



Downton Parish Council

**Minutes of the DOWNTON PARISH COUNCIL
Meeting held on
Monday 12 February 2024. 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), Matt Randall (MR), Stehpanie Jalland (SJ), and Cllr Richard Clewer (Wiltshire Council) (RC)

Plus: Melanie Camilleri (MC) – Clerk/RFO, Susan Barnhurst-Davies (SBD) - Admin Officer, and 16 members of the public.

MINUTES

27/24 Public Question Time

- Flood Plan meeting with the Flood Wardens: expressed thanks for organising. The meeting was very good.
- Drain clearance: one drain broken which needs to be replaced
- Bike chained outside the Memorial Centre: request for it to be removed
- Precept 2024/25: invited explanation on what they're getting for the increase. Expressed concern that the budget was set 'in secret'.

28/24 To receive a report from PC Harry Murphy

PC Murphy sent his apologies together with the following written report: -

- 13th January on SALISBURY ROAD there was a non-dwelling burglary whereby tools and fishing equipment were stolen. Unfortunately, all lines of enquiry have been completed and there were no suspects identified.
- 19th January on THE BOROUGH there was a minor fail to stop road traffic collision whereby a recovery truck reversed into a parked car. Both parties had insurance, no further police action.
- 23rd January on THE BOROUGH there was a suspicious incident whereby a motorbike cover was taken off of a bike overnight, however no damage caused or attempted theft. No further police action.
- 23rd January on LODE HILL there was a theft of power tools. Enquiries are still ongoing.
- 23rd January on SLAB LANE there was a suspicious incident whereby a padlock was removed off a garage door, however no items were stolen from within. Enquiries are still ongoing.
- On 24th January there was anti-social behaviour at TRAFALGAR SCHOOL – enquiries are ongoing with PCSO Matthew MURRAY to deal with those involved.
- On 27th January on THE BOROUGH there was anti-social behaviour and criminal damage to a door. The suspect has been identified and a community resolution is being sought whereby the costs to repair will be compensated.

- On 29th January on WITHERINGTON ROAD there was a report of possible hare coursing ongoing. Officers attended and searched the area, however, did not locate anything untoward or any suspects.
- On 4th February on ROMAN MEADOW there was anti-social behaviour and parking issues reported. This was deemed to be better dealt with by the ASB officers at Wiltshire Council, so they were notified by PCSO Matthew MURRAY.
- On 7th February at MORGAN CLOSE a male was arrested and then later also found to be in possession of cannabis.
- On 7th February on LODE HILL there was reported vehicle interference/criminal damage, but the suspects did not manage to steal the vehicle. Enquiries are ongoing.
- On 20th February (and on 22nd January) there were further incidents of theft by shoplifting that occurred at the CO-OP. There was a plan in place to report the suspect straight to court for the numerous offences now that have taken place, however the officer in charge of the case may now change the plan and take more positive action.
- On 11th February on MOOT LANE there was a suspicious vehicle reported. Enquiries are ongoing to ascertain the full details and identify the vehicle.

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

- WC Budget: final papers now out for a Board Meeting next week. Additional £4.5m from government aimed at social care (focus on special education needs). WC Council tax increase 4.99%
- Mesh Pond Concerns raised around ownership issues on the unadopted piece of tarmac. Suggest in the meantime we encourage the Parish Steward to tackle the potholes using cold-fill solution.
- Meeting between WC, BWSCA, and the Parish Council was useful for working through a long-term solution now that WC have provided a final funding figure.
- Flooding: unprecedented due to weather patterns and record rainfall. Keep drainage systems as clear as possible.

30/24 Apologies for Absence: Cllrs Gareth Watts and Stu Carter. Reasons noted and accepted.

31/24 Declarations of interest AN: Agenda 43/24 i) (Tech B invoices), DM: Agenda 43/24 i) (Memorial Centre invoice), 40/24 ii) (Memorial Centre quote), and 51/24 (Memorial Centre Lease)

32/24 Minutes

- i) **RESOLVED**: the following Minutes were approved:-
- Ordinary Meeting held on **08 January 2024**. SJ did not attend this meeting so abstained from voting forfeiting her vote.
 - EGM Meeting held on **29 January 2024** AN did not attend this meeting so abstained from voting forfeiting his vote.

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.

- Flood Plan meeting with the Flood Wardens: JB expressed her thanks to SBD for co-ordinating the meeting with Cllr Carter. The Flood Plan will be discussed under Agenda item 34/24 i)
- Drain clearance: SBD to report broken drain to Highways. Drain Clearance discussed under Agenda 34/24 iii)
- Bike chained outside the Memorial Centre: SBD to report as fly-tipping to WC
- Precept 2024/25: JB stated that the budget was discussed in open public meetings on three separate occasions (27 Nov, 11 Dec, and 08 Jan). The only budget matters discussed under closed meeting was for confidential reasons i.e. GDPR and

commercial sensitivity. JB confirmed that a statement to members of the public in relation to the Precept increase is currently being prepared and will be issued shortly.

