



Downton Parish Council

By Order of Melanie Camilleri Clerk & RFO

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10 May 2023

Dear **MEMBER OF DOWNTON PARISH COUNCIL**

You are hereby summoned to attend an

ANNUAL PARISH COUNCIL MEETING

on **MONDAY 15 MAY 2023** at **7pm**

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

- 85/23** To receive a report from PC Murphy
- 86/23** To receive a report from Cllr Richard Clewer (Wiltshire Council)
- 87/23** Election of the Chair and acceptance of office
- 88/23** Election of the Vice-chair and acceptance of office
- 89/23** Public Question Time
- 90/23** Apologies for Absence
- 91/23** Declarations of interest
- 92/23** Minutes
 - i) To resolve to approve the Minutes of the Meeting held on **17 April 2023**

93/23 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.

94/23 Governance

- s29(1) of the Localism Act 2011: resolve to confirm Councillors' Register of Interests are published and up to date.
- To resolve to confirm Councillor's commitment to abide by The Local Government Association's Model Councillor Code of Conduct and re-adopt the 'Civility and respect Pledge from the National Association of Local Councils charter'.
- To resolve to re-adopt the Standing Orders
- To resolve to adopt amended Financial Regulations
- To resolve to adopt/re-adopt the following Policies and Procedures:-
 - Complaints Procedure
 - Council's procedures and Publication Scheme for requests made under the Freedom of Information Act 2000
 - Data Retention Policy
 - Policy on Filming, Photographing, Audio Recording & Social Media Reporting of Public Parish Council and Committee Meetings
 - Burial Regulations for Downton Cemetery
 - Process for burials and interments at Downton Cemetery

95/23 Committees and Working Groups

- i) To resolve to readopt the Terms of Reference for the Committees and Working Groups
- ii) To consider and approve Membership of the Council's existing Committees and Working Groups: -
 - Amenities Committee
 - Complaints Committee
 - Finance & Strategy Committee
 - New Housing Development Committee
 - Staffing Committee
 - Watermeadows & Flood Defence Committee
 - Caring Community Working Group
 - Communications Working Group
 - Moot Lane Recreation Ground Working Group
 - Rights of Way Working Group

96/23 Membership of Outside Bodies

To consider and approve Parish Council Representatives for: -

- Brian Whitehead Sports Centre Association (2 Members)
- Carver Trust (1 Member)
- Cuckoo Fair (1 Member)
- Downton Link (1 Member)
- Downton Moot Preservation Trust 2 Members)
- Downton Memorial Centre Committee (1 Member)
- Downton Memorial Centre (1 Member to be the 'Responsible Person' to oversee the fire safety aspects of the management of the Downton Memorial Centre
- Millennium Green Trust (2 Members)
- Stockman & Woodlands Trust 2 Members)

- Allotments Association (1 Member)
- Southern Wiltshire Area Board (2 Members)
- Southern Wiltshire Area Board Community Area Transport Group (1 Member)
- Chalk Pit Management Committee (2 Members)
- Downton Band (1 Member)
- Downton Football Club Working Group (1 Member)
- Primary School's Working Group (1 Member)
- Community Policing Team Liaison (1 Member)
- Post Office service monitoring (1 Member)

97/22 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)

98/23 Finance Part 1: Annual Governance

- i) To resolve to approve the signatories on the Council's Bank Accounts for which two Councillors must sign any order for payment
- ii) To resolve to approve continuation of variable DD payments set-up
- iii) To resolve to approve continuation of Standing Order payments set-up
- iv) To resolve to appoint a Councillor to conduct a quarterly review of the financial records in conjunction with the Clerk/RFO
- v) To note the internal auditor will be inspecting the 2022/23 accounts on 06 June 2023 and that the Annual Governance and Accountability Return 2022/23 Form 3 will be presented to full council on 12 June 2023.
- vi) Resolve to appoint an Internal Auditor for 2023/24
- vii) To note the following Annual Subscriptions:-
 - WALC/NALC
 - ICO
 - NPFA
- viii) To confirm approval of the arrangements for insurance cover in respect of all insured risks for 2023/24
- ix) To consider and review the Parish Council's Asset Register and Inventory of Land for 2023/24
- x) To determine time and place of Ordinary Meetings of full council up to and including the next Annual Parish Council Meeting in 2024.

99/23 Finance Part 2

- i) To approve the Cash Flow Report and payments
- ii) To consider and resolve to approve recommendations by Cllr Watts on the purchase of orange mesh barrier fencing
- iii) To consider and resolve to approve purchasing a larger dog poo bin at Watermeadows
- iv) To note the Wiltshire Towns Programme £5k Grant has been awarded
- v) To note the PWLB Loan of £180K has been awarded.

100/22 Village Matters

- i) To identify list of jobs for the next Parish Steward visit on 01 June
- ii) To resolve to approve wildflower seeding the back corner of the Beacons

101/23 Committee & Working Group Reports

- 102/23 Councillors Reports**
i) To receive reports from the Councillors
- 103/23 Clerk's Report**
i) To receive a report from the Chair and Clerk
- 104/23 Correspondence, AOB, urgent matters**
- 105/23 To consider resolving that Agenda items 106/23 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**
- 106/23 Confidential GDPR matters**
- 107/23 Date of next meeting**
If agreed, the date of the next Meeting for **Downton Parish Council** will be held on **12 June 2023** at **7:30pm** in the **Memorial Hall, Downton (Bonvalot Room)**.