



# Downton Parish Council

**Minutes of the DOWNTON PARISH COUNCIL**  
**Meeting held on**  
**Monday 11 March 2024. Start time 7:00 pm**  
**MEMORIAL HALL, DOWNTON (BONVALOT ROOM)**

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Councillors present: Jane Brentor (Chair) (JB), Dave Mace (DM), Andy North (AN), 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, and one member of the public.

## MINUTES

### **63/24 Public Question Time**

- Path through Memorial Gardens: requested an update
- Will turf or seed be laid at the Memorial Gardens?
- A member of the British Legion has been in touch enquiring as to how the Parish Council intend to mark the 80<sup>th</sup> anniversary of Commemorating D-Day landings (and lighting of the Beacon)

**64/24 To receive a report from PC Harry Murphy:** Advance apologies received for attendance and no report delivered (due to force-wide operations).

### **65/24 To receive a report from Cllr Richard Clewer (Wiltshire Council)**

- Will have clarity on the Mesh Pond situation at some point next week
- WC has trebled the no. of gully tankers. One dedicated tanker is for Town and Parish Councils to call upon (rota basis). It was noted that the Gully Team was in Downton yesterday. SBD is prioritising all further Downton gullies for clearance.
- Pothole Patching Teams are out. If a pothole is urgent, report through MyWilts
- MyWilts app is being replaced this Summer (improved software and functionality)
- Additional Highways funding has been sourced from central government (HS2 funding) for parish led improvements.

**66/24 Apologies for Absence:** Cllr Paul Roberts. Reason noted and accepted.

**67/24 Declarations of interest:** AN: Agenda 74/24 i) (Tech B invoices), DM: Agenda 74/24 i) (Memorial Centre invoice), GW: Agenda 79/24 (non-pecuniary Public Toilets Cleaning Contract), MR: Agenda 79/24 (non-pecuniary Public Toilets Cleaning Contract)

### **68/24 Minutes**

- i) RESOLVED: the Minutes of the:-
  - a. Ordinary Meeting held on **12 February 2024** were approved. GW abstained from voting; forfeiting his vote (as he did not attend this meeting)

- b. EGM Meeting held on **26 February 2024** were approved. DM abstained from voting; forfeiting his vote (as he did not attend this meeting)

**69/24 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.

- Path through Memorial Gardens: JB explained that she'd written to the Head Teacher indicating there are other options. JB sent details on funding available through Highways for schools paths
- Will turf or seed be laid at the Memorial Gardens? To be discussed under Agenda item 72/24 iii)
- A member of the British Legion has been in touch enquiring as to how the Parish Council intend to mark the 80<sup>th</sup> anniversary of Commemorating D-Day landings (and lighting of the Beacon): JB will deliver a report under 76/24.

**70/24 Village Matters**

- i) Parish Steward: SBD delivered a report on list of jobs for the 13/14 March and 11/15 April visits.
- ii) Defib training: SBD reported that so far 21 people have signed-up for training on 16 April 6pm (in the Memorial Centre, Bonvalot Room).
- iii) SID training: SBD will pick-up the SID from Redlynch PC next week who will support with its fixing to the poles and operation. Volunteers have now completed WC's online training.
- iv) 'Highways Matters': SBD attended SWAB meeting held on 22 Feb. Good meeting. Q&As not yet on the website. RESOLVED: that SBD may attend future LHFIFG meetings on behalf of the Parish Council.
- v) Annual Parish Meeting 2024: agreed:-
  - a. Tues 23 April 7pm, Memorial Centre's Hall
  - b. guest speakers delivering short presentations: David Canty (Longford Estate) and Richard Reed (Swift Boxes in relation to planning and sustainability)
  - c. advertising for the event: poster (SBD to produce), FB, Online InDownton, Parish Mag, Website
  - d. refreshments to be provided: tea/coffee and cake/biscuits

**71/24 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) Parish Council Meeting with Persimmon Homes: RESOLVED: two independent persons unconnected to the Council were appointed to attend any meeting as an observer (per the Parish Council's adopted Protocol and Guidance on Meetings with Developers). Having declared an interest, SC abstained from voting; forfeiting his vote.

**72/24 Moot Lane Play Park Refurbishment**

- i) Plans for the Grand Opening in March:-
  - 'Local celebrity' Malcolm Dean has been asked (and has agreed) to cut the ribbon for the opening
  - Ice Cream van: children can exchange their flyer for a free ice cream or a free packet of crisps (cost met by Downton PC)
  - 10x free footballs given out (cost met by Downton PC)
  - Free face painting (cost met by Downton PC)
  - Leisure Centre has agreed to provide a personal trainer to deliver a fitness demo on the Fitness Station. Credentials and insurance confirmed.

