



Downton Parish Council

Minutes of the DOWNTON PARISH COUNCIL
Meeting held on
Monday 16 January 2023. 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), Stu Carter (SC) and Cllr Richard Clewer (Wiltshire Council) (RC)

Plus: Melanie Camilleri (MC) – Clerk/RFO, PC Peter Jung, and 11 members of the public.

MINUTES

01/23 Public Question Time

Downton Cuckoo Fair

Wanted to check the Clerk has received the response from the DCF Chair on their questions raised relating to the Risk Assessments and if they had any further questions.

Suggested the Parish Council adopts a Policy at the May Annual Parish Council Meeting on all such approval matters.

Flooding

Strong representation was made by several members of the public on the recent flooding issue in the village, particularly on Wick Lane. Specific concerns raised: -

- Discharge of raw sewage – into the river (Otters and swimmers) and SSSI area
- Cars moving too fast creating a ‘wake’ soaking pedestrians and entering properties
- Frequency flooding occurring in the last 2-3 years
- Parish Council ‘s Flood Committee hasn’t met – plus essential updates of the Flood Plan need to be made

Requested that the Parish Council hold a public meeting with key parties concerned i.e. Wessex Water and Wiltshire Council Highways

Initial response from Cllrs: -

- CH reported he’d spoken to the Highways engineer – response received unsatisfactory.
- Highways gully clearance carried out before Xmas – but this hasn’t reduced flooding – too much rain; too much water to disperse.
- Highways tanker is emptying sewage ‘pit’ daily, but this isn’t proving adequate to resolve the problem

- Some drainage around Redrow Estate blocked with no access to clear
- Parish Steward has been re-deployed by Highways to deal with potholes
- GW pointed out Downton has always had flooding issues as built on a water meadow
- JB offered her heartfelt sympathy for all those properties affected

02/23

To receive a report from PC Peter Jung

- 19/20 Dec: attempted theft vehicle
- 22 Dec and 13 Jan: Shoplifting incidents Co-Op
- Xmas Eve: Attempted break-in garage
- Catapult incidents have returned – 10 Jan shot at cars and through window of house. PC Jung requested extra patrols
- 13 Jan: three incidents of filling-up jerry can on a petrol forecourt but not paying
- Church broken into – rear window broken
- PC Jung’s replacement has been selected – he’ll bring him along to a DPC meeting
- JB requested clarification on use of CCTV and DPA. PC Jung confirmed it’s acceptable to use CCTV devices such as Ring Doorbells which capture people’s own property as well as public areas.
- Question in PSPO signage. Confirmed they are in place. MC requested to acquire additional signs

03/23

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

- WC proposing Budget 2023/24 increase of 4.9% (max permissible for a unitary council is 5%)
- Salisbury Council’s budget has increased by 44%. There is no 5% limit on Town or Parish Councils and no suggestion this will be introduced.
- Cllr Clewer clarified that in the event of a contested election, the cost to Town and Parish Councils may be spread over the next 4 years

04/23

Apologies for Absence: None

05/23

Declarations of interest

DM for Agenda item 10/23 (he is a Trustee of the Memorial Centre)

06/23

Minutes

- i) RESOLVED: the Minutes of the Meeting held on **12 December 2022** were approved
- ii) RESOLVED the Minutes of the EGM held on **19 December 2022** were approved
- iii) RESOLVED the Minutes of the EGM held on **05 January 2023** were approved

07/23

Business raised during Public Question Time

Downton Cuckoo Fair

All Councillors confirmed they’d received the answers to their questions. They thanked Tony Pike, the DCF’s Chair, and confirmed they had no further questions. Matter to be fully discussed Agenda 09/23. MR added the Parish Council has always requested sight of Risk Assessments and insurance documents from all organisations and that DCG is no different.

In terms of consideration of a Policy:-

- JB pointed out that it would depend on the existence of other priorities.
- DM added that he thought it was a good idea but that it was not a high priority for the council and that the Clerk has much higher priority items to manage right now.

Accordingly, the PC shouldn’t make any commitments to produce and agree such a Policy at the annual meeting in May.

Flooding

RESOLVED: The Parish Council will ask Wessex Water to attend a public meeting to answer questions about their intentions to solve the issues of the sewage overflows in the village as soon as reasonably possible. Highways Engineer and Cllr Richard Clewer to also be invited to attend.

08/23

Planning

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

09/23

The Cuckoo Fair

- i) RESOLVED: by a majority decision Downton Cuckoo Fair is granted permission to hold the 2023 Cuckoo Fair on the Borough Greens and Memorial Gardens, subject to final responses to the outstanding matters together with the Insurance document, when received.

