



Downton Parish Council

Minutes of the DOWNTON PARISH COUNCIL
Meeting held on
Monday 10 July 2023. Start time 7:00 pm
MEMORIAL HALL, DOWNTON (BONVALOT ROOM)

Councillors present: Jane Brentor (Chair) (JB), Andy North (AN), Paul Roberts (PR), Matthew Randall (MR), Chris Hall (CH), and Stu Carter (SC).

Plus: Melanie Camilleri (MC) – Clerk/RFO, PC Harry Murphy, and 5 members of the public.

MINUTES

127/23 Public Question Time

Repairs and Maintenance of Downton Memorial Hall: Trustees of the Downton Memorial Hall in attendance

40 The Borough: Architect of Planning Application PL/2023/03378 and PL/2023/03542

Postponed Coronation event: rescheduled Friday 21 July

128/23 To receive a report from PC Harry Murphy

In the last 30 days:-

- Press release on missing children from the Trafalgar School – relates to the same children and they are working on stopping this reoccurring
- Barford Lane RTA (van on its side). Roadside assessment and arrest
- Motorcycle theft – 4 suspects and in process of formal identification
- Theft Co-op
- Cllrs reported fencing between the Cemetery and the Longford Estate has once again been damaged. This is a continual reoccurrence by members of the public who believe they have a right to access the estate using that route. PC Murphy confirmed he'd keep an eye out for people conducting this act of vandalism.

129/23 To receive a report from Cllr Richard Clewer (Wiltshire Council). Cllr Clewer sent his apologies and asked JB to deliver the following report In his absence:-

- Received communication from member of the public to say bus passes may no longer be used until after 9:30am meaning the next the next available bus to the East end of the village is 10.45am. Cllr Clewer explained the reason for this is that, with regret, the grant funding had run out.
- Wiltshire Council's Local Plan housing allocation detailed, however, 100 houses over the 15yrs could be fulfilled using normal planning route. As such, no need to amend Downton's Neighbourhood Plan

- 130/23 Apologies for Absence:** Cllrs Jalland, Mace, and Watts. Reason noted and accepted.
- 131/23 Declarations of interest:**
 Agenda item 135/23 i) Long Close: CH
 Agenda item 135/23 iii) 40 The Borough: MR
 Agenda items 136/23 i): AN
- 132/23 Minutes**
 i) The Minutes of the Meeting held on **12 June 2023** were approved. CH abstained from voting (as he did not attend that meeting); forfeiting his vote.
- 133/23 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.
Repairs and Maintenance of Downton Memorial Hall: to be discussed under Agenda 137/23
40 The Borough: To be discussed under Agenda 135/23 iii)
Postponed Coronation event: Noted
- 134/23 Village Matters**
 i) Idverde bin collection: Cllr Hall and MC delivered a report on the latest position regarding missed bin collections. Grass cutting generally ok. Phone Box work outstanding. Cllr Hall and MC meeting a senior manager of Idverde Tues 11 July am to discuss.
 ii) Public Footpath no10 (from Iron Bridge to Newcourt Farm) – litter and dog poo: RESOLVED:-
 - Raise awareness through Social Media and Headmistress of school
 - JB to request Litter Picker to tackle the litter on this route (excluding dog poo)
 - Check store for spare signs for dog owners to pick-up the dog poo
 iii) Litter picking: RESOLVED: to support litter picking activity carried out by a member of the public in association with their Bronze Duke of Edinburgh Award, including safeguarding provisions (he will be accompanied at all times by his father) for a three-month period. JB will notify the outcome and check the store and supply the equipment.
 iv) Moot Lane Rec Grd: RESOLVED: seek quotes to cut-back the Russian Vines overhanging the bungalows on the south-side of the Rec.
 v) Wessex Water: JB to seek confirmation 1) they've conducted the CCTV work, as promised, during the dry season and 2) second public meeting on either 28 Sept 7:30pm or 26 Sept 7pm (based upon availability of Memorial Hall)
- 135/23 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/2023/03378 and PL/2023/03542 40 The Borough, SP5 3ND. RESOLVED: the Parish Council will make representation at Southern Planning Committee in support of the conditions expressed by the Conservation Officer only on the basis that Cllr Clewer still intends to 'call-in' the case for determination by Southern Planning Committee.
 iv) Noted the draft Wiltshire Design Guide consultation is open for 4 weeks (03 – 30 July 2023). All Cllrs to comment individually.
- 136/23 Finance**
 i) RESOLVED: The Cash Flow Report and payments were approved
Account Balances

Lloyds Treasurers Account 07 July 2023: £12,140.16
 Lloyds Business Bank Instant 07 July 2023: £128,916.95
 Lloyds Treasurers Account (Heritage Fund) 07 July 2023: £180.39

MC confirmed she'd completed Q1 bank reconciliation and all was correct.

