



Downton Parish Council

Minutes of the DOWNTON PARISH COUNCIL
Meeting held on
Monday 11 September 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), Gareth Watts (GW), Stu Carter (SC), Mathew Randall (MR), and Cllr Richard Clewer (Wiltshire Council) (RC)

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

MINUTES

167/23 Public Question Time

Memorial Gardens Play Park

- Expressed his thanks to all Councillors for their involvement in the Refurbishment Project which makes good use of this facility for young children.
- He and other Royal British Legion members will be painting the railings on 12 September.

168/23 To receive a report from PC Harry Murphy

Report for August:-

- Theft of bicycle and other items Greenacres. Suspect identified.
- Non injury RTC. Parties have exchanges details.
- Reports of a 'rogue tradesman' in the highstreet in relation to internet supply. Urged members of the public to be vigilant.
- Theft power tools Twynham Close. Nio suspect, as yet.
- Anti-social behaviour (loud exhaust) in the early hours. Same vehicle failed to stop collision at Sandy Balls. Vehicle had no insurance.
- Assault by youths took place Church Leat. Enquiries ongoing.
- Vehicle theft – marker placed on the car.
- Non injury RTC (two parked cars) and failed to stop. Asking for driver of the vehicle to come forward.
- Cllr Watts raised the serious issue of a number of cats going missing in the Moot Close area. One cat was caught in a trap and had to have its leg amputated. PC Murphy urged members of the public to come forward and report these incidents.

169/23 To receive a report from Cllr Richard Clewer (Wiltshire Council)

- PSPO's: WC are keen to put more in place for similar issues
- Local Plan: consultation 27 September
- Announcement that Birmingham City Council is bankrupt. He wished to assure members of the public that Wiltshire Council's Q1 budget is showing only a £300K

overspend. Success of budget management has been as a result of WC investing in prevention.

- Over the next 2 years, WC are releasing a further £10M to Highways. Urged the Parish Council to identify and report all roads which need attention.
- Cllr Carter asked if any Wiltshire schools had been affected by the RACC issue. Cllr Clewer responded to indicate that he doesn't believe there are any (but full investigation underway). There's been no notification from the Academies who are responsible for assessing their own premises. Other public buildings, such as libraries, are also being checked.

170/23 Apologies for Absence: Cllr Jalland. Reason noted and accepted.

Cllr Brentor announced the resignation of Christopher Hall and, on behalf of the council, expressed her thanks to him for his dedication and services to the Council.

171/23 Declarations of interest

SC: Planning application PL/2023/02058 (as he knows the resident)

AN: Agenda 176/23 ii) (Tech B invoices)

DM: Agenda 176/23 v) and vi) (Memorial Centre quotes)

172/23 Minutes

- i) **RESOLVED:** the Minutes of the Meeting held on **14 August 2023** were approved. SC and MR abstained from voting (as they did not attend that meeting).

173/23 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.

Memorial Gardens Play Park

On behalf of the Parish Council, JB expressed her thanks to RBL members for painting the railings.

174/23 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)

175/23 Staffing Committee: recommendations

To note and resolve to approve recommendations from the Staffing Committee on the following matters: -

- i) Toilet Cleaning Contract:

It is the intention of full council to keep this facility open in the daytime, 7 days a week, and regularly cleaned (ideally daily).

MC reported that she'd carried out initial research and enquiries to identify local contractors who are willing and able to deliver this type of service. This has so far drawn a blank (the two companies identified have not responded).

RESOLVED by majority decision: invite Merangi to quote for a modified 1-year contract wef 01 January 2024 to continue to open and clean weekdays, and keep the facility open over the weekend (decision for weekend opening subject to review). This quote to be presented to full council for consideration and approval.

MR requested that any revised contract must contain cleaning quality criteria.

On the basis this modified contract is approved by full council, in 2024, MC to fully explore alternative contractors and carry out a full procurement process.

- ii) **Wiltshire Towns Programme: RESOLVED:** advertise the opportunity to members of the public, inviting expressions of interest. It was noted that the successful applicant must hold the relevant skill set to carry out actions documented in the Action Plan and funding for this specific work (by way of expenses) has already been allocated within the Grant award.

176/23 Finance

- i) Noted PKF Littlejohn's Notice of Conclusion of External Audit 2022/23
- ii) The Cash Flow Report and payments were discussed:-
RESOLVED: 25% of Idverde's invoice for Grounds Maintenance in August will be paid as commensurate for level of service delivered across the parish. MC to communicate this decision and complaint to Idverde's billing team and management.
RESOLVED: The Cash Flow Report and payments (reflecting this Idverde adjustment) were approved

