



## Downton Parish Council

**Minutes of the DOWNTON PARISH COUNCIL  
ANNUAL PARISH COUNCIL MEETING held on  
Monday 15 May 2023. Start time 7:00 pm in the  
MEMORIAL HALL, DOWNTON (BONVALOT ROOM)**

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

Plus: Melanie Camilleri (MC) – Clerk/RFO.

No members of the public attended.

### MINUTES

- 85/23 To receive a report from PC Murphy:** Apologies sent along with a report (read by JB).
- 86/23 To receive a report from Cllr Richard Clewer (Wiltshire Council)**
- Lorry Watch: Wiltshire Police have reactivated. Meaning there is now a way to enforce the weight limit providing that a group of volunteers are willing to carry out enforcement work, supported by the police. Agreed to add to the 12 June Agenda. For Downton Parish Council to consider their level of involvement, if any, and the range of solutions available, some of which involve LHFIG.
  - Draft Local Plan (which runs to 2038) will be published this July, ahead of cabinet.
  - Continue to keep a close eye on performance of drains.
- 87/23 Election of the Chair and acceptance of office RESOLVED:** JB unanimously elected as Chair. Declaration of Acceptance of Office completed.
- 88/23 Election of the Vice-chair and acceptance of office RESOLVED:** DM unanimously elected as Vice-Chair. Declaration of Acceptance of Office completed.
- 89/23 Public Question Time:** No members of the public attended.
- 90/23 Apologies for Absence:** PC Murphy (who was attending an incident in Swindon)
- 91/23 Declarations of interest**
- DM: Agenda item 99/23 (Memorial Hall Trustee)  
AN: Agenda item 99/23 (relationship with Tech B)  
MR: Agenda items 99/23 (reimbursement) and 97/22 (PL/2023/03378)  
GW: Agenda item 97/22 (PL/2023/03378)

**92/23 Minutes**

- i) RESOLVED: the Minutes of the Meeting held on **17 April 2023** were approved. SC abstained as he did not attend this meeting.

**93/23 Business raised during Public Question Time: No members of the public attended.**

**94/23 Governance**

- s29(1) of the Localism Act 2011. RESOLVED: Councillors' Register of Interests are published and up to date.
- RESOLVED: Councillor's commitment to abide by The Local Government Association's Model Councillor Code of Conduct and re-adopt the 'Civility and respect Pledge from the National Association of Local Councils charter' subject to deletion of wording relating to 'and council employees' as such matters are addressed through an employee's performance management.
- Standing Orders: the Standing Orders adopted May 2022 do not reflect the NALC's Model Version 2 (April 22) as indicated on the cover page. Agreed that they will continue to operate until a full review is undertaken. Adoption of Standing Orders deferred to the 12 June 2023 meeting.
- RESOLVED: updated Financial Regulations adopted with the ability to further review and make any necessary changes for the remainder of the municipal year.
- RESOLVED: to adopt/re-adopt the following Policies and Procedures:-
  - Complaints Procedure
  - Council's procedures and Publication Scheme for requests made under the Freedom of Information Act 2000
  - Policy on Filming, Photographing, Audio Recording & Social Media Reporting of Public Parish Council and Committee Meetings
  - Process for burials and interments at Downton Cemeterywith the ability to further review and make any necessary changes for the remainder of the municipal year.

The following policies require further changes and review:-

- Data Retention Policy
- Burial Regulations for Downton Cemetery

**95/23 Committees and Working Groups**

- i) RESOLVED: the Terms of Reference for the Committees and Working Groups were re-adopted with the ability to further review and make any necessary changes for the remainder of the municipal year.
- ii) RESOLVED: Membership of the Council's existing Committees and Working Groups: -
- Amenities Committee: GW, MR, PR, AN (JB and DM ex-officio)
  - Complaints Committee: SJ, MR, PR
  - Finance & Strategy Committee: CH, AN, GW
  - Housing Development Committee: CH, AN, MR, GW
  - Staffing Committee: AN, MR, GW
  - Watermeadows & Flood Defence Committee: SC, MR, PR, GW
  - Caring Community Working Rep: SJ
  - Communications Working Group: CH, SJ, AN, GW
  - Moot Lane Recreation Ground Working Group: JB, GW, SJ
  - Rights of Way Working Group: N/A – continue to delegate to the Downton Society

