



## Downton Parish Council

**Minutes of the  
DOWNTON PARISH COUNCIL  
ANNUAL PARISH COUNCIL MEETING  
Monday 13 May 2024. Start time 7:00pm  
MEMORIAL HALL, DOWNTON (BONVALOT ROOM)**

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Councillors present: Jane Brentor (Chair) (JB), 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 15 members of the public.

### MINUTES

- 114/24 Election of Chair and acceptance of office:** JB was proposed by GW, seconded by SJ, and unanimously approved. JB accepted office and signed the paperwork.
- 115/24 Election of the Vice-chair and acceptance of office:** DM was proposed by GW, seconded by PR, and unanimously approved. JB confirmed that DM had expressed he was willing to accept this office. This will be ratified at the June meeting.
- 116/24 Public Question Time**
- Planning Application PL/2024/03166 28 Saxonhurst: A number of statements were read out by members of the public plus the applicant
  - Gully clearance: Following Wessex Water claim to her that gravel was removed from 60% of drains, request for a letter be sent to residents with gravel driveways (to retain the gravel within their boundary and prevent it from being washed into the road)
  - Murals: Inspired by the murals in Salisbury, Downton Primary School and Trafalgar School made a proposal to create mural(s) in Downton
  - Attended Conservation Panel. No specific issues arising. Reported that Wiltshire Council's Conservation Officer is off sick for the foreseeable future, her replacement from Devon 3 days/week. Implication that planning matters in the conservation area will now take longer.
  - New residents' leaflet: Request for a leaflet be created and issued to new residents, particularly if they live in an historic building.
  - Memorial Centre Roof repairs: A Trustee of the Memorial Centre Trust spoke on the work to repair the defective flat roof (causing water ingress and internal damage). Quote obtained to repair. Seeking contribution from the Parish Council, as the owner of the building.

- 117/24 To receive a report from PC Marc Evans:** PC Marc Evand did not attend. No report was submitted to the Council.
- 118/24 To receive a report from Cllr Richard Clewer (Wiltshire Council)**
- No headway with Mesh Pond
  - Planning application 28 Saxonhurst: he's 'called-in' this application for determination by Planning Committee (if the Planning Officer recommends approval). There is sufficient nuance on impact to streetscene (arising from the degree the extension has been built-out on higher ground) to warrant this degree of scrutiny and balanced decision.
- 119/24 Apologies for Absence:** Cllr Mace and Cllr Carter. Reasons noted and accepted.
- 120/24 Declarations of interest:** AN: Agenda 136/24 iii) (Tech B invoices), MR: Agenda 136/24 iii) (expenses), GW: Agenda 136/24 iii) (Downton Cleaning Services), JB: Agenda 136/24 iii) (NDP website).
- 121/24 Minutes**
- i) the Minutes of the Ordinary Meeting held on **08 April 2024** were approved.
- 122/24 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.
- Planning Application PL/2024/03166 28 Saxonhurst: to be discussed under Agenda item 129/24. JB confirmed that Downton PC are a statutory consultee and it is WC, the planning authority, who make the final determination.
  - Gully clearance: The Parish Council will discuss gravel stones with Wessex Water and consider the request for a letter to residents of gravel driveways
  - Murals: to be discussed under Agenda 128/24
  - Conservation Officer: Noted
  - New residents' leaflet: Requested that Downton Society prepare a draft leaflet for Downton Parish Council's review before it goes out to new residents
  - Memorial Centre Roof repairs: to be discussed under Agenda 132/24
- 123/24 Governance**
- s29(1) of the Localism Act 2011: **RESOLVED** Councillors' Register of Interests are published and up to date.
  - **RESOLVED** Councillors are committed to abide by The Local Government Association's Model Councillor Code of Conduct and re-adopt the 'Civility and respect Pledge from the National Association of Local Councils charter'.
  - Noted dates for all Ordinary Meetings of full council up to and including the next Annual Parish Council Meeting in 2025. Dates have been published on the website.
  - Noted the Policies and Governing documents adopted on 08 April 2024
  - Approval and adoption of the Risk Management Policy was ratified.
  - **RESOLVED** the remaining Policies and Procedures will be reviewed and adopted on or before the July 2024 meeting.
- 124/24 Committees and Working Groups**
- i) Noted the Terms of Reference for the Committees and Working Groups adopted on 08 April 2024
- ii) Agreed Membership of the Council's existing Committees and Working Groups as follows: -
- Amenities Committee: AN, MR, PR, GW

- Communications Working Group: SJ, AN, GW
- Complaints Committee: SJ, MR, PR
- Housing Development Committee: AN, MR, GW
- Staffing Committee: AN, MR, GW
- Strategy Committee: to be set-up (Agenda 127/24)
- Water Meadows & Flood Defence Committee: SC, MR, PR, GW

