

# 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> June 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  
6<sup>th</sup> June 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

#### 58.22 Public Question Time

A brief presentation will be given by Mr Joe Gregory, Regional Community Manager for Giganet on its project to provide Full Fibre Internet to Downton.

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](#)

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

#### 60.22 Apologies

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

#### 61.22 Minutes

To consider and resolve to approve the Minutes of the Extraordinary Meeting held on Monday 23<sup>rd</sup> May 2022. [Local Govt Act 1972 sch 12, para 41\(1\)](#) ([Appendix A](#))

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

#### 63.22 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.

#### 64.22 Planning and Tree Works Applications

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

**PL/2022/03565 Byways, Slab Lane, Downton** - Convert garden shed into Annexe for ancillary accommodation.

**PL/2022/03818 South Lane Cottage, South Lane, Downton** - Proposed raising the ridge of existing side extension, bootroom and lean-to extension, floor plan redesign and all associated works.

**PL/2022/03814 Hazelacre, Slab Lane, Downton** - Removal of a white UPVC conservatory, with a replacement single storey traditional designed orangery over the footprint of the existing conservatory and incorporating a small terrace area to the east.

- 65.22 Planning Application Decisions**  
To resolve to note the decisions on recent applications.
- 66.22 Internal Auditor's Report**  
To receive and note the Internal Auditor's Report from Fair Account contained within the Annual Governance and Accountability Return.  
(Appendix B)
- 67.22 Annual Governance Statement**  
To consider and resolve to approve the Annual Governance Statement contained within the Annual Governance and Accountability Return (AGAR) Part 3 for the year ended 31st March 2022 for submission to the Parish Council's External Auditors.  
(Appendix B)
- 68.22 Accounting Statements**  
To consider and resolve to approve the Accounting Statements and Statement of Variances contained within the Annual Governance and Accountability Return (AGAR) Part 3 for the year ended 31st March 2022 for submission to the Parish Council's External Auditors.  
(Appendix B)
- 69.22 Exercise of Public Rights**  
To resolve to approve the dates for the period for the exercise of public rights for the Annual Governance and Accountability Return (AGAR) Part 3 for the year ended 31st March 2022.  
(Appendix C)
- 70.22 Renewal of Cloud Hosting Contract**  
To resolve to approve the renewal of the cloud hosting contract with Microshade for a further 3 years for the Council's Rialtas finance and Local Council Risk System software at an annual cost of £366.
- 71.22 Moot Lane Recreation Ground**  
To receive a report from Cllrs Brentor and Watts on a meeting with the Covenant holders of the Moot Lane Recreation Ground Conveyance and to resolve to agree on any actions to be taken.
- 72.22 Repainting of Telephone Box in Charlton**  
To consider a quote of £400.45 from Idverde for the repainting of the telephone box ahead of the installation of the new defibrillator.
- 73.22 New Lease with BWSCA**  
To appoint 2 councillors to represent the Council's interests in the negotiations with the Brian Whitehead Sports Centre Association on the terms of the new Lease.
- 74.22 Downton Community Pre-School Family Picnic**  
To consider a request from Downton Community Pre-School to hold its annual family picnic in the Memorial Gardens on Monday 27<sup>th</sup> June from 12 noon to 3 pm.

**75.22 Flower Planters in Moot Lane**

To consider the ways in which flower planters in Moot Lane can be maintained.

**76.22 Representative Reports**

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

**Wiltshire Town and Parish Council Conference:** To receive a short verbal report from Cllr Brentor.

**Street Sign Refurbishment Project:** To receive a short verbal report from Cllr Hall.

**Neighbourhood Policing Tasking Group:** To receive a short verbal report from the Clerk.

**77.22 Payments**

To resolve to approve the payments for June:

£910.00 Maranji Commercial & Domestic Cleaning for Public Toilets

£1043.37 Idverde - Grounds Maintenance

£241.28 Idverde - Bin Emptying

£28.79 Ionos

£20.44 West Mercia Energy

£177.78 Cllr Hall - materials relating to Street Sign refurbishment

£229.37 Source for Business - Public Toilets

£318.24 Initial - Public Toilets

£196.80 Community Heartbeat Trust - Defibrillator electrodes

£3,258 Community Heartbeat Trust - Defibrillator, 2 cabinets, training and electrical installation costs

£60.00 Downton Memorial Centre - Room hire

£582.00 South West Councils - annual subscription

£420.00 EDS Ltd – Pump station survey

£250.00 Stephen Linard -Lychgate survey

£903.38 BT Phone & Mobile – installation and monthly costs since January 22

£0.05 Longford Estates – Rent for the Borough Greens

£135.00 Fair Account – End of year Internal Audit

**78.22 Accounts for Payment**

To resolve to approve the sum of £12,087.00 as the Accounts for payment for June and to record the bank balances. [\(Appendix D\)](#)

**79.22 Earmarked Reserves for 2022/23**

To resolve to approve the revised Earmarked Reserves for 2022/23. [\(Appendix E\)](#)

**80.22 Correspondence**

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

**81.22 Clerk's Report**

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

**82.22 Date of next meeting**

To resolve to note the date of the next meeting as Monday 11<sup>th</sup> July 2022 at 7.30 pm and to be held in the Bonvalot Room at the Downton Memorial Centre.

**Part 2 – EXEMPT MATTERS - STAFFING**

**83.22 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’.

**84.22 Staffing Investigation**

To receive a progress report from members of the Panel appointed to consider the Way Forward investigation.

***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.***