



Downton Parish Council

**Minutes of the DOWNTON PARISH COUNCIL
Meeting held on
Monday 12 June 2023. Start time 7:00 pm
MEMORIAL HALL, DOWNTON (BONVALOT ROOM)**

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), Stu Carter (SC), and Cllr Richard Clewer (Wiltshire Council) (RC)

Plus: Melanie Camilleri (MC) – Clerk/RFO and 3 members of the public.

MINUTES

108/23 Public Question Time

PL/2023/00563

Unit 4, 53 The Borough, Downton, SP5 3LX. Considered by Wiltshire Council's Southern Area Planning Committee on 01 June. Expressed thanks to Cllr Hall who represented the Parish Council. The Committee's determination was welcomed.

Bins

Expressed concern that the bins were still not being emptied. The split of contract between WC and Downton Parish Council seem to be causing problems.

Parish Steward

List of jobs provided

Drain and Gullies

When is the next visit due?

Zebra Crossing

Has written about two recent near misses involving children

109/23 To receive a report from PC Harry Murphy

- Praise and thanks to the security team which ran the Downton Cuckoo Fair
- Public Toilets vandalised. Awaiting decision from the Parish Council as to whether or not they will pursue criminal damages (the Parish Council are awaiting the repair bill before making a decision)
- Various reports of thefts and property damage
- Neighbourhood Watch meeting held. JB reported feedback received that it was a very useful meeting

- 110/23 To receive a report from Cllr Richard Clewer (Wiltshire Council)**
- Core Strategy to be published 03 July. He will explain rationale at that time. Final consultation late Aug through to Oct
 - Mesh Pond resurfacing issues – no update as yet.
- 111/23 Apologies for Absence:** Cllr Hall. Reason noted and accepted.
- 112/23 Declarations of interest**
Agenda items 117/23 iv): DM, AN, JB, MR, GW
- 113/23 Minutes**
i) the Minutes of the Meeting held on **15 May 2023** were approved
- 114/23 Business raised during Public Question Time**
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.
- PL/2023/00563
Noted with thanks. Agenda 116/23 iii).
- Bins
Agenda 115/23 iii)
- Parish Steward
Noted. Agenda 115/23 vi)
- Drain and Gullies
Next due 19 June
- Zebra Crossing
Noted with thanks
- 115/23 Village Matters**
- Lorry Watch: the Parish Council's level of involvement, if any was considered.
RESOLVED: JB to publicise scheme as one which is community led. Open invite plus targeted information to Neighbourhood Plan Group and members of the public who have expressed interest.
 - Downton Cuckoo Fair Committee:-
 - Grass Cutting done (with thanks) but not to standard. Agenda 115/23 iii)
 - Overhanging Trees: Noted - no action at this time
 - Dip in ground following SSE Works: Noted it's now been filled. JB will inspect and check if ground has been compacted before seeding
 - Great income: Noted with congratulations
 - Thanked Cllr Roberts for his help and support on the day: Noted with thanks
 - Planters will be returned into position soon. Noted
 - Invoice for signs: Agenda 117/23 iv)
 - Idverde Contracts for bin collection and Grounds Management: MC delivered a report on the complaint she'd raised regarding Idverde's failure to perform services.
Outcome:-
 - Idverde has taken internal steps on staffing matters
 - Bin emptying invoices April and May – payments credited to Account
 - Decision on any additional/larger dog poo bins - on hold pending review of contract fulfilment
 - Grounds Maintenance: **RESOLVED:** 50% of May's invoice will be settled due to partial delivery of service

- iv) Moot Lane Rec Ground Trees: **RESOLVED**: Naomi DeFriend to get quotes to cut-back the overgrown trees at south side of the field (with consideration to planning as within the conservation area).
- v) Coronation Event: **RESOLVED**: use of the Memorial Gardens for the rearranged Coronation Event on the 21st July approved
- vi) Parish Steward: jobs identified. Naomi DeFriend adding to My Wilts online reporting

116/22 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) Planning decision on PL/2023/00563 Unit 4, 53 The Borough, Downton, SP5 3LX (change of use from The Foot Unit D1 to a Takeaway food establishment) which was considered by Wiltshire Council's Southern Area Planning Committee on 01 June was noted.
- iv) Planning Appeal Decision on PL/2022/00862 44 High Street, Downton, Salisbury, SP5 3PJ was noted.

