



# Downton Parish Council

By Order of Melanie Camilleri Clerk & RFO

☎ 07798 698199

✉: [clerk@downtonparishcouncil.gov.uk](mailto:clerk@downtonparishcouncil.gov.uk)

20 September 2023

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Dear **MEMBER OF DOWNTON PARISH COUNCIL**

You are hereby summoned to attend an

**EXTRAORDINARY GENERAL MEETING**

on **MONDAY 25 September 2023 at 7:00pm**

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

**182/23 Public Question Time**

**183/23 Apologies for Absence**

**184/23 Declarations of interest**

**185/23 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.

**186/23 Village Matters**

- i) To note WC Highways Confirmation of road closure 10:00am to 12:00 noon Sunday 12 November 2023 for the Remembrance Day Sunday Service and Parade and their request for
  - road closure notices to be published
  - to be implemented with approved "Road Closure" signs as defined under the TSRGD regs and reinforced with Marshals
  - advance warning signs of the road closures at the junctions of the A338 / B3080, The Borough, and the B3080 High St / Moot Lane.
  - future applications to provide a signage schedule / marshal schedule

- ii) To consider letter received from residents of Charlton All Saints raising concerns in connection with location of the new Defib installed on the exterior of the telephone box
- iii) To agree to seek quotes to repaint the Phone Box (in the absence of action from Idverde)
- iv) To agree to seek quotes to replace the broken metal box (anti-vandal box which protects the meter)
- v) Hedging at Moot Lane Rec/27 Castle Meadows (£300 approved by full council): To agree to source a supplier for beech hedging and plan for planting
- vi) To agree who will lead on outstanding actions in relation to the SID 1) installation of new pole on the verge in Moot Lane in line with the alley between 60 and 62 (following LHFIF application), 2) Co-ordinate training (volunteers identified), and 3) agree rota with Redlynch Parish Council (with whom the SID is a shared asset)

**187/23 Finance**

- i) To consider quotes for the renewal of the Parish Council's insurance wef 01 October 2023 and select provider.
- ii) To consider quotes for tree works on Moot Lane Rec Grd and resolve to select contractor
- iii) To resolve to agree payments for the two Dropbox accounts will move from monthly to annual
- iv) To resolve to approve the revised cost of the Bus Shelter Cleaning contract
- v) To consider options to replace the rusted security bolts for the pumpstation and resolve to agree) and resolve to approve the quote
- vi) To resolve to approve the grant funding request (under S137) for a financial contribution toward the printing of the Remembrance Sunday order of service booklets.
- vii) To consider and identify key projects and principles for Budget/Precpt 2024/25 (which will be fed into the 1<sup>st</sup> draft to be presented to full council on 09 October)

**188/23 Play Park Refurbishment**

- i) Memorial Gardens: to receive a progress report
- ii) Charlton All Saints: to receive a report on planned activity for this week
- iii) Moot Lane:-
  - Consider findings of Wessex Archaeology's desk-based assessment examining the site. In consideration of the report, and in consultation with Historic England in relation the Parish Council's current application for Scheduled Monument consent, to note and agree actions.
  - To consider and resolve to approve Wessex Archaeology's quote for the provision of an archaeological management plan post Play Park Refurbishment (financial year 2024-25)
- iv) To consider quotes for Play Park Safety Inspections for the remainder of 2023 and 2024 and resolve to select contractor
- v) To resolve to approve payment for Face Painting (for the Memorial Gardens Grand Opening event)
- vi) Grand Opening Events for Memorial Gardens and Moot Lane: resolve to allocate budget and requirements/responsibility for comms

**189/23 BWSCA**

- i) To consider BWSCA's request seeking the Parish Council's (retrospective) permission for the erection of a new timber shelter onsite
- ii) To receive a progress report on the Lease

- 190/23 Downton Parish Council's 3-year Plan**  
i) To agree which councillors will work with the Clerk to update the current 3-year Plan.
- 191/23 Correspondence, AOB, urgent matters**
- 192/23 To consider resolving that Agenda item 193/23 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 personal nature of the business to be discussed**
- 193/23 Confidential employment matter**
- 194/23 Date of next meeting**  
If agreed, the date of the next Meeting for **Downton Parish Council** will be held on **09 October 2023** at **7:00pm** in the **Memorial Hall, Downton (Bonvalot Room)**.