

# DOWNTON PARISH COUNCIL



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

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

### 115.22 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](#)

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

### 117.22 Apologies

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

### 118.22 Minutes

(Appendix A1&2)

To consider and resolve to approve the Minutes of the Ordinary Meeting held on Monday 11<sup>th</sup> July 2022 and the Staffing notes under Minute 114.22 [Local Govt Act 1972 sch 12, para 41\(1\)](#)

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

### 120.22 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.

### 121.22 Planning and Tree Works Applications

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

**PL/2022/05610 76 Herons Walk The Borough, Downton** - T1-T5 Willow tree pollard back to old cuts T6 Conifer tree fell to ground level and replant new tree 3 meters away.

**PL/2022/05023 3663 Limited, Batten Road, Downton** - Install a 512 kWp solar PV (photovoltaic) system on the roof of the Warehouse building.

**PL/2022/05535 Mesh House, Mesh Pond, Downton** - Replacement of an existing open garage with a triple garage and home office in the roof space at first floor

**PL/2022/05630 27 Lode Hill, Downton** - Proposed loft conversion and associated internal alterations.

### 122.22 Planning Application Decisions

To resolve to note the decisions on recent applications.

- 123.22 Appointment of and Funding for Locum Clerk** [Local Govt Act 1972 s111](#)  
To receive a short verbal report from Cllr North and to resolve to:
- i. Approve the arrangements for contracting a Locum Clerk for an initial period of 3 months and thereafter on a rolling monthly contract if required;
  - ii. Approve a sum to be allocated to Earmarked Reserves for this purpose.
- 124.22 Storage & Postal Redirection Costs for Council post, documents & equipment** [Local Govt Act 1972 s111](#)  
To consider the options for postal redirection and the storage of the Council's documents and equipment on the departure of the Clerk and Administrative Officer and prior to the appointment of their successors.
- 125.22 Civility and Respect Pledge** [\(Appendix B,C&D\)](#)
- i. To resolve that Downton Parish Council signs up to the Civility and Respect Pledge from the National Association of Local Councils; and
  - ii. To resolve that all Downton Parish Council Councillors sign the Wiltshire Council 'Positive Conduct equals Positive Democracy' Charter.
- 126.22 Family Fun Day in Memorial Gardens** [Local Govt Act 1972 s145](#)  
To consider a request from Downton Community Pre-school to use the Memorial Gardens on 17th September 2022 to hold a family fun day to raise funds for the Pre-school and Primary school.
- 127.22 United Nations International Day of Older Persons** [Local Govt Act 1972 s145](#)  
To consider a proposal from Cllr Jalland to:
- iii. Support the submission of a grant application to the Southern Wiltshire Area board for the holding of a celebratory event in aid of the United Nations International Day for Older Persons on the 1st October; and
  - iv. Consider whether a grant could be provided by the Parish Council.
- 128.22 Neighbourhood Plan Survey**  
To consider a request from the Neighbourhood Plan Review Strategy Group to approve the sum of £250 for the printing, communication and distribution of a parish survey to inform the revision of the Neighbourhood Plan.
- 129.22 Memorial Gardens Football Goals** [Public Health Act 1985, s164](#) [\(Appendix E\)](#)  
To consider a report from the Administrative Officer regarding the installation of replacement goals in the Memorial Gardens at a cost of £1,362.
- 130.22 Heritage Signs** [\(Appendix F\)](#)  
To consider a report from the Administrative Officer regarding the installation of heritage signs in 3 locations at the cost of £113 to which the Downton Society will contribute 50 percent of the cost.
- 131.22 Installation of a French Drain in the Memorial Gardens** [LGA 1972, s133](#)  
To consider a quote from Leigh Bush of £280 to install a French Drain as specified by the Memorial Centre Surveyor in the Memorial Gardens.

**132.22 Charlton All Saints Replacement Picnic Bench** [\(Appendix G\)](#)

To consider the options for the replacement of the broken picnic bench in the Charlton All Saints play area and to resolve to agree on the bench to be ordered. [Public Health Act 1985, s164](#)

**133.22 Fencing in the Moot Lane Recreation Ground**

To consider a quote from Leigh Bush of £1300 to include labour and materials to install a fence along the boundary with an adjacent property to provide security to users of the play area. [Public Health Act 1985, s164](#)

**134.22 Climate Change Action Plan Working Group**

To reconsider the setting up of a Climate Change Action Plan Working Group and, if agreed, to appoint councillors to it.

**135.22 Ratification of Clerk's Delegated Powers for Emergency Expenditure**

To resolve to ratify the Clerk's emergency spend under her delegated powers for: [Public Health Act 1985, s164](#)

- i. Removal of offensive graffiti from shelter in Memorial Gardens – the repainting of internal walls of shelter over a weekend by Jonathan Emm for £250; and
- ii. Removal and disposal of broken goalpost and sharp edges remaining above ground by Leigh Bush for £160.

**136.22 Salisbury Journal Vacancy Advert** [Local Govt Act 1972 s111](#)

To consider a request from Cllr Brentor for reimbursement of the unauthorised spend of £573.60 for the placing of an advert for 31 days in the Salisbury Journal for the Administrative Officer vacancy.

**137.22 Committee & Working Group Reports** [\(Appendix H\)](#)

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

**Staffing Committee:** To receive a short verbal report from Cllr North on recent meetings.

**Neighbourhood Plan Review Strategy Group:** To note written Report from Mr Laurence Burr.

**138.22 Committee Minutes** [\(Appendix I&J\)](#)

To resolve to receive and note the Minutes of:

The meeting of the Staffing Committee held on Friday 7<sup>th</sup> January 2022

The meeting of the Staffing Committee held on Wednesday 22<sup>nd</sup> July 2022

**139.22 Payments**

To resolve to approve the payments for August:

£910.00 Maranji Commercial & Domestic Cleaning for Public Toilets

£1043.37 Idverde - Grounds Maintenance

£241.28 Idverde - Bin Emptying

£28.79 Ionos

£25.62 West Mercia Energy

£19.99 Dropbox fees

£156.16 Viking Stationery

£150.45 BT Broadband & Mobile  
£134.05 A McGowan expenses  
£130.00 B Cornish expenses  
£160.00 L Bush – for maintenance  
£250.00 J P Emm – for maintenance  
£140.00 Memorial Centre – Room Hire June & July

**140.22 Accounts for Payment** [\(Appendix K\)](#)

To resolve to approve the sum of £6,411.04 as the Accounts for payment for August and to record the bank balances.

**141.22 Budget to Actual Report for July & Bank Reconciliation** [\(Appendix L&M\)](#)

To resolve to approve the Budget to Actual Report and Bank Reconciliation for the period to 31<sup>st</sup> July 2022.

**142.22 Correspondence** [\(Appendix K\)](#)

To resolve to note the Correspondence received.

**143.22 Clerk's Report** [\(Appendix N\)](#)

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

**144.22 Date of next meeting**

To resolve to note the date of the next meeting as Monday 12<sup>th</sup> September 2022 at 7.30 pm and 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.***