



Downton Parish Council

**Minutes of the DOWNTON PARISH COUNCIL
Meeting held on
Monday 08 April 2024. Start time 7:00pm
MEMORIAL HALL, DOWNTON (BONVALOT ROOM)**

Councillors present: Jane Brentor (Chair) (JB), Dave Mace (DM), Andy North (AN), Matt Randall (MR), Stephanie Jalland (SJ), Gareth Watts (GW), Paul Roberts (PR), and Cllr Richard Clewer (Wiltshire Council) (RC)

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

MINUTES

88/24 Public Question Time

- Seesaw Rocker: Concerned about safety when in use (no fence around it and toddlers stray into its path)
- 80th anniversary D-Day Landing: The Chair of the British Legion reported Plans (captured under 95/24 iv) below)
- Treeworks application PL/2024/02906: as the owner of the trees (not the applicant for the treeworks) wished to raise his objection to the application with the Councillors

89/24 To receive a report from PC Harry Murphy:

- Shop-lifting from the Co-op by a previous offender who'd been arrested and charged, however, Court error meant he'd been released. More patrols in Downton have been requested to offer a higher police presence with visits into the Co-op to check on staff welfare.
- Minor assault but victim did not come forward
- Criminal damage by pellet to rear car window
- Minor assault with police attendance. Offender absconded and victim did not support a complaint
- Vehicle stolen. No suspect identified however vehicle is marked
- Parcel theft from doorstep
- Missing person – no further update to the one already provided

Finally, PC Murphy reported that he was moving on to the Rural Crime Team as from 01 May. PC Marc Evans will be taking over the area and attend Parish Council meetings. PC Murphy expressed his thanks for everyone making him feel so welcome during his time serving in the area.

On behalf of the Parish Council, JB expressed her thanks to PC Murphy for attending the previous PC meetings to deliver reports and taking action.

- 90/24 To receive a report from Cllr Richard Clewer (Wiltshire Council)**
- Mesh Pond resurfacing: Highways has accepted the 1st 53m is their land. Beyond, however, there are signs which have been put-up by Highways, meaning the matter has not been concluded.
 - Officers looking into resurfacing Wick Lane
 - GW asked RC about scaffolding at the Sheltered Housing in Roman Meadow – higher than the Bungalows stating rumours that the bungalows are being turned into flats. RC has no knowledge of this but will confirm.
- 91/24 Apologies for Absence:** Cllr Stu Carter. Reason noted and accepted.
- 92/24 Declarations of interest:** AN: Agenda 101/24 i) (Tech B invoices), DM: Agenda 108/24 and 109/24 (Trustee of the Memorial Centre).
- 93/24 Minutes**
- i) **RESOLVED:** the Minutes of the following meetings were approved: -
- a. Ordinary Meeting held on **11 March 2024**
 - b. EGM Meeting held on **19 March 2024**
- 94/24 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.
- Seesaw Rocker: Will be discussed under Agenda 95/24 iii) below
 - 80th anniversary D-Day Landing: will be discussed under Agenda 95/24 iv) below
 - Treeworks application PL/2024/02906: Will be discussed under Agenda 96/24.
- 95/24 Village Matters**
- Parish Steward: jobs for the 11/15 April and 12/13 June visits (no visit in May) were discussed and captured by SBD.
 - Highways: SBD delivered a report on the works scheduled to take place on Lode Hill which will improve pedestrian safety.
 - Seesaw Rocker Memorial Garden: MC delivered a report on concerns raised by members of the public on the safety of this item of equipment. Unanimously agreed that MC to discuss the problem and explore solutions with Vita Play. MC will report back at either the May or June meeting.
 - 80th anniversary D-Day Landing 06 June 2024: RESOLVED:
 - Beacon to be repainted and refurbished before the event by Mr Malcolm Dean, Mr Bryan Morris, and Cllr Watts
 - Gas safety check of the Beacon to be carried out in advance
 - Vintage Red Tilley Lamps to be placed in local pub windows
 - The British Legion will lay a community wreath at 6:30am.
 - Cllr Brentor will light the beacon on 06 June at 9:15pm, supported by a Cadet reading a tribute. Members of the public may attend
 - Risk Assessment to be produced.
 - Wiltshire's Best Kept Village Competition: after a short discussion it was agreed that steps to improve the parish environment will be carried out over the coming months before making a decision on entering Downton in the 2025 Competition
 - Tree Warden Scheme: RESOLVED:-
 - Downton Parish Council will fully engage with Wiltshire Council's Tree Warden Scheme
 - the Administrative Officer, Susan Barnhurst-Davies (who has attended Wiltshire Council's 'Basic Tree Survey' training) will 1) attend Tree Warden scheduled events on behalf of the Parish Council and 2) engage with Tree Officers, whenever necessary, on Planning Applications for Treeworks in Downton.

