

# DOWNTON PARISH COUNCIL



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

**You are summoned to an Ordinary Meeting of Downton Parish Council on Monday 13<sup>th</sup> December 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  
7<sup>th</sup> December 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

### Part 1

#### 255.21 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](#)

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

#### 257.21 Apologies

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

#### 258.21 Minutes

To consider and resolve to approve the Minutes of the Ordinary Meeting held on Monday 8<sup>th</sup> November 2021. [LGA 1972 sch 12, para 41\(1\)](#) (Appendix A)

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

#### 260.21 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.

#### 261.21 Planning and Tree Works Applications

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

**PL/2021/08580 11 Greenacres, Downton** - Conversion of garage to additional living space.

**PL/2021/11274 Downlands, Salisbury Road, Downton** - Rear ground floor extension. Door and windows added to North facade.

**PL/2021/11259 Unit 2 Batten Road, Downton** - Variation of conditions 2, 4 and 5 of application PL/2021/08896 "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".

#### 262.21 Planning Application Decisions

To resolve to note the decisions on recent applications.

### **263.21 Code of Conduct Complaint Decision**

To consider a Decision Notice from Wiltshire Council's Standards Assessment Sub-Committee held on 25<sup>th</sup> March 2021 relating to a complaint about a Parish Council meeting held on 25<sup>th</sup> January 2021 for which the subject member was the Chair of the Council, Cllr Brentor, and to resolve to note the decision and the basis for it:

<https://cms.wiltshire.gov.uk/mgAi.aspx?ID=97732>

DPC Standing Order 14

### **264.21 Pension Adjudication Costs**

To consider a proposal from Cllr Brentor to resolve to approve a payment of £9,979.20 to Wiltshire Council for independent adjudication in relation to the Wiltshire Pension Scheme Internal Dispute Resolution Procedure and to agree on the budget lines to be used to cover the shortfall above the £5,000 reserved for this purpose.

(Appendix B)

### **265.21 New Lease with Brian Whitehead Sports Centre Association**

To resolve to approve and sign the new Lease with the Brian Whitehead Sports Centre Association Ltd for a term of 50 years following advice received from the Council's solicitors, Bonallack & Bishop.

(Appendix C)

### **266.21 Brian Whitehead Sports Centre Association**

To consider a proposal from Cllr Jones for the Council to write a supporting case for continuing the annual revenue grant from Wiltshire Council to the Brian Whitehead Sport Centre Association for submission to the Council and other stakeholders as deemed appropriate.

### **267.21 Climate Action Plan**

To consider a proposal from Cllr Hudson-Baillie to create a Climate Action Plan for Downton parish.

LGA 1972 s137

### **268.21 Neighbourhood Plan Grant from Locality**

To consider a proposal from Cllr Hall to:

- i. Submit an 'expression of interest' application for a grant towards the funding of the revision of the Downton Neighbourhood Plan; and
- ii. Subject to this being successful, to submit a full grant application.

### **269.21 Presentation from CloudyIT:**

To receive a short verbal report from Cllr Mace and feedback from councillors and to resolve to agree on any further actions to be taken.

### **270.21 Installation of Replacement Litter Bins & Reinstatement of Existing Bin**

To consider a recommendation from the Amenities Committee to approve the allocation of £250 for the installation of two replacement litter bins on Tannery Bridge and in Moot Lane adjacent to the new noticeboard and to re-install the existing litter bin in the Moot Lane Recreation Ground.

Litter Act 1983, ss.5,6

### **271.21 Replacement of Panels in Bus Shelter beside The Bull Hotel**

To consider a recommendation from the Amenities Committee to approve a quote of £967.16 from GW Shelters to replace the damaged panels in the bus shelter beside The Bull Hotel with clear anti-graffiti polycarbonate panels.

Local Government (Miscellaneous Provisions) Act 1953, s. 4

### **272.21 Cleaning of Bus Shelter Rooves**

To consider a recommendation from the Amenities Committee to approve the sum of £135 as a one-off cost for the cleaning of all 9 bus shelter rooves by Salisbury Window Cleaning Services Ltd following concerns raised by residents.

[Local Government \(Miscellaneous Provisions\) Act 1953 s4](#)

### **273.21 Tannery Bridge Fencing**

To consider a recommendation from the Amenities Committee to approve a quote of £450 from Leigh Bush to replace the broken fence posts to the leaning fence on Tannery Bridge which, following some research, appears not to be the responsibility of either Wiltshire Council or the Environment Agency.

### **274.21 Removal of Play Barrel in Charlton All Saints Recreation Ground**

To resolve to ratify the emergency expenditure of £400 associated with the removal by Redlynch Leisure of the Play Barrel on grounds of health and safety from the Charlton All Saints Recreation Ground.

[Public Health Act 1985, s164](#)

### **275.21 Committee & Working Group Reports**

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

**Amenities Committee:** To receive a short verbal report from Cllr Jones on a recent meeting.

**Neighbourhood Plan Working Group:** To receive a short verbal report from Cllr Brentor on a recent meeting.

### **276.21 Committee Minutes**

To resolve to receive and note the Minutes of:

The meeting of the Amenities Committee held on Monday 23<sup>rd</sup> August 2021.

[\(Appendix D\)](#)

### **277.21 Representative Reports**

**Community Area Transport Group:** To receive a short verbal report from Cllr Hall.

**Southern Wiltshire Area Board:** To receive a short verbal report from Cllr Hall.

**IT Technical Support and Website Support Outsourcing:** To receive a short verbal report from Cllr Mace.

### **278.21 Payments**

To resolve to approve the payments for December:

£875.00 Maranji Commercial & Domestic Cleaning

£798.53 Bawden Managed Landscapes

£222.76 Idverde

£28.79 Ionos

£18.20 West Mercia Energy

£44.35 BT Group

£135.00 Salisbury Window Cleaning Services

£203.40 Water2Business

£141.11 Bournemouth Water Business

£600.00 Stephen J Linard Ltd

£520.00 Gartec Limited

£120.00 Downton Memorial Centre  
£240.00 Wiltshire Association of Local Councils  
£137.49 Viking  
£144.00 Metro Rod  
£24.99 Norton Anti-Virus

**279.21 Accounts for Payment**

To resolve to approve the sum of £7,161.32 as the Accounts for payment for December and to record the bank balances. (Appendix E)

**280.21 Budget to Actual Report**

To resolve to approve the sum of Budget to Actual Report as at 30<sup>th</sup> November 2021. (Appendix F)

**281.21 Correspondence**

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

**282.21 Clerk's Report**

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

**283.21 Date of next meeting**

To resolve to note the date of the next meeting as Monday 10<sup>th</sup> January 2022 at 7.30 pm to be held in the Bonvalot Room at the Downton Memorial Centre.

**Part 2 – EXEMPT MATTERS – EMPLOYMENT & STAFFING**

**284.21 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'.

**285.21 Minutes**

To receive an explanation from Cllr Cornell regarding her correction to the draft Minutes of the meeting held on 8<sup>th</sup> November 2021 following her report to the Council on the Clerk's application to the Adjudicator for the Independent Dispute Resolution Process.

**286.21 Council Reserves held for pension backdating**

To consider a written proposal from Cllrs Randall, Watts, Mace, Cornell and Brentor to reconsider a recommendation of the Staffing Committee on the release of the £25,000 in Earmarked Reserves for pensions backdating as recommended by the Council's Internal Auditor. (Appendix H)

***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.***