

DOWNTON PARISH COUNCIL



To: All Members of Downton Parish Council

You are summoned to an Ordinary Meeting of Downton Parish Council on Monday 10th January 2022 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 January 2022**

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

287.21 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](#)

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

289.21 Apologies

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

290.21 Minutes

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

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

292.21 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.

293.21 Planning and Tree Works Applications

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

PL/2021/11652 24 Gravel Close, Downton - T1 - Cherry tree - fell T2-T5 - 4 x semi mature Ash trees with significant signs of Ash Die Back – fell.

PL/2021/11885 Corner Moot Lane/Lode Hill junction, Downton - G1 - Remove Western Red Cedar trees in corner of green space, T1 - crown lift Persian Ironwood tree T2 - Remove poorly formed Plum tree, G2 - crown lift remaining plum trees.

294.21 Planning Application Decisions

To resolve to note the decisions on recent applications.

295.21 Climate Action Plan

To consider and approve a Climate Action Project Plan drafted by Cllr Hudson-Baillie which also sets out the implications for Downton parish when implementing a Climate Action Plan and also to consider allocating £1,000 to this project for 2022/23. [LGA 1972 s137](#) (Appendix B)

296.21 Traffic Survey to inform the Neighbourhood Plan Revision

To consider a proposal from the Neighbourhood Plan Working Group to allocate the sum of approximately £6,000 for an accurate traffic survey to be carried out of the number and type of vehicles, traffic density and movement in Downton to inform a Neighbourhood Plan update and to support the Parish Council's strategic aim of carrying out a traffic flow review. [\(Appendix C\)](#)

297.21 Installation of CCTV

To consider a request from the Downton Neighbourhood Watch Co-ordinator for the installation of CCTV equipment between Moot Lane and the A338 Downton at an approximate cost of £10,000 to counter the continuing issue of anti-social behaviour and incidents of vandalism caused to property, businesses and vehicles. [Local Government & Rating Act 1997 s31](#)

298.21 IT Outsourcing

To consider a proposal from Cllr Mace to revise his original proposals regarding the outsourcing of the Council's IT support services to include the funding for and installation of dedicated broadband/phone service connections for officers, rather than to continue using their existing domestic networks, at the costs set out below for:

- 2021/22 £850
- 2022/23+ £1,100 per annum [LGA 1972 s111](#)

299.21 Defibrillator Grant Funding

To resolve to approve the submission of a grant application to the Southern Wiltshire Area Board for 50 percent funding for 2 public access defibrillators at Charlton and the Social Club at the BWSCA, together with cabinets and training.

300.21 Grant Application - Downton Allotment and Leisure Gardeners Association

To consider a grant request for a contribution of £500 towards a project to repair the pedestrian, vehicle and water accesses at the Wick Lane site as well as support for an Area Board grant application. [LGA 1972 s137](#) [\(Appendix D\)](#)

301.21 Grant Application - Brian Whitehead Sports Centre Association

To consider a request from the BWSCA for a contribution towards the replacement of both the main entrance doors and the dormer window to the first-floor room of the Sherwood Suite for which quotes have been obtained for the total sum of £6,697. [Local Govt \(Miscellaneous Provisions\) Act 1976 s19](#)

302.21 Budget and Precept for 2022/23

To consider and resolve to approve the revised 3 year Budget and level of Precept for 2022/23 as prepared by the Clerk. [\(Appendix E\)](#)

303.21 Allocated Reserves

To resolve to approve the allocated reserves as at 10th January 2022. [\(Appendix F\)](#)

304.21 BWSCA Lease

To consider a proposal from Cllr Mace to review the comments provided by councillors on the draft lease and to resolve to agree on whether to:

- i. Submit comments and suggested revisions to the Council's solicitor; or
- ii. Seek advice and a quote from the specialist solicitors which drafted the lease for the Council for the Memorial Centre.

305.21 Annual Leave and Bank holiday Entitlement Policy

To consider an as recommended by the Staffing Committee to approve an Annual Leave and Bank holiday Entitlement Policy. [\(Appendix G\)](#)

306.21 Committee & Working Group Reports

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

Staffing Committee: To receive a short verbal report from Cllr Cornell on a recent meeting.

307.21 Committee Minutes

To resolve to receive and note the Minutes of:

The meeting of the Staffing Committee held on Monday 5th July 2021.

[\(Appendix H\)](#)

308.21 Payments

To resolve to approve the payments for January:

£875.00 Maranji Commercial & Domestic Cleaning

£798.53 Bawden Managed Landscapes

£222.76 Idverde

£28.79 Ionos

£17.00 West Mercia Energy

£44.35 BT Group

£110.60 B Cornish Oct-Dec 21 expenses

309.21 Accounts for Payment

To resolve to approve the sum of £6,469.51 as the Accounts for payment for January and to record the bank balances.

[\(Appendix J\)](#)

310.21 Budget to Actual Report

To resolve to approve the Budget to Actual Reports as at 30th November and 31st December 2021.

[\(Appendix K & L\)](#)

311.21 Correspondence

To resolve to note the Correspondence received.

[\(Appendix J\)](#)

312.21 Clerk's Report

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

[\(Appendix M\)](#)

313.21 Date of next meeting

To resolve to note the date of the next meeting as Monday 14th February 2022 at 7.30 pm to be held in the Bonvalot Room at the Downton Memorial Centre.

Part 2 – EXEMPT MATTERS – EMPLOYMENT & STAFFING

314.21 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’.

315.21 Training for Officers

To consider a recommendation from the Staffing Committee regarding the funding towards training courses to meet the training needs of officers.

316.21 Clerk Job Evaluation

To consider a recommendation from the Staffing Committee to approve the spinal column point level to be awarded to the Clerk following the Job Evaluation carried out by South West Councils.

317.21 Administrative Officer Post - Hours Increase

To consider a recommendation from the Staffing Committee regarding an increase in hours to the Administrative Officer post from 1st April 2022.

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.