



Downton Parish Council

By Order of Melanie Camilleri, Locum Clerk & RFO

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09 November 2022

Dear **MEMBER OF DOWNTON PARISH COUNCIL**

You are hereby summoned to attend an

ORDINARY MEETING

on **MONDAY 14 NOVEMBER 2022** at **7:30pm**

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

To transact the following business.

The right for the public and press to attend a Parish Council Meeting is established under the Openness of Local Government Regulations 2014 as well the right to record, film and broadcast meetings. In accordance with Downton Parish Council's "Policy on the Filming, Photographing, Audio Recording & Social Media Reporting of Public Parish Council and Committee Meetings" adopted in October 2014, if anyone wishes to film, photograph, or audio record this public meeting, you must inform the Clerk at least **24 hours** in advance to ensure obligations under the Data Protection Act, Human Rights Act, and other legislation are met.

AGENDA

- 182/22** **Public Forum**
- 183/22** **To receive a report from Cllr Richard Clewer (Wiltshire Council)**
- 184/22** **To receive a report from PC Peter Jung**
- 185/22** **Apologies for Absence**
- 186/22** **Declarations of interest**
- 187/22** **Minutes**
- i) To resolve to approve the Minutes of the Meeting held on **10 October 2022**
- ii) To resolve to note the Minutes of the Extraordinary Meeting of the Staffing Committee held on **10 October 2022**
- 188/22** **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.

- 189/22** **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)
- 190/22** **NDP**
To receive a report and introduction to the Neighbourhood Plan Revision 2022 by Lawrence Burr, Project Coordinator
- 191/22** **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 1st draft budget/Precept 2023/24
iv) To resolve to ratify the Clerk's emergency spend made under her delegated powers for 1) TechB to set-up the Admin Officer's laptop (£150 + VAT) and 2) purchase a Case/Screen protection cover for the Admin Officer's mobile (up to £50)
v) To consider and resolve to approve the quote received on cost and duration of the Bus Shelter Cleaning Contract
vi) To consider planting 30 Meters of hedging alongside the new fencing in the Moot Lane Recreation against 27 Roman Meadow for privacy and security (up to a maximum of £300 ex Vat)
vii) Consider funding the re-direction of Royal Mail to the new Admin Officer's address
viii) PWLB Loan application: consider supply of additional information requested
ix) To resolve to note on 02 Nov 2022, LGA announced the 2022-23 National Salary Award and that as the new pay scales are retrospectively applied to 01 April 2022, any actions arising.
- 192/22** **Village Matters**
i) To receive a report from Cllr Brentor on species and cost of memorial tree (Operation London Bridge) and to resolve to approve the purchase.
ii) Parking on the Green: to fully discuss and consider the matter raised at the 26 September meeting (Minute 150/22)
iii) Installation of a Flagpole and Union Jack in the Parish: to fully discuss and consider the matter raised at the 26 September meeting (Minute 150/22)
iv) To consider Village Hall (extension) flat roof repair - resolve who is responsible to carry out and fund the repair (including consideration of the warranty)
- 193/22** **SID**
i) To consider and approve to apply to LHFIG to erect a pole to take a SID and a playground warning sign on the verge in Moot Lane in line with the alley between 60 and 62 at a cost of £500.00 with the Parish Councils contribution to be £125.00
- 194/22** **Committee & Working Group Reports**
To receive reports from the Chairs of each Committee and Working Group
- 195/22** **Councillors Reports**
To receive reports from the Councillors
- 196/22** **Clerk's Report**
To receive a report from the Chair and Locum Clerk

- 197/22 Correspondence, AOB, urgent matters**
- i) Cuckoo Fair's request for Downton Parish Council to grant permission to erect the annual Christmas Tree on the Maypole Green (required by the insurers)
 - ii) Confirmation of arrangements for the installation of the Christmas Tree and switching on the lights
 - iii) Statement requested from Downton Parish Council (from the manager of the village website) as to the status of Fibre to the Premises in the village
 - iv) To consider obtaining a quote for overhanging birch trees in the Memorial Gardens (following contact from a resident).
- 198/22 To consider resolving that Agenda items 199/22 and 200/22 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**
- 199/22 Data Subject Access Request received**
- 200/22 HR matters**
- 201/22 Date of next meeting**
If agreed, the date of the next Meetings for **Downton Parish Council** will be on **Monday 12 December at 7:30pm** in the **Memorial Hall, Downton (Bonvalot Room)**.