

# DOWNTON PARISH COUNCIL



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

**You are summoned to an Ordinary Meeting of Downton Parish Council on Monday 11<sup>th</sup> July 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  
4<sup>th</sup> July 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

#### 85.22 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](#)

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

#### 87.22 Apologies

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

#### 88.22 Minutes

(Appendix A)

To consider and resolve to approve the Minutes of the Ordinary Meeting held on Monday 13<sup>th</sup> June 2022. [Local Govt Act 1972 sch 12, para 41\(1\)](#)

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

#### 90.22 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.

#### 91.22 Planning and Tree Works Applications

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

##### **PL/2022/03818 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/2022/02569 4 West Wick, Downton -** The installation of an open sided porch to the front of the house.

#### 92.22 Planning Application Decisions

To resolve to note the decisions on recent applications.

#### 93.22 Premises Licence Variation Application

(Appendix B)

To consider a premises licence variation application (WK202213511) for The Goat, 62 The Borough, Downton.

- 94.22 Proposed Installation of BT Openreach Poles for Fibre in Downton**  
To agree a response to the BT Pole Objection Team regarding the proposed installation of 9 and 10 metre high poles in Downton, including within the Downton Conservation Area.
- 95.22 Pop-Up Youth Café** [\(Appendix C\)](#)  
To consider a report from the Clerk and recommendation from the Amenities Committee to approve two visits from the Pop-Up Youth Café to the Moot Lane Recreation Ground in July and August to provide activities for the young people of the parish and to:
- (i) Allocate the sum of £250 from Earmarked Reserves towards its provision; and
  - (ii) Approve a grant application for £500 to be made to the Southern Wiltshire Area Board to be taken from its youth funding budget. [Local Govt Act 1972 s145](#)
- 96.22 Wiltshire's Towns Programme**  
To consider a proposal from Cllr Brentor on how Downton Parish Council should plan for the spending of the £5,000 allocated under the programme when taking account of the criteria.
- 97.22 Public Space Protection Order**
- (i) To resolve to note that Wiltshire Council has now completed the formal public consultation process on the proposed Public Spaces Protection Order (PSPO) in Downton and Redlynch and that it will be proceeding with the introduction of a PSPO; and
  - (ii) To consider whether to make any further comments during the additional 6 week consultation period before it is implemented.
- 98.22 Grant to Brian Whitehead Sports Centre Association** [\(Appendix D\)](#)  
To consider a request for a grant of £6,000 towards refurbishment works at the Sherwood Rooms. [Local Govt \(Miscellaneous Provisions\) Act 1976 s19](#)
- 99.22 Grant for Downton Tennis Club** [\(Appendix E\)](#)  
To consider a request for a grant towards the refurbishment of the junior courts and the erection of a new fence. [Local Govt Act 1972 s137](#)
- 100.22 Speed Indicator Device Risk Assessment** [\(Appendix F\)](#)  
To approve the Risk Assessment for the installation, removal and maintenance of the Speed Indicator Device.
- 101.22 Staffing Committee Membership**  
To consider a proposal from Cllr Hall to appoint at least 2 more members to the Staffing Committee and appoint the Chair of the Staffing Committee.  
[Standing Order 4 d vi](#)
- 102.22 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 on a recent meeting.

**103.22 Committee Minutes** [\(Appendix G\)](#)

To resolve to receive and note the Minutes of:  
The meeting of the Amenities Committee held on Monday 25<sup>th</sup> April 2022.

**104.22 Representative Reports**

**Post Office Mobile Van:** To receive a short verbal report from Cllr Hall.

**105.22 Payments**

To resolve to approve the payments for July:  
£910.00 Maranji Commercial & Domestic Cleaning for Public Toilets  
£1043.37 Idverde - Grounds Maintenance  
£241.28 Idverde - Bin Emptying  
£28.79 Ionos  
£19.98 West Mercia Energy  
£333.68 - Water2Business - Public Toilets  
£365.00 Longford Estates – Rent for the storage room  
£152.99 IT Shack  
£49.25 Brewers - parish maintenance  
£530.00 L Bush - parish maintenance  
£600.00 J P Emm - parish maintenance  
£6.00 Community Heartbeat Trust  
£157.94 Cllr J Brentor - expenses  
£79.92 Dropbox fees

**106.22 Accounts for Payment** [\(Appendix H\)](#)

To resolve to approve the sum of £9,598.01 as the Accounts for payment for July and to record the bank balances.

**107.22 Budget to Actual Report for April to June** [\(Appendix I\)](#)

To resolve to approve the Budget to Actual Report for the period 1<sup>st</sup> April to 30<sup>th</sup> June 2022.

**108.22 Quarterly Virements** [\(Appendix J\)](#)

To resolve to approve the virements between budget lines up to 30<sup>th</sup> June 2022.

**109.22 Correspondence** [\(Appendix H\)](#)

To resolve to note the Correspondence received.

**110.22 Clerk's Report** [\(Appendix K\)](#)

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

**111.22 Date of next meeting**

To resolve to note the date of the next meeting as Monday 8<sup>th</sup> August 2022 at 7.30 pm and to be held in the Bonvalot Room at the Downton Memorial Centre.

**Part 2 – EXEMPT MATTERS - STAFFING**

**112.22 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’.

**113.22 Way Forward Investigation**

To receive an update report from the Panel appointed to consider the Way Forward investigation and to consider any actions required as a result.

**114.22 Resignation of the Clerk**

[\(Appendix L\)](#)

To note the Clerk’s letter of resignation, to agree the process for the appointment of her successor and to agree on any other actions to be taken ahead of her departure.

***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.***