



Downton Parish Council

By Order of Melanie Camilleri, Locum Clerk & RFO

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21 September 2022

Dear **MEMBER OF DOWNTON PARISH COUNCIL**

You are hereby summoned to attend an

ORDINARY MEETING

on **MONDAY 26 SEPTEMBER 2022 at 7:30pm**

in the **MEMORIAL HALL, DOWNTON (BONVALOT ROOM)**

To transact the following business.

The public and press are welcome to attend.

AGENDA

- 145/22** **Public Forum**
- 146/22** **To receive a report from Cllr Richard Clewer (Wiltshire Council)**
- 147/22** **Apologies for Absence**
- 148/22** **Declarations of interest**
- 149/22** **Minutes**
i) To resolve to approve the Minutes of the Meeting held on **08 August 2022**
ii) To resolve to note the Minutes of the Staffing Committee Meeting held on **01 August 2022**
- 150/22** **Business raised during Public Forum**
To resolve to refer any business raised by the public or items of information from councillors either to the appropriate committee or for any other action.
- 151/22** **Planning**
i) To consider applications received and resolve on recommendations to be made to Wiltshire Council Planning Authority (see Planning Schedule)
ii) To note planning decisions (see Planning Schedule)
- 152/22** **Defibrillators**
i) To resolve who will conduct the annual checks for the defibrillators located at:-
 - Dr Surgery (due 14 Aug 2022) and
 - Memorial Hall (due 13 Sept 2022)

- ii) To receive a report on the status to instal two additional defibs and resolve to agree on what actions to take
- iii) To consider Community Heartbeat's request for data on the defib located at the Football Club and resolve to agree on what actions to take

153/22 Speed Indicator Device

To resolve to:-

- i) appoint two Members to take responsibility for maintenance of the device
- ii) schedule online training for its use for these two Members (through Wiltshire Council)
- iii) agree expenditure on maintenance equipment

154/22 Moot Lane Recreation Ground

To consider a letter sent from Covenants holders and resolve to agree on what actions to take

155/22 Memorial Centre

i) In consideration of:-

- o the terms of the Lease between Downton Parish Council and Downton Memorial Centre CIO dated 11 June 2019, and
- o the Building Survey Reports dated 19 October 2018 and 19 October 2021 instructed by Downton Parish Council

Resolve to:-

- a) agree and record a list of remedial maintenance tasks which will be the responsibility of
 1. Downton Parish Council to remedy and finance, and
 2. Downton Memorial Centre CIO to remedy and finance
- b) draw-up a joint schedule of works.

156/22 Highways

- i) Drain Clearing along the Borough: due in the Autumn (Highways to notify exact date). Resolve to agree how residents will be notified to ensure cars do not hinder access for the gully tanker and what actions to take
- ii) Temporary Road Closure (section of B3080) for surfacing 26 October 2022: Resolve to agree how residents will be notified to ensure cars are moved in advance and what actions to take

157/22 Remembrance Sunday

- i) To resolve to approve the closure of the B3080 from the memorial Gardens (in The Borough) to Church Hatch from 10:00am to 12:00 noon Sunday 13 November 2022 for the Remembrance Day Sunday Service and Parade and what actions to take
- ii) To resolve to:-
 - a) approve a donation of £20 to the Royal British Legion for a Poppy Wreath and
 - b) appoint a Councillor to lay the Wreath on behalf of the Parish at the Service

158/22 Finance

- i) To resolve to approve the Cash Flow Report and payments
- ii) To resolve to approve the Parish Council's insurance renewal quote from A J Gallagher
- iii) To receive a report on status of the PWLB application for the Playground Project
- iv) To note PKF Littlejohn's Notice of Conclusion of External Audit 2021/22
- v) Consider and resolve whether to opt-in or opt-out of the external auditor appointed by SAAA (new 5-year contract commencing for the 2022/23 audit).

- vi) To consider and review the mid-year budget 2022/23
- vii) To review the Downton Millennium Green S106 expenditure plan agreed by Downton Millennium Green trustees and consider whether to resolve to submit a joint plan to Wiltshire Council for the remaining grant.
- viii) To resolve to ratify the former Clerk's emergency spend made under her delegated powers to purchase a Register of Graves (£211.20 from Shaw & Sons)
- ix) To resolve to modify the bank mandate to give the Locum Clerk/Responsible Financial Officer online access and authority to raise BACS payments

159/22 Business Continuity

To resolve to agree revised IT security arrangements given the following material changes impacting the Parish Council ability to perform its statutory functions, powers and obligations:-

- 1) the resignation of the Clerk/RFO and Administrative Officer, and
- 2) the award of an IT Contract to 'Parish Council Websites' (who are delivering on-going IT maintenance of the Parish Council's website and the management of the Parish Council's email addresses).

160/22 Committee & Working Group Reports

To receive reports from the Chairs of each Committee and Working Group

161/22 Clerk's Report

To receive a report from the Chair and Locum Clerk

162/22 Correspondence, AOB, urgent matters

- i) To resolve to agree on Councillor specific email addresses for all Members
- ii) To resolve to approve the document storage and retention solution (with associated costs) for Downton Parish Council papers

163/22 To consider resolving that Agenda item 164/22 will be closed to members of the public and press under the Public Bodies (Admission to Meetings) Act 1960 Sec 1 (2) by reason of the personal nature of the business to be discussed

164/22 Appointment of Administrative Officer

To ratify the Contract of Employment offered.

165/22 Date of next meeting

If agreed, the date of the next Meetings for **Downton Parish Council** will be on **Monday 10 October at 7:30pm** in the **Memorial Hall, Downton (Bonvalot Room)**.