



Downton Parish Council

By Order of Melanie Camilleri Clerk & RFO

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08 November 2023

Dear **MEMBER OF DOWNTON PARISH COUNCIL**

You are hereby summoned to attend an

ORDINARY MEETING

on **MONDAY 13 NOVEMBER 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

214/23 Public Question Time

215/23 To receive a report from PC Harry Murphy

216/23 To receive a report from Cllr Richard Clewer (Wiltshire Council)

217/23 Apologies for Absence

218/23 Declarations of interest

219/23 Minutes

i) To resolve to approve the Minutes of the Meeting held on **09 October 2023**

220/23 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.

221/23 Village Matters

i) Hedge planting Moot Lane: to agree actions on seeking volunteers to plant hedging

ii) Annual Christmas Tree on the Maypole Green:-

a. To consider and resolve to grant The Cuckoo Fair permission to erect the annual Christmas Tree on the Maypole Green (requirement of the insurers)

- b. To consider The Cuckoo Fair's request to the Parish Council for a financial contribution//meet the entire cost of insurance cover for this event
- c. To note arrangements for the installation of the Christmas Tree and switching on the lights
- iii) To consider and resolve to approve the Parish Council's Wiltshire Council Towns Programme 2023/24 grant application

222/23 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)
- iii) PL/2023/01796 Treeworks application by residents of Poplar Cottage to reduce overall height of 2x Silver Birch: full council supported at the 13 March 2023 meeting subject to insurance, Risk Assessments, and Method Statements being in place. To note that these documents were requested and reviewed for works scheduled on Wed 22 Nov.
- iv) To consider and resolve to approve proposed responses from the Parish Council to Wiltshire Council's Local Plan consultation (from the perspective of Downton).

223/23 Play Park Refurbishment

- i) Moot Lane: to receive an update on the site visit by Historic England (HE) inspector and Vita Play Ltd in consideration of a design which will meet with HE's approval and securing Scheduled Monument Consent
- ii) Moot Lane Grand Opening Event Feb 2024: to note MC has submitted the Youth Grant application to SWAB and resolve to agree who will attend the SWAB meeting on 07 Dec 2023 to make representation on behalf of Downton Parish Council.
- iii) Play Park Refurbishment budget: to receive an update from MC and resolve to set the date to submit an application for the 2nd tranche PWLB Loan
- iv) Moot Lane: To consider Wessex Archaeology's quote for the provision of an archaeological management plan (budget provision 2024/25)

224/23 Finance

- i) To ratify payment of Paul Fox's invoice for maintenance works carried out on the Memorial Centre (in line with quotes approved by full council 137/23 ii) and 176/23 v))
- ii) To note IONOS's new pricing structure wef 25 Sept 2023 (notified 24 Oct 2023)
- iii) To note National Joint Council has reached agreement on rates of pay applicable from 01 April 2023 to 31 March 2024, and that Payroll will make the necessary back-dated payments with the November 2023 pay run.
- iv) Resolve to approve the Cash Flow Report and payments
- v) To resolve to approve Vita Play's quote to refurbish the bench at Charlton All Saints Play Park
- vi) To resolve to approve Vita Play's quote to refurbish the climbing arch at Charlton All Saints Play Park
- vii) To resolve to agree if the Parish Council wishes to submit an application for any of the £1M CIL money NFDC has set aside for local projects (bids open until mid-December).

225/23 Committee & Working Group Reports

- i) To receive an update

226/23 Councillors Reports

- i) To receive reports from the Councillors

227/23 Clerk's Report

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

228/23 Correspondence, AOB, urgent matters

- i) To consider an invitation from Trafalgar School to attend their Annual Presentation of GCSE Certificates and Awards on Thursday 23rd November, starting at 6.30pm (Guest Speaker is the BBC5 Live Sports presenter Alistair Bruce-Ball). Resolve to agree who will attend on behalf of Downton Parish Council.
- ii) To note Wiltshire Council's consultation to gather feedback on the proposals for potential changes to Wiltshire Council Tax Reduction Scheme for working-age people. Consultation period runs from 16 October 2023 until 27 November 2023. To resolve to decide if Downton Parish Council wish to make any representation.

229/23 To consider resolving that Agenda items 230/23 and 231/23 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

230/23 BWSCA Lease

231/23 Appointment of an Administrative Officer

232/23 Date of next meeting

If agreed, the date of the next Meeting for **Downton Parish Council** will be held on

- Extraordinary General Meeting (to discuss the 2024/25 budget): **27 November 2023 at 7:00pm** in the **Memorial Hall, Downton (Bonvalot Room)**.
- Ordinary Meeting: **11 December 2023 at 7:00pm** in the **Memorial Hall, Downton (Bonvalot Room)**.