



Downton Parish Council

By Order of Melanie Camilleri Clerk & RFO

☎ 07798 698199

✉: clerk@downtonparishcouncil.gov.uk

03 April 2024

Dear **MEMBER OF DOWNTON PARISH COUNCIL**

You are hereby summoned to attend an

ORDINARY MEETING

on **MONDAY 08 APRIL 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

88/24 Public Question Time

89/24 To receive a report from PC Harry Murphy: Advance apologies received (due to force-wide operations)

90/24 To receive a report from Cllr Richard Clewer (Wiltshire Council)

91/24 Apologies for Absence

92/24 Declarations of interest

93/24 Minutes

- i) To resolve to approve the Minutes of the:-
- Ordinary Meeting held on **11 March 2024**
 - EGM Meeting held on **19 March 2024**

94/24 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.

- 95/24 Village Matters**
- i) Parish Steward: to identify list of jobs for the 11/15 April and 12/13 June visits (no visit in May).
 - ii) Highways: To receive a report on works scheduled to take place on Lode Hill which will improve pedestrian safety
 - iii) Seesaw Rocker Memorial Garden: to receive a report on concerns raised by members of the public on the safety of this item of equipment and resolve to approve what actions will be taken.
 - iv) 80th anniversary D-Day Landing 06 June 2024: To resolve to approve the arrangements for PC led activities
 - v) Wiltshire's Best Kept Village Competition: to consider the Parish Council entering Downton in the 2025 Competition
 - vi) Tree Warden Scheme: to resolve to approve that:-
 - o Downton Parish Council will fully engage with Wiltshire Council's Tree Warden Scheme
 - o the Administrative Officer, Susan Barnhurst-Davies (who has attended Wiltshire Council's 'Basic Tree Survey' training) will 1) attend Tree Warden scheduled events on behalf of the Parish Council and 2) engage with Tree Officers, whenever necessary, on Planning Applications for Treeworks in Downton.
- 96/24 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)
- 97/24 Moot Lane Play Park Refurbishment**
- i) To receive a report on the Grand Opening event 26 March 2024
 - ii) To consider and agree to book a further Celebratory Event (including a 2nd Teqball On Tour Demo) during the Summer 2024
- 98/24 Cemetery Refurbishment**
- i) To receive a report on Phase 1 completed works - Cremated Remains area
 - ii) To resolve to approve additional work (painting the wall) to be carried out by the contractor Greenwood for no extra cost
 - iii) To note the outcome of the Grant application
 - iv) To note Phase 2 budget and consider proposals for schedule of works
- 99/24 Downton Neighbourhood Plan**
- i) To resolve to agree and record that the nature of changes made to the adopted Neighbourhood Plan are minor
- 100/24 Downton Public Toilets**
- i) Report from the Contractor that the main lights are not working (ladies, gents, disabled). Agree actions.
 - ii) Report from the Contractor that there are no keys for the Wallgate hand washers and that none of the washers have soap. Agree actions.
 - iii) Resolve to approve a 2nd set of keys to be cut for the Contractor's assistant
 - iv) Resolve to appoint a Councillor to carry out periodic checks to assess standards of delivery of the Service.
- 101/24 Finance**
- i) Resolve to approve the Cash Flow Report and payments
 - ii) To resolve to approve the quote to repair electrics for the light at one bus stop
 - iii) To ratify the purchase of two mounting bars (£89.71 incl VAT) and clamps (£53.53 incl VAT) for the SID

- iv) To resolve to approve the Cyber insurance renewal quote (period 19 April 2024 to 18 April 2025).
- v) To resolve to approve Salisbury Guttering Service's quote for cleaning the bus stops during 2024/25
- vi) To consider BWSCA's application for Grant monies for repairs to the boundary fence and refurbishment of the Tennis Club.

102/24 End of year Accounts 2023/24

- i) To note that Parish Council's gross annual income and expenditure for 2023/24 will be greater than £200,000, meaning that the Council will be subject to an intermediate level audit review.
- ii) As the Council's gross annual income and expenditure in previous financial years has previously been below the £200,000 threshold:-
 - 1. to consider and resolve to approve modified Policies and Procedures which comply with publication requirements as set out in The Local Government Transparency Code 2015:-
 - Standing Orders
 - Financial Regulations
 - Terms of Reference for Committees and Working Groups
 - General and Earmarked Reserves Policy
 - Publication Scheme and FOI Policy
 - Complaints Policy
 - Risk Management Policy
 - 2. to note the following additional financial information will be produced for consideration and approval at the same time as the Annual Governance and Accountability Return 2023/24: -
 - All items of expenditure above £250
 - Details of Contracts where value exceeds £5,000
 - Procurement Information where value exceeds £5,000
 - Award of Grants by the Parish Council
 - Council Land and Buildings Assets
- iii) To note all remaining Policies and Procedures will be reviewed, updated if necessary, and considered for adopting at the Annual Parish Council Meeting 13 May 2024.

103/24 HR Matters

- i) To note and formally record that the Administrative Officer, Susan Barnhurst-Davies, has passed her probationary period with flying colours.
- ii) To note that the Clerk's annual appraisal has been partially completed.

104/24 Committee & Working Group Reports

- i) To receive an update

105/24 Councillors Reports

- i) To receive reports from the Councillors
- ii) To agree a time-scale for Councillors moving onto .gov.uk email addresses

106/24 Correspondence, AOB, urgent matters

- i) To receive a summary of correspondence received

107/24 To consider resolving that Agenda item 108/24 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.

108/24 Memorial Centre Lease (Part 1)

- i) To resolve that The Downton Memorial Centre CIO may enter into an underlease of part of the property for the purpose of providing educational or recreational facilities

for young children in accordance with Clause 16.2 c) of the Lease dated 11 June 2019 between Downton Parish Council and The Downton Memorial Centre CIO

109/24 Memorial Centre Lease (Part 2)

- i) To resolve to grant the new sub-lessee the right of access to the Memorial Gardens (using the side gate of the pre-school playground located in the grounds of the Memorial Centre) to conduct educational and recreational activities.

110/24 To consider resolving that Agenda items 111/24 and 112/24 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.

111/24 Communication from Millennium Green Trust

- i) To consider and agree what action the Parish Council will take

112/24 FOI requests

- ii) To consider and agree the Parish Council's responses

113/24 Date of next meeting

If agreed, the **Annual Parish Council Meeting** for **Downton Parish Council** will be held on **13 May 2024 at 7:00pm** in the **Memorial Hall, Downton (Bonvalot Room)**.