



Downton Parish Council

Minutes of the DOWNTON PARISH COUNCIL
Meeting held on
Monday 14 August 2023. Start time 7:00 pm
MEMORIAL HALL, DOWNTON (BONVALOT ROOM)

Councillors present: Jane Brentor (Chair) (JB), Dave Mace (DM), Andy North (AN), Paul Roberts (PR), and Gareth Watts (GW).

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

MINUTES

145/23 Public Question Time

Cemetery

Issue of walkers' access to the Estate through the cemetery and vandalism of the fence. Would the Parish Council consider installing a gate to allow access?

Flooding

Reminded The Bunny will be due for its annual clearance by the Environment Agency.

Remembrance Sunday

The parade will be completed by 11am so no need to apply for a Temp Road Closure beyond then. The barriers will be provided and manned by the British Legion.

146/23 To receive a report from PC Harry Murphy

In his absence, PC Murphy sent a written report which Cllr Brenton read out: -

- On 16th July on THE BOROUGH officers arrested a male driver on suspicion of driving over the prescribed limit of drugs.
- On 16th – 17th July overnight on WICK LANE there was a theft of registration plates front/rear from a parked vehicle. Unfortunately, there was no CCTV covering the incident and the CCTV that was checked, did not show anything of any use. Therefore, this will be an undetected crime.
- On 16th – 20th July (as you already know) there was the temporary fencing damaged by an unknown person, believed to be a dog walker. No further reports since, however it is on my radar to keep an eye on it. (I discussed this with Paul on Thursday last week hence copying him into this email)
- On 24th July on THE BOROUGH there was an RTC whereby the subject vehicle ended up crashing into parked cars and rolling over. Fortunately, no significant injuries were caused. Insurance details were all exchanged at scene and officers have sent a report to the DVLA about the subject driver and their ability to drive.

- On 29th – 30th July overnight on LODE HILL there was a bicycle theft from a shed. There were no witnesses, no CCTV, no forensic opportunity and therefore this will be an undetected crime.
- On 1st August at the SPORTS CENTRE there was a verbal only public order incident. The suspect has been identified and enquiries are ongoing with the victim as to how they wish to proceed.
- On 31st July – 7th August sometime over that period of time, unknown suspect(s) have committed a non-dwelling burglary at BATTEN ROAD whereby items were stolen. Enquiries are ongoing to establish value and identify any suspect(s).
- On 5th August at TRAFALGAR SCHOOL there was a theft of a drivers' license by unknown person(s). The wallet and bank cards were not stolen. Enquiries are ongoing.

147/23 To receive a report from Cllr Richard Clewer (Wiltshire Council): Cllr Clewer did not attend the meeting.

148/23 Apologies for Absence: Cllrs Jalland, Carter, Randall, and Hall. Reason noted and accepted.

149/23 Declarations of interest

Agenda item 152/23 i) 40 The Borough: GW

Agenda items 158/23 i): AN, DM, JB

150/23 Minutes

i) RESOLVED: the Minutes of the Meeting held on **10 July 2023** were approved. GW abstained from voting (as he did not attend that meeting); forfeiting his vote.

ii) RESOLVED: the Minutes of the EGM held on **24 July 2023** were approved

151/23 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.

Cemetery

The Parish Council will not instal a gate to allow access to the Longford Estate as 1) The estate manager, Mr David Canty, has been explicitly clear - that to go onto private land without permission is Trespassing (he believes members of the public have good access to the downs via Doctors Alley) and 2) under a covenant placed on the Cemetery by the grantor, the Parish Council are obliged to maintain the Cemetery fencing. Members of the public have the option of applying for a Public Right of Way, however, the estate manager has stated that the Estate will rebuff any such application.

Flooding

JB confirmed the Environment Agency are due to clear The Bunny Oct/Nov time.

Remembrance Sunday

Noted with thanks.

