



Downton Parish Council

Minutes of the DOWNTON PARISH COUNCIL
Meeting held on
Monday 26 September 2022. Start time 7:30 pm
MEMORIAL HALL, DOWNTON (BONVALOT ROOM)

Councillors present: Jane Brentor (Chair) (JB), Stu Carter (SC), Chris Hall (CH), Stephanie Jalland (SJ), Dave Mace (Vice-Chair) (DM), Andy North (AN), Matthew Randall (MR), Paul Roberts (PR), Gareth Watts (GW), and Cllr Richard Clewer (Wiltshire Council) (RC)

Plus: Melanie Camilleri (MC) – Clerk/RFO. Seven members of the public attended.

MINUTES

Cllr Brentor, Chair of Downton Parish Council, called for everyone to observe a one-minute silence as a moment of reflection to mourn the passing of Queen Elizabeth II.

145/22

Public Forum

Parking on The Green

Ongoing problem causing car accidents, damage to vehicles, hazard to access to homes.

The posts which had been installed on the Green by the Parish Council with 'No parking' signage have all been pulled out of the ground over time. Photos were shared showing the posts installed.

After contacting WC Highways, response letter received provided 3 options:-

1. Request Waiting Restriction through the Parish Council (via Local Highway and Footway Improvement Groups)
2. Instal driveway prevention marking (at their own cost)
3. Highways Engineer to write to residents with polite notice to park more considerately (they have themselves done this on two separate occasions)

Operation London Bridge

Thanks were expressed to JB for reading out the Proclamation (of the Accession of King Charles III) as well as all other protocols observed following the passing of Queen Elizabeth II.

Request for installation of Flagpole and Union Jack in the Parish

Currently only one location (the Church). Request that the Parish Council consider granting approval to the installation of a Flagpole at another site(s). A local business has agreed it would be prepared for a 5-6mtr Flagpole to be installed on their property. Would the Parish Council agree to this and fund the purchase of the flag?

146/22

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

- Budget for 2022/23: no report on this at the moment as too many unknowns
- Cabinet in 2 weeks
- Additional spending allocated towards Parish Stewards – Timetable of visits to parishes has been published
- Cost of Living is on the Gvt Agenda. WC handling all elements of government schemes:-
 - WC Wellbeing hub restarted (successfully operated during COVID)
 - Warm Spaces initiative coordinated by Wiltshire Community Foundation [Surviving Winter | Wiltshire Community Foundation \(wiltshirecf.org.uk\)](http://wiltshirecf.org.uk) . More joined-up thing required in terms of transport to these Warm Spaces which he is taking up directly through Karen Linaker. Looking after our neighbours is vital.
 - Business getting help from the Gvt on energy prices cap
 - Universal Credits and help with pensions – identifying gaps
 - Foodbanks and volume of food being received currently not enough

147/22

Apologies for Absence: None

148/22

Declarations of interest

DM declared an interest on the following:-

- Planning PL/2022/06890 Mount Snowdon: the applicant had spoken seeking contact phone numbers. He'd not discussed the application nor shared an opinion. MC confirmed that where an interest is deemed to be prejudicial to any decision a Councillor makes in the eyes of members of the public, they would be advised to withdraw from the debate and forfeit their vote. Given the circumstances described, this would not be necessary.
- Agenda 155/22 Memorial Centre: he is a Trustee of the Memorial Centre

149/22

Minutes

- i) RESOLVED the Minutes of the Meeting held on **08 August 2022** were approved
- ii) RESOLVED the Minutes of the Staffing Committee Meeting held on **01 August 2022** were noted

150/22

Business raised during Public Forum

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.

Parking on The Green

RESOLVED: Add to November Agenda on what is to be done.

Material points arising:-

- The Parish Council has powers to enforce matters involving parking when it's not on Parish Council land
- CH to make contact with WC Highways (Paul Shaddock) to discuss his letter to the residents
- CH raised a related issue with the resurfacing due on this road 26 October 2022 – see Agenda 156/22 i).