Account Balances

Lloyds Treasurers Account 08 September 2023: £120,718.99

Lloyds Business Bank Instant 08 September 2023: £213,522.97

Lloyds Treasurers Account (Heritage Fund) 08 September 2023: £0

Payee	Detail	Amount £ (incl vat)	Method
Staff Salaries	Net Salaries (Aug) + backpay (Admin Officer) + office allowances	4,731.13	BACS
Wiltshire Pension	Mth 5	1,883.50	BACS
1&1	Web site hosting + 2x officer email accounts + Admin fee to migrate to Microsoft Exchange 2019	112.79	DD
TechB	IT Managed Services	40.20	S/O
Tech B	Admin Officer laptop set-up	90.00	BACS
RBL	Remembrance Day Poppy Appeal	20.00	BACS
Community Heartbeat	Defib battery Memorial Centre	357.00	BACS
DM Payroll Services	Payroll	78.00	BACS
PKF Littlejohn	External Audit Fee 2022/23	504.00	BACS
West Mercia Energy	Public Toilets Memorial Grd - electricity	39.25	BACS
Vita Play Ltd	Deposit (30%) Play Park Refurb Memorial Gardens	28,526.40	BACS
Vita Play Ltd	Deposit (30%) Play Park Refurb CAS	3,600.00	BACS
Vita Play Ltd	Deposit (30%) Play Park Refurb Moot Lane	57,873.60	BACS
HCI Data Ltd	Renew PC website domain name 2 years	102.00	BACS
Salisbury Window Cleaning	Bus Shelter Cleaning x9 shelters	90.00	BACS
BWP Creative Ltd	Web hosting 1/9/23-30/9/23	30.00	BACS
Longford Estate	Rent Childrens Corner	10.00	BACS
Longford Estate	Rent Allotments	100.00	BACS
Greenflow	Water Saving Service Public Toilets	53.49	BACS
Megangi	Public Toilets cleaning (Aug)	910.00	BACS
Idverde	Bin emptying (Aug)	241.28	BACS
Idverde	Grounds Maintenance (Aug): 25% invoice due to non-delivery of service	260.85	BACS
BT	Monthly business bill	246.32	BACS
M Camilleri	Expenses (mileage)	37.80	BACS
Jeremy Parsons	Expenses (removal of green waste hedge cutting)	158.10	BACS
Environmental Drain Services	Pumpstation maintenance	420.00	BACS
Total debit		£100,515.71	

- iii) RESOLVED: Cllr Watts will be an additional signatory to the Lloyds account.
- iv) To resolve to approve the Parish Council's insurance renewal quote from A J Gallagher wef 01 October 2023: deferred to EGM 25 Sept (quote not yet received).
- v) RESOLVED: the additional decorating Quote from Paul Fox for the Memorial Centre (painting a door) was approved. DM and GW abstained from voting; forfeiting their vote.
- vi) RESOLVED: Salisbury Guttering Quotes for guttering and downpipes on the West Side of the Memorial Centre approved and that the Parish Council and the Memorial Centre Trustees will split the cost 50-50. Quotes for all maintenance works (for which the Parish Council is accountable for) is now complete and well within the £33K earmarked budget. DM and GW abstained from voting; forfeiting their vote.

- vii) The mid-year budget 2023/24 was reviewed and approved. **RESOLVED:** An additional £3K allocated towards Cemetery Refurb (Phase 2) in this financial year, and led by Cllr Randall.

177/23 Play Park Refurbishment

- i) MC reported key dates:-

- 18 Sept: Vita Play Ltd onsite (3-4 weeks) Memorial Gardens. Exact location of play equipment will be marked-out (ensuring adequacy of vehicle access as well as safety aspects) and agreed before sign-off by the Parish Council. Vita Play Ltd have been made fully aware of all requirements in this respect at all stages of the tender process.
- 25-29 Sept: Vita Play Ltd onsite Charlton All Saints
- 02 Oct: progress milestone date between Vita Play Ltd and the Parish Council
- 13 October 3:30pm: Grand Opening event Memorial Gardens. Full details to follow
- Moot Lane: no dates set as yet. Scheduled Monument Consent application submitted to Historic England and Wessex Archaeology are currently producing a report following their desk-based assessment of the entire Moot Lane Play Park/Rec Grd area.

JB reported that the final approved designs have published on the Parish Council's website, noticeboards, and library.

- ii) Agreed that Cllrs Watts, Randall, and Roberts will attend the Memorial Centre on 19 Sept (6:30-7:30pm) when members of the public can view the Play Park Designs
- iii) Agreed that Cllrs Brentor and Jalland, if available, will man a pop-up stand outside the Co-op on either Sat 23 Sept or Sun 24 Sept. Date to be agreed and publicised once Cllr Jalland returns from holiday.

178/23 Correspondence, AOB, urgent matters

- i) To consider letter received from residents of Charlton All Saints raising concerns in connection with location of the new Defib installed on the exterior of the telephone box: deferred to EGM 25 Sept.
- ii) **RESOLVED:** Chair and Vice-Chair duties are delegated to Cllrs Watts and Randall for the period 02-04 October 2023.

179/23 RESOLVED: that Agenda item 180/23 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

180/23 Confidential Employment Matters

RESOLVED: the Clerk will be issued an amended contract of employment to reflect a fixed SCP working 35hrs/week.

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

181/23 Date of next meeting

The date of the next Meeting for **Downton Parish Council** will be held on: -

- **Extraordinary General Meeting 25 Sept 2023 at 7:00pm in the Memorial Hall, Downton (Bonvalot Room).**
- **Ordinary Meeting 09 October 2023 at 7:00pm in the Memorial Hall, Downton (Bonvalot Room).**

Being no further business, JB closed the meeting at 10:47pm.

DRAFT MINUTES TO BE SIGNED AT THE NEXT PARISH COUNCIL MEETING