Payments approved

Payee	Detail	Amount £ (incl vat)	Method
Staff Salaries	Net Salaries (May)	3,857.30	BACS
Wiltshire Pension	Mth 3	1,256.76	BACS
HMRC	Tax & NI Q2	4,987.92	BACS
1&1	Web site hosting + 2x officer email accounts	37.22	DD
TechB	IT Managed Services	40.20	S/O
Merangi	Public Toilets Memorial Ground – cleaning (May)	910.00	BACS
Merangi	Public Toilets Memorial Ground – cleaning (June)	910.00	BACS
HWK Services	Toilet repairs	108.00	BACS
Fair Account	Internal Audit	100.00	BACS
West Mercia Energy	Public Toilets Memorial Grd - electricity	21.36	BACS
Longford Estate	Rent Newcourt Farm + Borough Greens	365.05	BACS
BWP Creative Ltd	Website Hosting 1/7/23-31/7/23	30.00	BACS
Dave Watton Electrical Ltd	Lights at Memorial Cross	2,637.00	BACS
Downton Memorial Centre	Hire fees (various dates)	72.50	BACS
1 st Self Access Storage Ltd	Rental fees (25/07/23-25/08/23)	75.00	BACS
Naomi DeFriend	Expenses (mileage and office consumables)	20.43	BACS
Dave Mace	Dropbox + Microsoft + office supplies	1,078.61	BACS
M Camilleri	Expenses (mileage, office consumables, postage)	243.93	BACS
ldverde	Grounds Maintenance (June)	1,043.38	BACS
BT	Monthly business bill	160.08	BACS
Total debit		£17,954.74	

- ii) **RESOLVED:** future payment to Water2Business (sewerage charges for the Public Toilets) shall be paid by DD (mandate completed).
- iii) **RESOLVED:** to purchase a DPC Zoom Pro subscription
- iv) **RESOLVED** the S137 Grant Application Form was approved

137/23 Committee & Working Group Reports

Amenities Committee

- i) Cllr Randall delivered a report (and the Minutes were noted) on the Amenities Committee Meetings held on 03 July 2023 and on 10 July 2023
- ii) a) **Memorial Hall: RESOLVED:** maintenance quotes approved for:-
 - A. Wells Roofing: Felt Roofing System + scaffolding (Front Entrance, Canopy Porch, Kitchen Area). Start date end of Sept 2023.
 - Salisbury Guttering: Fascias, soffits, guttering (areas as outlined in quote). MC to ask them to quote for West Side of building too
 - Paul Fox: interior and exterior (areas as outlined in quote). MC to ask him to quote for extended regions to exterior.
 Allowing £1,200 2x skylights contingency (IF necessary), underspend = £4,572.78.
- b) **Cemetery refurbishment:**
RESOLVED:
 - quotes approved for Greenwood Building Projects (Cremation area). Exceeds budget by £2,128.05. Virement funds from underspend on 1) Borough Cross Lights (£1,302.50) and 2) balance £825.55 from Memorial Hall underspend.
 - Notification of work: JB to take reasonable steps to contact relatives of cremated remains which have memorial stones. Also, issue public notices

- Funding for remaining Refurb Project work to be considered at the mid-year budget review.

138/23 Councillors Reports

- i) To receive reports from the Councillors

AN

Conducted Admin Officer's probation review. Passed

SC

Defibs scheduled for installation last week of July

Broken stile Charlton All Saints Rec Grd removed

JB

Communication received from a member of the public:-

- Thanked Councillors for considering Play Park renovations at Charlton All Saints
- Requested update on Defib installation date: last week of July
- State of the roads: concerned there's been further erosion and many potholes. MC to contact Graham Axtell Wiltshire Council Highways
- Queen's Jubilee Celebration Event: for which Downton PC gave a £500 grant. They'd like to see accountability for the financing of this event. JB confirmed the Parish Council were satisfied the event was properly managed with accountability for funding (which was a pre-requisite to awarding the grant)
- Lych Gate: Believes quotes were obtained to repair the gate. These repairs have not been done and the condition of the gate is getting worse. What is happening? Is the PC intending on contributing to the repair? JB reported there has been changes to the Church Committee and the new vicar is responsible for progressing this matter. The Parish Council's resolution (to financially support) still stands.

CH

Requested that full council be kept informed of Amenities Committee meetings. Noted.

139/23 Clerk's Report

- i) JB circulated this Report to all Councillors.

140/23 Correspondence, AOB, urgent matters

- i) **RESOLVED:** JB/CH/MC will review the 1st Storage Equipment Inventory and agree how it will be dispersed and/or decommissioned.
- ii) **RESOLVED:** The metal box (which is the anti-vandalism box which houses the electricity meter in the public toilets) is rusty and in an unsafe condition. CH to look into remedy.

141/23 RESOLVED: that Agenda items 142/23 and 143/23 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

142/23 Play Park Refurbishment

- i) Full council received a report from the Amenities Committee on each proposal based upon scores against the Evaluation Criteria and Award of Contract Process
- ii) **RESOLVED:**
- Unanimously agreed to award the contract for all three Play Parks to Vita Play Ltd.
 - Mandatory 10-day standstill period. An EGM to sign the contract will take place on Mon 24 July 7pm

143/24 Confidential GDPR matters

All resolutions passed under this Agenda item are 'Confidential – Not for Publication' under Sections 40 and 42 Freedom of Information Act 2000.

144/23 Date of next meeting

The date of the next Ordinary Meeting for **Downton Parish Council** will be held on **14 August 2023** at **7:00pm** in the **Memorial Hall, Downton (Bonvalot Room)**.

Being no further business, JB closed the meeting at 10:20pm.

DRAFT MINUTES TO BE SIGNED AT THE NEXT PARISH COUNCIL MEETING