34/24 Village Matters

- i) Flood Plan: **RESOLVED** approved and adopt
- ii) NDP: **RESOLVED** approved by majority to send to WC subject to making some minor changes and John Glen MP approving his Forward.
- iii) Drain Clearance: SBD delivered a report on the Parish Council's request to WC Highways Gullies Team.
- iv) Parish Steward: SBD reported on the list of jobs and noted additional jobs for the 13/14 March visit.
- v) Approved Treeworks Conifers and Russian Vine Moot Lane Rec (Minute 187/23 ii): MC reported that the original contractor is no longer able to carry out the works. **RESOLVED**: Ockenden Tree Service's quote was approved (additional £120 +vat to original approved quote)
- vi) Defib training: SBD delivered an update. Training for up to 50 people will take place in the Memorial Centre. Date to be confirmed.
- vii) SID training: SBD delivered an update on no. of volunteers, status on training, and liaison with Redlynch PC.
- viii) Bus Stop: SBD reported on various locations of graffiti and that she'd take action to remove (exception of one location as the anti-graffiti spray was unable to remove). It was reported that the light bulb at the bus shelter by the surgery was out. SBD to action replacement bulb.
- ix) Electricity contract Maypole Green: MC reported that the Cuckoo Fair had stated a new account must be opened in the Parish Council's name. No details of meter no. were provided so MC will request.

35/24 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) Wiltshire Council's Briefing Note 24-01 on the National Planning Policy Framework and implications on land supply requirements was noted
- iv) It was noted that Persimmons Homes has now responded to the Parish Council's questions raised in 2021. To be reviewed and then discussed at an EGM – date to be agreed.

36/24 Moot Lane Play Park Refurbishment

- i) It was noted that 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) It was noted that Historic England has agreed that, as the existing 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) MC delivered a progress update on the Play Park installation and reported that the completion date should be within the next 2 weeks.
- iv) **RESOLVED**: the quotes for the following were approved:-
 - i. Refurb the metal bench, existing goal post, and skate park signpost (excluding the small goal post which is to be removed)
 - ii. Moot Lane signage
 - iii. Memorial Gardens signage
- v) The following plans were unanimously agreed for the Grand Opening: -
 - Grand Opening **Tues 26 March 2024 4pm**. SJ will check no clashes with school activities.

- MR and SJ to explore 1) securing an athlete to open the event 2) provisioning of food/drink 3) securing 1st Aiders 4) sourcing a speaker system. Delegated budget up to a max of £300.
- MC working with Community First (Youth Engagement Team) and Teqball on Tour regarding the Teqball Table demonstration.
- MC will produce the Risk Assessment

37/24 Allotments

- MC delivered a report about the discovery of asbestos on a plot.
- MC reported that the Downton Allotment Leisure Gardeners Association had dealt with this matter and that the contamination had been removed by a Licenced Asbestos removal and disposal contractor. MC expressed her thanks to Chris Hall for his vigilance and swift actions on this matter. A GW021 Certificate of Cleanliness has been issued confirming the area is free of debris and dust. It was unanimously agreed that the Parish Council in association with Downton Allotment Leisure Gardeners Association will inform the Longford Estate, as Landlord, of the situation out of courtesy.

38/24 Installation of a footpath through the Memorial Gardens

- Cllrs Brentor and Roberts delivered an update on the discussions with the school. Three options identified, however, source of funding for the path and its future maintenance had not been established. It was recognised everyone wishes to make it safer for children to access the school. On balance it was agreed that the preferred option was one which uses the school's own land (the path beside the school car park by the dipping pond). The school would need to consider how to make the pond safe and supervision. JB will liaise with the school on this decision.

39/24 Letter of Intention to Downton FC

- Councillors considered the 'Letter of Intention' of a joint grant application for Floodlights with Downton FC to the Football Foundation. The grant value is £37K +vat (of which Downton FC will contribute 30%). Cllrs requested additional data. The matter will be considered at an EGM in February – date to be agreed.

40/24 Memorial Centre

- Cllr Mace delivered an update on the remaining roofing and guttering works. Underspend of £2,100 (excl vat)
- RESOLVED:** the Parish Council will fund 50% (up to £1,600 + vat) of the roofing works to the Rear Canopy. Other 50% to be met by the Memorial Hall Trustees. This leaves a net underspend of £500.

41/24 Barford Lane Cemetery

- RESOLVED:** no change to the Burial and Memorial fees for 2024/25

42/24 Idverde Grounds Maintenance Contract

- MC delivered an update from the Clerk following her onsite meeting with Idverde's contract manager 12 February in relation to delivery of contract 2024/25. Key outcomes: credit notes to be issued, they'll cut the hedge at Moot Lane Rec (before bird nesting season), they'll provide free weed spraying at the Cemetery throughout 2024.

