



## Downton Parish Council

**Minutes of the DOWNTON PARISH COUNCIL**  
**Meeting held on**  
**Monday 10 October 2022. Start time 7:30 pm**  
**MEMORIAL HALL, DOWNTON (BONVALOT ROOM)**

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Councillors present: Jane Brentor (Chair) (JB), Stu Carter (SC), Chris Hall (CH), Dave Mace (Vice-Chair) (DM), Andy North (AN), Paul Roberts (PR), and Cllr Richard Clewer (Wiltshire Council) (RC)

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

### MINUTES

**166/22**

#### **Public Forum**

##### Remembrance Sunday Road closure

A member of the public reminded Cllrs that she and other members of the public normally 'man' the closure and are happy to do so on 13 Nov 2022. 2x 'Road Closed' signs will need to be sourced.

##### Parking on The Green

This matter was raised during the Public Forum of the Parish Council Meeting on 26 September (Minute 145/22). A number of members of the public provided additional information and their perspective on this matter in relation to:-

- 1) history of parking – rejecting the notion the situation has either changed or worsened
- 2) the last notice received from the neighbour was Jan 2020 – nothing since.

##### Downton Neighbourhood Development Plan

The NDP Co-ordinator communicated the results of the questionnaire (captured by paper copy or online). 34% response rate. Thanked Cllr North for the incredible work he'd done collating data. Findings to be presented to full council at 14 Nov meeting.

**167/22**

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

- Budget for 2022/23: no report on this at the moment
- Additional spending allocated towards Parish Stewards: for '2-man' jobs and equipment to tackle specific jobs
- Extra White lining: underway, focussing on central carriageways
- Fly tipping: active cases being dealt with
- Universal Credits and help with pensions: identifying gaps
- Foodbanks: volume of food being received currently not enough
- Warm Spaces: Karen Linaker is compiling a list and plotting on a map as a co-ordinated approach. Target date end Oct 2022. Safeguarding steps must be considered.

- 168/22**      **Apologies for Absence:** Stephanie Jalland (SJ), Matthew Randall (MR), and Gareth Watts (GW). Reason noted and accepted.
- 169/22**      **Declarations of interest:** None
- 170/22**      **Minutes**  
 i) RESOLVED the Minutes of the Meeting held on **26 September 2022** were approved  
 ii) RESOLVED the Minutes of the Staffing Committee Meeting held on **05 September 2022** were noted
- 171/22**      **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.
- Remembrance Sunday Road closure  
 The offer to man the road closures was gratefully accepted by the Councillors.
- Parking on The Green  
 The Councillors thanked the members of the public. The additional information provided will be circulated to all Councillors in advance of the subject being fully discussed and considered at the 14 November meeting.
- Cllr Hall added the posts with No Parking signage were installed in the 80s solely as a measure to protect the green. Over time they have either been accidentally knocked-over or rotten. There is no suggestion they have been intentionally removed by anyone.
- Warm Spaces  
 Question by Cllrs Hall - if there are places which wish to be added to the list, will there be financial support from WC for heating costs? Cllr Clewer confirmed this is being considered (Health & Wellbeing budget).  
 Neighbourly support should also be considered. JB to put out a notice on FB.
- 172/22**      **Planning**  
 i) The applications received were considered and recommendations made (see Planning Schedule)  
 ii) Planning decisions were noted (see Planning Schedule)
- 173/22**      **Remembrance Sunday Road Closure 13 Nov**  
 i) Arrangements noted:-
  - Members of the public will ‘man’ the road closures (171/22)
  - Cllr Carter to source the 2x Road Closure signs.
  - MC has submitted the TTRO application to WC Highways (who have accepted).
  - MC has produced the letters of notice to residents – handed to JB to arrange for them to be posted through letterboxes on Thurs 13 Oct.
  - Andy Oliver (WC) will attend the service and lay a wreath on behalf of WC. JB to confirm arrangements.
- 174/22**      **Operation London Bridge**  
 i) RESOLVED: That a tree will be planted at Beacon Corner in memory of the late Queen Elizabeth II. JB to make enquiries about species and cost and report back at the 14 Nov meeting. Noted considerations on time of year to plant, maturity of tree, and ongoing watering.
- 175/22**      **Finance**  
 i) RESOLVED: The Cash Flow Report and payments were approved  
Account Balances  
 Lloyds Treasurers Account 10 Oct 2022: £10,308.33  
 Lloyds Business Bank Instant 09 October 2022: £167,912.88  
 Lloyds Treasurers Account (Heritage Fund) 09 October 2022: £180.39