GW abstained from voting, forfeiting his vote.

10/23

Memorial Centre Maintenance and Repairs

- i) Report of recommendations on maintenance and delineation of responsibilities drawn up following a meeting between MR/JB (representing the Parish Council) and the Memorial Centre Trustees.

GW raised concerns regarding some materials proposed (and consequential longevity of the 'repair').

RESOLVED: recommendations made in the report were approved.

DM and AN abstained from voting, forfeiting their vote.

11/23

Finance

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

Account Balances

Lloyds Treasurers Account 04 Jan 2023: £9,360.16

Lloyds Business Bank Instant 09 January 2023: £148,039.50

Lloyds Treasurers Account (Heritage Fund) 16 January 2023: £180.39

Payments approved

Payee	Detail	Amount £ (incl vat)	Method
Staff Salaries	Net salary (Dec)	3,194.59	BACS
1&1 Internet Ltd	Email	28.79	DD
TechB	IT Managed Services	40.20	S/O
Chris Hall	Reimbursement padlock	23.09	BACS
G W Shelter Solutions	Bus shelter repairs	342.19	BACS
The Play Inspection Co Ltd	Play Equipment Inspections	405.00	BACS
Rialtas Business Solutions Ltd	License 5 users (pro rata to 31/03/23) + 01/04/23-31/03/24	371.60	BACS
ldeverde	Grounds Maintenance (Dec)	1,043.38	BACS
ldeverde	Bin Emptying (Dec)	241.28	BACS
Marangi	Public Toilets Memorial Ground – cleaning (Dec)	910.00	BACS
1 st Self Access Storage Ltd	Rental fees (25/01/23-25/02/23)	75.00	BACS
Downton Memorial Centre	Hire fees (various dates)	45.00	BACS
DM Payroll Services Ltd	Payroll 2022/23 – 2 nd half year	78.00	BACS
M Camilleri	Office allowance & expenses	48.68	BACS
Total debit		£6,846.80	

- ii) RESOLVED: the 2023-24 budget was approved
RESOLVED: by a majority decision - the Precept for 2023-24 will be set as £151,000. This equates to a 9.93% increase on 2022-23. Cllrs Matthew Randall, Gareth Watts, and Stephanie Jalland requested that the Minutes record their vote of objection.

CH proposed and unanimously agreed that a full budget review will take place in August 2023 (by which time some unknown expenditure will be clarified allowing re-allocation (virements) to take place subject to unrestricted reserves not falling below the 3-4 months recommended by MC as the RFO, and in line with existing Downton PC's Reserves Policy of 3 mths).

12/23

NDP

- i) JB is meeting the NDP Team 23 Jan to run through and agree changes to the final plan. Cllrs have the opportunity to make their final comments before this date.

JB clarified the final plan will be first presented for review by Wiltshire Council's examiner before any formatting (and subsequent printing) takes place.

13/23

Admin Officer

- i) Consideration as to recruitment: options discussed. Agreed local advertising most successful. CH suggested the Jobs Board (funded by SWAB) located at the Industrial Estate. AN suggested contacting the unsuccessful candidates who applied for the role of Clerk/RFO. Unanimously agreed AN to lead.
- ii) Hand-over list circulated. If Cllrs can put their name against any areas they're willing to pick-up. JB to meet Janie for final hand-over.

14/23

Committee & Working Group Reports

No reports received.

15/23

Councillors Reports

CH

- Has tackled most of the graffiti on the bus shelters (using anti-graffiti cans in his possession). MC agreed CH may purchase further cans under emergency spend powers.
- Reported that one of the repainted signs in Charlton has been replaced by Wiltshire Council with a brand new sign!

JB

- Downton Millennium Green Trust has updated their report regarding use of S106 monies
- Head Teacher Primary School requested the Parish Council revisit their decision 228/22 iii). Has asked if she can make a presentation to Councillors. Unanimously agreed that AN, PR, SJ, and CH will visit the Primary School to speak to the Head Teacher to discuss further and invite a proposal

16/23

Clerk's Report

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

17/23

Correspondence, AOB, urgent matters

- DM approached by residents about the flooding, particularly Wick Lane. Vehicles moving too fast are creating a 'wake'. Flood Warning Triangles were put up and a resident agreed to store them in their garage should they need to be deployed quickly in future. Unanimously agreed additional signage required (approx. 3). MC agreed DM may purchase additional Flood Warning Triangles under emergency spend powers.

18/23 **RESOLVED** that Agenda item 19/23 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

19/23 **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)

20/23 **Date of next meeting**
The date of the next Meetings for **Downton Parish Council** will be on **13 February 2023** 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