



# Downton Parish Council

By Order of Melanie Camilleri Clerk & RFO

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08 March 2023

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Dear **MEMBER OF DOWNTON PARISH COUNCIL**

You are hereby summoned to attend an

**ORDINARY MEETING**

on **MONDAY 13 MARCH 2023 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

**42/23**            **Public Question Time**

**43/23**            **To receive a report from PC Peter Jung**

**44/23**            **To receive a report from Cllr Richard Clewer (Wiltshire Council)**

**45/23**            **Apologies for Absence**

**46/23**            **Declarations of interest**

**47/23**            **Minutes**

i) To resolve to approve the Minutes of the Meeting held on **13 February 2023**

**48/23**            **Business raised during Public Question Time**

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.

**49/23**            **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)

- 50/23**            **Flooding**  
i) To receive a report from Cllr Brentor on the public meeting which took place on Tues 07 February 2023 with Wessex Water, WC Highways, and Downton Parish Council representatives
- 51/23**            **Use of Memorial Gardens**  
To consider a request to grant permission in principle to use the Memorial Gardens on the 08 May for an event to celebrate the King's coronation subject to required documents
- 52/23**            **Finance**  
i) To resolve to approve the Cash Flow Report and payments  
ii) To receive the conclusion report on the interim internal audit for the financial year 2022/23  
iii) To consider renewal of Rialtas Licences for the financial year 2023/24 and consequential impact on the Microshade hosting contract  
iv) To receive an update from Cllr Mace on eligibility criteria for the Grant which was being considered for essential Memorial Centre Maintenance and Repairs  
v) To receive a draft report on expenditure and proposals for the New Forest mitigation actions and resolve whether to submit to Wiltshire Council's section 106 officer  
vi) To consider allocating a sum to purchase a plaque for the commemorative apple tree to be planted in memory of Queen Elizabeth II
- 53/23**            **Website**  
i) To resolve to approve the Parish Council Websites (PCW) quote to migrate Downton Parish Council's website onto the standard PCW platform
- 54/23**            **Committee & Working Group Reports**  
ii) To note the draft Minutes of the Amenities Committee Meeting held on 27 February 2023  
iii) To resolve to register the Moot Recreation Ground with the Land Registry. Cllr Brentor to confirm fee.  
iv) To consider and resolve to approve in principle the draft Project Initiation Document for the Playgrounds Refurb Project  
v) To resolve the procurement opportunity for the Playpark Refurb Project will not be advertised but made available to a number of particular 'economic operators' who have been selected for that purpose (in accordance with Articles 109 to 114 of the Public Contracts Regulations 2015, s. 135 of the Local Government Act 1972, and Article 4 of the Public Contracts Directive (Regulation 5 (1) of the 2015 Regulations) in relation to Public Works Contracts. The names of the three 'economic operators' to be recommended to full council is commercially sensitive and as such 'Confidential - Not for Publication'. See Agenda item 60/23.  
vi) To agree any other actions
- 55/23**            **Councillors Reports**  
To receive reports from the Councillors including  
Cllr Jalland: update on meeting with Primary School
- 56/23**            **Clerk's Report**  
i) To receive a report from the Chair and Clerk
- 57/23**            **Correspondence, AOB, urgent matters**  
i) To allocate responsibility for the Defib checks and online updates

- 58/23** To consider resolving that Agenda items 59/23, 60/23, and 61/23 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 confidential nature of the business to be transacted
- 59/23** Playpark Refurb Project Procurement: select 'economic operators'
- 60/23** Appointment of Admin Officer
- 61/23** Confidential employment matters
- 62/23** Date of next meeting  
If agreed, the date of the next Meetings for **Downton Parish Council** will be on **17 April 2023** at **7:30pm** in the **Memorial Hall, Downton (Bonvalot Room)**.