**96/23 Membership of Outside Bodies**

RESOLVED: Parish Council Representatives for: -

- Brian Whitehead Sports Centre Association (2 Members): JB, SC
- Carver Trust (1 Member): GW

- Cuckoo Fair (1 Member): PR
- Downton Link (1 Member): SJ
- Downton Moot Preservation Trust (1 Members): GW
- Downton Memorial Centre Committee (1 Member): MR
- Downton Memorial Centre (1 Member to be the 'Responsible Person' to oversee the fire safety aspects of the management of the Downton Memorial Centre: MR
- Millennium Green Trust (2 Members): JB, SJ
- Stockman & Woodlands Trust (2 Members): MR, GW
- Allotments Association (1 Member): GW
- Southern Wiltshire Area Board (2 Members): CH (primary), SJ, MR
- Southern Wiltshire Area Board Community Area Transport Group (1 Member): CH
- Chalk Pit Management Committee (2 Members): MR, GW
- Downton Band: No longer required
- Downton Football Club Working Group: No longer required
- Primary School's Working Group (1 Member): SJ
- Community Policing Team Liaison (1 Member): SC
- Post Office service monitoring (1 Member): CH
- Children's Corner Charity (1 Member):CH

**97/22 Planning**

- i) The applications received were considered and recommendations made to Wiltshire Council Planning Authority (see Planning Schedule)
- ii) Planning decisions were noted (see Planning Schedule)
- iii) PL/2023/00563: Unit 4, 53 The Borough, Downton, SP5 3LX. WC Planning reported updated plans have been submitted and invited comment by 25 May 2023.  
RESOLVED: by majority decision that CH will make representation to WC Planning Committee on behalf of the Parish Council.

**98/23 Finance Part 1: Annual Governance**

- i) RESOLVED: the signatories on the Council's Bank Accounts for which two Councillors must sign any order for payment: JB, DM, CH, AN
- ii) RESOLVED: continuation/addition of variable DD payments for:-
  - Pennon (water cemetery)
  - PWLB Loan
  - 1&1 (web hosting and email)
  - ICO subscription
  - BT (addition)
  - PC Websites (addition)
- iii) RESOLVED: continuation of Standing Order payments for:-
  - Tech B
  - Annual rent for Children's Corner
  - NPFA subscription
- iv) The need to a Councillor to conduct a quarterly review of the financial records in conjunction with the Clerk/RFO was discussed given the internal auditor carries out such checks on a quarterly basis. MC will discuss with the internal auditor and report back to full council.
- v) Noted the internal auditor will be inspecting the 2022/23 accounts on 06 June 2023 and that the Annual Governance and Accountability Return 2022/23 Form 3 will be presented to full council on 12 June 2023.
- vi) RESOLVED: appoint Paul Reynold (FMAAT) of Fair Account as the Internal Auditor for 2023/24

- vii) Noted the following Annual Subscriptions:-
- WALC/NALC
  - ICO
  - NPFA
  - South West Councils
- viii) **RESOLVED:** noted and confirmed arrangements for insurance cover in respect of all insured risks for 2023/24. Last checked and verified by the internal auditor March 2023.
- ix) **RESOLVED:** the Parish Council's Asset Register and Inventory of Land for 2023/24 will be delegated to the Amenities Committee for review and ensure up to date (with consequential impact upon viii) above).
- x) Time and place of Ordinary Meetings of full council up to and including the next Annual Parish Council Meeting in 2024 as follows: 12 June 2023, 10 July 2023, 14 August 2023, 11 Sept 2023, 09 Oct 2023, 13 Nov 2023, 11 Dec 2023, 08 Jan 2024, 12 Feb 2024, 11 March 2024, 08 April 2024. The 4<sup>th</sup> Monday of each month noted as a potential meeting date, if one is necessary.

