

# DOWNTON PARISH COUNCIL



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

**You are summoned to an Ordinary Meeting of Downton Parish Council on Monday 14<sup>th</sup> March 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  
8<sup>th</sup> March 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

### Part 1

#### 352.21 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](#)

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

#### 354.21 Apologies

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

#### 355.21 Minutes

To consider and resolve to approve the Minutes of the Ordinary Meeting held on Monday 14<sup>th</sup> February 2022. [LGA 1972 sch 12, para 41\(1\)](#) (Appendix A)

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

#### 357.21 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.

#### 358.21 Planning and Tree Works Applications

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

**PL/2022/01137 2 Crossways Close, Downton** - Two Storey Four Bedroom House with Double Garage.

**PL/2022/01230 8 Saxonhurst, Downton** - Single storey rear extension and some internal remodelling.

**PL/2022/01331 The Former Piggery Building, Trafalgar Gardens, Standlynch** - Demolition of former piggery building and its replacement with 2 no. holiday lets together with car parking, amenity space, landscaping and associated works.

**PL/2022/01332 The Cottage, Trafalgar Gardens , Standlynch** - Single storey extension to west (side) of cottage, provision of 2 car parking spaces and associated works.

**PL/2022/00436 92 The Borough, Downton** - Erection of a wooden summerhouse.

**PL/2022/01645 &**

**PL/2022/01173 Thatchings, Lower Road, Charlton All Saints** - Proposed Replacement Windows/Doors, Installation of Air Source Heat Pump and Replacement Radiators, Proposed First Floor Bathroom, Replacement Lounge Ceiling & Removal of Internal Wall.

**PL/2022/01161 11 Church Leat, Downton** - Various tree works

**PL/2022/01340 The Moot, Moot Lane, Downton** - Various tree works.

**359.21 Planning Application Decisions**

To resolve to note the decisions on recent applications.

**360.21 Internal Auditor's Report**

To consider and note the Internal Auditor's Interim Report and to agree on the actions to be taken. [Local Audit and Accountability Act 2014](#) (Appendix B)

**361.21 Appointment of Internal Auditor for 2022/23**

To resolve to approve the appointment of Fair Account as the Parish Council's Internal Auditors for 2022/23. [Local Audit and Accountability Act 2014](#)

**362.21 Annual Parish Meeting**

To consider a proposal from Cllr Brentor to invite the Police and Crime Commissioner and the Chief Constable of Wiltshire Police to attend the Annual Parish Council meeting on Monday 11<sup>th</sup> April 2022.

**363.21 Risk Registers Review**

To review the Council's Risk Registers nos. 2-5 and to resolve to approve any proposed changes. [\(Appendix C1-4\)](#)

**364.21 Asset Register – Speed Indicator Device**

To resolve to approve that the Speed Indicator Device supplied by ElanCity be added to the Council's Asset Register for the value of £1,962 and that its inclusion on the Council's insurance policy be noted.

**365.21 Traffic Survey**

To consider a recommendation from the Neighbourhood Plan Review Working Group as to the timescale for the traffic survey to be completed.

**366.21 Public Space Protection Order**

To resolve to agree on a response to the consultation from Wiltshire Council on the creation of a Public Space Protection Order.

**367.21 Downton Primary School**

To consider a proposal from Cllr Brentor to set up a working group to work with the primary school to consider safe school access and other community and education linked projects.

**368.21 Committee & Working Group Reports**

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

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

### **369.21 Representative Reports**

**Public Exhibition and Consultation on play area refurbishment:** To receive a short verbal report from Cllr Brentor.

### **370.21 Payments**

To resolve to approve the payments for March:  
£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  
£62.36 Viking - Various stationery for exhibition  
£140.00 Downton Memorial Centre  
£3,130.80 Wiltshire Council - Bins, Bollards and Street Nameplates  
£59.95 Dropbox for Officers - Dec 21 to Feb 22  
£2,354.00 ElanCity - Speed Indicator Device  
£156.00 A McGowan - Home Working Allowance Oct 21-Mar 22  
£126.00 B Cornish - Home Working Allowance Oct 21-Mar 22  
£35.00 Information Commissioner - Annual Data Protection Fee  
£350.00 Fair Account – Interim Audit

### **371.21 Accounts for Payment**

To resolve to approve the sum of £12,553.21 as the Accounts for payment for March and to record the bank balances. [\(Appendix D\)](#)

### **372.21 Budget to Actual Report**

To resolve to approve the Budget to Actual Reports as at 28<sup>th</sup> February 2022. [\(Appendix E\)](#)

### **373.21 Virements**

To resolve to approve the Virements up to 31<sup>st</sup> March 2022. [\(Appendix F\)](#)

### **374.21 Earmarked Reserves**

To resolve to approve the Earmarked Reserves as at 31<sup>st</sup> March 2022. [\(Appendix G\)](#)

### **375.21 Correspondence**

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

### **376.21 Clerk's Report**

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

### **377.21 Date of next meeting**

To resolve to note the date of the next meeting as Monday 11<sup>th</sup> April 2022 at 8.00 pm to be held in the Bonvalot Room at the Downton Memorial Centre.

## **Part 2 – EXEMPT MATTERS - STAFFING**

**378.21 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’.

**379.21 National Salary Award**

To consider and resolve to approve the salary award and backdated payments for qualifying staff for the period from 1st April 2021 to 31<sup>st</sup> March 2022 in accordance with the National Association of Local Council's document EO1-22 entitled 'National Salary Award 2021/22' and with their Employment Contracts.

***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.***