



Downton Parish Council

By Order of Melanie Camilleri Clerk & RFO

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07 February 2024

Dear **MEMBER OF DOWNTON PARISH COUNCIL**

You are hereby summoned to attend an

ORDINARY MEETING

on **MONDAY 12 FEBRUARY 2024** at **7pm**

in the **MEMORIAL HALL, DOWNTON (BONVALOT ROOM)**

To transact the following business.

The right for the public and press to attend a Parish Council Meeting is established under the Openness of Local Government Regulations 2014 as well the right to record, film and broadcast meetings. In accordance with Downton Parish Council's "Policy on the Filming, Photographing, Audio Recording & Social Media Reporting of Public Parish Council and Committee Meetings" adopted in October 2014, if anyone wishes to film, photograph, or audio record this public meeting, you must inform the Clerk at least **24 hours** in advance to ensure obligations under the Data Protection Act, Human Rights Act, and other legislation are met.

AGENDA

27/24 **Public Question Time**

28/24 **To receive a report from PC Harry Murphy**

29/24 **To receive a report from Cllr Richard Clewer (Wiltshire Council)**

30/24 **Apologies for Absence**

31/24 **Declarations of interest**

32/24 **Minutes**

- i) To resolve to approve the Minutes of the:-
 - Ordinary Meeting held on **08 January 2024**
 - EGM Meeting held on **29 January 2024**

33/24 **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.

34/24 **Village Matters**

- i) Flood Plan: to resolve to approve and adopt the updated Flood Plan

- ii) NDP: to resolve to approve and adopt the updated Neighbourhood Plan, subject to John Glen MP's Forward.
- iii) Drain Clearance: to receive a report on the Parish Council's request to WC Highways Gullies Team - locations of drains and dates they'll carry out the works
- iv) Parish Steward: to identify list of jobs for the 13/14 March visit.
- v) Approved Treeworks Conifers and Russian Vine Moot Lane Rec (Minute 187/23 ii): to receive an update and resolve to approve an alternative contractor's quote.
- vi) Defib training: to identify list of individuals to attend the training and select date when training will be conducted
- vii) SID training: to receive an update
- viii) Bus Stop: to receive a report on graffiti and actions to remove
- ix) Electricity contract Maypole Green: to receive an update on Minute 08/24 v)

35/24 Planning

- i) To consider applications received and resolve on recommendations to be made to Wiltshire Council Planning Authority (see Planning Schedule)
- ii) To note planning decisions (see Planning Schedule)
- iii) To note Wiltshire Council's Briefing Note 24-01 on the National Planning Policy Framework and implications on land supply requirements
- iv) To note Persimmons Homes has now responded to the Parish Council's questions raised in 2021. Agree next steps.

36/24 Moot Lane Play Park Refurbishment

- i) To note Vita Play has located the existing Goal Post sockets and confirmed that they are compatible and in such a condition that they may be used for the new Goal Posts.
- ii) To note Historic England has agreed that, as the exiting sockets may be used for the new Goal Posts, a Written Scheme of Investigation and onsite attendance by Wessex Archaeology is no longer necessary.
- iii) To receive a progress update on the Play Park installation and completion date
- iv) To resolve to approve quotes for:-
 1. Refub the metal bench, existing goal posts, and skate park sign post
 2. Moot Lane signage
 3. Memorial Gardens signage
- v) To receive a report on plans for the Grand Opening in March and agree actions.

37/24 Allotments

- i) To receive a report in relation to the discovery of asbestos on one plot
- ii) To note the Covenants under the terms of the joint Lease and note the specialist asbestos contractor's recommendation for safe removal and disposal of the asbestos. Resolve to approve next steps.

38/24 Installation of a footpath through the Memorial Gardens

- i) To receive an update from Cllr Brentor on Minute 16/24 i)

39/24 Letter of Intention to Downton FC

- i) To resolve to approve Downton Parish Council's 'Letter of Intention' to Downton FC (in relation to the BWSCA Lease) enabling them to satisfy the Football Foundation's requirements for their grant to purchase Flood Lights

40/24 Memorial Centre

- i) To receive an update from Cllr Mace on the remaining roofing and guttering works.
- ii) To consider and resolve to approve that the underspend on the approved roofing works may be diverted towards the repair of the leaking flat roof to the storeroom.

- 41/24 Barford Lane Cemetery**
i) To resolve to set the Burial and Memorial fees for 2024/25
- 42/24 Idverde Grounds Maintenance Contract**
i) To receive an update from the Clerk following an onsite meeting with Idverde's contract manager 12 February in relation to delivery of contract 2024/25
- 43/24 Finance**
i) Resolve to approve the Cash Flow Report and payments
ii) Request from a member of the Catholic Church in Downton for a small contribution towards the cost of resurfacing the Salisbury Catholic Church car park
iii) To consider and resolve to approve granting the Admin Officer, Susan Barnhurst-Davies, 'read only' access to the bank accounts for the purpose of checking receipt of Burials and Memorial fees
- 44/24 Attendance at meetings**
i) Agree who will attend the 'Highways Matters' SWAB meeting being held on 22 Feb 7-9pm, Alderbury Village Hall.
ii) Agree attendance at the Volunteering Open Meeting 29 April 1-7pm held in Memorial Hall, Downton
- 45/24 Committee & Working Group Reports**
i) To receive an update
- 46/24 Councillors Reports**
i) To receive reports from the Councillors
- 47/24 Clerk's Report**
i) To receive a report from the Chair and Clerk
- 48/24 Correspondence, AOB, urgent matters**
i) Report of the discovery in Wilton Library of a glass screen made by the Crafty Cuckoos of Downton (showing a variety of scenes from the village and many recognisable landmarks including the The Moot, St Laurence Parish Church and the millstream at Downton). To consider the proposal for its return to Downton.
ii) To consider Operation Menai Bridge protocols for Downton Parish Council
- 49/24 To consider resolving that Agenda items 50/24, 51/24, and 52/24 will 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**
- 50/24 Downton Public Toilets Cleaning Contract**
- 51/24 Memorial Centre Lease**
- 52/24 Confidential Legal Matters**
- 53/24 Date of next meeting**
If agreed, the date of the next Meeting for **Downton Parish Council** will be held on **11 March 2024 at 7:00pm** in the **Memorial Hall, Downton (Bonvalot Room)**.