



Downton Parish Council

Minutes of the DOWNTON PARISH COUNCIL
Meeting held on
Monday 12 December 2022. Start time 7:30 pm
MEMORIAL HALL, DOWNTON (BONVALOT ROOM)

Councillors present: Jane Brentor (Chair) (JB), Dave Mace (Vice-Chair) (DM), Andy North (AN), 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 five members of the public.

MINUTES

216/22

Public Forum

Downton Cuckoo Fair

Wanted to check the Clerk has received the Risk Assessments and circulated them to all Councillors.

Cross Lights

Contacted Graham Axtel (WC Highways) and Cllr Clewer on this outstanding matter. Graham has responded to say works will be carried out in the summer.

Agendas

Public Forum: some people don't realise they can address the Councillors in this section. Can the title be changed to 'Public Question Time'?

Village Matters: appears quite far down on the Agenda. Can this be brought forward?

Heritage Trail

Proposed plan to renew and relaunch the Heritage Trail presented.

217/22

To receive a report from PC Peter Jung

- Theft of alcohol from the co-op which was dealt with. Cllr Roberts thanked PC Jung for quick response after he called 999 (PC Jung was in the immediate area)
- Zebra crossing incident – car tried to nudge passed and knocked someone down. No car reg or CCTV footage captured.
- First Streetwatch meeting – attended by Cllrs Hall, Clewer, and others. Successful first step. More volunteers needed
- Next Neighbourhood Tasking Group meeting 17 Jan 2023

218/22

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

- Changes in planning – they now have assurance that the NDP will last 5 years. So, Downton PC may be confident in continuing its work on the NDP update. It's the

5-year housing targets which are not so clear. The NDP therefore needs to evidence there are no housing needs in the area.

- WC Budget work 2023/24 continues
- Streetwatch meeting was useful
- He would like SWAB to focus on areas of deprivation
- Embryonic ideas on mechanism for 'levelling-up'

219/22 **Apologies for Absence:** Cllr Carter. Reason noted and accepted.

220/22 **Declarations of interest:** DM declared an interest for 225/22 (payment for Memorial Hall hire fees)

221/22 **Minutes**

- RESOLVED: the Minutes of the Meeting held on **14 November 2022** were approved
- RESOLVED: the Minutes of the EGM held on **21 November 2022** were approved
- RESOLVED: the Minutes of the EGM held on **28 November 2022** were approved

222/22 **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 Cuckoo Fair

MC confirmed the Risk Assessments have been circulated to all Councillors. Noted deadline to respond is end of Jan 2023.

Cross Lights

Action for Admin Officer to follow-up.

Cllr Hall has contacted David Whatton (electrician) who has put everything in place (just awaiting street lighting to fit a timer on the lamp)

Agendas

Public Forum: MC agreed the Title on the Agenda can be changed to 'Public Question Time' if members of the public are confused.

Village Matters: this Agenda item is prioritised according to all matters Councillors need to discuss on each Agenda.

Heritage Trail

To be discussed under Agenda 225/22 v)

223/22 **Planning**

- The applications received were considered and recommendations made (see Planning Schedule)
- Planning decisions were noted (see Planning Schedule)

224/22 **NDP**

- Cllr Brentor summarised Councillors' comments she'd received on the Neighbourhood Plan Revision 2022. Next steps – JB to meet up with Lawrence Burr to discuss. JB expressed thanks on behalf of the Parish Council to the NDP Group for their comprehensive review.
- MC reported that she has approached a local print company for a quote and has suggested a 2nd local printer (who has experience in printing NDP documents). Formatting of document likely to be brought 'in-house'. To be discussed at the 16 Jan meeting.

225/22 **Finance**

- RESOLVED: The Cash Flow Report and payments were approved. Exceptions:-
 - Rialtas invoice to be queried by DM.

- Gartec invoice for settlement by the Memorial Centre. DM will notify them accordingly.

CH asked if the Bus Shelter invoice also covers clearing the roof of moss, as they appear not to be done. Action for the Admin Officer to check the contract.

Account Balances

Lloyds Treasurers Account 01 Dec 2022: £7,278.90

Lloyds Business Bank Instant 09 December 2022: £157,974.75

Lloyds Treasurers Account (Heritage Fund) 09 December 2022: £180.39

Payments approved

Payee	Detail	Amount £ (incl vat)	Method
Staff Salaries	Net salary (Nov) + Net Backpay (April-Oct)	2,202.21	BACS
1&1 Internet Ltd	Email	28.79	DD
Pennon Water	Public Toilets Memorial ground - water	151.10	DD
TechB	IT Managed Services	40.20	S/O
Ideverde	Grounds Maintenance (Nov)	1,043.38	BACS
Ideverde	Bin Emptying (Nov)	241.28	BACS
Water 2 Business	Public Toilets Memorial Ground (25 May-02 Nov)	231.59	BACS
Marangi	Public Toilets Memorial Ground – cleaning (Nov)	910.00	BACS
Tech B	Professional Services (set-up and configure laptop Admin Officer)	180.00	BACS
HALC	Advertise vacancy Clerk/RFO	48.00	BACS
Dorset Association of Parish & Town Councils	Advertise vacancy Clerk/RFO	50.00	BACS
SLCC	Delivery of Professional Services (Oct)	2,267.35	BACS
Storage Works	Self-storage 25/12/22-25/01/23	75.00	BACS
Downton Memorial Centre	Hire fees (various dates)	80.00	BACS
M Camilleri	Office allowance & expenses	33.56	BACS
Total debit		£4,726.08	

