

DOWNTON PARISH COUNCIL



To: All Members of Downton Parish Council

You are summoned to the Annual Meeting of Downton Parish Council on Monday 9th May 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
3rd May 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

01.22 Election of Chair

To resolve to election a Chair for the 2022/23 civic year. [Local Govt Act 1972, s15\(2\)](#)

02.22 Co-option

To consider an application from Mr Andrew North to fill the vacancy in the Downton Ward and to resolve to approve his co-option. [Local Govt Act 1972 s 87\(2\)](#)

(Appendix A)

03.22 Election of Vice-Chair

To resolve to election a Chair for the 2022/23 civic year. [Local Govt Act 1972, s15\(6\)](#)

04.22 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](#)

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

06.22 Apologies

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

07.22 Minutes

To consider and resolve to approve the Minutes of the Ordinary Meeting held on Monday 11th April 2022. [Local Govt Act 1972 sch 12, para 41\(1\)](#) (Appendix B)

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

09.22 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.

10.22 Planning and Tree Works Applications

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

PL/2022/02953 Waterways, Chapel Lane, Charlton All Saints - Replacement windows/

PL/2022/02902 7 Catherine Crescent, Downton - Loft extension and internal alterations

PL/2022/02906 The Homestead, Lower Road, Charlton All Saints - First floor extension over existing extension; oak framed balcony with spiral stairs; internal alterations; new porch on side elevation.

PL/2022/03337 1 Avon Meadow, Downton - Two storey extension to north-west elevation to provide improved facilities.

PL/2022/03444 12 Wick Lane, Downton - Erect PVCu port to front of property.

11.22 Planning Application Decisions

To resolve to note the decisions on recent applications.

12.22 Standing Orders

To resolve to approve the Parish Council's revised Standing Orders for 2022/23 as issued by the National Association of Local Councils in April 2022.

[\(Appendix C\)](#)

13.22 Financial Regulations

To resolve to approve the Parish Council's Financial Regulations for 2022/23.

[\(Appendix D\)](#)

14.22 Neighbourhood Plan Review Working Group

To consider a proposal from Cllr Brentor to dissolve the Neighbourhood Plan Review Working Group and to note the objectives it has met.

15.22 Neighbourhood Plan Revision Strategy Group

To consider a proposal from Cllr Brentor to set up a Neighbourhood Plan Revision Strategy Group to carry out the recommendations of the Review Working group in the revision of the Downton Neighbourhood Plan.

16.22 Terms of Reference

To consider and review the Terms of Reference for the Committees and Working Groups.

[\(Appendix E\)](#)

17.22 Dates of Meetings

To approve the dates, times and place for ordinary meetings of the Full Council and its Committees for 2022/23.

[\(Appendix F\)](#)

18.22 Committees and Working Groups

To consider and approve nominations for membership of the Council's Committees and Working Groups:

- Amenities Committee
- Complaints Committee
- Finance & Strategy Committee
- New Housing Development Committee
- Staffing Committee
- Watermeadows & Flood Defence Committee
- Caring Community Working Group
- Communications Working Group
- Moot Lane Recreation Ground Working Group
- Rights of Way Working Group

19.22 Membership of Outside Bodies

To consider and approve nominations for Parish Council Representatives:

- Brian Whitehead Sports Centre Association - 2 members
- Carver Trust - 1 member

- Cuckoo Fair - 1 member
- Downton Link - 1 member
- Downton Moot Preservation Trust - 2 members
- Downton Memorial Centre Committee - 1 member
- Downton Memorial Centre - 1 member to be the 'Responsible Person' to oversee the fire safety aspects of the management of the Downton Memorial Centre
- Millennium Green Trust - 2 members
- Stockman & Woodlands Trust - 2 members
- Allotments Association - 1 member
- Southern Wiltshire Area Board - 2 members
- Southern Wiltshire Area Board Community Area Transport Group - 1 member
- Chalk Pit Management Committee - 2 members
- Downton Band - 1 member
- Downton Football Club Working Group - 1 member
- Primary School's Working Group - 1 member
- Community Policing Team Liaison - 1 member
- Post Office service monitoring - 1 member

20.22 To consider and approve the Parish Council's Annual Payments and Subscriptions:

- Grasscutting - £10,434
- Public Toilet cleaning and maintenance - £10,920.
- PWLB Loan - £17,890
- Salaries and Pensions - £48,910
- Waste Bin collection - £2,412
- Playground Inspections - £1,080
- IT Support - £402
- Website Support - £300
- Remote Application Hosting - £408
- Wiltshire Association and National Association of Local Councils - £881.
- Society of Local Council Clerks - £219
- CPRE - £36.
- Information Commissioner - £35.

