



Downton Parish Council

By Order of Melanie Camilleri Clerk & RFO

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07 August 2024

Dear **MEMBER OF DOWNTON PARISH COUNCIL**

You are hereby summoned to attend an

ORDINARY MEETING

on **MONDAY 12 AUGUST 2024 at 7pm**

in the **MEMORIAL HALL, DOWNTON (CENTENARY 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

193/24 Public Question Time

194/24 To receive a report from PC Marc Evans

195/24 To receive a report from Cllr Richard Clewer (Wiltshire Council)

196/24 Apologies for Absence

197/24 Declarations of interest

198/24 Minutes

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

199/24 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.

200/24 Village Matters

i) Parish Steward: to identify a list of jobs

ii) Lode Hill: to receive a report on the works completed (including the red pedestrian walkway)

iii) Gullies: to receive a report on plans for pro-active gully clearance before September

- iv) Flood Meeting: to note that the next meeting will be held on 10 September
- v) Footpaths:
 - to receive a report on footpath maintenance and social media feedback
 - to consider and resolve to approve a proposal on footpaths maintenance using the footpath budget allocation
- vi) Defibrillators:
 - to receive an update on the replacement cabinet at the Memorial Centre
 - to receive a report on the next training course
- vii) SID: to receive a report on the July stats from Moot Lane
- viii) Tannery Bridge cleaning: to consider the Admin Officer's proposal to organise a joint volunteer group comprising Parish Council volunteers, Downton Society, and other volunteers from within the community. Resolve on what actions to take.
- ix) Trees Leisure Centre: to receive a report on the trees overhanging private property. Resolve on what actions to take
- x) Littering: to note litter hotspots reported by a member of the public with a request to write to the Trafalgar School on this matter. Resolve on what actions to take

201/24 Idverde Grounds Maintenance contract

- i) Moot Lane Rec Grd - damage to rubber matting around the play equipment
To receive an update on Idverde's commitment to repair the damage
- ii) Grass cutting
To receive a report on the following areas of non-delivery of contract and resolve on what actions to take
 - Moot Lane Rec Grd grass has been left in a poor and very long condition for several weeks, and
 - Dennets Drove Footpath (to be cut twice in high season): has not been carried out this year. The footpath is completely blocked

202/24 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)

203/24 S106 monies for Scotts House development

- i) To receive a report on the payment of S106 monies to Wiltshire Council
- ii) To resolve to instruct a solicitor to act on behalf of Downton Parish Council in the production of a Side Agreement with Wiltshire Council in consideration of quotes
- iii) To consider potential eligible projects for use of the S106 funds, including timescales

204/24 Finance: Part 1

- 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 ratify the decision to purchase domain names and web host for Downton's Wiltshire Towns Programme

205/24 Finance: Part 2

- i) To consider the mid-year 2024/25 budget
- ii) To note the unrestricted reserves @this mid-year point

206/24 Finance: Part 3

- i) To note that three members of the public have exercised their right to inspect and copy Downton Parish Council's accounting records for the financial year ended 31 March 2024
- ii) To receive a report on the basis upon which an electorate may raise an objection with the external auditor, PKF Littlejohn.
- iii) To note the cost implications to the local taxpayer of electorates raising an objection and resolve to approve the allocation of funds to cover those costs should that occur

207/24 Coronation Living Heritage Orchard Grant

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

208/24 Additional planting to attract pollinators

- i) To consider and resolve to approve the creation of a wildflower meadow at the Moot Lane Rec Ground
- ii) To note that The Downton Society is gifting Lavendar and Rosemary bushes for planting in the Cemetery and to consider offers from other Groups

209/24 Committee & Working Group Reports

- i) To consider and comment upon the 1st draft Downton 3-year strategy

210/24 Parish Council website

- i) To receive an update on development of the new Parish Council website

211/24 Councillors Reports

- i) To receive reports from Councillors

212/24 Correspondence, AOB, urgent matters

- i) To consider the offer of a 25-30ft tree for Downton Parish Council's Annual Christmas Tree and 'switching on the lights' event on Maypole Green December 2024, subject to the approved budget.

213/24 To consider resolving that Agenda items 214/24 and 215/24 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.

214/24 BWSCA Lease

215/24 Staff Matter

216/24 Date of next meeting

If agreed, the date of the next Meeting for **Downton Parish Council** will be held on **09 September 2024 at 7:00pm** in the **Memorial Hall, Downton (Bonvalot Room)**.