



# Downton Parish Council

**Minutes of the DOWNTON PARISH COUNCIL**  
**Meeting held on**  
**Monday 10 June 2024. Start time 7:00pm**  
**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), Gareth Watts (GW), Paul Roberts (PR), Stu Carter (SC), and Cllr Richard Clewer (Wiltshire Council) (RC)

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

## MINUTES

### **144/24 Public Question Time**

- Planning application PL/2024/04064: applicant attending should the Cllrs have any questions
- Pinch Point at Iron Bridge: Concerned with ‘near-miss incidents’ and pedestrian safety. Request for signage at an earlier point in the road.
- Moot Lane ‘Adverse Possession’: attending should the Cllrs have any questions
- Seesaw Rocker: Concerned about safety when in use - toddlers are straying into its path and being struck by the seat at force. Notwithstanding concerns over this one item of equipment, thanked the Parish Council for their fantastic work on improving all the Play Parks.

**145/24 To receive a report from PC Marc Evans.** JB thanked PC Evans for attending whilst on leave. See Appendix for full report delivered.

### **146/24 To receive a report from Cllr Richard Clewer (Wiltshire Council)**

- Charlton All Saints flooding issue: a way forward has been agreed
- Mesh Pond: some headway has been achieved
- WC has set aside extra funding to tackle flooding

**147/24 Apologies for Absence:** None

### **148/24 Election of Vice-Chair and acceptance of office**

- i) **RESOLVED:** Appointment of Cllr Mace as Vice-Chair was unanimously ratified. DM accepted office and signed the paperwork.

**149/24 Declarations of interest:** AN Agenda 158/24 (i) (Tech B invoices), JB Agenda 158/24 (i) (Reimbursement for plants), GW Agenda 158/24 (i) (Public Toilets cleaning).

#### 150/24 Minutes

- i) **RESOLVED:** the Minutes of the Annual Parish Council Meeting held on **15 May 2024** were approved. SC and DM abstained from voting as they did not attend the meeting.

#### 151/24 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/2024/04064: To be considered at Agenda 154/24
- Pinch Point at Iron Bridge: The Parish Council will raise a request for a Safety Assessment to be conducted by Wiltshire Council's LHFIG team.
- Moot Lane 'Adverse Possession': To be considered at Agenda 154/24
- Seesaw Rocker: Solutions from the safety experts continue to be sought. Not as simple as modifying the item of equipment as to do so would render the safety 'pass' of that equipment null and void. Various options on installing a barrier have been considered but discounted as they give rise to a potential safety concern e.g. trip hazard.

#### 152/24 Governance

- i) **RESOLVED:** the following Policies and Procedures were approved and adopted: -
- Equality & Diversity Policy
  - Play Parks Risk Management Policy (subject to minor changes on frequency of visual checks).
  - Policy on the Filming, Photographing, Audio Recording & Social Media Reporting of Public Parish Council and Committee Meetings
  - Protocols for Meetings with Developers
  - S137 Grant Policy and application form
  - Social Media Policy
- ii) Noted that the Data Retention Policy, the Info and Data Protection Policy, and the Safeguarding Policy will be reviewed at the 15 July meeting.

#### 153/24 Village Matters

- Parish Steward: list of jobs identified and captured by SBD for the 10 & 11 July visit.
- Defibs:-
  - SBD confirmed that the 2<sup>nd</sup> Defib Awareness Training will take place on 17 Sept 2024.
  - SBD delivered a report on the deployment of the defib at Moot Lane surgery.
  - **RESOLVED:** the quote for replacement defib cabinet (Memorial Centre) was approved.
- Heritage signs: Size of the three Heritage Signs quoted for discussed. Suggested they need to be larger. SBD to 1) seek quotes for larger size for consideration at the 15 July meeting and 2) seek written permission to instal.
- Street Name Plates: Agreed that SBD would seek volunteers to carry out the work.
- Wiltshire Council Tree Officer visit: SBD delivered a report on the Tree Officer's visit to Downton. Agreed that SBD will complete grant application for review by JB and MC before presenting for approval by full council at the 15 July meeting. Application to be made subject to covenant holder consent. MR suggested that trees could be planted as a Commemorative Tree (relatives seek consent and pay for a Memorial Plaque)
- Grounds Maintenance: MC delivered a report on feedback provided by email to the contractor Idverde on issues to address/remedy covering Moot Lane, the Cemetery, and Wick Lane. No response received. Unanimously agreed that MC would write a letter to the contractor asking that these matters are remedied within 6-weeks of the letter otherwise the Parish Council would have no option but to redress through partial withholding of payments.