## 99/23 Finance Part 2

- i) **RESOLVED:** the Cash Flow Report and payments were approved.  
Discussed and agreed that JB will deliver a reminder to BWSA that they must seek prior consent to their application of funds which the Parish Council has earmarked for them in each annual budget (2023-24 total budget £8K)

### Account Balances

Lloyds Treasurers Account 05 May 2023: £12,838.54

Lloyds Business Bank Instant 09 May 2023: £163,821.54

Lloyds Treasurers Account (Heritage Fund) 05 May 2023: £180.39

### Payments approved

Payee	Detail	Amount £ (incl vat)	Method
Staff Salaries	Net Salary (April)	3,699.30	BACS
Wiltshire Pension	Mth 1	1,256.76	BACS
1&1 Internet Ltd	Web site hosting + 2 x officer email accounts	28.79	DD
TechB	IT Managed Services	40.20	S/O
Black Sheep	£137 Grant Coronation Event	500.00	BACS
Event Insurance	£137 Grant Coronation Event	231.00	BACS
Disco Dion	£137 Grant Coronation Event	200.00	BACS
Idverde	Grounds Maintenance (April)	1,043.38	BACS
Idverde	Bin Collection (April)	241.28	BACS
West Mercia Energy	Public Toilets Memorial Grd - electricity	20.37	BACS
Clr Randall	Reimbursement Postcrete x 2	12.80	BACS
Gallagher	Insurance - Cyber	367.36	BACS
Marangi	Public Toilets Memorial Ground – cleaning (April)	910.00	BACS
BWP Creative Ltd	Website Hosting 1/5/23-30/5/23	30.00	BACS
BWP Creative Ltd	Deposit (35%) for new PC website	314.58	BACS
1 <sup>st</sup> Self Access Storage Ltd	Rental fees (25/05/23-25/06/23)	75.00	BACS
Downton Memorial Centre	Hire fees (various dates)	20.00	BACS
BSWCA	Emergency Doors replacement	4,560.00	BACS
M Camilleri	Office allowance & expenses	41.63	BACS
Total debit		<b>£13,592.45</b>	

- ii) GW delivered options and costs for orange mesh barrier fencing. **RESOLVED:** to delegate decision to the Amenities Committee who convene 22 May 2023 with a budget allocation of up to £100.
- iii) **RESOLVED:** up to £100 spend for dog poo bins. Matter delegated to the Amenities Committee who next convene Mon 22 May 2023.
- iv) Noted the Wiltshire Towns Programme £5k Grant has been awarded

- v) Noted the PWLB Loan of £180K has been awarded.
- 100/22 Village Matters**
- i) Parish Steward: jobs from April outstanding as the Parish Steward was diverted to tackle potholes. The Admin Officer will start to report all jobs online using MyWilts.
- ii) **RESOLVED:** to spend £10 on wildflower seeding the back corner of the Beacons. Area will be strimmed Sept and composted.
- 101/23 Committee & Working Group Reports:** None
- 102/23 Councillors Reports**
- i) To receive reports from the Councillors
- CH**
- Attended LHFIG meeting
  - Reported ongoing problems relating to Idverde’s non-collection of bins (both WC and DPC’s) and dog poo bins. CH will take photos and send to MC. MC will write a formal letter of complaint to Idverde relating to non-delivery of their contract. Will cc Cllr Richard Clewer.
  - Reported on ongoing problems of grass cutting (missed areas/poor quality). MC will write to Idverde Accounts dept to discuss withholding payment of the May invoice due to non-delivery of service.
- JB**
- Public toilets have been vandalised – reported by the Police. School and parents of the youths responsible have been approached as incident being treated by the police as criminal damage. Special thanks to Martin Easterbrook and his wife for swift action on tackling the clean-up (in particularly unpleasant and challenging conditions) and arranging essential repairs which were completed within 24 hours.
  - Planters and bench moved for the Cuckoo Fair haven’t been returned to the Green. PR to request.
- SC**
- Defib paperwork arrived. Awaiting date of installation at Charlton All Saints and the Football Club
  - Attended BWSCA meeting who expressed thanks to the Parish Council for the grant
- 103/23 Clerk’s Report**
- i) JB circulated a Report to all Councillors.
- 104/23 Correspondence, AOB, urgent matters**
- i) Traffic lights at the bridge causing difficulties. JB to contact traffic monitor about moving them to the other side of the pinch point and adjust timings.
- 105/23 **RESOLVED: Agenda item 106/23 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 confidential nature of the business to be transacted****
- 106/23 Confidential GDPR matters**
- Matters discussed under this Agenda item are ‘Confidential – Not for Publication’ by means of Legal Professional Privilege (Section 42 Freedom of Information Act 2000).
- 107/23 Date of next meeting**
- The date of the next Meeting for **Downton Parish Council** will be held on **12 June 2023** at **7:30pm** in the **Memorial Hall, Downton (Bonvalot Room)**.

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

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