



# Downton Parish Council

By Order of Melanie Camilleri Clerk & RFO

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06 March 2024

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Dear **MEMBER OF DOWNTON PARISH COUNCIL**

You are hereby summoned to attend an

**ORDINARY MEETING**

on **MONDAY 11 MARCH 2024** 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

**63/24 Public Question Time**

**64/24 To receive a report from PC Harry Murphy:** Advance apologies received (due to force-wide operations)

**65/24 To receive a report from Cllr Richard Clewer (Wiltshire Council)**

**66/24 Apologies for Absence**

**67/24 Declarations of interest**

**68/24 Minutes**

- i) To resolve to approve the Minutes of the:-
  - Ordinary Meeting held on **12 February 2024**
  - EGM Meeting held on **26 February 2024**

**69/24 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.

**70/24 Village Matters**

- i) Parish Steward: to identify list of jobs for the 13/14 March and 11/15 April visits.
- ii) Defib training: to receive an update on training plans
- iii) SID training: to receive an update on volunteers' completion of WC's online training and to hear next steps
- iv) 'Highways Matters': to receive a report on the SWAB meeting held on 22 Feb and agree that the Administrative Officer may attend future LFIG meetings on behalf of the Parish Council
- v) Annual Parish Meeting 2024: to agree:-
  - date, time, and venue for the meeting
  - list of guest speakers who will be invited to deliver a 5 min presentation
  - advertising for the event
  - provision of refreshments

**71/24 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) Parish Council Meeting with Persimmon Homes: agree who will be appointed as our independent person(s) unconnected to the Council to attend the meeting as an observer (per the Parish Council's adopted Protocol and Guidance on Meetings with Developers).

**72/24 Moot Lane Play Park Refurbishment**

- i) To receive a report on plans for the Grand Opening in March and agree actions.
- ii) To resolve to approve any additional spend in connection with the Grand Opening
- iii) To resolve to approve the quote for laying Grass Turf at Moot Lane Play Park (and separate quote for laying Grass Turf at Memorial Gardens Play Park)
- iv) To resolve to approve the Risk Assessment for the Grand Opening.

**73/24 Cemetery Phase 1 – Refurbishment of Cremated Remains area**

- i) To consider and resolve to approve the revised quote reflecting the increase in materials

**74/24 Finance**

- i) Resolve to approve the Cash Flow Report and payments
- ii) To resolve to approve the Bank Reconciliation prepared by the RFO and signed-off as correct by Members of the Council
- iii) To resolve to approve the quote to replace broken lights at two bus stops
- iv) To consider Wiltshire Search and Rescue's request for a donation
- v) To note the 01 April 2024 National Living Wage
- vi) To resolve to appoint an independent and competent auditor to carry out an internal audit on the 2023/24 accounts
- vii) To note the timetable for completing the 2023/24 end of year accounts and internal audit and external audit

**75/24 Committee & Working Group Reports**

- i) To receive an update

**76/24 Councillors Reports**

- i) To receive reports from the Councillors

- 77/24 Correspondence, AOB, urgent matters**  
i) To receive a summary of correspondence received
- 78/24 To consider resolving that Agenda items 79/24 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 discussed**
- 79/24 Downton Public Toilets Cleaning Contract**  
i) To consider all expressions of interest and associated quotes and resolve to agree a plan for the award the contract by full council with a start date as close as possible to 01 April 2024.
- 80/24 Date of next meeting**  
If agreed, the date of the next Meeting for **Downton Parish Council** will be held on **08 April 2024 at 7:00pm** in the **Memorial Hall, Downton (Bonvalot Room)**.