- 154/24 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)
- 155/24 Moot Lane Recreation Ground Summer Event 20 July 2024**
- A report from Cllrs Randall and Jalland was delivered on planned activities - Teqball on Tour demo and Facepainting. Ice Cream van not available - may seek an alternative. SJ to request 1<sup>st</sup> aiders  
SJ to produce a flyer for the school and Noticeboards. MC to print
- RESOLVED:** budget up to £700
- i) Risk Assessment: agreed that the RA from the Grand Opening event can be used (adapted, as necessary)
- 156/24 Memorial Gardens Summer Events 2024**
- i) The Risk Assessment and Public Liability Insurance documentation for the 'Picnic and PooH Sticks' Event taking place on Sat 15th June were considered and agreed as satisfactory. JB to let contractor know and unlock gate before/after the event.
  - ii) A short discussion took place about the request to run a Caribbean street food pop up (which will include live music, drinks and activities for the whole family) at Downton Memorial Gardens in August. A number of questions were raised requiring an answer before a decision could be made. Agreed that SBD would ask these questions, report back to full council, and a decision made by via email (due to time proximity of the proposed event).
- 157/24 Finance Part 1: Internal and External audit**
- i) Annual Governance and Accountability Return 2023/24 Form 3
    - a. **RESOLVED:** the Internal Auditor's Report was noted
    - b. **RESOLVED** Section 1 – Annual Governance Statement was approved
    - c. **RESOLVED** Section 2 – Accounting Statements was approved
    - d. **RESOLVED** the Explanation of Significant Variances Report was approved
    - e. Noted the Bank Reconciliation ending 31 March 2024
    - f. **RESOLVED** the dates for the period of the exercise of Public Rights and Publication of unaudited Annual Governance and Accountability Return set as 01 July 2024-09 August 2024.
  - ii) **RESOLVED** the following additional financial information which is required as turnover for 2023/24 exceeded £200K was approved:-
    - All items of expenditure above £250
    - Details of Contracts and Procurement where value exceeds £5,000
    - Award of Grants by the Parish Council
- 158/24 Finance Part 2: Payments**
- i) **RESOLVED** the Cash Flow Report and payments were approved.  
Account Balances  
Lloyds Treasurers Account 04 June 2024: £23,926.03  
Lloyds Business Bank Instant 04 June 2024: £134,970.64  
Lloyds Treasurers Account (Heritage Fund) 04 June 2024: £0
  - ii) **RESOLVED:** The Bank Reconciliation prepared by the RFO was approved and signed-off as correct by Members of the Council
  - iii) **RESOLVED:** to renew Zoom Pro subscription in July 2024 (£129.90 p.a)

