

DOWNTON PARISH COUNCIL



To: All Members of Downton Parish Council

You are summoned to an Ordinary Meeting of Downton Parish Council on Monday 14th February 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
8th February 2022**

All present are encouraged to follow all HM Government Guidance on COVID-19:

- Masks to be worn.
- Please use the hand sanitiser on arrival.
- Please read the Council's revised 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.

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

318.21 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](#)

319.21 Chair's Announcements

To receive an announcement from the Chair on the resignations of two councillors.

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

321.21 Apologies

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

322.21 Minutes

To consider and resolve to approve the Minutes of the Ordinary Meeting held on Monday 10th January 2022. [LGA 1972 sch 12, para 41\(1\)](#) (Appendix A)

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

324.21 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.

325.21 Planning and Tree Works Applications

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

PL/2021/05363 23 Lode Hill, Downton - Removal of existing single story wrap around extension and construction of new wrap around single storey extension forming into 2 storey extension to the rear and associated internal works

PL/2022/00496 132 The Borough, Downton - To demolish a single story PVCu lean to conservatory, and construct new highly insulated part tile effect roof with white PVCu frames below.

PL/2022/00547 South Lane Cottage, South Lane, Downton - Proposed two storey extension, porch, lean-to, swimming pool, floor plan redesign, facade alterations and all associated works.

PL/2022/00822 Ashley House, Lower Road, Charlton All Saints - Single storey rear/side extension, proposed car-port and security walls to front of house.

PL/2022/00912 &

PL/2022/00862 44 High Street, Downton - Replacement Windows.

326.21 Planning Application Decisions

To resolve to note the decisions on recent applications.

327.21 Grounds Maintenance Contract Tender

To consider a report from the Clerk and to resolve to approve the preferred contractor for Grounds Maintenance from 1st April 2022 for 5 years, subject to satisfactory completion after 1 year. [\(Appendix B\)](#)

328.21 Exhibition and Public Consultation on Play Area Refurbishments

To consider and approve:

- i. A letter to be delivered to all households explaining the Parish Council's proposals for a Public Works Loan Board loan and giving notification of a forthcoming Exhibition and Public Consultation;
- ii. The dates of an Exhibition and Public Consultation be held with residents on Friday 4th March and Saturday 5th March 2022 at the Memorial Centre; and
- iii. Any other actions to be taken. [\(Appendix C\)](#)

329.21 Cuckoo Fair 2022

To consider a written request from Mr Tony Pike, Chair of the Downton Cuckoo Fair Committee, to use the Borough Greens and the Memorial Gardens for this year's Cuckoo Fair on Saturday 30th April 2022. [\(Appendix D\)](#)

330.21 Cuckoo Fair 2022

Subject to the approval of Motion 329.21 above, to consider and resolve to approve the closure of the B3080 from The Borough at its junction with The Headlands to Church Hatch from 08.30 hours to 18.00 hours on Saturday 30th April 2022 for Cuckoo Fair.

331.21 Downton Cemetery Fees

To consider a recommendation from the Amenities Committee to increase the fees at Downton Cemetery by 5 percent for 2022 and to remove charges for burials for under 18s. [\(Appendix E\)](#)

332.21 Replacement Road Nameplates

To consider a recommendation from the Amenities Committee to approve a cost of £750.00 to replace and relocate the following road nameplates:

- i. Moot Lane road nameplate – to replace a missing road sign on Moot Lane Corner.
- ii. Moot Lane Close nameplates – to relocate both of the Moot Lane Close nameplates to the grass verges at the end of the road.
- iii. Castle Meadow nameplate – to install a new road sign on the grass verge outside number 21 as currently unmarked.

333.21 Replacement Bins

To consider a recommendation from the Amenities Committee to approve the cost of £612.69 for the purchase of 4 new bins from Wiltshire Council, the cost of their installation by Idverde Ltd together with the relocation of 2 existing bins at the rear of the Co-op from April 2022.

334.21 Dog Waste Bin in Wick Lane

To consider a recommendation from the Amenities Committee for the installation of a Dog Waste Bin in Wick Lane in the vicinity of the entrance to the overflow car park to the Downton Leisure Centre site at a cost of £240 for the bin and £185.12 per annum to be added to the Council's waste bins collection contract with Idverde Ltd.

335.21 Bus Shelter Repairs

To consider and resolve to approve a quote of £912.59 from GW Shelter Solutions for the replacement of 7 panels in 3 bus shelters with polycarbonate panels.

336.21 Ratification of Clerk's Delegated Powers for Emergency Expenditure

To resolve to ratify the Clerk's emergency spend under her delegated powers for:

- i. Electrical Inspection of Public Toilets – the accepted quote of £375 from Dave Watton Electrical Ltd to carry out the electrical inspection of the Public Toilets on Thursday 10th February 2022; and
- ii. Sewage Pump Chamber in the Memorial Gardens – the sum of £180 for installation of replacement float switch by EDS Ltd.

337.21 Housing Needs Survey

To resolve to note the completed Downton Housing Needs Survey.

(Appendix F)

338.21 Face to Face Meetings Risk Assessment

To review the Council's Risk Assessment for Face to Face meetings in light of the changes to HM Government Guidance on COVID-19.

(Appendix G)

339.21 Staffing Committee membership

To elect councillor(s) to the Staffing Committee to ensure it is quorate.

340.21 Bank signatory

To appoint Cllr Hall as bank signatory on the Council's bank accounts.

341.21 Representative on the Brian Whitehead Sports Centre Association

To appoint a representative to the BWSCA in addition to Cllr Brentor.

342.21 Climate Change Action Plan Working Group

To elect further member(s) to join the working group with Cllr Jalland.

343.21 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 Watts on a recent meeting.

344.21 Committee Minutes

To resolve to receive and note the Minutes of:

The meeting of the Amenities Committee held on Monday 22nd November 2021.

(Appendix H)

345.21 Representative Reports

Southern Wiltshire Area Board: To receive a short verbal report from Cllr Hall on a recent meeting.

Community Area Transport Group: To receive a short verbal report from Cllr Hall on a recent meeting.

Police Consultation outside The Goat: To receive a short verbal report from Cllr Brentor on a recent parish consultation with the Police and Crime Commissioner for Wiltshire and Swindon outside The Goat.

IT and Website Outsourcing Project: To receive a short verbal report from Cllr Mace on the progress of the project.

346.21 Payments

To resolve to approve the payments for February:

£875.00 Maranji Commercial & Domestic Cleaning

£798.53 Bawden Managed Landscapes

£222.76 Idverde

£28.79 Ionos

£17.89 West Mercia Energy

£44.35 BT Group

£50.16 CPC - Telephone cabling

£180.00 Environmental Drain Services Ltd

£14.55 Mr J Parsons – Repairs to footpath sign

£140.00 Mr L Bush – Parish Maintenance

£38.45 – Viking – Laminating pouches

£90.00 Salisbury Window Cleaning – Bus shelter cleaning

£20.00 Downton Memorial Centre

347.21 Accounts for Payment

To resolve to approve the sum of £5,660.01 as the Accounts for payment for February and to record the bank balances.

[\(Appendix I\)](#)

348.21 Budget to Actual Report

To resolve to approve the Budget to Actual Reports as at 31st January 2022.

[\(Appendix J\)](#)

349.21 Correspondence

To resolve to note the Correspondence received.

[\(Appendix I\)](#)

350.21 Clerk's Report

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

[\(Appendix K\)](#)

351.21 Date of next meeting

To resolve to note the date of the next meeting as Monday 14th March 2022 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.