



# Downton Parish Council

By Order of Melanie Camilleri, Locum Clerk & RFO

☎ 07798 698199

✉: clerk@downtonparishcouncil.gov.uk

05 October 2022

---

Dear **MEMBER OF DOWNTON PARISH COUNCIL**

You are hereby summoned to attend an

**ORDINARY MEETING**

on **MONDAY 10 OCTOBER 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**

- 166/22 Public Forum**
- 167/22 To receive a report from Cllr Richard Clewer (Wiltshire Council)**
- 168/22 Apologies for Absence**
- 169/22 Declarations of interest**
- 170/22 Minutes**
- i) To resolve to approve the Minutes of the Meeting held on **26 September 2022**
  - ii) To resolve to note the Minutes of the Staffing Committee Meeting held on **05 September 2022**
- 171/22 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.
- 172/22 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)
- 173/22 Remembrance Sunday Road Closure 13 Nov**
- i) Determine which Councillors will assist with matters relating to diverted traffic
- 174/22 Operation London Bridge**
- i) To consider planting a tree in memory of the late Queen Elizabeth II

- 175/22 Finance**
- i) To resolve to approve the Cash Flow Report and payments
  - ii) To consider and review the mid-year budget 2022/23
  - iii) To consider 1<sup>st</sup> draft budget/Precept 2023/24
  - iv) To resolve to approve the revised Downton Millennium Green S106 expenditure plan
  - v) To resolve to support a street watch and small budget allocation to supply HI Viz Vests etc (up to £200)
  - vi) To resolve to ratify the Clerk's emergency spend made under her delegated powers to purchase IT equipment for the Admin Officer
  - vii) To resolve to 1) apply for a Lloyds Debit Card to finance IT packages relating to operations of the Clerk's Office e.g. Dropbox and Microsoft 365 and 2) agree what actions are required in relation to the Parish Council's Financial Regulations
- 176/22 Committee & Working Group Reports**  
To receive reports from the Chairs of each Committee and Working Group
- 177/22 Clerk's Report**  
To receive a report from the Chair and Locum Clerk
- 178/22 Correspondence, AOB, urgent matters**
- i) Electricity metre in the Toilets not accessible (code not recognised). To consider appropriate action and any related costs.
  - ii) To resolve to fund the re-direction of Royal Mail to the new Admin Officer's address
  - iii) Notice and Indicative Plan for a Temporary Traffic Regulation Order (TTRO) for Moot Lane (Part), Downton and Redlynch commencing 21st November 2022.
- 179/22 To consider resolving that Agenda item 180/22 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**
- 180/22 Recruitment of permanent Clerk/RFO**
- i) To receive a report from the Staffing Committee and resolve on what action is required
- 181/22 Date of next meeting**  
If agreed, the date of the next Meetings for **Downton Parish Council** will be on **Monday 14 November at 7:30pm** in the **Memorial Hall, Downton (Bonvalot Room)**.