Request for installation of Flagpole and Union Jack in the Parish

RESOLVED: Add to November Agenda.

Material points arising:-

- Planning permissions
- Potential locations of sites and implications if installed on private property

WC's Warm Spaces initiative

SJ asked RC about use of Castle Meadows Community Room and how to access. Cllr Clewer will explore and communicate with SJ.

- 151/22 Planning**
- i) The applications received were considered and recommendations made (see Planning Schedule)
 - ii) Planning decisions were noted (see Planning Schedule)
- 152/22 Defibrillators**
- i) Annual checks for the defibrillators located at:-
 - Dr Surgery (due 14 Aug 2022) and
 - Memorial Hall (due 13 Sept 2022)
 It was reported that weekly/monthly checks are being conducted on these two defibs. One by the former Clerk and the other by a member of the public. RESOLVED: MC to speak to Community Heartbeat and make arrangements to update their records to reflect.
 - ii) Additional defib no1: CH reported paperwork was completed by the former Admin Officer regarding the installation at the FC. The new Admin Officer to take this forward.

Additional defib no2: SC reported on various options, all of which won't necessarily offer a complete solution due to electrical supply and existing use of the facility. SC to liaise with the new Admin Officer to take this forward.
 - iii) To consider Community Heartbeat's request for data on the defib located at the Football Club and resolve to agree on what actions to take. See comments on additional defib no1 above.
- 153/22 Speed Indicator Device**
- RESOLVED:-
- i) Establish team of 10 (mix of Councillors and members of the public) with rota to put-up and take-down the SID at Borough Green. JB to seek members through notice on Downton FB Page. This team will receive online training (through Wiltshire Council)
 - ii) Max budget of £150 (excl VAT). CH to make necessary purchases and reimbursement through submitting an Expenditure Claim.
 - iii) CH to contact Paul Shaddock (Highways) to discuss Local Highway and Footway Improvement Groups (LHFIGS) application to instal 2nd pole at Moot Lane
- 154/22 Moot Lane Recreation Ground**
- RESOLVED: JB will respond to the Covenants holders' letter setting out the following:-
- Give them the option for the Parish Council to relocate the basketball hoop now (if they prefer not to wait to coincide with relocation at the time of the Play Park Refurbishment)
 - Parish Council (Amenities Committee) to research the cost of surveying the Rec Grd boundaries
 - Parish Council (Amenities Committee) to research the cost of putting in place a formal agreement so that the other structures (adult exercise equipment and benches) to remain
- 155/22 Memorial Centre**
- RESOLVED: that representatives from Downton Parish Council and Downton Memorial Centre will meet to discuss all remedial maintenance tasks and draw-up a proposed joint schedule of works (incl whose responsibility it is to remedy and finance). Then submit proposal for full council for approval. The two Members from the Council being JB and MR.
- 156/22 Highways**
- i) Drain Clearing along the Borough. RESOLVED: Residents will be notified in the usual way (Parish Council letter through their doors). MC to locate the Parish Council's draft letter and forward to the Admin Officer to action.

- ii) Temporary Road Closure (section of B3080) for surfacing 26 October 2022: RESOLVED: Residents will be notified in the usual way (Parish Council letter through their doors). MC to locate the Parish Council's draft letter and forward to the Admin Officer to action.

