



Downton Parish Council

By Order of Melanie Camilleri Clerk & RFO

☎ 07798 698199

✉: clerk@downtonparishcouncil.gov.uk

05 June 2024

Dear **MEMBER OF DOWNTON PARISH COUNCIL**

You are hereby summoned to attend an

ORDINARY MEETING

on **MONDAY 10 JUNE 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

144/24 Public Question Time

145/24 To receive a report from PC Marc Evans

146/24 To receive a report from Cllr Richard Clewer (Wiltshire Council)

147/24 Apologies for Absence

148/24 Election of Vice-Chair and acceptance of office

i) To ratify the appointment of Cllr Mace as Vice-Chair.

149/24 Declarations of interest

150/24 Minutes

i) To resolve to approve the Minutes of the Annual Parish Council Meeting held on **15 May 2024**

151/24 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.

152/24 Governance

- i) To consider and resolve to approve the following Policies and Procedures: -
 - Equality & Diversity Policy
 - Play Parks Risk Management Policy
 - Policy on the Filming, Photographing, Audio Recording & Social Media Reporting of Public Parish Council and Committee Meetings
 - Protocols for Meetings with Developers
 - S137 Grant Policy and application form
 - Safeguarding Policy
 - Social Media Policy
- ii) To note that the Data Retention Policy and the Info and Data Protection Policy will be reviewed at the 15 July meeting.

153/24 Village Matters

- i) Parish Steward: to identify list of jobs for the 10 & 11 July visit.
- ii) Defibs:-
 - To receive a report on the 2nd Defib Awareness Training
 - To receive a report on the deployment of the defib (Moot Lane)
 - To approve the quote for replacement defib cabinet (Memorial Centre)
- iii) Heritage signs: To resolve to approve a quote for three Heritage Signs (School Gates, Snail Creep, Doctor's Alley) and agree actions to instal
- iv) Street Name Plates: To agree a proposal on the continuation of works
- v) Wiltshire Council Tree Officer visit: To receive a report on the Tree Officer's visit to Downton and agree actions
- vi) Grounds Maintenance: to receive a report on feedback provided to the contractor Idverde on issues to address/remedy

154/24 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)

155/24 Moot Lane Recreation Ground Summer Event 20 July 2024

- i) To receive a report from Cllrs Randall and Jalland on planned activities and resolve to approve spend
- ii) To agree the production and approval of a Risk Assessment associated with those activities

156/24 Memorial Gardens Summer Events 2024

- i) To note the Risk Assessment and Public Liability Insurance documentation for the 'Picnic and Pooh Sticks' Event taking place on Sat 15th June
- ii) To consider and resolve to approve a request to run a Caribbean street food pop up (which will include live music, drinks and activities for the whole family) at Downton Memorial Gardens in August.

157/24 Finance Part 1: Internal and External audit

- i) Annual Governance and Accountability Return 2023/24 Form 3
 - a. To receive and note the Internal Auditor's Report
 - b. To consider and resolve to approve Section 1 – Annual Governance Statement
 - c. To consider and resolve to approve Section 2 – Accounting Statements
 - d. To consider and resolve to approve the Explanation of Significant Variances Report
 - e. To receive and note the Bank Reconciliation ending 31 March 2024
 - f. To resolve to approve the dates for the period of the exercise of Public Rights and Publication of unaudited Annual Governance and Accountability Return

- ii) To resolve to approve the following additional financial information which is required as turnover for 2023/24 exceeded £200K:-
 - All items of expenditure above £250
 - Details of Contracts and Procurement where value exceeds £5,000
 - Award of Grants by the Parish Council
- 158/24 Finance Part 2: Payments**
- i) To 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 renewal of Zoom Pro subscription in July 2024 (£129.90 p.a)
- 159/24 TechB Contract**
- i) To note the announcement made by TechB’s Director of Service of its merger with Sysmetix, and that Sysmetix’s helpdesk will fulfil all its IT support under our contract (with a 8-week probationary period).
 - ii) To resolve to confirm acceptance of Sysmetix T&Cs (which are identical to those of TechB).
- 160/24 Committee & Working Group Reports**
- i) To receive an update
- 161/24 Councillors Reports**
- i) To receive reports from the Councillors
- 162/24 Correspondence, AOB, urgent matters**
- i) Notification of intent received from resident of Moot Lane to claim ‘Adverse Possession’ of a plot of land behind their property. To note summary of exchange of communication so far between the resident, Wiltshire Council’s Legal Team, and the Parish Council. To resolve to agree how this matter will be handled going forward.
 - ii) To note the Football Federation has awarded a grant to Downton FC for LED Floodlights
 - iii) Glass screen made by the Crafty Cuckoos of Downton showing a variety of local scenes: To note that it is currently on display in Downton Library as part of Local History Month. To consider and resolve to identify a permanent ‘home’ to display the screen.
 - iv) To note that Downton PC is now registered to access Place Informatics’ ‘Town Visitor Data’ in association with the Wiltshire Towns Programme.
- 163/24 To consider resolving that Agenda items 164/24 and 165/24 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.**
- 164/24 Complaints**
- i) To consider the complaints and full circumstances surrounding the matters. Resolve to agree the Parish Council’s responses.
- 165/24 Legal Matters**
- Matters to be discussed and any resolutions passed under this Agenda item are ‘Confidential – Not for Publication’ by means of Legal Professional Privilege (Section 42 Freedom of Information Act 2000).
- 166/24 Date of next meeting**
- If agreed, the date of the next Meeting for **Downton Parish Council** will be held on **15 July 2024** at **7:00pm** in the **Memorial Hall, Downton (Bonvalot Room)**.