



Downton Parish Council

By Order of Melanie Camilleri Clerk & RFO

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07 May 2025

Dear **MEMBER OF DOWNTON PARISH COUNCIL**

You are hereby summoned to attend the

ANNUAL PARISH COUNCIL MEETING

on **MONDAY 12 MAY 2025** at **7pm**

in **THE DOWNTON MEMORIAL CENTRE, 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

106/25 Election of Chair

- i) To elect a Chair for the municipal year 2025/26
- ii) Elected chair to sign the Declaration of Acceptance of Office

107/25 Election of Vice-chair

- i) To elect a Vice-chair for the municipal year 2025/26
- ii) Elected Vice-chair to sign the Declaration of Acceptance of Office

108/25 Local Elections 01 May 2025

- i) LGA 1972, S83: to confirm all elected Councillors have completed their Declarations of Acceptance of Office
- ii) s29(1) of the Localism Act 2011: to confirm all elected Councillors have completed their Register of Interests Forms
- iii) To note the deadline for completion and return of Election Expenses Forms
- iv) To resolve to confirm Councillors' commitment to abide by The Local Government Association's Model Councillor Code of Conduct and sign-up to the 'Civility and Respect Pledge' from the National Association of Local Council's charter.
- v) To note that as less than two-thirds of the Council have been elected, Downton Parish Council does not meet eligibility criteria to declare General Power of Competence.
- vi) To agree steps to recruit and co-opt Members to fill the eight vacant seats

- 109/25 Public Question Time**
- 110/25 To receive a report from PC Marc Evans**
- 111/25 To receive a report from Cllr Richard Clewer (Wiltshire Council)**
- 112/25 Apologies for Absence**
- 113/24 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
- 114/25 Minutes**
- i) To resolve to approve the Minutes of the Ordinary Meeting held on **24 April 2025**
- 115/25 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.
- 116/25 Governance: Polices**
- i) To resolve to re-adopt the following polices, unamended (re-branded with the Council's new logo): -
 - Co-option Policy
 - Code of Conduct
 - Complaints Policy
 - Equality & Diversity Policy
 - Filming, Photographing, Audio Recording & Social Media Reporting of Public Parish Council and Committee Meetings
 - Freedom of Information Publication Scheme and Requests
 - General and Earmarked Reserves Policy
 - Grant Policy (S137) and Application Form
 - Information & Data Protection Policy
 - Investment Strategy
 - Play Parks Risk Management Policy
 - Protocols for Meetings with Developers
 - Risk Management Strategy
 - Safeguarding Policy
 - Social Media Policy
 - Unreasonable Behaviour Policy
 - ii) To resolve to approve and adopt the following updated polices:
 - Burial Regulations
 - Financial Regulations (using NALC's updated model template March 2025)
 - Standing Orders (using NALC's updated model template March 2025)
- 117/25 Governance: Committees and Working Groups**
- i) To adopt the updated Terms of Reference covering the following Committees and Working Groups: -
 - Amenities Committee
 - Communications Working Group
 - Complaints Committee
 - Staffing Committee
 - 3-Year Strategy Working Group

- Water Meadows & Flood Defence Committee
 - Wiltshire Towns Programme Working Group
- ii) To consider and approve Membership of these Committees and Working Groups
- 118/25 Governance: Membership of Outside Bodies**
- i) To consider which Outside Bodies the Parish Council will offer representation on and allocate Councillor representative(s)
- 119/25 Finance Part 1: Annual Governance**
- i) To resolve to approve the signatories on the Council's Bank Accounts for which two Councillors must sign any order for payment
- ii) To resolve to approve continuation of variable DD payments set-up
- iii) To resolve to approve continuation of Standing Order payments set-up
- iv) To resolve to approve continuation of Annual Subscriptions
- v) To confirm insurance cover in respect of all insured risks, as set out in the Asset Register (including land and building assets)
- 120/25 Village Matters**
- i) Parish Steward: to identify a list of jobs for June 2025
- ii) Bollards on the Borough Green: to consider and resolve to approve steps to protect additional areas on the Green from damage by vehicles
- iii) Gully Clearance: to receive an update on locations and dates
- iv) Bridge Cleaning: to receive a report on cleaning and restoration of Downton's bridges
- 121/25 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)
- 122/25 Finance Part 2: Internal and External audit**
- i) Annual Governance and Accountability Return 2024/25 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 2025
- 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
- 123/25 Finance Part 3**
- i) 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
- 124/25 Downton Memorial Centre**
- i) To consider and resolve to approve a request from the Trustees for additional exterior signage to the Memorial Centre Building
- 125/25 Youth Engagement**
- i) To consider and resolve to approve provision of a quarterly slot at meetings of full council with the aim of providing a voice for young people who live in the parish
- ii) To receive an update from Cllr Jalland on the Mural Project in association with Trafalgar School
- 126/25 Committee & Working Group Reports**
- i) To receive an update

- 127/25 Councillors Reports**
i) To receive reports from the Councillors
- 128/25 To consider resolving that Agenda items 129/25, 130/25, and 131/25 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.**
- 129/25 Unreasonable Behaviour**
i) To consider the full circumstances surrounding the matter reported by Cllr Roberts under Agenda 102/25 and resolve to agree the Council's response.
- 130/25 Request to erase personal data (under Article 17 of UK GDPR) and Complaint**
i) To consider the full circumstances surrounding the matter and resolve to agree the Council's response.
- 131/25 Freedom of Information Request**
i) To consider and agree the Council's responses
- 132/25 Date of next meeting**
If agreed, the date of the next meeting of **Downton Parish Council** will be held on **09 June 2025** at **7:00pm** in **The Downton Memorial Centre (Bonvalot Room)**.