157/22

Remembrance Sunday

- i) RESOLVED: MC to apply for the closure of the B3080 from the memorial Gardens (in The Borough) to Church Hatch from 10:00am to 12:00 noon Sunday 13 November 2022 for the Remembrance Day Sunday Service and Parade. 10 October Meeting to determine which Councillors will assist with matters relating to diverted traffic.
- ii) RESOLVED:-
- £20 donation to the Royal British Legion for a Poppy Wreath
 - JB to lay the Wreath on behalf of the Parish at the Service

158/22

Finance

- i) RESOLVED: The Cash Flow Report and payments were approved

Account Balances

Lloyds Treasurers Account 05 Sept 2022: £16,556.19

Lloyds Business Bank Instant 23 Aug 2022: £120,148.52

Payments approved

Payee	Detail	Amount £ (incl vat)	Method
Downton Baptist Church	Road Closure Newsletter	30.00	BACS
BT	Mobile phone + 2x bundled service (Sept)	150.45	BACS
BT	Outstanding Balance	6.24	BACS
Ideverde	Bin Emptying (Aug)	241.28	BACS
Ideverde	Grounds Maintenance (Aug)	1,0043.37	BACS
Merangi	Cleaning Memorial Toilets	910.00	BACS
Downton Memorial Centre	Hall Hire	90.00	BACS
Downton Memorial Centre	Underpayment June + July	10.00	BACS
Salisbury Window Cleaning	Cleaning all bus stops	90.00	BACS
The Play Inspection Co	Annual RoSPA inspections for all Play Areas	417.00	BACS
West Mercia Energy	Electricity (Aug)	20.17	BACS
Longford Estate	Annual rent for Allotments	100.00	BACS
Longford Estate	Annual rent for Play Area Children's Corner	10.00	BACS
Storage Works	Self-storage 25/8-25/9	75.00	BACS
Storage Works	Self-storage 25/9-25/10	75.00	BACS
Lee Bush	6M French Drain Downton Memorial Hall	280.00	BACS
PKF Littlejohn	External Audit fee	480.00	BACS
	Insurance renewal 3-year Agreement	8,589.35	BACS
Dave Mace	Reimbursement of expenses for Dropbox + Microsoft 365 renewal	113.21	BACS
SLCC Enterprises	Delivery of professional services	1,169.84	BACS
Staff Costs	Pay, Tax, NI, Pension	3,051.49	BACS
	Total debit	£16,952.40	

- ii) RESOLVED: the insurance renewal quote from A J Gallagher for the 3-year fixed term (until 01 Oct 2025) premium of £8,514.35 was approved
- iii) JB reported the PWLB application for the Playground Project was regretfully overlooked by WALC but has now been submitted.
- iv) Notice of Conclusion of 2021/22 Audit from PKF Littlejohn received which will be published on the Parish Council's website (no matters arising)
- v) RESOLVED: to continue to opt-in to the external auditor appointed by SAAA (new 5-year contract commencing for the 2022/23 audit).
- vi) Unanimously agreed to defer review of the mid-year budget 2022/23 to the 10 October meeting.
- vii) JB report that the original actions for the Downton Millennium Green S106 expenditure plan have not been possible for various reasons. Action delegated

to JB and to submit this on behalf of the Council after circulation and agreement by email.

- viii) **RESOLVED:** to ratify the former Clerk's emergency spend made under her delegated powers to purchase a Register of Graves (£211.20 from Shaw & Sons)
- ix) **RESOLVED:** to modify the bank mandate to give 1) the Locum Clerk/Responsible Financial Officer online access and authority to raise BACS payments and 2) AN full access.

159/22

Business Continuity

RESOLVED: two 'halves' of the Dropbox password (holding a list of all passwords) will be held by two separate councillors in sealed envelopes which may only be opened by resolution of full council. MC to send one half to AN and the other half to CH.

160/22

Committee & Working Group Reports

To receive reports from the Chairs of each Committee and Working Group

DMGT: A report was given from the Trustees to maintain the Green identifying, sadly, quite a lot of vandalism but also some significant improvements to the Green such as bat boxes, grass cutter repairs, willows pollarded. Discussed the report and agreed further work to be done.

