



Downton Parish Council

By Order of Melanie Camilleri Clerk & RFO

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08 May 2024

Dear **MEMBER OF DOWNTON PARISH COUNCIL**

You are hereby summoned to attend an

ANNUAL PARISH COUNCIL MEETING

on **MONDAY 13 MAY 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", 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

114/24 Election of Chair and acceptance of office

115/24 Election of the Vice-chair and acceptance of office

116/24 Public Question Time

117/24 To receive a report from PC Marc Evans

118/24 To receive a report from Cllr Richard Clewer (Wiltshire Council)

119/24 Apologies for Absence

120/24 Declarations of interest

121/24 Minutes

i) To resolve to approve the Minutes of the Ordinary Meeting held on **08 April 2024**

122/24 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.

123/24 Governance

- s29(1) of the Localism Act 2011: resolve to confirm Councillors' Register of Interests are published and up to date.

- To resolve to confirm Councillor's commitment to abide by The Local Government Association's Model Councillor Code of Conduct and re-adopt the 'Civility and respect Pledge from the National Association of Local Council's charter'.
- To note the dates for all Ordinary Meetings of full council up to and including the next Annual Parish Council Meeting in 2025.
- To note the Policies and Governing documents adopted on 08 April 2024
- To ratify approval and adoption of the Risk Management Policy
- To resolve to identify remaining Policies and Procedures for review, including timescales for adoption.

124/24 Committees and Working Groups

- To note the Terms of Reference for the Committees and Working Groups adopted on 08 April 2024
- To consider and approve Membership of the Council's existing Committees and Working Groups: -
 - Amenities Committee
 - Communications Working Group
 - Complaints Committee
 - Housing Development Committee
 - Staffing Committee
 - Strategy Committee
 - Water Meadows & Flood Defence Committee

125/24 Membership of Outside Bodies

To consider and approve Parish Council Representatives for: -

- Brian Whitehead Sports Centre Association (2 Members)
- Carver Trust (1 Member)
- Cuckoo Fair (1 Member)
- Downton Link (1 Member)
- Downton Moot Preservation Trust 2 Members)
- Downton Memorial Centre Committee (1 Member)
- Downton Memorial Centre (1 Member to be the 'Responsible Person' to oversee the fire safety aspects of the management of the Downton Memorial Centre
- Millennium Green Trust (2 Members)
- Stockman & Woodlands Trust 2 Members)
- Allotments Association (1 Member)
- Southern Wiltshire Area Board (2 Members)
- Southern Wiltshire Area Board Community Area Transport Group (1 Member)
- Chalk Pit Management Committee (2 Members)
- Downton Band (1 Member)
- Downton Football Club Working Group (1 Member)
- Primary School's Working Group (1 Member)
- Community Policing Team Liaison (1 Member)
- Post Office service monitoring (1 Member)

126/24 Finance Part 1: Annual Governance

- To resolve to approve the signatories on the Council's Bank Accounts for which two Councillors must sign any order for payment
- To resolve to appoint a Councillor (other than the Chair) to at least once in each quarter, and at each financial year end, verify bank reconciliations (for all accounts)
- To resolve to approve continuation of variable DD payments set-up (6.7 of the Financial Regulations)

- iv) To resolve to approve continuation of Standing Order payments set-up (6.8 of the Financial Regulations)
- v) To note the Annual Subscriptions
- vi) To confirm insurance cover in respect of all insured risks, as set out in the Asset Register (including land and building assets)

127/24 Strategy

- i) To resolve to appoint a Working Group to review the current 3-year Plan (Aug 2021 – July 2024)

128/24 Village Matters

- i) Parish Steward: to identify list of jobs for the 12/13 June visit.
- ii) Defibs:
 - To receive a report on the Defib Awareness Training
 - To resolve to approve allocation of the £1K Defib budget for 2024/25, as follows:-

| ITEM | COST excl vat |
|--|---|
| Replace Cabinet for one defib [either the GP Surgery or the Downton Memorial Centre] | £499 |
| Electrician costs involved with replacing one cabinet (as above) | Quote being obtained * |
| 2 nd Awareness Training session | £125 |
| 2x replacement pads for GP Surgery <u>and</u> DMC (expiry date Aug 2024) | £195.16 |
| TOTAL | £819.16 |
| | *£180 available in budget for electrician |

- iii) SID: To receive a report on recent set-up and operation
- iv) Gullies: To receive a report on all works carried out by WC Highways
- v) Mural: To consider a proposal from the Art and Design Tracher at Downton’s Trafalgar School to create a mural piece in the village. Agree next steps.
- vi) Bus shelters: To resolve to agree renewal of the Letter of Understanding between Downton Parish Council and Wiltshire Council for the cleaning and maintenance of bus shelters in the parish (agreement expired Nov 2017)

129/24 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)

130/24 Moot Lane and Memorial Gardens Recreation Ground

- i) To resolve to agree arrangements for the Summer Event taking place on Saturday 20 July 2024 at Moot Lane Recreation Ground
- ii) To consider and resolve to agree a request from Downton FC under 12s to use the football pitch at Moot Lane Recreation Ground
- iii) To consider Vita Play’s quotes (options 1 and 2) for the installation of protection around the seesaw rocker
- iv) Consider and resolve to approve a request to run a Riverfest activity ‘Picnic and Pooh Sticks’ on Sat 15th June (12noon to 3pm) at Downton Memorial Gardens. Picnic, Rounders, pooh sticks game, provision of hot and cold drinks.

- 131/24 Cemetery: Phases 2-6**
i) To receive a proposal from Cllr Randall on phases 2-6. Resolve to approve next steps and timescales.
- 132/24 Downton Memorial Centre**
i) To receive a report on a defect to the flat roof above the corridor (water ingress). To consider and resolve on the Parish Council's position and financial commitment to remedy.
- 133/24 Trees**
i) To resolve to make an application for trees under the Coronation Grant Scheme, and identify location(s)
ii) To resolve to carry out an inventory of trees on Parish Council land and obtain a quote for a Tree Survey
- 134/24 Newcourt Stable Lease**
i) In accordance with Standing Order 23a, to resolve to execute the renewed Newcourt Stable Lease (Longford Estate) for a 3-year period commencing 01 June 2024
- 135/24 Wiltshire Towns Programme**
i) To consider and resolve on the Programme's request for project resource from the Parish Council to support delivery of the Programme
- 136/24 Finance Part 2**
i) To resolve to approve payment of invoices from the Millennium Green Trust using the S106 funds held as earmarked funds by Downton Parish Council
ii) To ratify purchase of materials (paint) for painting the wall at the Cemetery
iii) To approve the Cash Flow Report and payments
iv) To resolve to approve the Bank Reconciliation prepared by the RFO and signed-off as correct by Members of the Council
- 137/24 Working Time Regulations**
i) To note that Downton Parish Council is already in compliance with Working Time Regulations (significant changes which came into force on 1 January 2024 that affect the statutory annual leave and pay entitlements).
- 138/24 Committee & Working Group Reports**
i) To receive an update
- 139/24 Councillors Reports**
i) To receive reports from the Councillors
- 140/24 Correspondence, AOB, urgent matters**
i) To receive a summary of correspondence received
- 141/24 To consider resolving that Agenda item 142/24 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.**
- 142/24 Complaint**
i) To consider the complaint and full circumstances surrounding the matter and resolve to agree the Parish Council's response.
- 143/24 Date of next meeting**
If agreed, the date of the next Meeting for **Downton Parish Council** will be held on **10 June 2024** at **7:00pm** in the **Memorial Hall, Downton (Bonvalot Room)**.