Ex-officio to all Committees and Working Groups: JB and DM

#### 125/24 **Membership of Outside Bodies**

Agreed the Parish Council Representatives for each body as follows: -

- Allotments Association (1 Member): GW
- Brian Whitehead Sports Centre Association (2 Members): JB, SC (+PR if needed)
- Caring Community Support: SJ
- Carver Trust (1 Member): GW
- Chalk Pit Management Committee (2 Members): MR, GW
- Childrens Corner: deferred to June meeting
- Community Policing Team Liaison (1 Member): SC
- Downton Cuckoo Fair (1 Member): PR
- Downton Link (1 Member): SJ
- Downton Memorial Centre Committee (1 Member): MR
- Downton Memorial Centre (1 Member to be the 'Responsible Person' to oversee the fire safety aspects of the management of the Downton Memorial Centre: MR
- Downton Moot Preservation Trust (1 Member): GW
- Downton Primary School's Working Group (1 Member): SJ
- Millennium Green Trust (2 Members): JB, SJ
- Southern Wiltshire Area Board (2 Members): SJ, MR
- Southern Wiltshire Area Board Community Area Transport Group (1 Member): situation dependant as to who will represent. SBD currently the liaison
- Stockman & Woodlands Trust (2 Members): MR, GW

#### 126/24 **Finance Part 1: Annual Governance**

- RESOLVED:** the signatories on the Council's Bank Accounts for which two Councillors must sign any order for payment are: JB, DM, AN, GW
- RESOLVED:** Either DM, AN, GW will verify the bank reconciliations
- RESOLVED** approval of all variable DD payments set-up (6.7 of the Financial Regulations)
- RESOLVED** continuation of all Standing Order payments set-up (6.8 of the Financial Regulations)
- Noted all Annual Subscriptions
- Insurance cover in respect of all insured risks, as set out in the Asset Register (including land and building assets), was confirmed.

#### 127/24 **Strategy**

- RESOLVED:** a Working Group made-up of JB, AN, GW, MC, and SBD will review the current 3-year Plan (Aug 2021 – July 2024). MC to action next steps.

#### 128/24 **Village Matters**

- Parish Steward: SBD captured list of jobs for the 12/13 June visit.

- Defibs:
  - SBD delivered a report on the Defib Awareness Training – 36 attendees (there was a waiting list). The training receiving good feedback and attendees felt confident in how to use the equipment. Community Heartbeat has offered a discount if the Parish Council holds a 2<sup>nd</sup> session.
  - **RESOLVED:** the allocation of the £1K Defib budget for 2024/25, as follows:-

ITEM	COST excl vat
Replace Cabinet for the Defib at the Downton Memorial Centre	£499
Electrician costs involved with replacing one cabinet (as above)	£148.50
2 <sup>nd</sup> Awareness Training session (discounted price)	£125
2x replacement pads for GP Surgery <u>and</u> DMC (expiry date Aug 2024)	£195.16
<i>SBD to first check if there are spare pads in the store.</i>	
<b>TOTAL</b>	<b>£967.66</b>

- SID: SBD delivered a report that the SID has been set-up with special thanks to Adrian Turnbull, Jeremy Parsons, Paul Roberts, David Gillett. Data will be available soon.
- Gullies: SBD delivered a report on latest works carried out by WC Highways. Waiting for a date to return when drains with roots to be cleared. GW requested Moot Lane drains to be added to the list.  
Lode Hill drains to be cleared before the highways works commence to reinstate the red surface on the road which marks the pedestrian walkway. Any request for additional signage would need an application to LFHIG. Agreed that once the works have been completed, to monitor the situation to establish a need for signage. SBD to check Highways have notified the bus companies about these works.
- Mural: The proposal from the Art and Design Teacher at Downton’s Trafalgar School to create a mural piece in the village was discussed and agreed in principle. It was agreed that Cllr Jalland will work with the schools in developing a proposal for designing and painting quality designs, supported by a professional street artist. The proposal (with actual designs) to return to full council for approval.
- Bus shelters: **RESOLVED:** MC to approach Wiltshire Council with the view of renewing the Letter of Understanding in relation to the cleaning and maintenance of bus shelters in the parish

**129/24 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)

**130/24 Moot Lane and Memorial Gardens Recreation Ground**

- i) **RESOLVED:**
  - MR and SJ to take the lead on arrangements for the Summer Event taking place on Saturday 20 July 2024 at Moot Lane Recreation Ground with a budget of up to £700.
  - Additional spend may be authorised via email and ratified at the June meeting, subject to keeping within the remaining Play Park Refurb Budget.

- MC confirmed that Teqball on Tour has been booked using funds allocated in the 2024/25 budget.
- ii) A request from Downton FC under 12s to use the football pitch at Moot Lane Recreation Ground was considered. This prompted a range of questions. It was agreed that MC will collate all questions, seek a response from Downton FC under 12s, and bring back to full council for further consideration.
- iii) Vita Play's quotes (options 1 and 2) for the installation of protection around the seesaw rocker were considered. Agreed that MC will seek an alternative view as to the problem and solution from alternative providers and RoSPA inspector.
- iv) **RESOLVED:** request to run a Riverfest activity 'Picnic and Pooh Sticks' on Sat 15th June (12noon to 3pm) at Downton Memorial Gardens was approved.