152/23 Village Matters

i) Idverde: MC reported that there had been no further complaints and contract fulfilment was to the Parish Council's satisfaction.

ii) Wessex Water: the second public meeting will take place on **Tuesday 26 September 2023 @7pm** (NB rescheduled from the date shown in the Agenda). It will take place in the Memorial Centre, Downton

iii) Parish Steward: additional jobs for his visit on 06/07 September:-

- Cut back vegetation and drains/gullies (dropped pavements) at: Avon Meadows, Saxon Meadows, Roman Meadows, Moot Close, Moot Lane
- Cut back overhanging vegetation (hedges/trees) by the Surgery Moot Lane
- Cut back vegetation at junction of Church Lane/Warren Ave junction (Charlton All Saints)

153/23 Planning

- i) The applications received were considered and recommendations made to Wiltshire Council Planning Authority (see Planning Schedule)
- ii) Noted planning decisions (see Planning Schedule)
- iii) Noted the Air Quality Action Plan and Air Quality Supplementary Planning Document (SPD) consultations (runs until 04 Sept). The PC will not take part in the consultation.

154/23 Winter Preparations

- i) Downton’s equipment and supplies requirements for the Parish Emergency Assistance Scheme 2023-24 Form were considered and captured by MC.
GW raised the need to consider Strategic Planning to prevent and mitigate flooding.
- ii) Actions to prevent and mitigate flooding in high-risk areas:
 - a. Wessex Water meeting will be held Tues 26 Sept 7pm. JB will advertise.
 - b. Flood Plan to be discussed at the 09 October meeting.

155/23 Remembrance Sunday

- i) RESOLVED: MC to apply to Wiltshire Council for a Temp Road Closure from 10:00am to 11:00 noon Sunday 12 November 2023 for the Remembrance Day Sunday Service and Parade
- ii) RESOLVED:
 - a) a donation of £20 to be made to the Royal British Legion for a Poppy Wreath and
 - b) JB will lay the Wreath on behalf of the Parish at the Service

156/23 Defibrillators

- i) MC delivered To receive a status report on all defibrillators under the Parish Council’s management
- ii) Consider budget requirements for 2x replacement defibs at Moot Lane Surgery and Memorial Hall (machines are 10 years old) at Sept budget meeting
- iii) RESOLVED: training session (CPR and operation of defib) for up to 50 residents to be arranged. Admin Officer to check with Community Heartbeat options on delivery of training. Ask Cllr Carter to check interest from Charlton All Saints residents before opening up spaces to the rest of the parish.

157/23 Wiltshire Town Programme

- i) Action Plan presented by Cllr North. Action: to identify resource (funded by grant). RESOLVED: Delegate action to Staffing Committee.
- ii) AN will be attending the Wiltshire Towns Programme Forum online event on 26 September 2-3:30pm. Additional attendance by another Councillor or the Admin Officer to be considered.

158/23 Finance

- i) RESOLVED: the Clerk’s emergency spend for a new mobile handset for the Admin Officer was ratified
- ii) RESOLVED: The Cash Flow Report and payments were approved *with the exception of* Tech B invoice (relating to setting-up Admin Officer’s laptop) due to the declaration of interest made by AN (leaving inquorate Members to approve that invoice). Defer settlement to 11 Sept Meeting.

Account Balances

Lloyds Treasurers Account 11 August 2023: £30,140.26
 Lloyds Business Bank Instant 11 August 2023: £313,522.97
 Lloyds Treasurers Account (Heritage Fund) 07 July 2023: £0

Payee	Detail	Amount £ (incl vat)	Method
Staff Salaries	Net Salaries (July) + office allowances	3,951.92	BACS
Wiltshire Pension	Mth 4	1,141.48	BACS

1&1	Web site hosting + 2x officer email accounts	33.56	DD
TechB	IT Managed Services	40.20	S/O
1&1	Migrate email to Microsoft 2019	9.60	DD
1&1	Migrate email to Microsoft 2019	9.60	DD
Community Heartbeat	Battery & pads for BWSCA Defib	457.80	BACS
The Play Inspection Co Ltd	Play Equipment Inspection	405.00	BACS
West Mercia Energy	Public Toilets Memorial Grd - electricity	37.73	BACS
Leigh Bush	Paint bench + mushrooms Wick Lane	140.00	BACS
Friends of Downton	Diamond Jubilee celebrations (disco) S137	130.00	BACS
Andrew Whitelock	Flush repair Toilets	60.00	BACS
ldverde	Grounds Maintenance (July)	1,043.38	BACS
ldverde	Bin emptying (July)	241.28	BACS
ldverde	Bin emptying (June) 50% EGM 24/7)	120.64	BACS
Microshade	Three months' notice cancel contract	115.27	BACS
Downton Memorial Centre	Hire fees (various dates)	160.00	BACS
BWP Creative Ltd	Web hosting 1/8/23-31/8/23	30.00	BACS
Dave Mace	Dropbox	19.98	BACS
BT	Monthly business bill	173.63	BACS
M Camilleri	Expenses (mileage, office consumables, postage)	210.33	BACS
Naomi DeFriend	Expenses (mileage and mobile phone purchase)	114.49	BACS
Jane Brentor	Expenses (stationery, litter picking equipment)	67.12	BACS
Total debit		£8,713.01	

