



Downton Parish Council

Minutes of the DOWNTON PARISH COUNCIL
Meeting held on
Monday 15 JULY 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), 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, and seven members of the public.

MINUTES

167/24 Public Question Time

- Planning applications PL/2024/00281 and PL/2024/00545: applicant ran through the changes made to the plans and answered Members' questions.
- National Planning Policy on Nitrate and Phosphate pollution: question directed at Cllr Clewer following an email he'd sent to Cllr Clewer

168/24 To receive a report from PC Marc Evans: PC Evans sent apologies and the following report:

- Burglaries: one in Downton on Moot land and two close-by in Nomansland. Thankfully our team caught two males in Nomansland and almost all property was recovered. These two males have been remanded and are likely to receive lengthy sentences
- Vehicle thefts: 4 vans broken into. Enquires are ongoing for these
- Thefts co-op: Issues at the co-op are ongoing, we are working closely with the school who are taking a strong stance on suspending any student who while in uniform damages the integrity of the school
- Speeding: As noted in person and at the request of the parish on the last meeting, speeding through the village and along the ridge is on the increase. I have attended and carried out speed checks along the ridge. I personally stopped one vehicle on the ridge doing 48mph in the 30 zone, "*they were late for dinner apparently*"
- Speed Enforcement Team: caught 10 vehicles speeding on 24 June 2024 in Redlynch on The Ridge. This stretch of road has a clearly displayed speed limit of 30mph. The fastest vehicle was captured travelling at 42mph. On the day in question, it was sunny, and roads were dry. Depending on previous convictions and history, 10 drivers will be offered a speed awareness course. Proceedings will now be undertaken to ensure the most appropriate outcome for the offenders takes place.

- 169/24 To receive a report from Cllr Richard Clewer (Wiltshire Council)**
- Budget outturn for WC last full financial year resulted in a £14M underspend. As a result, additional £10M approved for Highways maintenance (preventative measures), and additional £700K for flooding. He noted Downton’s gully clearance using the WC gullies team has been effective. SBD expressed her thanks to Wiltshire Council’s Highways Team for their responsiveness to the Parish Council’s requests.
 - Consultation underway on the Local Plan Gypsy & Travellers Site
 - Resurfacing at Mesh Pond taken place
 - Lode Hill: Structural completed, gullies cleared but some work remains unfinished. Delays caused by the weather. The road is open (traffic light controls)
- 170/24 Apologies for Absence:** Cllr Jalland. Reason noted and accepted.
- 171/24 Declarations of interest:** AN Agenda 183/24 (i) and iii) (Tech B invoice and Sysmetix DDs), DM Agenda 183/24 (i) (Downton Memorial Hall invoices), GW Agenda 183/24 (i) (Public Toilets cleaning).
- 172/24 Minutes**
- i) The Minutes of the Parish Council Meeting held on **10 June 2024** were approved.
- 173/24 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 applications PL/2024/00281 and PL/2024/00545: To be considered at Agenda 179/24
 - National Planning Policy on Nitrate and Phosphate pollution: Cllr Clewer will respond directly.
- 174/24 Wiltshire Towns Programme Grant**
- i) Paul Leo delivered a short powerpoint presentation on the Programme. Unanimously approved that Paul Leo purchase the various domain names and domain host (the Parish Council as the ‘owner’) up to £300 (decision to be ratified at the August meeting).
Next steps: Paul and Cllr North to create a website and present to full council for approval.
JB thanked Paul Leo on behalf of the whole council.
- ii) **RESOLVED:** the Council will submit Grant Application for Yrs 3 and 4 (deadline 31 October 2024). Application to be presented to full council at the August meeting.
- 175/24 Village Matters**
- Parish Steward: a list of jobs for Sept were identified (no August visit).
 - Heritage signs:
 - **RESOLVED:** the quote for Heritage Signs (School Rails, Snail Creep, Doctor’s Alley) was approved
 - SBD confirmed that two of the three residents had granted permission to instal. The third is to respond imminently.
 - Topiary Cuckoo: **RESOLVED** to renew the 2-year installation agreement between Downton Parish Council and The Downton Society for the period October 2024 – September 2026, subject to the review and approval of their Risk Assessment.
- 176/24 Millennium Green S106 monies**
- i) MC delivered a report on S106 monies held by the Millennium Green Trust and by Downton Parish Council. Summary as follows: -
- JB’s report dated March 2023 had been produced using the information available to her at the time. Full council had not been furnished with a year-on-

year record of earmarked reserves held since the S106 monies were received from Wiltshire Council in 2018.

- MC subsequently reviewed the Parish Council's bank statements, Minutes of full council, and relevant invoices since 2018 and recorded transactions on a spreadsheet for a) direct payments made by the Parish Council into the Millennium Green Trust's bank account and b) the Parish Council settling invoices in relation to eligible spend.
- JB presented this spreadsheet and supporting evidence to the Millennium Green Trust who reconciled and verified all recorded transactions as an accurate record.
- MC then presented to Wiltshire Council this spreadsheet, supporting evidence, and restated S106 figures held in earmarked reserves by Downton Parish Council and by Millennium Green Trust. Wiltshire Council has approved this restated position.
- The restated position: residual Millennium Green S106 monies held by Downton Parish Council in earmarked reserves @current date = £969.05.
- In accordance with the General and Earmarked Reserves Policy adopted on 08 April 2024, MC reported that £7,592.15 has been moved into the Parish Council's general reserves.