**131/24 Cemetery: Phases 2-6**

- i) Cllr Randall delivered a report on phases 2-6 which was agreed in principle. Next steps: consider submitting a Lottery Funding Grant Application and report back at the June or July meeting.

**132/24 Downton Memorial Centre**

- i) **RESOLVED:** the Parish Council will finance the repair of the flat roof subject to a 50% contribution (net of VAT) from the Memorial Centre Trust.

**133/24 Trees**

- i) **RESOLVED:** to make an application for trees under the Coronation Grant Scheme and identify locations with support of Tree Officer. Rules of the Cemetery to be considered.
- ii) **RESOLVED:** to carry out an inventory of trees on Parish Council land (tree officer, JB, SBD, and MC) and obtain a quote for a Tree Survey

**134/24 Newcourt Stable Lease**

- i) **RESOLVED** the renewed Newcourt Stable Lease (Longford Estate) was executed for a 3-year period commencing 01 June 2024 in accordance with Standing Order 23a.

**135/24 Wiltshire Towns Programme**

- i) After a brief discussion it was agreed that the Parish Council does not currently have available resource to support the delivery of the Programme. AN acknowledged this and indicated that his next steps would be to seek resource external to the Parish Council.

**136/24 Finance Part 2**

- i) To resolve to approve payment of invoices from the Millennium Green Trust using the S106 funds held as earmarked funds by Downton Parish Council: This item was deferred to the July meeting
- ii) The purchase of materials (paint) for painting the wall at the Cemetery was ratified
- iii) **RESOLVED:** the Cash Flow Report and payments were approved

**Account Balances**

Lloyds Treasurers Account 13 May 2024: £44,639.59

Lloyds Business Bank Instant 13 May 2024: £134,970.64

Lloyds Treasurers Account (Heritage Fund) 13 May 2024: £0

Payee	Detail	Amount £ (incl vat)	Method
Staff Salaries	Net Salaries (April) + office allowances	4,348.10	BACS
Wiltshire Pension	Mth 1	1,433.44	BACS
PWLB	Loan repayment	8,808.57	DD
1&1	Email Microsoft 2019	9.60	DD
1&1	Email Microsoft 2019	9.60	DD
1&1	Email Microsoft 2019	10.00	DD

TechB	IT Managed Services	40.20	S/O
BT	Monthly business bill	192.40	DD
WALC	Annual subscription WALC/NALC	1,087.79	BACS
South West Councils	Annual subscription	598.80	BACS
AJGIBL	Cyber Insurance Renewal	367.36	BACS
Merangi	Public Toilets Cleaning (March)	910.00	BACS
Southern Security Services Ltd	Fire Alarm Monitoring	160.80	BACS
Downton Memorial Centre	Room Hire (various March)	95.25	BACS
Downton Memorial Centre	Room Hire (various April)	85.50	BACS
Greenwood Building Projects	Cemetery Refurb Phase 1	7,617.38	BACS
John K. Murray	Internal Audit	250.00	BACS
West Mercia Energy	Public Toilets Memorial Grd – electricity March	42.61	BACS
Downton Cleaning Services	Public Toilets Cleaning (April)	985.00	BACS
ldverde	Bin emptying (April)	312.74	BACS
ldverde	Grounds Maintenance (April)	1,043.38	BACS
BWP Creative Ltd	Web hosting 1/05/24-31/05/24	30.00	BACS
Phill D Brentor	NDP website (Feb 2023-May 2024)	75.00	BACS
Ockenden Tree Services	Moot Lane Treeworks	1,148.00	BACS
CLlr Randall	Expenses	181.91	BACS
Susan BD	Expenses	53.56	BACS
Susan BD	Expenses	24.98	BACS
M Camilleri	Expenses	45.89	BACS
Total debit		<b>£29,967.86</b>	

iv) **RESOLVED** the Bank Reconciliation prepared by the RFO was approved and signed-off as correct by JB and AN.

**137/24 Working Time Regulations**

i) Noted that Downton Parish Council is already in compliance with Working Time Regulations (significant changes which came into force on 1 January 2024 that affect the statutory annual leave and pay entitlements).

**138/24 Committee & Working Group Reports**

i) To receive an update: None

**139/24 Councillors Reports**

i) To receive reports from the Councillors

**PR:**

- Attended a Cuckoo Fair meeting. Exploring the possibility of moving the date in 2025 due to the wet weather we've experienced at this time of year in recent years
- has periodically inspected the public toilets and can confirm the standard of cleanliness is to a very good standard.

**JB:**

- Thanked all who attended the volunteer event 29 April
- Footpath Meeting 14 May in Memorial Hall

**140/24 Correspondence, AOB, urgent matters**

i) To receive a summary of correspondence received: None to report

**141/24 RESOLVED:** that Agenda item 142/24 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.

**142/24 Complaint**

i) The complaint and full circumstances surrounding the matter was considered.

**RESOLVED:** unanimously that 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.

**143/24 Date of next meeting**

The date of the next Meeting for **Downton Parish Council** will be held on **10 June 2024** at **7:00pm** in the **Memorial Hall, Downton (Bonvalot Room)**.

Being no further business, JB closed the meeting at 10:20pm.

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