96/24 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)

97/24 Moot Lane Play Park Refurbishment

- i) MR and SJ delivered a report on the Grand Opening event 26 March 2024. Key points: -
 - The Double Zip-wire and Teqball Table in particular were a huge success. Photos of them being used were taken and will be published (children's explicit consent individually obtained)
 - The free face painting, crisps, ice creams, and footballs went down very well
 - Sadly, the event was not as well attended as hoped due to poor weather. Plus, there was a communication breakdown for youth engagement between Community First and the schools and some children didn't know it was taking place.JB expressed her thanks to MR and SJ (and the wider team) for their efforts making this event possible.
- ii) **RESOLVED:** To hold a Celebratory Event (including a 2nd Teqball On Tour Demo) on a Saturday in June or July 2024. Date to be set according to Teqball On Tour availability.

98/24 Cemetery Refurbishment

- i) MR reported that Phase 1 is completed with impressive quality of workmanship. Positive feedback has been received from many members of the community.
- ii) **RESOLVED:** to the wall being painted a neutral (stone) colour by the contractor Greenwood for no extra cost (other than paint). GW confirmed that he'd spoken to the closest family member of the person who'd built the wall and gained their support and agreement to the painting being carried out.
- iii) MC reported that whilst Downton PC had been successful in the validation stage of the NFDC competitive bid process, it had not been successful in securing Grant monies.
- iv) Phase 2: £5K budget. MR to put together a detailed proposal with quotes covering the following elements, and report back at the June meeting.
 - Gravel boards
 - New scalplings
 - Drainage
 - Benches

99/24 Downton Neighbourhood Plan

- i) **RESOLVED:** the nature of changes made to the adopted Neighbourhood Plan are minor and therefore there is no requirement for a referendum.
Cllrs Watts and Randall abstained from voting; forfeiting their votes.

100/24 Downton Public Toilets

- i) An electrician was called to assess the lights – the timer switch had become stuck but was now working.
- ii) Keys to the Wallgate hand washers had now been located by the new contractor. He'd been unable to open the gents (as it was dented) but will re-try plus re-check access and soap supply in the ladies and disabled.
NOTE: On behalf of the Parish Council, JB will send a communication to the previous contractor, Merangi, emphasising that these matters were by no means any reflection on them or their delivery of the contract. It was acknowledged that the hand-over arrangements could have been better handled by the Parish Council for

which the Parish Council apologise. It was agreed that JB will explore a hand-over by mutual agreement between Merangi and the new contractor, Downton Cleaning Services.

- iii) **RESOLVED:** the new contractor may cut a 2nd set of keys for their assistant
- iv) **RESOLVED:** Cllr Roberts will conduct periodic checks to assess standards of delivery of the Service.

101/24 Finance

- i) **RESOLVED:** the Cash Flow Report and payments for 1) remainder of March 2024 and 2) April 2024 were approved.

Account Balances

Lloyds Treasurers Account 05 April 2024: £18,265.13

Lloyds Business Bank Instant 05 April 2024: £31,593.45

Lloyds Treasurers Account (Heritage Fund) 05 April 2024: £0

REMAINDER OF MARCH 2024			
Payee	Detail	Amount £ (incl vat)	Method
Staff Salaries	Net Salaries (March) + office allowances	4,212.53	BACS
Wiltshire Pension	Mth 12	1,433.44	BACS
HMRC	Tax & NI Q4	5,534.01	BACS
1&1	Email Microsoft 2019	9.60	DD
1&1	Email Microsoft 2019	9.60	DD
ICO	Annual Membership	35.00	DD
	Total debit	12,394.18	
APRIL 2024			
Payee	Detail	Amount £ (incl vat)	Method
TechB	IT Managed Services	40.20	S/O
Pennon Water	Water Cemetery	60.40	DD
Water2Business	Public Toilets	125.60	DD
BT	Monthly business bill	178.32	DD
West Mercia Energy	Public Toilets Memorial Grd – electricity JFeb	38.00	BACS
Community First	1x day youth engagement Moot Lane Grand Opening Event	500.00	BACS
Elan City	SID Mounting bar	89.71	BACS
ldverde	Bin emptying (March)	312.74	BACS
ldverde	Grounds Maintenance (March) reduction	695.00	BACS
BWP Creative Ltd	Web hosting 1/4/23-3/4/23	30.00	BACS
Fat Sams	Ice Cream Moot Lane Grand Opening Event	175.00	BACS
M Camilleri	Expenses	38.63	BACS
	Total debit	£2,284.20	

