



# Downton Parish Council

By Order of Melanie Camilleri Clerk & RFO

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10 July 2024

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Dear **MEMBER OF DOWNTON PARISH COUNCIL**

You are hereby summoned to attend an

**ORDINARY MEETING**

on **MONDAY 15 JULY 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

**167/24 Public Question Time**

**168/24 To receive a report from PC Marc Evans**

**169/24 To receive a report from Cllr Richard Clewer (Wiltshire Council)**

**170/24 Apologies for Absence**

**171/24 Declarations of interest**

**172/24 Minutes**

i) To resolve to approve the Minutes of the Annual Parish Council Meeting held on **10 June 2024**

**173/24 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.

**174/24 Wiltshire Towns Programme Grant**

- i) To receive a report (with short powerpoint presentation) from Paul Leo on the Programme
- ii) To consider and resolve to approve the Council's submission of a Grant Application for Yrs 3 and 4 (deadline 31 October 2024)

**175/24 Village Matters**

- i) Parish Steward: to identify a list of jobs for August visit (H2 schedule of dates not yet released).
- ii) Heritage signs:
  - To resolve to approve a quote for Heritage Signs (School Rails, Snail Creep, Doctor's Alley)
  - To receive a report on permission granted to install each sign
- iii) Topiary Cuckoo: To consider renewal of the 2-year installation agreement between Downton Parish Council and The Downton Society for the period October 2024 – September 2026, subject to the review and approval of their Risk Assessment.

**176/24 Millennium Green S106 monies**

- i) To receive a report from the Clerk/RFO on S106 monies held by the Millennium Green Trust and by Downton Parish Council

**177/24 Moot Lane Recreation Ground Summer Event 20 July 2024**

- i) To receive a report from Cllr Randall on the event including activities, engagement with the community, attendance by DPC, and final budget.

**178/24 Moot Lane Recreation Ground U12s Football**

- i) To consider and resolve to approve a request from Downton FC U12s to use the football pitch at Moot Lane Recreation Ground (in consideration of a response to questions raised by the Parish Council).

**179/24 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)

**180/24 Downton's Neighbourhood Plan Review**

- i) To receive a report from Cllr North on feedback from Wiltshire Council. To discuss and agree next steps.

**181/24 Coronation Living Heritage Orchard Grant**

- i) To consider and resolve to approve the Grant application

**182/24 SWAB Youth Grant**

- i) To consider and resolve to approve submission of a SWAB Youth Grant Application in relation to the Mural Project
- ii) To consider and resolve to approve parish council funding towards project costs

**183/24 Finance**

- 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 sign the DD for Sysmetix (who are to deliver IT support under the Tech B Contract (approved under Minute 159/24)
- iv) To consider and resolve to approve the quote for a SID solar panel + mounting kit
- v) To consider and resolve to approve the quote for the Memorial Hall Pumpstation annual maintenance

- vi) To consider and resolve to approve the quote for scraping the roofs of the bus shelters
  - vii) To note that the Clerk/RFO will be presenting a mid-year 2024/25 budget review to full council at the 12 August meeting
- 184/24 Contracts**
- i) To consider and resolve to approve cancellation of the two BT ‘Essential Phonenumber Bundle’ contracts which end on 31 Oct 2024 and 09 Nov 2024 (minimum 30 days’ notice required)
  - ii) To resolve to approve that upon cancellation of the BT contracts, a mobile SIM only contact will be taken out for the Administrative Officer’s handset.
- 185/24 Governance**
- i) To consider and resolve to approve the following Policies and Procedures: -
    - Information and Data Protection Policy (which includes the Privacy Policy)
    - Safeguarding Policy
    - Data Retention Policy
- 186/24 Committee & Working Group Reports**
- i) To note the Working Group for the Downton 3-year strategy are meeting on 17 July 2024
  - ii) To set a date for the next Amenities Committee meeting
  - iii) To agree who will attend the WC Health & Wellbeing online meeting on 13 August 11am
- 187/24 Councillors Reports**
- i) To receive a report from Cllr Randall on progress of the next phase of the Cemetery Project
  - ii) To receive all other reports from Councillors
- 188/24 Correspondence, AOB, urgent matters**
- i) To note that, on behalf of the Parish Council, the Administrative Officer, Susan Barnhurst-Davies will be attending the opening of Trafalgar Flower Garden on Friday 19 July.
- 189/24 To consider resolving that Agenda items 190/24 and 191/24 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.**
- 190/24 Scotts House S106 Agreement**
- 191/24 Legal Matters**
- 192/24 Date of next meeting**
- If agreed, the date of the next Meeting for **Downton Parish Council** will be held on **12 August 2024 at 7:00pm** in the **Memorial Hall, Downton (Bonvalot Room)**.