- ii) Budget/Precept 2023/24: **RESOLVED:** to hold an EGM on 04 Jan 2023 to progress to full council approval before the submission deadline (18 Jan 2023)
- iii) **RESOLVED:** the Clerk/RFO’s emergency spend made under delegated powers for repair to one broken screen of the bus shelter located at A338 Salisbury Rd (opposite The Bull PH) was ratified.
- iv) **RESOLVED:** All litter pickers will receive a pay increase to £165 per month with effect from 01 January 2023.
- v) Funding options for the renew and relaunch the Heritage Trail (to fund leaflets, website, QR code links, info board) were discussed incl SWAB and Heritage Lottery Grants. No request for financial assistance from Downton PC as it stands. Cllr Clewer mentioned to link in with WC Heritage App designed to incorporate all Heritage Trails. Agreed that the Parish Council supports this initiative.

226/22 Wiltshire Towns Programme Action Plan

- i) AN reported on the Action Plan for Downton. Deadline for further comments by Thursday 15th. Next steps to discuss with Towns Programme people.
JB expressed how impressed and pleased she was on the Action Plan and thanked AN on behalf of the Parish Council.
Unanimously agreed as to the basis of the Action Plan.

227/22 Sports Centre Association

- i) In order to move this matter forward, Clerk and Councillors to reassess status and discuss further at the 13 Feb meeting.

228/22

Village Matters

- i) The Cuckoo Fair's Risk Assessments for use of the Greens and Memorial Gardens (end of April) have been received and circulated to all Councillors. Noted The Cuckoo Fair need the Parish Council's confirmation they meet with their acceptance before the end of January. Public Liability Insurance for this event will be issued March/beg April.
- ii) Admin Officer to submit an application to LHFIG to a) resurface the red unofficial pavement between the traffic lights on Lode Hill and b) enhance the white line. This will establish cost and therefore financial viability of proceeding.
- iii) After discussing the situation and possible solutions as to how children can safely and mud-free access the Primary School from the Memorial Gardens, it was unanimously agreed that the Parish Council are not prepared to release a section of the Memorial Gardens. SJ and JB to co-ordinate a response to the school.
- iv) Report of another concrete post on The Borough Green has been hit out of the ground: agreed that the Parish Council will look at this situation once the resurfacing has been completed by Highways.

229/22

Parish Council Website

- i) DM outlined some of the pros and cons of continuing to operate the current Parish Council's website compared to setting-up a replacement website through the Parish Council's website support Agency 'Parish Council Websites'. Cost to migrate is approx £700+VAT. DM will provide further details on the pros and cons of each for decision to be made by full council.

230/22

Committee & Working Group Reports

No reports received

231/22

Councillors Reports

CH

- Attended LHFIG 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

JB

- Wasn't able to attend BWSEA AGM but has received comprehensive Minutes.
- Attended Millennium Green AGM as SJ unable to attend. Highlights - recognition award from RSPB for their maintenance of the green.

232/22

Clerk's Report

JB delivered a brief report on key areas of activity for the Admin Officer.

233/22

Correspondence, AOB, urgent matters

- i) RESOLVED: previous agreement to put in place a 2nd diversion of Royal Mail may be rescinded on the basis it's unnecessary. Most mail is junk (and can be returned to sender), plus from now, MC as the permanent Clerk will receive all Royal Mail (address of PC currently being updated with all contacts including the bank). Most communication takes place electronically by email
- ii) RESOLVED: the burial register dating from 1943 to 2005 together with the book of condolence for the late Queen with Wiltshire Archives to be taken to the Chippenham archive to be stored in a fire safe area.

234/22

RESOLVED: Agenda items 235/22 and 236/22 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

- 235/22** **Data Subject Access Request received**
Discussed and actions agreed.
All resolutions passed under this Agenda item are 'Confidential – Not for Publication' by means of Legal Professional Privilege (Section 42 Freedom of Information Act 2000)
- 236/22** **Confidential employment matter**
All resolutions passed under this Agenda item are 'Confidential – Not for Publication' by means of Legal Professional Privilege (Section 42 Freedom of Information Act 2000)
- 237/22** **Date of next meeting**
The date of the next Meetings for **Downton Parish Council** will be on **16 January 2023** at **7:30pm** in the **Memorial Hall, Downton (Bonvalot Room)**.

Being no further business, JB closed the meeting at 11:00pm.

DRAFT MINUTES TO BE SIGNED AT THE NEXT PARISH COUNCIL MEETING