- ii) **RESOLVED:** the quote to repair the electrics for the light at one bus stop was approved.
- iii) **RESOLVED:** the purchase of two mounting bars (£89.71 incl VAT) and clamps (£53.53 incl VAT) for the SID was ratified. GW abstained from voting; forfeiting his vote.
- iv) **RESOLVED:** the Cyber insurance renewal quote (period 19 April 2024 to 18 April 2025) was approved.
- v) **RESOLVED:** Salisbury Guttering Service's quote for cleaning the bus stops during 2024/25 was approved
- vi) BWSCA's application for Grant monies for repairs to the boundary fence and refurbishment of the Tennis Club was unanimously refused on the basis that the invoices didn't cover structural repairs to the buildings.

102/24 End of year Accounts 2023/24

- i) Noted that Parish Council's gross annual income and expenditure for 2023/24 will be greater than £200,000, meaning that the Council will be subject to an intermediate level audit review.

- ii) As the Council's gross annual income and expenditure in previous financial years has previously been below the £200,000 threshold:-
1. **RESOLVED:** the following Policies and Procedures in compliance with publication requirements as set out in The Local Government Transparency Code 2015 were approved and adopted as from 08 April 2024:-
 - Standing Orders
 - Financial Regulations
 - Terms of Reference for Committees and Working Groups
 - General and Earmarked Reserves Policy
 - Publication Scheme and FOI Policy
 - Complaints Policy
 - The draft Risk Management Policy was agreed in principle subject to further scrutiny and completion of the RAG status columns. This will be done over email by 15 April 2024 and the finalised Policy ratified at the May meeting.
 2. Noted the following additional financial information will be produced for consideration and approval at the same time as the Annual Governance and Accountability Return 2023/24: -
 - All items of expenditure above £250
 - Details of Contracts where value exceeds £5,000
 - Procurement Information where value exceeds £5,000
 - Award of Grants by the Parish Council
 - Council Land and Buildings Assets
- iii) Noted that all remaining Policies and Procedures will be reviewed, updated if necessary, and considered for adoption at the Annual Parish Council Meeting 13 May 2024.

103/24 HR Matters

- i) It was formally noted that the Administrative Officer, Susan Barnhurst-Davies, has passed her probationary period with flying colours.
- ii) Noted that the Clerk's annual appraisal has been partially completed.

104/24 Committee & Working Group Reports

- i) GW confirmed the Carver Trust's Accounts have been completed and all correct.

105/24 Councillors Reports

- i) JB: gave a report on plans for the table at the Volunteering Day Event on Mon 29th April. Cllrs to confirm availability to man the table and JB will draw-up a rota.
- ii) It was agreed that Councillors will move on to the .gov.uk email addresses by September 2024. This will involve a fair amount of work and DM will hold a 'surgery' for those who need support with the changeover.

106/24 Correspondence, AOB, urgent matters

- i) None received.

107/24 RESOLVED: that Agenda item 108/24 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.

108/24 Memorial Centre Lease (Part 1)

- i) **RESOLVED:** that The Downton Memorial Centre CIO may enter into an underlease of part of the property for the purpose of providing educational or recreational facilities for young children in accordance with Clause 16.2 c) of the Lease dated 11 June 2019 between Downton Parish Council and The Downton Memorial Centre CIO
Having declared an interest, DM abstained from voting; forfeiting his vote.

109/24 Memorial Centre Lease (Part 2)

i) **RESOLVED:** to grant the new sub-lessee the right of access to the Memorial Gardens (using the side gate of the pre-school playground located in the grounds of the Memorial Centre) to conduct educational and recreational activities.

Having declared an interest, DM abstained from voting; forfeiting his vote.

110/24 RESOLVED: that Agenda items 111/24 and 112/24 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.

111/24 Communication from Millennium Green Trust

RESOLVED: the Clerk will issue the approved letter, details of which are 'Confidential – Not for Publication' under Section 40 of the Freedom of Information Act 2000.

112/24 FOI requests

RESOLVED: the Clerk will issue the approved FOI responses. Details of one response are 'Confidential – Not for Publication' under Section 40 of the Freedom of Information Act 2000.

113/24 Date of next meeting

The **Annual Parish Council Meeting** for **Downton Parish Council** will be held on **13 May 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