117/23 Finance

- i) Annual Governance and Accountability Return 2022/23 Form 3
 - a. Bank Reconciliation ending 31 March 2023 noted
 - b. Internal Auditor's Report noted
 - c. **RESOLVED**: Section 1 – Annual Governance Statement was approved
 - d. **RESOLVED**: Section 2 – Accounting Statements was approved
 - e. **RESOLVED** the Explanation of Significant Variances Report was approved
 - f. **RESOLVED**: the dates for the period of the exercise of Public Rights and Publication of unaudited Annual Governance and Accountability Return were approved
- ii) Emergency spend for Councillor office supplies and a replacement lock for Moot lane Rec Grd was ratified
- iii) The 2-drawer filing cabinet for the Admin Officer no longer required (as one self-sourced)
- iv) **RESOLVED**: the Cash Flow Report and payments were approved

Account Balances

Lloyds Treasurers Account 09 June 2023: £25,228.80
 Lloyds Business Bank Instant 09 June 2023: £148,916.95
 Lloyds Treasurers Account (Heritage Fund) 09 June 2023: £180.39

Payments approved

Payee	Detail	Amount £ (incl vat)	Method
Staff Salaries	Net Salaries (May)	3,960.50	BACS
Wiltshire Pension	Mth 2	1,256.76	BACS
1&1	Web site hosting + 2x officer email accounts	37.22	DD
TechB	IT Managed Services	40.20	S/O
Pennon Water	Public Toilets	175.20	DD
BT	Monthly business bill	263.54	BACS
Downton Memorial Centre	Hire fees (various dates)	68.00	BACS
West Mercia Energy	Public Toilets Memorial Grd - electricity	41.86	BACS
1st Self Access Storage Ltd	Rental fees (25/06/23-25/06/23)	75.00	BACS
BWP Creative Ltd	Website Hosting 1/6/23-30/6/23	30.00	BACS
WALC	Annual subscription WALC & NALC	1,065.32	BACS
Initial Washroom Hygiene	Public Toilets Repair	328.42	BACS
Water2business	Sewerage Public Toilets	269.23	BACS
Downton Cuckoo Fair Ltd	Reimbursement road signs and fencing + pins	227.06	BACS
The Downton Society	Heritage Trail Grant	200.00	BACS
Cllr Chris Hall	Reimbursement office supplies	17.99	BACS
Naomi DeFriend	Reimbursement mobile top-up	10.00	BACS
Cllr Jane Brentor	Reimbursement plants and compost	99.44	BACS

Dave Mace	Dropbox + Microsoft + office supplies	320.43	BACS
ldverde	Grounds Maintenance (May) 50%	521.69	BACS
Total debit		£9,007.86	

- v) The Parish Council's storage of physical papers with 1st Self Access Storage Ltd. RESOLVED: MC will receive all boxes of papers. Equipment - to be decided. AN to produce itinerary and present at July meeting. RESOLVED: pay maximum of two further months storage at 1st Self Access.
- vi) RESOLVED: to purchase replacement battery + pads for the Defib at BWSCA and the Memorial Hall.

118/23 Wiltshire Town Programmes

- i) Cllr North delivered the following report:-
- £5K awarded. Now need to work out our approach and best way to spend the money. Invite ideas from Councillors, organisations with cultural offerings, local businesses. AN will send out guidance notes on criteria
 - AN will present Action Plan to July Meeting

119/23 Committee & Working Group Reports

Amenities Committee

- i) Minutes of the Amenities Committee Meeting held on 22 May 2023 were noted.
- ii) Quotes on the following:-
- a. Essential Play Park repairs (pending refurbishment project). RESOLVED:
 - Leigh Bush's quote to repaint mushrooms and bench at Wick Lane approved for implementation
 - MR and GW will remove the broken swing Memorial Garden
 - SC will remove broken stile Charlton All Saints
 - b. Memorial Hall maintenance: further quotes awaited. Review July meeting
 - c. Cemetery refurbishment: two quotes received. Awaiting a 3rd.
- iii) RESOLVED: to produce (and execute) of a Comms Plan for the Play Park Refurbishment Project. SJ to lead on behalf of the Comms Group, assisted by MC and JB

120/23 Councillors Reports

- i) To receive reports from the Councillors
- SC
- Now have funding for defib – hoping to get installation date
 - Expressed thanks to Cllr Clewer for tackling road safety issues on A338
- JB
- The Admin Officer, Naomi DeFriend, is now conducting the Defib online reporting
 - Four Cllrs walked around the village with representative from the Environmental Agency

121/23 Clerk's Report

- i) JB circulated this Report to all Councillors.

122/23 Correspondence, AOB, urgent matters

- i) As a key stakeholder, invitation by Wiltshire Council to take part in an online survey regarding public transport services that it organises. Deadline 30 June 2023. RESOLVED: AN and SJ will complete the survey (plus any other Councillor should they so choose)
- ii) The Licensing Authority has received a New Premises Licence application for: Offbeat Wines Limited, The Winery, Botley's Farm, Wick Lane, Downton, SP5 3NW. The application is for the following licensable activities: ON and OFF Sales Alcohol Monday -Sunday 09:00 – 18:00. Any written representations against/for the application must be received in writing no later than: 14th June 2022. Noted.

- 123/23** **RESOLVED:** Agenda items 124/23 and 125/23 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
- 124/23** **Confidential employment matters**
RESOLVED: the Clerk's hours will continue on 35hrs/week at the current SCP point. This situation will be reviewed at the end of Sept 2023.
- 125/24** **Confidential GDPR matters**
Resolutions passed under this Agenda item are 'Confidential – Not for Publication' by means of Legal Professional Privilege (Section 42 Freedom of Information Act 2000).
- 126/23** **Date of next meeting**
The date of the next Meeting for **Downton Parish Council** will be held on **10 July 2023** at **7:00pm** 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