**Payments approved**

Payee	Detail	Amount £ (incl vat)	Method
Staff Costs	Net Pay October	575.85	BACS
DM Payroll Services Ltd	Payroll First half 2022/23	78.00	BACS
RBL Poppy Appeal	Donation	25.00	BACS
PBLB	PWLB Loan Repayments	8,925.75	DD
Andrew Whitelock	Instal new cistern flush control	377.80	BACS
Ideverde	Bin Emptying (Sept)	241.28	BACS
Ideverde	Grounds Maintenance (Sept)	1,043.37	BACS
Tech B	IT Managed services	40.20	S/O
The Play Inspection Co	Annual RoSPA inspections for all Play Areas	417.00	BACS
Storage Works	Self-storage 25/10-25/11	75.00	BACS
Pennon Water	Water for toilets	38.72	DD
Total debit		<b>£11,837.97</b>	

- ii) To consider and review the mid-year budget 2022/23: to be considered by a Finance Working Group and MC who will report back at the 14 Nov meeting
- iii) To consider 1<sup>st</sup> draft budget/Precept 2023/24: to be considered by a Finance Working Group and MC who will report back at the 14 Nov meeting
- iv) To resolve to approve the revised Downton Millennium Green S106 expenditure plan. This Agenda item was dealt with at the 26 Sept Meeting. No further update.
- v) **RESOLVED:** To support in principle the progressing of implementing a street watch team with a financial contribution of up to £200 for practical equipment. The success is contingent on volunteers who will be effective in handling matters.
- vi) **RESOLVED:** the Clerk's emergency spend of £15 made under her delegated powers to purchase IT equipment (iphone charger + cable) for the Admin Officer was ratified. Cllr Mace to submit a claim for reimbursement.
- vii) **RESOLVED:** To apply for a Lloyds Debit Card to finance IT packages relating to operations of the Clerk's Office (max limit on spend £500)
- viii) Cllr Mace reported that Children's Corner annual rent £10 invoice from Longford Estate (Sept payments) was settled by BACS, however, it appears there is already a S/Order in place. The 5p cheque to Longford Estate has not been cashed. Unanimously Agreed Longford Estate should reimburse the PC £9.95. JB to take forward.

**176/22 Committee & Working Group Reports**

No reports received.

**177/22 Clerk's Report**

JB delivered a brief report on key areas of activity.

**178/22 Correspondence, AOB, urgent matters**

- i) Electricity metre in the Toilets not accessible (code not recognised). **RESOLVED:** Dave Watton will cut the inoperable padlock and replace with new one max cost £19+VAT. Code to be set by Cllr Hall. Meter reading to be taken and sent to MC
- ii) Resolve to fund the re-direction of Royal Mail to the new Admin Officer's address: matter deferred
- iii) Noted the Notice and Indicative Plan for a Temporary Traffic Regulation Order (TTRO) for Moot Lane (Part), Downton and Redlynch commencing 21st November 2022. However, Highways have already placed 'Road closed' signage. MC to contact Graham Axtel to enquire.
- iv) BT contract: **RESOLVED** the 2x BT lines to the former Clerk and Admin Officer will be disconnected and a replacement BT contract set-up (expiry date October 2024) on the basis of a move of business premises. This will avoid the early cancellation fee of £620. The 2x BT lines will be re-connected once a permanent Clerk/RFO and Admin Officer are in place. Under Emergency Spending powers MC authorised the

disconnection fee (£19.95 per line) and reconnection fee (on the understanding the quote of £19.95 per line is held).

v) JB and MC briefed communication received and dealt with.

vi) Road resurfacing on The Green. Noted:-

- Graham Axtell confirming extent of area to be resurfaced
- MC to contact Graham to impress resurfacing should not encroach on The Green any further than the current tarmac. Also, to ask if cones can be supplied by Highways to be put out on the morning of the visit
- MC has drafted letter to residents to post through letter boxes once a date has been agreed.

vii) Gully clearing. Graham Axtel has requested best date to conduct. All agreed Thursday. MC to ask if cones can be supplied by Highways to be put out on the morning of the visit

**179/22 RESOLVED: Agenda item 180/22 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**

**180/22 Recruitment of permanent Clerk/RFO**

i) RESOLVED: to advertise for a permanent Clerk/RFO on 20 hrs/wk SCP25-35. CiLCA qualification preferred otherwise a willingness to study towards this qualification.

The Parish Council to determine adequate budget is in place to finance the Locum Clerk/RFO (appointed through LCC) up to 20 hrs/wk until a permanent appointment is made.

ii) The Admin Officer, Iain Crowder, has tendered his resignation. As he's been employed for less than one month, his last day of employment was agreed as 10 October 2022. The Staffing Committee will now take the necessary steps to appoint a replacement Admin Officer.

**181/22 Date of next meeting**

The date of the next Meetings for **Downton Parish Council** will be on **Monday 14 November 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**