177/24 Moot Lane Recreation Ground Summer Event 20 July 2024

- i) Cllr Randall delivered a report on the event:-
 - Activities and refreshments funded by the Parish Council: Teqball on Tour, facepainting, ice creams.
 - Engagement with the community: schools have notified pupils, Noticeboard, social media
 - Budget: expected within the approved £700 allocation).

178/24 Moot Lane Recreation Ground U12s Football

- i) **RESOLVED:** Downton FC U12s may use the football pitch at Moot Lane Recreation Ground for training (Thurs and Fri 5-7pm) subject to confirmation 1) the Football Association have confirmed may use 2) evidence of DBS checks and 3) compliance with the Parish Council's Safeguarding Policy.

179/24 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)

180/24 Downton's Neighbourhood Plan Review

- i) Cllr North reported the context of Wiltshire Council's latest feedback: -
 - The first version of the revised Plan was set to WC Feb 2023
 - This is the 3rd version based upon WC feedback
 - The planning polices WC now refer to have been implemented after the Plan's submission – this is an ever-moving landscape
 - JB, as Chair, will respond to WC with an escalation to Cllr Clewer

181/24 Coronation Living Heritage Orchard Grant

- i) SBD set-out proposed planting plan and permissions from landowners: -
 1. Charlton All Saints Play Park: Longford Estate engaged and granted approval in principle subject to selection of trees (not fruit trees)
 2. The Beacon: subject to WC approval
 3. Memorial Gardens

RESOLVED: to proceed with Grant application on this basis and return final application to full council for approval at the Aug meeting.

182/24 SWAB Youth Grant

- i) **RESOLVED:** by majority decision - MC to submit a SWAB Youth Grant Application in relation to the Mural Project. Project cost £2K
- ii) **RESOLVED:** by majority decision, the Parish Council to provide £1K match funding from the earmarked Play Park budget

183/24 Finance

- i) **RESOLVED:** the Cash Flow Report and payments were approved
Account Balances
Lloyds Treasurers Account 11 July 2024: £20,023.39
Lloyds Business Bank Instant 11 July 2024: £115,264.04
Lloyds Treasurers Account (Heritage Fund) 11 July 2024: £0
- ii) **RESOLVED:** the Bank Reconciliation prepared by the RFO was signed-off as correct by Members of the Council
- iii) The DD for Sysmetix (who are to deliver IT support under the Tech B Contract (approved under Minute 159/24) was signed
- iv) To consider and resolve to approve the quote for a SID solar panel + mounting kit: decision deferred pending mid-year budget
- v) **RESOLVED:** the quote for the Memorial Hall Pumpstation annual maintenance was approved (budgeted item)
- vi) The quote for scraping the roofs of the bus shelters was not approved. SBD to seek alternative quotes.
- vii) Noted that the Clerk/RFO will be presenting a mid-year 2024/25 budget review to full council at the 12 August meeting

184/24 Contracts

- i) **RESOLVED:** to cancel the two BT ‘Essential Phoneline Bundle’ contracts which end on 31 Oct 2024 and 09 Nov 2024 (by giving 30 days’ notice required)
- ii) **RESOLVED** a SIM only contact will be taken out for the Administrative Officer’s mobile handset.

185/24 Governance

- i) **RESOLVED:** the following Policies and Procedures: -
 - Information and Data Protection Policy (which includes the Privacy Policy and Data Retention Schedule)
 - Safeguarding Policy

186/24 Committee & Working Group Reports

- i) Noted the Working Group for the Downton 3-year strategy are meeting on 17 July 2024
- ii) The next Amenities Committee meeting will be held on Mon 29 July 7pm
- iii) Either JB or SBD or MC will attend the WC Health & Wellbeing online meeting on 13 August 11am

187/24 Councillors Reports

- i) Cllr Randall reported that he’s awaiting quotes for the next phase of the Cemetery Project. The owner of the Memorial bench has granted approval to it being moved.
- ii) To receive all other reports from Councillors: -
DM: repair of the flat roof to the Memorial Centre has remedied the water ingress
SC: CAS ditches cleared

188/24 Correspondence, AOB, urgent matters

- i) Noted that, on behalf of the Parish Council, the Administrative Officer, Susan Barnhurst-Davies and Cllr Cater will be attending the opening of Trafalgar Flower Garden on Friday 19 July.

- 189/24** **RESOLVED** that Agenda items 190/24 and 191/24 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.
- 190/24** **Scotts House S106 Agreement:** No resolutions were passed under this Agenda item
- 191/24** **Legal Matters:** No resolutions were passed under this Agenda item
- 192/24** **Date of next meeting**
The date of the next Meeting for **Downton Parish Council** will be held on **12 August 2024** at **7:00pm** in the **Memorial Hall, Downton (Bonvalot Room)**.

Being no further business, JB closed the meeting at 10:15pm.

DRAFT MINUTES TO BE SIGNED AT THE NEXT PARISH COUNCIL MEETING