- Teqball Table demo using Teqball On Tour
- Youth Engagement Team attending Trafalgar School to hand-out the 250 flyers (prepared by Downton PC) and encourage attendance
- Four children to be 1<sup>st</sup> on the zip line immediately after the ribbon has been cut. Trafalgar School selecting the four individuals

JB expressed her thanks to Cllrs Randall and Jalland for these arrangements

- RESOLVED:** having regard to the overall budget (reported by MC), costs in connection with the Grand Opening were approved up to a maximum of £600 (+vat)
- Laying Grass Turf at Moot Lane Play Park (and separate quote for laying Grass Turf at Memorial Gardens Play Park): it was decided that the most effective/cost effective remedy will be to
  - 1) build-up the ground, rake the ground in the necessary areas, and then lay grass seed (Moot Lane and Memorial Gardens). MC to seek remedy by Vita Play
  - 2) if deemed necessary, at some future point, **RESOLVED:** the Parish Council will lay further grass seed up to a max spend of £300 (+ VAT).
- RESOLVED:** the Risk Assessment for the Grand Opening was approved.

#### 73/24 Cemetery Phase 1 – Refurbishment of Cremated Remains area

- RESOLVED:** the revised quote reflecting the increase in materials was unanimously approved. Work to start Mon 18 March 2024 for a duration of 10 days.

#### 74/24 Finance

- RESOLVED:** the Cash Flow Report and payments were approved

##### Account Balances

Lloyds Treasurers Account 11 March 2024: £28,200.79

Lloyds Business Bank Instant 11 March 2024: £111,471.44

Lloyds Treasurers Account (Heritage Fund) 11 March 2024: £0

Payee	Detail	Amount £ (incl vat)	Method
Staff Salaries	Net Salaries (Feb) + office allowances	4,212.53	BACS
Wiltshire Pension	Mth 11	1,433.44	BACS
1&1	Email Microsoft 2019	9.60	DD
1&1	Email Microsoft 2019	9.60	DD
1&1	Web Hosting	10.00	DD
TechB	IT Managed Services	40.20	S/O
Pennon Water	Water Public Toilets April 2023-Feb 2024	80.24	DD
BT	Monthly business bill	180.84	DD
West Mercia Energy	Public Toilets Memorial Grd – electricity Jan	51.40	BACS
Downton Memorial Hall	Hire Fees (Jan and Feb various dates)	143.00	BACS
Vita Play Ltd	Balance (70%) Play Park Refurb Moot Lane	66,979.20	BACS
Vita Play Ltd	Goal Posts Moot Lane	2,727.12	BACS
Vita Play Ltd	Moot Lane Extras	489.06	BACS
Vita Play Ltd	CAS Extras	802.20	BACS
BWP Creative Ltd	Web hosting 1/3/23-31/3/23	30.00	BACS
Landford Trees Ltd	Hedging Moot Lane	330.00	BACS
Merangi	Public Toilets Cleaning (Feb)	910.00	BACS
Idverde	Bin emptying (Feb)	312.74	BACS
Idverde	Grounds Maintenance Feb – reduced	695.60	BACS
A Wells & Sons	Rear Canopy roof repairs	3,840.00	BACS
M Camilleri	Expenses	17.64	BACS
Total debit		<b>£83,286.77</b>	

- RESOLVED:** the Bank Reconciliation prepared by the RFO was checked, verified, and signed-off by JB and DM as correct.
- To resolve to approve the quote to replace broken lights at two bus stops: deferred pending report by GW Shelters
- Wiltshire Search and Rescue’s request for a donation was considered. No action to be taken.

- v) National Living Wage wef 01 April 2024 was noted. Also noted that the salaries of all four employees are above the statutory limits.
- i) **RESOLVED:** to appoint 'John K Murray Accounting and Taxation Services' as the internal auditor for the Parish Council's accounts 2023/24
- vi) The timetable for completing the 2023/24 end of year accounts and internal audit and external audit was noted.

**75/24 Committee & Working Group Reports**

- i) None as no meetings held.

**76/24 Councillors Reports**

- i) To receive reports from the Councillors

AN

Following our submission of the revised Neighbourhood Plan, WC has requested additional documentation in relation to the 'minor' modifications and 'track changes' of the revised Plan. Actions for AN and JB

DM

Delivered a report on further issues arising in relation to further water ingress at the Memorial Centre. Further inspection of the roof to be carried out at the expense of the Memorial Centre.

JB

- Delivered a report on the National Document she received on the 80<sup>th</sup> anniversary of Commemorating D-Day landings. This will be a parish council led event with the JB as Chair lighting the beacon and The British Legion laying a community wreath at 6:30am.
- Reported that the community hedge planting took place at The Moot Rec Grd (assisted by SJ and members of the community)
- Will be meeting Millennium Green Trust on Wednesday to discuss the long-term plans to manage the Green.

**77/24 Correspondence, AOB, urgent matters**

- i) A summary of correspondence received was given.

**78/24 RESOLVED: that Agenda item 79/24 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**

**79/24 Downton Public Toilets Cleaning Contract**

- i) **RESOLVED:** a short-list of candidates to interview were selected. Interviews to take place on 18 March 2024
- ii) The award of contract to be decided by full council at an EGM on 19 March 2024.

**80/24 Date of next meeting**

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

Being no further business, JB closed the meeting at 9:35pm.

**DRAFT MINUTES TO BE SIGNED AT THE NEXT PARISH COUNCIL MEETING**