



# Downton Parish Council

**Minutes of the DOWNTON PARISH COUNCIL**  
**Meeting held on**  
**Monday 14 November 2022. Start time 7:30 pm**  
**MEMORIAL HALL, DOWNTON (BONVALOT ROOM)**

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

Plus: Melanie Camilleri (MC) – Clerk/RFO, PC Peter Jung, and seven members of the public.

## MINUTES

**182/22**

### **Public Forum**

Downton's Remembrance Sunday Parade 2023

Sun 12 Nov

Parking on The Green

Thanked for reflecting residents' views in the Minutes 10 October

**183/22**

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

- Sport Centre Grants available. Precise details to be confirmed later this week.
- Residents have been in touch about the fibre installation. Understand their frustration, however, if it's on private land it falls under Permitted Development
- White lines (185,458 metres) carried out. Report further requests to Graham Axtell for 2023.
- Warm Spaces: going ahead
- Moot Lane - leaves dangerous underfoot. MC to action with Parish Steward and Graham Axtel.
- Drains & Gully Tanker last week. 2x broken gullies each side of the crossing. MC to report to Graham Axtel. Thanks expressed from residents to Cllr Hall who co-ordinated the Tanker's visit to Charlton

**184/22**

### **To receive a report from PC Peter Jung**

- Introduced himself
- Various catapult incidents – incl Donkey in Moot Lane (no harm caused to the animal) and youths threatened resident in Slab Lane
- Break-in to shed
- Thefts from the Co-op. Working with Cllr Roberts
- Telescope stolen from garden
- Camper van stolen from Moot Lane and found burned-out
- Car damaged (panels scratched) Batchelor way
- Will periodically work from Downton's Memorial Hall
- The Clerk has his email if you need to get in touch.

**185/22**            **Apologies for Absence:** None

**186/22**            **Declarations of interest:**  
DM: 191/22 i) and iv) - financial reimbursements to DM  
CH: 191/22 i) - financial reimbursement to CH  
SJ: 191/22 i) - financial reimbursement to SJ  
PR: Planning Application PL/2022/08436

**187/22**            **Minutes**  
i) **RESOLVED:** the Minutes of the Meeting held on **10 October 2022** were approved. GW and MR abstained from the vote as they did not attend that meeting.  
ii) **RESOLVED:** the Minutes of the Emergency Meeting of the Staffing Committee held on **10 October 2022** were noted.

**188/22**            **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.

Downton's Remembrance Sunday Parade 2023

Sun 12 Nov: Noted

Parking on The Green

See Agenda item 192/22 ii)

**189/22**            **Planning**  
i) The applications received were considered and recommendations made (see Planning Schedule)  
ii) Planning decisions were noted (see Planning Schedule)

**190/22**            **NDP**  
Lawrence Burr, Project Coordinator, delivered a report on status of the Neighbourhood Plan revision. Agreed next steps:-  

- All Councillors to read amended Plan in the next 3 weeks. Comments (incl no comments) and questions to be sent to MC who will co-ordinate for Lawrence.
- Concerns expressed about Charlton not being included. Explanation given that as it's a hamlet, it did not have an allocation of housing targets in Wiltshire Council's Core Strategy 2006-2026, and hence it was not included in the adopted Neighbourhood Plan of 2016.
- MC to identify potential publisher and associated costs for printing the final Plan to be sent to WC for their consideration
- Agenda item 12 Dec meeting
- JB and all the Councillors expressed their thanks to Lawrence Burr.

**191/22**            **Finance**  
i) **RESOLVED:** The Cash Flow Report and payments were approved  
**Payments approved**

Payee	Detail	Amount £ (incl vat)	Method
BT Broadband	Landlines and mobiles	144.21	BACS
Ideverde	Bin Emptying (Oct)	241.28	BACS
Ideverde	Grounds Maintenance (Oct)	1,043.37	BACS
West Mercia Energy	Electricity Memorial Gardens Toilets (Sept)	20.44	BACS
Marangi Ltd	Cleaning Memorial Gardens Toilets (Sept)	910.00	BACS
Marangi Ltd	Cleaning Memorial Gardens Toilets (Oct)	910.00	BACS
Tech B	IT Managed services	40.20	S/O
Downton Memorial Centre	Room Hire	50.00	BACS
Downton Memorial Centre	Room Hire	95.00	BACS
Downton Memorial Centre	Room Hire	132.50	BACS
Geiss B t/a Greenflow	Water saving services	53.49	BACS
Leigh Bush	Fencing Moot Lane Rec	1,450.00	BACS
Storage Works	Self-storage 26/11-25/12	75.00	BACS
SLCC Enterprises	Delivery of Professional Services	4,312.98	BACS

D. Mace	Reimbursements (Dropbox, iphone charger/screen protector)	57.48	BACS
S. Jalland	Reimbursements (Downton Full of Life event)	361.03	BACS
C. Hall	Reimbursements (Padlock)	23.09	BACS
Total debit		<b>£9,920.08</b>	

