



Downton Parish Council

By Order of Melanie Camilleri Clerk & RFO

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04 September 2024

Dear **MEMBER OF DOWNTON PARISH COUNCIL**

You are hereby summoned to attend an

ORDINARY MEETING

on **MONDAY 09 SEPTEMBER 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

217/24 Public Question Time

218/24 To receive a report from PC Marc Evans

219/24 To receive a report from Cllr Richard Clewer (Wiltshire Council)

220/24 Apologies for Absence

221/24 Declarations of interest

222/24 Minutes

i) To resolve to approve the Minutes of the Parish Council Meeting held on **12 August 2024**

223/24 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.

224/24 Village Matters

- i) Parish Steward: to identify a list of jobs
- ii) WC's Parish Emergency Equipment Scheme: to receive an inventory of current supplies (salt, gel sacs, tabards, signage) held by the Parish Council. To consider and resolve to approve recommendations for additional supplies, if any. If supplies are required, agree arrangements for collection from High Post Winter Depot (Amesbury) on 17 Oct 2024 (08:00 – 14:00)
- iii) Bulb donation Scheme: To consider and agree arrangements to call for donations from members of the community
- iv) Community Planting: To consider and agree arrangements to call for volunteers for the following planting: -
 - Bulbs (various locations): Autumn 2024
 - Woodland Trust 'Wild Harvest' Hedging pack of 105 saplings (for planting at the Barford Lane Cemetery). Packs due to arrive during November 2024
 - Coronation Living Heritage Orchard (for planting at the Memorial Hall Gardens, Barford Lane Cemetery, Charlton All Saints, and The Beacon). Terms of the grant state that the items must be purchased, and the trees planted from Nov 2024.
- v) Footpaths: To receive a report from the Admin Officer on plans to improve the footpath known as the South Lane Loop. To agree any actions.

225/24 Planning: Part 1

- 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)

226/24 Downton Remembrance Sunday Service & Parade 2024

- i) To ratify the application to WC Highways to close the B3080 (from the Memorial Gardens (in The Borough) to Church Hatch) from 10-11am on Sunday 10 November 2024 for the Remembrance Day Sunday Service and Parade
- ii) To resolve to approve a donation of £20 to the Royal British Legion for a Poppy Wreath
- iii) To resolve to appoint a Councillor to lay the Wreath on behalf of the Parish at the Service

227/24 Downton Parish Council Annual Christmas Tree 2024

- i) To resolve to approve the selection of a Christmas Tree for the 'Switching on the Lights' event on Maypole Green (including arrangements for the installation and removal of the Christmas Tree); operating as an entirely Parish Council led event
- ii) To resolve to agree the date for the 'Switching on the Lights' event
- iii) To note the sum allocated in the 2024/25 budget for this event
- iv) To note that the Risk Assessment for this event, noting the insurer's requirements, will be prepared subject to the decisions made in i) above
- v) To note that the unmetered electricity connection on the Green has been transferred into Downton Parish Council's name; the Parish Council being the landowner

228/24 Coronation Living Heritage Orchard

- i) To note that the application has been submitted to and accepted by Wiltshire Council.
- ii) To note that Wiltshire Council has requested that DPC consider a land asset transfer of The Beacon before they grant the licence to plant the trees.
- iii) To consider the implications of this asset transfer (e.g. legal costs and future maintenance costs) and resolve on whether or not DPC wish a land asset transfer to take place.
- iv) To consider and resolve to approve holding a celebratory opening event following community planting (Agenda 224/24 iv), including budget allocation.