- 159/24 TechB Contract**
- i) Noted the announcement made by TechB's Director of Service of its merger with Sysmetix, and that Sysmetix's helpdesk will fulfil all its IT support under our contract (with a 8-week probationary period).
  - ii) **RESOLVED:** acceptance of Sysmetix T&Cs (which are identical to those of TechB).
- 160/24 Committee & Working Group Reports**
- i) To receive an update: None
- 161/24 Councillors Reports**
- i) To receive reports from the Councillors  
JB: Has chased Wiltshire Council for review of the NDP.
- 162/24 Correspondence, AOB, urgent matters**
- i) Notification of intent received from resident of Moot Lane to claim 'Adverse Possession' of a plot of land behind their property. To note summary of exchange of communication so far between the resident, Wiltshire Council's Legal Team, and the Parish Council. **RESOLVED:** documentation would be reviewed and consideration deferred to the 15 July meeting.
  - ii) Noted that the Football Federation has awarded a grant to Downton FC for LED Floodlights
  - iii) Glass screen made by the Crafty Cuckoos of Downton showing a variety of local scenes: To note that it is currently on display in Downton Library as part of Local History Month. All to visit the display and consider IF there is a suitable permanent 'home' to display the screen within the parish. Noted the size of the screen may prove to be prohibitive.
  - iv) Noted that Downton PC is now registered to access Place Informatics' 'Town Visitor Data' in association with the Wiltshire Towns Programme.
- 163/24** **RESOLVED: that Agenda items 164/24 and 165/24 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.**
- 164/24 Complaints**
- i) To consider the complaints and full circumstances surrounding the matters.  
**RESOLVED:** the Parish Council's responses for all complaints were unanimously approved.
- 165/24 Legal Matters**
- Matters discussed under this Agenda item are 'Confidential – Not for Publication' by means of Legal Professional Privilege (Section 42 Freedom of Information Act 2000).
- No resolutions were passed.
- 166/24 Date of next meeting**
- The date of the next Meeting for **Downton Parish Council** will be held on **15 July 2024** at **7:00pm** in the **Memorial Hall, Downton (Bonvalot Room)**.

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

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

## APPENDIX

### Report from PC Marc Evans

#### Crimes and incidents

Not all crimes have been added. Domestic and some other crimes have been removed.

#### Day time burglary

- Two reports of day time burglaries, with the help of local residents and police enquiries a male was identified as a suspect. Details have been past to Hampshire, the victims will be updated throughout
- Co'op shoplifting. Continues to be an issue, with one male who is a prolific offender. Enquires continue to identify that male
- Co'op burglary. Police enquires are ongoing. Again, with the help of residents CCTV has been obtained.
- Attempt burglary, the Borough. This was a garden shed nothing taken, no further enquires, NFA

ASB CRIMINAL damage, reported in the cemetery and at the local park with criminal damaged caused, potentially with catapults. Increased patrols especially on warm weather evenings to hopefully control this before the summer months get going.

#### PSPO

*“Following public consultations on anti-social behaviour, Wiltshire Council has implemented a Public Spaces Protection Order (PSPO) in Salisbury and the surrounding parishes.*

*Two consultations on the proposed order took place between September to October 2023 and February 2024. Over 200 responses were received across the two consultations from residents and local business owners who supported the PSPO being put in place.*

*PSPOs were created by the Anti-social Behaviour, Crime and Policing Act 2014, and are intended to deal with any nuisance or anti-social behaviour within a defined area that is detrimental to the local community's quality of life.*

*The PSPO, is designed to address two issues in Salisbury and covers the city centre, plus the surrounding parishes of Laverstock & Ford, Quidhampton, Netherhampton, Wilton, Alderbury, Odstock and Coombe Bissett. Across the entire area, the order makes it an offence to possess any catapult, slingshot or similar items capable of launching a missile, and to possess any item that could be used as a missile, which could cause harm or damage. It is also an offence to refuse to surrender any such item, when required by a police officer.*

*In the city centre, a police officer may also require anyone causing anti-social behaviour in a public place to stop drinking alcohol and require them to surrender anything believed to be an alcohol container. It is an offence to refuse any such order and continue to consume alcohol. These powers have been granted to aid police to address the increase in street drinking related anti-social behaviour witnessed by the police, CCTV operators and members of the public. The PSPO does not prevent those licensed premises with outdoor seating from serving alcohol.*

*Signage will be in place to remind people of the restrictions, and anyone found to be in breach of the PSPO could be issued with an on-the-spot Fixed Penalty Notice (FPN) up to £100. Failure to pay a FPN could lead to prosecution and a fine on conviction up to £1,000”*

Downton is not on this list, however. Any catapults found on any individual will be dealt with by officers.

#### Traffic/ speeding RTC

- We have been made aware of speeding through the village, mainly on the ridge heading into and away from Downton. Officers have visited and spent 2 hours monitoring the traffic. Officers noted the speed of vehicles and will arrange a police team visit with speed guns, The signs clearly show the speed of 30 mph with adequate signage both by road signs and painted on the floor.