21.22 To consider and re-adopt the following Parish Council Policies for 2022/23:

- Absence Management Policy
- Annual Leave & Bank Holiday Entitlement Policy
- Co-option Policy
- Communications & Public Relations Policy & Procedure
- Complaints Procedure and Policy and Vexatious Complaints Policy
- Dignity at Work Policy
- Disciplinary Procedure and Grievance Policy
- Equal Opportunities Policy
- Freedom of Information Act 2000 Procedure
- General Reserves Policy
- Health & Safety Policy
- Memorial Bench & Tree Policy

- Playground Risk Management Policy
- Policy for Event Signage on the Borough Greens
- Policy on Filming, Photographing, Audio Recording & Social Media Reporting of Public Parish Council and Committee Meetings
- Protocol for meetings with Developers
- Protocol for Operation London Bridge
- Protocol for Remote/Virtual Meetings
- Protocol for Working Groups
- Policy on Grants under Section 137 of the Local Government Act 1972
- Risk Management Policy & Risk Registers 2-5
- Safeguarding Policy
- Time off in Lieu (TOIL) Policy
- Tree Management Policy
- Travel & Expenses Policy
- Return to Face to Face Meetings Protocol & Risk Assessment
- Business Continuity Plan
- Documents pertaining to the General Data Protection Regulation (EU) 2016/679:
 - a. Information & Data Protection Policy
 - b. Document Retention & Disposal Policy
 - c. Social Media & Electronic Communication Policy

22.22 Bank Signatories

To resolve to approve the signatories on the Council's Bank Accounts for which two Councillors must sign any order for payment:

23.22 Councillor Appointment to Review Financial Records

To resolve to appoint a Councillor to conduct a quarterly review of the financial records in conjunction with the Parish Clerk and RFO in accordance with Clause 2.2 of the Council's Financial Regulations.

24.22 Asset Register

To consider and review the Parish Council's Asset Register and Inventory of Land for 2022/23. (Appendix G)

25.22 Insurance

To confirm approval of the arrangements for insurance cover in respect of all insured risks for 2022/23. (Appendix H)

26.22 3 Year Plan

To resolve to approve the Parish Council's Framework for its 3 Year Plan for 2022/23. (Appendix I)

27.22 Traffic Survey

To consider a report from the Administrative Officer providing 3 quotes 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. (Appendix J)

28.22 Public Works Loan Board Loan

To reconfirm that, following a precept increase consultation, Downton Parish Council intends to: [Local Govt Act 2003, Schedule 1, Para 2](#)

- i. Seek approval of the Secretary of State for Levelling Up, Housing and Communities to apply for a PWLB loan of £180,000 over the borrowing term of 15 years for the refurbishment of the Moot Lane Recreation Ground and Memorial Gardens Play Areas. The annual loan repayments will come to around £16,239.
- ii. Increase the council tax precept for the purpose of the loan repayments by 12% which is the equivalent of an additional £11.61 a year.

29.22 Platinum Jubilee Event

To consider a request from Mr Malcolm Dean to use the Memorial Gardens for a music and performance event on Thursday 2nd June 2022. [Local Govt Act s145](#)

30.22 Downton Millennium Green Trust

To consider a request from the Downton Millennium Green Trust to use the monies held by the Council under the s106 Agreement with Persimmon Homes Ltd (and to be used for enhancements to the Green) for tree works to pollard and improve the safety of the Crack Willow and Ash trees located on the boundary of the Green at an approximate cost of £3,000.

31.22 Survey of Lychgate at All Saints Church, Charlton

To consider the following recommendations from the Amenities Committee regarding the repair and maintenance of the Lychgate at All Saints Church, Charlton, a registered War Memorial: [War Memorials \(Local Authorities' Powers\) Act 1923](#)

- i. For a condition survey to be carried out by Mr Stephen Linard at a cost of £250;
- ii. For the sum of £150 to be allocated to the materials and refurbishment by Lover Café of the gates and plaques commemorating the fallen.
- iii. To consider a quote to carry out emergency repairs to make the roof watertight.