- 229/24 Mural Project Grant Application**
- i) To receive a report on the outcome of the SWAB Youth Grant application for the Downton Mural Project. To agree next steps to progress the project.
- 230/24 Play Parks**
- i) To consider and resolve to approve the Councillor Visual Inspection Forms
 - ii) To consider and resolve to approve restoration of the Moot Lane Play Park Shelter following vandalism (by fire)
 - iii) To consider and resolve to approve purchasing a new basketball net at Moot Lane Play Park
 - iv) To receive an update on Idverde's timescales to replace the rubber matting Moot Lane Play Park
- 231/24 Memorial Benches & Trees**
- i) To resolve to agree the placing of a memorial bench in the Memorial Gardens, subject to the request from a resident being formalised
 - ii) To consider and resolve to approve the Memorial Bench & Tree Policy
- 232/24 Topiary Cuckoo Agreement**
- i) In accordance with Standing Order 23(a), resolve to execute the 2-year Topiary Cuckoo Sculpture Agreement between Downton Parish Council and the Downton Society.
- 233/24 Downton Cuckoo Fair**
- i) To consider the Cuckoo Fair's request for Downton Parish Council to write to landowners requesting that their trees along the green be cut back. Resolve to agree next steps.
- 234/24 Objections raised with the External Auditor, PKF Littlejohn**
- i) To receive a report on the external auditor's decision over the eligibility of the objections raised by a member of the public on the 2023/24 accounts.
 - ii) To understand and resolve to agree next steps, if any.
- 235/24 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 note that the Clerk has submitted the 2023/24 CIL Expenditure Return to Wiltshire Council.
- 236/24 Finance: Part 2**
- i) To consider and resolve to approve the insurance renewal quote effective from 01 October 2024.
 - ii) To consider and resolve to approve a Hiscox Insurance Company Ltd desk-based buildings valuation for future insurance cover purposes (estimated cost £140+vat)
 - iii) To consider and resolve to approve the bus shelter cleaning quote
 - iv) To note the Payroll contract's fees and terms for the financial year 2025/26
- 237/24 Sysmetix IT Support Contract**
- i) To receive a report on performance of delivery of the contract since this function was outsourced by TechB. Resolve to agree next steps
- 238/24 Planning: Part 2**
- i) To note the Housing Land Supply and Housing Delivery Test Briefing Note in terms of Wiltshire's housing land supply position (using a base date 01 April 2023 and preparations for the next HLSS using a base date of 1 April 2024)

- ii) To receive a report from Cllr Brentor on the National Planning Policy Framework following attendance of the webinar and agree to delegate the consultation response to a named Councillor. Consultation ends at 11.45pm on Tuesday 24 September 2024
- iii) To note that comments are invited on the Gypsies and Travellers Development Plan Document. Consultation period runs from 9am on Tuesday 20th August to 5pm on Friday 4th October 2024.

239/24 Staff Training

- i) To consider and resolve to approve the Admin Officer attending the SLCC online training course 'Getting People Engaged with your Social Media Content' (11 November 2024 9:15am – 12:30pm). Non-members £35+vat
- ii) To consider and resolve to approve the Admin Officer attending the SLCC online training course 'Cemetery Legal Compliance' (5+6 February 2025 9:15am – 12:30pm). Non-members £165+vat

240/24 Downton Parish Council Lock-up

- i) To set-up a party of Council Members and Staff to conduct a 'tidy and clear-out' of the Council's storage facility on the Longford Estate.
- ii) To resolve to agree specific areas of delegated authority to (securely, safely, and legally) dispose of items, where considered necessary
- iii) To resolve to agree a budget to dispose of items, should there be a cost to do so

241/24 Committee & Working Group Reports

- i) To resolve to approve the updated Terms of Reference for Committees and Working Groups document to include the Wiltshire Towns Programme Working Group and the 3-year Strategy Working Group
- ii) To resolve to identify which Councillors will form the 3-year Strategy Working Group

242/24 Councillors Reports

- i) To receive a report from Cllr Mace on Councillors moving across to a .gov.uk email address
- ii) To receive reports from all other Councillors

243/24 Correspondence, AOB, urgent matters

- i) To note that the Clerk has received a Jury Service summons for the period 14-25 October 2024. To ratify the decision to apply to the Court seeking a postponement to serve because the Clerk (as Clerk, Responsible Financial Officer, and Proper Officer) is needed for business-critical matters. To also note that the Court has accepted this request.

244/24 Date of next meeting

To agree the date of the next Meeting for **Downton Parish Council** will be held on **Monday 14 October 2024 at 7:00pm** in the **Memorial Hall, Downton (Bonvalot Room)**.