- ii) The mid-year budget 2022/23 discussion was deferred pending up to date data.
- iii) The 1<sup>st</sup> draft budget/Precept 2023/24 was discussed. Thanks were expressed to DM for formatting. 2<sup>nd</sup> draft to be presented at the 12 December meeting with potentially a subsequent EGM. Target date to approve is Jan 2023.
- iv) **RESOLVED:** the Clerk's emergency spend made under her delegated powers for 1) TechB to set-up the Admin Officer's laptop (£150 + VAT) and 2) purchase a Case/Screen protection cover for the Admin Officer's mobile (up to £50) was ratified. DM abstained from the vote, having declared an interest.
- v) **RESOLVED:** the quote received on cost and duration of the Bus Shelter Cleaning Contract (£90 per quarter) was approved.
- vi) **RESOLVED:** 30 Meters of hedging alongside the new fencing in the Moot Lane Recreation against 27 Castle Meadow for privacy and security (up to a maximum of £300 ex Vat). CH to action.
- vii) **RESOLVED:** to re-direct Royal Mail to the new Admin Officer's address (for 6 months £385.20)
- viii) PWLB Loan application: agreed that JB and MR will supply the additional information requested
- ix) **RESOLVED:** the LGA 2022-23 National Salary Award new pay scales were noted and will be retrospectively applied to 01 April 2022 for all current and previous staff who left employment after 01 April 2022.

#### 192/22

##### Village Matters

- i) Cllr Brentor delivered a report on species and cost of memorial tree (Operation London Bridge).  
**RESOLVED:** to select a fruit tree with a max spend £150 excl VAT.
- ii) Parking on the Green: the Parish Council has no jurisdiction over Highways. The majority of residents have expressed there is not a problem.  
**RESOLVED:** no further action. SC abstained from voting, forfeiting his vote. The only action the Parish Council will take is if edge of the green is eroded by parking vehicles.
- iii) Installation of a Flagpole and Union Jack in the Parish (Minute 150/22).  
**RESOLVED:** as the proposed grounds are on private property, the Parish Council will take no further action.
- iv) To consider Village Hall (extension) flat roof repair - resolve who is responsible to carry out and fund the repair (including consideration of the warranty). Parish Council and Village Hall Committee to discuss and return to Parish Council with proposal at the 12 Dec meeting

#### 193/22

##### SID

- i) **RESOLVED:** an application to be made to LHFIG to erect a pole to take a SID and a playground warning sign on the verge in Moot Lane in line with the alley between 60 and 62 (at a cost of £500.00 with the Parish Councils contribution to be £125.00)

#### 194/22

##### Committee & Working Group Reports

No reports received.

#### 195/22

##### Councillors Reports

###### CH

- Attended FFIG meeting. No matters impacting Downton PC
- Defib Charlton – passed on info to SC who will liaise with the Admin Officer
- Gully Clearing – dealt with

- Signs in need of repainting – he is happy to co-ordinate with use of volunteers
- SID volunteers in place – can now conduct training

SC

- Met with residents of Charlton
- Drain clearance – carried out
- Cycle Path – fatality on A36. Hedge pushing cyclists into the road.
- Burglaries – he will speak to PC Jung
- Defib: gone through files. Looks like order placed. He will liaise with Admin Officer.
- Lynch Gate: The Church will lead as it's on Church Property

**196/22**

**Clerk's Report**

JB delivered a brief report on key areas of activity.

**197/22**

**Correspondence, AOB, urgent matters**

- i) RESOLVED: Downton Parish Council grant permission to The Cuckoo Fair's request for erect the annual Christmas Tree on the Maypole Green (required by the insurers) subject to sight and acceptance of the Risk Assessment and Public Liability Insurance
- ii) JB confirmed The Cuckoo Fair was planning to instal the tree on 26 Nov and the lights switched on 01 Dec (until 12<sup>th</sup> night Jan 2023)
- iii) Statement requested from Downton Parish Council (from the manager of the village website) as to the status of Fibre to the Premises in the village. All agreed that no action (or statement made) as this is not a Parish Council matter.
- iv) A quote will be obtained to tackle the overhanging birch trees in the Memorial Gardens.

**198/22**

**RESOLVED: that Agenda items 199/22 and 200/22 would 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 personal nature of the business to be discussed**

**199/22**

**Data Subject Access Request received**

RESOLVED: The Parish Council to hold an EGM 21 Nov 2022 to further consider the request and resolve to approve its response.

**200/22**

**HR matters**

CLlr North delivered an update on applications received to date for the vacancy of Clerk/RFO.

RESOLVED: to also advertise through HALC and DALC websites.

**201/22**

**Date of next meeting**

The date of the next Meetings for **Downton Parish Council** will be on **Monday 12 December** at **7:30pm** in the **Memorial Hall, Downton (Bonvalot Room)**.

Being no further business, JB closed the meeting at 10:25pm.

**DRAFT MINUTES TO BE SIGNED AT THE NEXT PARISH COUNCIL MEETING**