



Downton Parish Council

By Order of Melanie Camilleri Clerk & RFO

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09 August 2023

Dear **MEMBER OF DOWNTON PARISH COUNCIL**

You are hereby summoned to attend an

ORDINARY MEETING

on **MONDAY 14 AUGUST 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

145/23 Public Question Time

146/23 To receive a report from PC Harry Murphy

147/23 To receive a report from Cllr Richard Clewer (Wiltshire Council)

148/23 Apologies for Absence

149/23 Declarations of interest

150/23 Minutes

- i) To resolve to approve the Minutes of the Meeting held on **10 July 2023**
- ii) To resolve to approve the Minutes of the EGM held on **24 July 2023**

151/23 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.

152/23 Village Matters

- i) Idverde: to review status on delivery of contracts for bin emptying and grounds maintenance
- ii) Wessex Water: To report the second public meeting will take place on Thurs 05 October 2023 in the Memorial Hall, Downton
- iii) Parish Steward: identify jobs for visit on 06/07 September

- 153/22 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 the Air Quality Action Plan and Air Quality Supplementary Planning Document (SPD) consultations (runs until 04 Sept).
- 154/23 Winter Preparations**
- i) To consider and agree Downton's equipment and supplies requirements, as listed on the Parish Emergency Assistance Scheme 2023-24 Form (form to be completed and returned to Wiltshire Council by the end of Aug)
 - ii) To resolve to agree actions to mitigate flooding in high risk areas
- 155/23 Remembrance Sunday**
- i) To resolve to approve the closure of the B3080 from the memorial Gardens (in The Borough) to Church Hatch from 10:00am to 12:00 noon Sunday 12 November 2023 for the Remembrance Day Sunday Service and Parade, including all necessary actions
 - ii) To resolve to:-
 - a) approve a donation of £20 to the Royal British Legion for a Poppy Wreath and
 - b) appoint a Councillor to lay the Wreath on behalf of the Parish at the Service
- 156/23 Defibrillators**
- i) To receive a status report on all defibrillators under the Parish Council's management
 - ii) To resolve to set aside budget (how much and when) to replace the defibs at Moot Lane Surgery and Memorial Hall (machines are 10 years old)
 - iii) To resolve to arrange training session (CPR and operation of defib) for residents following installation at Charlton All Saints
- 157/23 Wiltshire Town Programme**
- i) To resolve to approve the Action Plan presented by Cllr North
 - ii) To agree which Councillor(s) will attend the Wiltshire Towns Programme Forum online event being held on 26 September 2-3:30pm.
- 158/23 Finance**
- i) To resolve to ratify the Clerk's emergency spend for the Admin Officer to purchase a new mobile handset (existing handset broke and irreparable)
 - ii) Approve the Cash Flow Report and payments
 - iii) To resolve to approve quotes for Goal Posts at Memorial Gardens and Moot Lane Rec Grounds
 - iv) To consider the additional quote(s) from Salisbury Guttering for the West Side of the Memorial Hall and resolve to approve the Parish Council's share of cost
 - v) To resolve to approve that future payments for BT account shall be paid by DD (complete the DD mandate).
 - vi) To resolve to approve that future payments for Dropbox account shall be paid by DD (complete the DD mandate).
 - vii) To resolve to renew the Parish Council's website domain for a further 2 years (expires 30 Sept 2023)
- 159/23 Committee & Working Group Reports**
- i) Amenities Committee: To receive a summary of the Play Inspection Reports and resolve on recommendations for any urgent safety issues
 - ii) Communications Working Group: To resolve to approve recommendations on the Parish Council's strategy and approach for the use of Social Media in the dissemination of information to members of the public in a timely manner

160/23 Councillors Reports

- i) To receive reports from the Councillors

161/23 Clerk's Report

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

162/23 Correspondence, AOB, urgent matters

- i) To note Marangi has served notice to terminate the Parish Council's toilet cleaning contract at the end of December 2023 (when it ceases all weekend cleaning contracts). To agree actions.
- ii) To note Wiltshire Council's Woodland Grant Application and Planting Support (GAPS) Team are relaunching the Tree Warden Scheme in association with The Tree Council, including recruiting Tree Wardens (with the aim to have a tree Warden in each Parish)
- iii) To review the list of assets/items in 1st Storage and resolve to approve the recommendation against each item
- iv) To consider Highways Request from a resident of Forest Edge seeking a Moot lane road sign which is visible from both directions. To agree actions.
- v) To consider reports and actions to date in relation to the installation of an advertising board on the highways owned grass verge at the junction of Moot Lane and Moot Gardens. To agree actions.

163/23 To consider resolving that Agenda items 164/23 and 165/23 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

164/23 Play Park Refurbishment

165/23 Employment Matters

166/23 Date of next meeting

If agreed, the date of the next Meeting for **Downton Parish Council** will be held on **11 September 2023 at 7:00pm** in the **Memorial Hall, Downton (Bonvalot Room)**.