



Downton Parish Council

Minutes of the DOWNTON PARISH COUNCIL
Meeting held on
Monday 11 December 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), Matt Randall (MR), Stephanie Jalland (SJ), and Cllr Richard Clewer (Wiltshire Council) (RC)

Plus: Melanie Camilleri (MC) – Clerk/RFO, Susan Barnhurst-Davies (SBD) - Admin Officer, PC Harry Murphy, and 1 member of the public.

MINUTES

233/23 Public Question Time: No questions were raised.

234/23 To receive a report from PC Harry Murphy

- Avondyke Road - Report of ASB (eggs thrown at a house). Enquiries made.
- Lode Hill – tools stolen. Linked with theft of Landrover from Long Close. Enquiries ongoing.
- The Borough – another incident of eggs thrown at a house.
- Building site near Trafalgar School - digger stolen. Police helicopter dispatched and area flooded with officers
- Wick Lane – 4 sheds broken in to. Tools stolen. Enquiries ongoing.
- Co-op – theft of £1K of alcohol. Suspect identified and dealt with by a Community Resolution (attend shoplifting training, victim impact training). They have been banned from the store. Cllr Roberts thanked PC Murphy and his team for quick and robust response.
- The Borough – RTC incident (fail to stop and report)
- He will be keeping a close eye on Downton over the coming months.

235/23 To receive a report from Cllr Richard Clewer (Wiltshire Council)

- National Planning Policy Framework: Government results out tomorrow
- WC Budget: discussions next week. Under control for 2024/25 and working on future budgets too.
- Highways: winter potholes being treated.
- Flooding: this is a concern (already at historical levels in Jan). JB confirmed that the Parish Flood Plan was currently being reviewed.

236/23 Apologies for Absence: Cllr Stu Carter (SC). Reason noted and accepted.

237/23 Declarations of interest: AN: Agenda 243 iii) (Tech B invoice), DM: Agenda 243/23 iii) (Memorial Centre invoice and reimbursement of expenses), and JB 243/23 iii) (reimbursement of expenses)

238/23 Minutes

RESOLVED: approval of the Minutes of the: -

- Ordinary Meeting held on **13 November 2023**
- Extraordinary General Meeting held on **27 November 2023**

239/23 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.

No questions were raised.

240/23 Village Matters

- i) **RESOLVED:** to install a 2nd sign for the newly installed SID post at Moot Lane (Children Crossing – Slow) subject to Highways approval and adequate budget provision.

241/23 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)

242/23 Wiltshire Towns Programme

- i) Execution of the Wiltshire Towns Programme Final Grant Agreement 2023/24 in accordance with Standing Order 22b: deferred until Jan meeting due to delay with Wiltshire Council
- ii) **RESOLVED:** the Working Group Terms of Reference were adopted subject to changes discussed and agreed.

243/23 Finance

- i) Noted Idverde’s cost increase in bin emptying service wef 01 December 2023. MC reported that she’d spoken to the Contracts Manager about the rise and poor record of delivery of service earlier in 2023. The Contracts Manager explained the rise was down to the increase in national min wage, increase in NI, increase in costs (fuel and materials). MC sought the Contracts Manager’s reassurance that all was now remedied with regards to delivery of service, which was given.

The Contracts Manager will come to Downton in Jan 2024 to discuss the ongoing issues with the poor record of delivery of service for the Grounds Maintenance earlier in 2023.

- ii) JB reported that the SWAB Youth Grant application had been awarded in full (£1,000)
- iii) **RESOLVED:** the Cash Flow Report and payments were approved.

Account Balances

Lloyds Treasurers Account 05 Dec 2023: £9,275.65

Lloyds Business Bank Instant 05 Dec 2023: £189,832.57

Lloyds Treasurers Account (Heritage Fund) 05 Dec 2023: £0

Payee	Detail	Amount £ (incl vat)	Method
Staff Salaries	Net Salaries (Nov) + back pay + office allowances	4,130.55	BACS
Wiltshire Pension	Mth 8	1,471.20	BACS
1&1	Email Microsoft 2019	9.60	DD
1&1	Email Microsoft 2019	9.60	DD
1&1	Email Microsoft 2019	1.09	DD
TechB	IT Managed Services	40.20	S/O
Pennon Water	Public Toilets	175.81	DD
Water2business	Sewerage Public Toilets	295.53	DD
BT	Monthly business bill	166.68	DD
Paul Fox	Memorial Centre painting	1,220.00	BACS
Lloyds Poppy Appeal	Remembrance Sunday	20.00	BACS
T A Terry	Christmas Tree	450.00	BACS
West Mercia Energy	Public Toilets Memorial Grd – electricity Sept	38.73	BACS
Vita Play Ltd	Picnic Bench CAS	1,500.00	BACS
Idverde	Bin emptying (Nov)	241.28	BACS

Idverde	Grounds Maintenance Nov (30%)	695.60	BACS
BWP Creative Ltd	Web hosting 1/12/23-31/12/23	30.00	BACS
Downton Memorial Centre	Hire fees (various dates Nov)	96.00	BACS
Salisbury Guttering Services Ltd	Memorial Centre Guttering etc (interim invoice)	4,831.07	BACS
Dave Mace	Dropbox x 2 (Aug-Nov)	79.92	BACS
Dave Mace	Expenses Xmas Tree Event	77.01	BACS
Jane Brentor	Expenses Xmas Tree Event	71.96	BACS
M Camilleri	Expenses (fuel and Lights for Xmas Tree Event)	201.52	BACS
Total debit		£15,543.35	

244/23 Committee & Working Group Reports

- i) None met

245/23 Councillors Reports

- i) Cllr lead for LHFIF: agreed that a Cllr representative will be appointed for each LHFIF meeting (meet four times a year).

- ii) To receive reports from the Councillors

JB, SJ, DM

Attended SWAB 07 Dec (JB made representation on behalf of the Parish Council in relation to the Youth Grant application). See Agenda 243/23 ii)

PR, SC, MR

Have been updating the Flood Plan

JB

Will circulate Minutes of the Allotments AGM

246/23 Clerk's Report

- i) A brief report from the Chair and Clerk was delivered.

247/23 Correspondence, AOB, urgent matters

- i) **RESOLVED**: renewal of the Longford Estate lock-up Lease Agreement (continuation on the same terms) was approved.

248/23 Budget/Precept 2024/25: Part 1

- i) The 2nd draft Budget/Precept 2024/25 was discussed, and some changes proposed. MC to make these changes and represent at the 08 Jan 2024 meeting.

249/23 **RESOLVED**: that Agenda items 250/23 and 251/23 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 discussed

250/23 Budget/Precept 2024/25: Part 2

- i) See 248/23 above.
- ii) To resolve to approve the Precept 2024/25: deferred until the 08 Jan 2024 meeting.

251/23 Downton Memorial Centre Maintenance works

No resolutions were passed under this Confidential Agenda item.

252/23 Date of next meeting

The date of the next Meeting for **Downton Parish Council** will be held on **08 January 2024** at **7:00pm** in the **Memorial Hall, Downton (Bonvalot Room)**.

Being no further business, JB closed the meeting at 10:07pm.

DRAFT MINUTES TO BE SIGNED AT THE NEXT PARISH COUNCIL MEETING