43/24 Finance

Account Balances

Lloyds Treasurers Account 09 Feb 2024: £111,958.21
 Lloyds Business Bank Instant 09 Feb 2024: £106,247.28
 Lloyds Treasurers Account (Heritage Fund) 09 Feb 2024: £0

Payee	Detail	Amount £ (incl vat)	Method
Staff Salaries	Net Salaries (Jan) + office allowances	4,212.53	BACS
Wiltshire Pension	Mth 10	1,433.44	BACS
1&1	Email Microsoft 2019	9.60	DD
1&1	Email Microsoft 2019	9.60	DD
1&1	Credit	-42.84	DD
PWLB	Loan Repayment	7,497.92	DD
1&1	Web Hosting	10.00	DD
NPFA	Subscription	25.00	S/O
TechB	IT Managed Services	40.20	S/O
BT	Monthly business bill	178.32	DD
Downton Memorial Hall	Hire Fees (dec various dates)	34.50	BACS
BWP Creative Ltd	Web hosting 1/2/23-29/2/23	30.00	BACS
Merangi	Public Toilets Cleaning (Dec)	910.00	BACS
Merangi	Public Toilets Cleaning (Jan)	910.00	BACS
West Mercia Energy	Public Toilets Memorial Grd – electricity Dec	43.12	BACS
ldverde	Bin emptying (Jan)	241.28	BACS
ldverde	Grounds Maintenance Jan (30%)	695.60	BACS
Vita Play Ltd	Interim Invoice Moot Lane (50% of balance)	67,519.20	BACS
Community Heartbeat	Defib Battery	357.00	BACS
Salisbury Window Cleaning	Bus Shelter Clean Jan 2024	120.00	BACS
DM Payroll Services Ltd	Payroll	78.00	
Wessex Archaeology	WSI	540.00	
Susan Barnhurst-Davies	Expenses: LED lanterns (from Flood Budget) + graffiti remover	174.95	BACS
M Camilleri	Expenses	46.86	BACS
Total debit		£92,945.74	

- i) A 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 was considered. Cllrs requested further information before considering further – quote, level of contribution by DPC, source of funding for remaining cost. MC to action.
- ii) **RESOLVED:** the Admin Officer, Susan Barnhurst-Davies, to obtain ‘read only’ access to the bank accounts for the purpose of checking receipt of Burials and Memorial fees

44/24 Attendance at meetings

- i) Agreed that JB and SBD will attend the ‘Highways Matters’ SWAB meeting on 22 Feb 7-9pm, Alderbury Village Hall.
- ii) Agreed that a joint table at the Volunteering Open Meeting 29 April 1-7pm will be in place for the Parish Council, Cllr Jelland (regarding the Café), and others. JB will draw-up a rota.

45/24 Committee & Working Group Reports

- i) No updates

46/24 Councillors Reports

- i) MR

Reported that the Contractor for Phase 1 works at the Cemetery is unable to deliver on the costs quoted due to an increase in the cost of materials. Cllrs requested that the contractor send in his increased costs before considering if the work should go back out to tender.

PR

- Attended a Neighbourhood Watch meeting
- Attended the River Festival meeting – there will be a series of events. Next meeting 29 Feb. Members of The Cuckoo Fair who attended this meeting confirmed they will hold the fair in 2025.

47/24 Clerk's Report

- i) JB delivered a report from the Chair and Clerk. This will be the last report in this format. In future, all reports will be dealt with under the appropriate Agenda item.

48/24 Correspondence, AOB, urgent matters

- i) It was agreed that JB will take a look at the glass screen (made by the Crafty Cuckoos of Downton) discovered in Wilton Library before considering its return to Downton.
- ii) Operation Menai Bridge protocols for Downton Parish Council were discussed. It was agreed that Operation Bridge protocols will be adapted. SBD to apply for a copy of the King's official portrait.

49/24 RESOLVED: that Agenda items 50/24, 51/24, and 52/24 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

50/24 Downton Public Toilets Cleaning Contract

RESOLVED: The Parish Council will seek expressions of interest and three quotes for delivery of this service wef 01 April 2024.

51/24 Memorial Centre Lease

Resolutions passed under this Agenda item are 'Confidential – Not for Publication' due to commercial sensitivity.

52/24 Confidential Legal Matters

Resolutions passed under this Agenda item are 'Confidential – Not for Publication' by means of Legal Professional Privilege (Section 42 Freedom of Information Act 2000).

53/24 Date of next meeting

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)**.

NB: Following this meeting, the date of the **Extraordinary General Meeting** to discuss matters under Agenda items 35/24 iv) and 39/24 was set as **26 February 2024** at **7:00pm** in the **Memorial Hall, Downton (Bonvalot Room)**.

Being no further business, JB closed the meeting at 10:50pm.

DRAFT MINUTES TO BE SIGNED AT THE NEXT PARISH COUNCIL MEETING