commercial & Domestic Cleaning
£798.53 Bawden Managed Landscapes
£222.76 Idverde
£28.79 Ionos
£18.35 West Mercia Energy
£43.19 BT Group
£810.00 Leigh Bush
£354.14 GW Shelters Solutions
£59.94 Dropbox - Sept to November '21
£36.20 Lady Haig's Poppy Factory
£15.50 Wiltshire Council
£40.00 Clearite
£90.00 Salisbury Window Cleaning Services
£148.80 Rialtas Business Solutions
£61.48 Bunzl Cleaning & Hygiene Supplies

248.21 Accounts for Payment

To resolve to approve the sum of £6,504.27 as the Accounts for payment for November and to record the bank balances. [\(Appendix E\)](#)

249.21 Budget to Actual Report

To resolve to approve the sum of Budget to Actual Report as at 31st October 2021. [\(Appendix F\)](#)

250.21 Correspondence

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

251.21 Clerk's Report

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

252.21 Date of next meeting

To resolve to note the date of the next meeting as Monday 13th December 2021 at 7.30 pm to be held in the Bonvalot Room at the Downton Memorial Centre.

Part 2 – EXEMPT MATTERS – EMPLOYMENT & STAFFING

253.21 The Chair to propose the following resolution – 'That under the Public Bodies (Admission to Meetings) Act 1960 it is advisable in the public interest that the press and public be temporarily excluded and they be instructed to withdraw in view of the confidential nature of the business on staffing about to be transacted'.

254.21 Matters relating to the Clerk

To consider a request from Cllr Hall for an update from the Chair of the Staffing Committee on the progress of the following issues:

1. The Staffing Investigation conducted by South West Councils which commenced in April 2021 and is now over 7 months old;
2. The evaluation of the Clerk's role approved by the Council in August 2021; and
3. The Clerk's IDR application regarding pension contributions following the Council's appointment of an Adjudicator in August 2021.

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.