32.22 Playground Inspections

To consider a recommendation from the Amenities Committee to approve a change to the Council's contract with The Play Inspection Company in order to enhance its playground inspection regime from 6-monthly to quarterly at a total annual cost of £1,080. [Public Health Act 1875, s164](#)

33.22 Handyperson quotes for Identified Work

To consider a recommendation from the Amenities Committee to approve the following quotes:

- i. A quote from Leigh Bush of £450 to provide and install a pedestrian gate to the Moot Lane entrance to the Moot Lane Recreation Ground in oak with associated ironmongery. [Public Health Act 1875, s164](#)
- ii. A quote of £95 from Chris Barter/Leigh Bush to repair the Memorial Gardens slide subject to the appropriate solution being agreed. [Public Health Act 1875, s164](#)
- iii. A quote of £600 from Jonathan Emm for the refurbishment of 4 benches in Downton Cemetery. [Local Govt Act 1972 s214 \(2\)](#)

34.22 Road Closure

To consider whether to approve the closure of the B3080 from The Borough at its junction with The Headlands to Church Hatch from 15.15 hours to 16.40 hours on Saturday 4th June 2022 for the BBMF Flypast. [Town Police Clauses Act 1847](#)

35.22 Risk Assessment for BBMF Lancaster Flypast

To resolve to approve the Risk Assessment for the BBMF Flypast along The Borough on Saturday 4th June 2022. [\(Appendix K\)](#)

36.22 Asset Register – Dog Waste Bin

To resolve to approve that the 110 Litre Dog Waste Bin supplied by Wybone Ltd and installed in Gravel Close be added to the Council's Asset Register for the value of £337.

37.22 Moot Lane Recreation Ground

To consider and agree on the actions to be taken following receipt of a letter from a resident regarding the covenants contained in the 1970 Conveyance for land now known as the Moot Lane Recreation Ground. [\(Appendix L\)](#)

38.22 Ratification of Clerk's Delegated Powers for Emergency Expenditure

To resolve to ratify the Clerk's emergency spend under her delegated powers following receipt of the playground inspection reports for:

- i. Removal of goal posts in Memorial Gardens by Leigh Bush at the cost of £200; and
- ii. Removal of the broken wooden butterfly in the West Wick Play Area and reinstate the area by Leigh Bush at the cost of £150.

39.22 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.

40.22 Committee Minutes

To resolve to receive and note the Minutes of:

The meeting of the Amenities Committee held on Monday 24th January 2022.

[\(Appendix M\)](#)

41.22 Representative Reports

Brian Whitehead Sports Centre Association: To receive a short verbal report from Cllr Brentor.

Southern Wiltshire Area Board 'Cleaner, Greener Wiltshire': To receive a short verbal report from Cllr Brentor.

Meeting on the Resetting the Scene for Southern Wiltshire Community Area - A New Focus on Health & Wellbeing Priorities: To receive a short verbal report from Cllr Jalland.

42.22 Payments

To resolve to approve the payments for May:

£910.00 Maranji Commercial & Domestic Cleaning for Public Toilets

£1043.37 Idverde Grounds Maintenance

£241.28 Idverde Bin Emptying

£28.79 Ionos

£18.20 West Mercia Energy

£1056.18 Wiltshire Association of Local Councils

£218.91 Society of Local Council Clerks

£670.00 Leigh Bush

£128.00 Southern Security Services

£30.00 Wiltshire Neighbourhood Watch Association

£38.72 Source for Business

£132.00 The Print Effect

£1340.04 GW Shelter solutions

43.22 Accounts for Payment

To resolve to approve the sum of £9,169.61 as the Accounts for payment for May and to record the bank balances. [\(Appendix N\)](#)

44.22 Correspondence

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

45.22 Clerk's Report

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

46.22 Date of next meeting

To resolve to note the date of the next meeting as Monday 13th June 2022 at 7.30 pm and to be held in the Bonvalot Room at the Downton Memorial Centre.

Part 2 – EXEMPT MATTERS - STAFFING

47.22 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'.

48.22 Additional Bank Holiday

In accordance with the Council's Annual Leave and Bank Holiday Entitlement Policy, to consider whether to grant part-time employees pro-rata entitlement to the additional bank holiday confirmed as Friday 3rd June 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.