



Downton Parish Council

By Order of Melanie Camilleri Clerk & RFO

☎ 07798 698199

✉: clerk@downtonparishcouncil.gov.uk

06 November 2024

Dear **MEMBER OF DOWNTON PARISH COUNCIL**

You are hereby summoned to attend an

ORDINARY MEETING

on **MONDAY 11 NOVEMBER 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

280/24 Public Question Time

281/24 To receive a report from PC Marc Evans

282/24 To receive a report from Cllr Richard Clewer (Wiltshire Council): Apologies received

283/24 Apologies for Absence

284/24 Declarations of interest

- i) To receive declarations of interest from Councillors on items on the agenda
- ii) To receive written requests for dispensations for disclosable pecuniary interests (if any)
- iii) To consider and grant requests for dispensation in accordance with relevant circumstances under Standing Order 13(h), as appropriate

285/24 Minutes

- i) To resolve to approve the Minutes of the: -
 - Ordinary Meeting held on **14 October 2024**
 - Extraordinary General Meeting held on **22 October 2024**

- 286/24 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.
- 287/24 Village Matters**
- i) Parish Steward: to identify a list of jobs
 - ii) Spring Bulbs and Lavendar Plant donations: to receive a report on arrangements for planting
 - iii) Gully Clearance and The Bunney Clearance: to receive an update
 - iv) Highways matters: to receive an update
 - v) LHFIG: to receive a report on the site meeting with Rhiann Surgenor on 07 Nov (to discuss the pinch point and location for a new pedestrian crossing)
- 288/24 Downton Parish Council 3-year strategy**
- i) To receive a report on the Volunteer Recruitment Event taking place 28 Nov 2024 7pm
- 289/24 Wiltshire Towns Programme**
- i) To note WC has confirmed that the information submitted on plans for Yrs 1 and 2 grant funding is sufficient for the application for Yrs 3 and 4 grant funding to progress.
 - ii) To note Yr 3 payment is dependent upon meeting the 'Explore Wiltshire Events' milestone. To agree next steps.
 - iii) To note Yr 4 payment is dependent upon adding three further 'Explore Wiltshire Events' listings and submission of a Downton Towns Programme Project Plan. To agree next steps.
- 290/24 Committee & Working Group Reports**
- i) To receive reports from Committees and Working Groups
- 291/24 Councillors Reports**
- i) To receive a report from Cllr Mace on progress for Councillors switching to .gov.uk email accounts
 - ii) To receive reports from the other Councillors
- 292/24 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)
- 293/24 Finance: Part 1**
- i) To resolve to approve the Bank Reconciliation prepared by the RFO and signed-off as correct by Members of the Council
 - ii) To note Lloyds Bank has informed the Parish Council that its Treasurers Account 00409718 will be converted to a Business Account with effect from 14 January 2025, and that a monthly charge of £8.50 to this account will apply. To consider and agree provision of banking services as from January 2025.
 - iii) To note that Treasurers Account 00275231 (nil balance) has been closed.
 - iv) In consideration of the quote received, resolve to appoint John K. Murray DMS. FCPFA (Taxation & Accountancy Services) as the independent and competent auditor to carry out the internal audit on the 2024/25 accounts
- 294/24 Downton Parish Council websites and logo**
- i) To consider and resolve to approve the future of the dedicated Downton Neighbourhood Plan website and access to content through the new Parish Council website
 - ii) To consider and resolve to approve Downton Parish Council's logo for the new website, comms, social media, and email footer for Councillor and Officers

- 295/24 Budget 2025/26: Part 1**
i) To consider the second draft budget 2025/26
- 296/24 Finance 2:**
i) To resolve to approve the Cash Flow Report and payments
ii) To resolve to approve that Downton Parish Council will meet the cost of the room booking fee for Neighbourhood Tasking Group meetings
iii) To consider a S137 application from Charlton All Saints Church for Churchyard Maintenance
- 297/24 Cemetery Refurbishment**
i) To consider options to cut-back the hedges which are encroaching graves. Resolve to approve the preferred option and agree actions.
- 298/24 Public Toilets Cleaning Contract**
i) To receive feedback on Downton Cleaning Services' performance on delivery of the contract
ii) In accordance with section 1. of the Downton Cleaning Services Contract, resolve to approve an extension of the Contract for a further 12 months with effect from 01 April 2025.
- 299/24 To consider resolving that Agenda items 300/24, 301/24, and 302/24 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.**
- 300/24 Employees (exempt matters)**
i) To note that agreement has been reached on the Local Government Pay Claim 2024/25 covering the year 1st April 2024 to 31st March 2025, and resolve to award backpay for the Administrative Officer and Clerk
ii) To consider and resolve to award backpay for one Litter Picker
iii) To note that one Litter Picker has tendered their resignation. Agree arrangements to recruit a replacement.
iv) To receive a report on Employee Pension Scheme provision. Consider and make a resolution on each recommendation.
- 301/24 Budget 2025/26: Part 2 (exempt matters)**
i) To consider confidential elements of the second draft budget 2025/26
- 302/24 Cemetery Grounds Maintenance Contract (exempt matter - procurement)**
i) In consideration of 2025/26 budget allocation for Cemetery Grounds Maintenance, agree actions for the tendering process (with the intention of de-scoping from the Idverde contract)
- 303/24 Date of next meeting**
To agree the date of the next Meeting for **Downton Parish Council** will be held on **Monday 09 December 2024 at 7:00pm** in the **Memorial Hall, Downton (Bonvalot Room)**.