



Downton Parish Council

By Order of Melanie Camilleri Clerk & RFO

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07 June 2023

Dear **MEMBER OF DOWNTON PARISH COUNCIL**

You are hereby summoned to attend an

ORDINARY MEETING

on **MONDAY 12 JUNE 2023** at **7pm** (*please note earlier time*)

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

108/23 Public Question Time

109/23 To receive a report from PC Harry Murphy

110/23 To receive a report from Cllr Richard Clewer (Wiltshire Council)

111/23 Apologies for Absence

112/23 Declarations of interest

113/23 Minutes

i) To resolve to approve the Minutes of the Meeting held on **15 May 2023**

114/23 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.

115/23 Village Matters

i) Lorry Watch: to consider and resolve on the Parish Council's level of involvement, if any (incl range of solutions available).

- ii) Downton Cuckoo Fair Committee: to note communication and feedback/requests from Downton Cuckoo Fair Committee and resolve to agree actions relating to grounds maintenance.
- iii) Idverde Contracts for bin collection and Grounds Management: to receive an update on the complaints raised by the Clerk regarding Idverde's failure to perform services
- iv) Moot Lane Rec Ground Trees: resolve to getting a quote to cut-back the overgrown trees at south side of the field (with consideration to planning as within the conservation area).
- v) Coronation Event: resolve to approve use of the Memorial Gardens for the rearranged Coronation Event on the 21st July
- vi) Parish Steward: identify jobs for his 11/12 July visit

116/22 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)
- iii) To note planning decision on PL/2023/00563 Unit 4, 53 The Borough, Downton, SP5 3LX (change of use from The Foot Unit D1 to a Takeaway food establishment) which was considered by Wiltshire Council's Southern Area Planning Committee on 01 June.
- iv) To note Planning Appeal Decision on PL/2022/00862 44 High Street, Downton, Salisbury, SP5 3PJ

117/23 Finance

- i) Annual Governance and Accountability Return 2022/23 Form 3
 - a. To receive and note the Bank Reconciliation ending 31 March 2023
 - b. To receive and note the Internal Auditor's Report
 - c. To consider and resolve to approve Section 1 – Annual Governance Statement
 - d. To consider and resolve to approve Section 2 – Accounting Statements
 - e. To consider and resolve to approve the Explanation of Significant Variances Report
 - f. To resolve to approve the dates for the period of the exercise of Public Rights and Publication of unaudited Annual Governance and Accountability Return
- ii) To ratify emergency spend for Councillor office supplies and a replacement lock for Moot lane Rec Grd
- iii) To resolve to approve purchase of a 2-drawer filing cabinet for the Admin Officer
- iv) To resolve to approve the Cash Flow Report and payments
- v) To consider current arrangements to store Parish Council's physical papers with 1st Self Access Storage Ltd. Resolve on future arrangement(s).
- vi) To resolve to purchase replacement battery + pads for the Defib at BWSCA and the Memorial Hall.

118/23 Wiltshire Town Programmes

- i) Cllr North to deliver a report. Resolve to agree next steps.

119/23 Committee & Working Group Reports

Amenities Committee

- i) To receive a report and note the Minutes of the Amenities Committee Meeting held on 22 May 2023.
- ii) Resolve to approve quotes on the following:-
 - a. Essential Play Park repairs (pending refurbishment project)
 - b. Memorial Hall maintenance
 - c. Cemetery refurbishment
- iii) To resolve to approve the production (and execution) of a Comms Plan for the Play Park Refurbishment Project

120/23 Councillors Reports

- i) To receive reports from the Councillors

121/23 Clerk's Report

- i) To receive a report from the Chair and Clerk

122/23 Correspondence, AOB, urgent matters

- i) As a key stakeholder, invitation by Wiltshire Council to take part in an online survey regarding public transport services that it organises. Deadline 30 June 2023
- ii) The Licensing Authority has received a New Premises Licence application for: Offbeat Wines Limited, The Winery, Botley's Farm, Wick Lane, Downton, SP5 3NW.
The application is for the following licensable activities: ON and OFF Sales Alcohol Monday -Sunday 09:00 – 18:00. Any written representations against/for the application must be received in writing no later than: 14th June 2022

123/23 To consider resolving that Agenda items 124/23 and 125/23 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

124/23 Confidential employment matters

125/24 Confidential GDPR matters

126/23 Date of next meeting

If agreed, the date of the next Meeting for **Downton Parish Council** will be held on **10 July 2023** at **7:00pm** in the **Memorial Hall, Downton (Bonvalot Room)**.