iii) **RESOLVED:**

- Goal Posts at Memorial Gardens Rec Grd (socketed, no nets). Budget £1,362 allocated (Minute 129/22). Vita Play's quote (and additional £396.80) approved.
- Goal Posts Moot Lane Rec Ground: defer until 11 Sept Budget review

iv) Additional quote(s) from Salisbury Guttering for the West Side of the Memorial Hall still awaited.

v) **RESOLVED:** future payments for BT account shall be paid by DD. DM to obtain DD mandate for completion

vi) Future payments for Dropbox account: no option to pay by DD. Consider moving to annual payments by visa (cheaper and less admin) at the 11 Sept meeting

vii) **RESOLVED:** to renew the Parish Council's website domain for a further 2 years cost £85+vat.

159/23 Committee & Working Group Reports

i) Amenities Committee: Play Inspection Reports: nothing urgent identified and Play Park Refurb will address.

Wick Lane: Springer (loose bolt) to be either fixed or removed.

ii) Communications Working Group: Defer to 09 October meeting.

160/23 Councillors Reports

i) To receive reports from the Councillors

PR: attended Neighbourhood Watch Meeting

JB: gathered volunteers to cut-back the hedge at the Watermeadows (took 3 hours). Lots of positive feedback from residents. The property owner will pay for the waste disposal. Travel expenses will be presented at the 11 Sept meeting for approval.

AN: held 121 with Admin Officer and details fed back to MC (as her line manager).

161/23 Clerk's Report

JB circulated this Report to all Councillors

162/23 Correspondence, AOB, urgent matters

- i) Noted Marangi has served notice to terminate the Parish Council's toilet cleaning contract at the end of December 2023 (when it ceases all weekend cleaning contracts). Allocation of resource to procure a replacement supplier to be considered by the Staffing Committee.
- ii) Noted Wiltshire Council's Woodland Grant Application and Planting Support (GAPS) Team are relaunching the Tree Warden Scheme in association with The Tree Council, including recruiting Tree Wardens (with the aim to have a tree Warden in each Parish)
- iii) RESOLVED: list of assets/items in 1st Storage reviewed and recommendation against each item approved.
- iv) Highways Request from a resident of Forest Edge seeking a Moot Lane road sign which is visible from both directions. Noted this is a Redlynch PC matter.
- v) RESOLVED: contact the business owner of the advertising board and request its removal. MC to write a letter to the business owner in relation to use of the Rec for business purposes. JB to create a form seeking DPC's permission to use the Rec.

163/23 RESOLVED: that Agenda items 164/23 and 165/23 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

164/23 Play Park Refurbishment

- MC reported that Historic England has requested a 'desk-based assessment' to be carried out on all areas of the Moot Lane Rec Grd affected by the Play Park Refurb. This will serve to inform Historic England as part of the Parish Council's Scheduled Monument Consent (SMC) application. To date, only the Skate Park and Kick Wall has secured SMC.
RESOLVED: Wessex Archaeology's 'desk-based assessment' quote approved
- RESOLVED: MC to submit SMC application to Historic England
- Once SMC approval granted, Historic England has confirmed a 'watching brief' for the installation and removal of equipment is necessary.
RESOLVED: Wessex Archaeology's 'watching brief' quote approved
- RESOLVED: Vita Play's final designs for Moot Lane, Memorial Gardens and Charlton All Saints approved. Work to commence in Sept on Memorial Gardens and Charlton All Saints due to lead time of SMC at Moot Lane.

165/23 Employment Matters

RESOLVED: the Clerk's hours will continue on 35hrs/week at the current rate of pay. This situation will be reviewed at the end of Dec 2023.

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

166/23 Date of next meeting

The date of the next Meeting for **Downton Parish Council** will be held on **11 September 2023 at 7:00pm** in the **Memorial Centre, Downton (Bonvalot Room)**.

Being no further business, JB closed the meeting at 10:45pm.

DRAFT MINUTES TO BE SIGNED AT THE NEXT PARISH COUNCIL MEETING