Partnership meeting: held via Teams focussing on Downton between Various police reps including youth offenders team and Wiltshire Council. JB's attendance was agreed following our letter to the chief constable and a Teams meeting with the contextual safeguarding officer for WC. An action plan for Downton has been in existence for some time and includes actions to review opportunities for better youth engagement (the pop up youth café to take place in October), engagement days with local schools, a programme called 'Leaders Unlocked' about which JB is following up, the paperwork for the PSPO is awaiting final sign off by legal team in WC and will go to the police to implement on Oct 12th, a review of the ASB police policy and a further Rural Youth outreach event. JB will follow some of this up with Karen Lineker. Two local arrests and since then a significant drop in illegal activity. NB: no further response from Chief Constable other than the contact numbers for two senior police officers for further action if we wish.

Operation London Bridge: book of condolence put out on the 9th Sept with the help of the Church warden and Church administrator, notices on F/b and around the Parish re actions such as the book of condolence and the siting of flowers, the PC website updated by our IT provider and then details by Dave, the Proclamation was read on the 11th September, a letter of condolence was sent to the King on behalf of the Parish on the 12th September, a two minute silence held on the 19th Sept and the book of condolence closed and flowers removed on the 20th Sept. Thanks have been sent to the church warden and the church administrator (Mr and Mrs Parsons) and also to the person who provided additional flowers for the table in the Church. Thanks too to DM for the website management with each change of events.

'Downton's Full of Life' United Nations Day of Older Persons Celebration: SJ reported that this FREE event will take place on Sat 01 October 2022 at Downton Memorial Hall. Doors open 1.45pm for 2pm. Various activities include armchair yoga, silent disco, tea & cake. Comms Poster to be issued. £500 SWAB Funding secured to run this event.

RESOLVED: At 10:00pm, the meeting will continue for a further 20 minutes (maximum).

161/22

Clerk's Report

JB delivered the following report:

- Close liaison between AN and the former Clerk to arrange handover and actions
- Removal of all assets held by the former Clerk to appropriate safe storage
- Interviews for Administrative Officer held on 31st August
- Induction programme for Administrative Officer started 20th Sept.
- Numerous actions to manage the IT inventory, establish whereabouts of equipment and what is needed to progress IT equipment.
- MC has undertaken lots of work to change passwords, meet with some councillors etc to progress taking on the role of the Clerk whilst understanding the role of the cemetery management (unusually high incidence of deaths).
- Plus management of actions following the death of the Queen.

162/22

Correspondence, AOB, urgent matters

- i) DM delivered and update on progress for Members to have Councillor specific email addresses
- ii) RESOLVED: the document storage and retention solution (with associated costs) for Downton Parish Council papers
- iii) Confirmation of area board grant for United Nations celebration of Older People and provision of bank details
- iv) Receipt of the playground annual inspection reports – only one moderate safety issue. Will be agenda item for Amenities
- v) Various notifications from Lloyds bank – statements and interest rate changes
- vi) Notification from Royal Mail re overpayment for mail redirection plus cheque, now banked
- vii) Correspondence re burials
- viii) Request from resident for action from the Parish Steward
- ix) Request from resident about a date for renewing the fence adjacent to the Moot Lane Recreation ground.
- x) List of Parish Steward visit dates issued. MC has passed to the Admin Officer.

163/22

RESOLVED: Agenda item 164/22 was closed to members of the public and press under the Public Bodies (Admission to Meetings) Act 1960 Sec 1 (2) by reason of the personal nature of the business to be discussed

164/22

Appointment of Administrative Officer

RESOLVED: The Contract of Employment offered to (and accepted by) Mr Iain Crowder for 20 hrs/wk @ SCP6 on the National Joint Council for Local Government Services pay scales (£10.42/hr) was ratified subject to clarification regarding holiday allowance.

165/22

Date of next meeting

The date of the next Meetings for **Downton Parish Council** will be on **Monday 10 October** at **7:30pm** in the **Memorial Hall, Downton (Bonvalot Room)**.

Being no further business, JB closed the meeting at 10:15pm.

DRAFT MINUTES TO BE SIGNED AT THE NEXT PARISH COUNCIL MEETING