



# Downton Parish Council

By Order of Melanie Camilleri Clerk & RFO

☎ 07798 698199

✉: [clerk@downtonparishcouncil.gov.uk](mailto:clerk@downtonparishcouncil.gov.uk)

09 October 2024

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Dear **MEMBER OF DOWNTON PARISH COUNCIL**

You are hereby summoned to attend an

**ORDINARY MEETING**

on **MONDAY 14 OCTOBER 2024** at **7pm**

in the **MEMORIAL HALL, DOWNTON (BONVALOT ROOM)**

To transact the following business.

The right for the public and press to attend a Parish Council Meeting is established under the Openness of Local Government Regulations 2014 as well the right to record, film and broadcast meetings. In accordance with Downton Parish Council's "Policy on the Filming, Photographing, Audio Recording & Social Media Reporting of Public Parish Council and Committee Meetings", if anyone wishes to film, photograph, or audio record this public meeting, you must inform the Clerk at least **24 hours** in advance to ensure obligations under the Data Protection Act, Human Rights Act, and other legislation are met.

## AGENDA

**245/24 Public Question Time**

**246/24 To receive a report from PC Marc Evans**

**247/24 To receive a report from Cllr Richard Clewer (Wiltshire Council)**

**248/24 Apologies for Absence**

**249/24 Declarations of interest**

**250/24 Minutes**

i) To resolve to approve the Minutes of the Parish Council Meeting held on **09 September 2024**

**251/24 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.

**252/24 Village Matters**

- i) Defib Training: to receive a report on the 2nd training session delivered
- ii) Bulb Donations: to receive a report on donations received to date plus date for planting

**253/24 Highways**

- i) Parish Steward: to identify a list of jobs
- ii) Winter Preparations: to receive a report on actions taken in relation to gully clearance, Flood Wardens, replenishing supplies, clearance of the Bunney
- iii) LHFIG: to receive a report on the outcome of DPC's application for the installation of earlier warning signage for the 'pinch point' (reports of near misses due to vehicles not obeying current priority signs - pedestrian safety and bollards being regularly hit).
- iv) Remembrance Sunday: to note that the application to Wiltshire Council for closure of the B3080 for the Remembrance Sunday Parade has been approved by Wiltshire Council
- v) Pedestrian Crossing: To consider a parishioner's request to instal a pedestrian crossing on the B3080 (on the High Street outside of the Wooden Spoon pub). Agree next steps.

**254/24 Planning**

- i) To consider applications received and resolve on recommendations to be made to Wiltshire Council Planning Authority (see Planning Schedule)
- ii) To note planning decisions (see Planning Schedule)
- iii) To note CIL payment due (£3,798.84) in relation to Planning Application PL/2022/01331 The Former Piggery (tranche 1 of 1)

**255/24 Downton Neighbourhood Plan**

- i) To receive a report from Cllr Brentor on agreement with Wiltshire Council as to how updates to the adopted Downton Neighbourhood Plan (made on 09 Jan 2017) can be documented given Wiltshire Council considers the adopted Plan can remain 'fit for purpose'.
- ii) To agree next steps

**256/24 Coronation Living Heritage Orchard Grant**

- i) To note that the Grant requested has been awarded in full and that the signed acceptance of offer has been returned.
- ii) In accordance with Standing Order 23a, to resolve to execute the Licence from Wiltshire Council granting permission to Downton Parish Council to plant and maintain the eight trees to be planted on Downton Beacons Corner
- iii) To ratify payment for the order of trees and planting aids, as specified in the approved Grant Application
- iv) To consider and resolve to approve a date and arrangements for the community planting event

**257/24 Downton Parish Council Annual Christmas Tree 2024: Switching on the Lights Event**

- i) To note the order for a 20ft Christmas Tree has been placed for delivery on 05 Dec
- ii) To consider and resolve to agree activities and refreshments for this event
- iii) To consider and resolve to approve media coverage of the event (TV, social media)

**258/24 Policy on Signage on The Borough Greens**

- i) In compliance with the Lease for The Borough Green between Longford Estate and Downton Parish Council, agree what shall be classified as 'Permitted Signage'
- ii) Resolve to approve the Policy incorporating the classification in i) above

**259/24 HM Land Registry**

- i) To consider and resolve to approve acceptance of a financial contribution from a member of the public exclusively towards the cost of registering Moot Lane Recreation Ground with HM Land Registry
- ii) To note the exact position of the Moot Lane Recreation Ground boundary must first be established, as measured by a surveyor with reference to the 1963 OS map. To resolve to approve instructing a surveyor to define this boundary.
- iii) To consider and resolve to approve timescales for the registration of: -
  - Wick Lane Sports Association Ground, and
  - Moot Lane Recreation Ground

**260/24 Play Parks**

- i) To consider and resolve to approve the quote for new Netball net (Moot Lane)
- ii) To note that the Admin Officer is sourcing matching paint for the Shelter (Moot Lane) and will repaint the areas which were damaged by fire
- iii) To receive an update on minor equipment repairs by Vita Play under the 12-month warranty (Moot Lane)
- iv) To note Vita Play's schedule of safety inspection checks Oct 2024 and April 2025
- v) To receive an update on Idverde's undertaking to replace the rubber matting (Moot Lane)

**261/24 Grounds Maintenance contract**

- i) To receive an update on Idverde's response to the Parish Council's concerns in relation to ongoing issues on delivery of the contract.
- ii) To resolve to agree next steps, including holding a contractual formal review in relation to continuation of the contract in January 2025.

**262/24 Cemetery Refurbishment: Phase 2**

- i) To receive an outline proposal from Cllr Randall on Phase 2 of the Refurbishment Project
- ii) To consider and resolve to approve one (of three) contractors who've quoted for Phase 2 works

**263/24 IT Support Contract**

- i) To receive a report on Sysmetix's response to the Parish Council's letter of complaint in relation to issues on delivery of the contract
- ii) To agree next steps

**264/24 Wiltshire Towns Programme**

- i) To consider and resolve to approve Grant Applications for Yrs 3 and 4 (deadline 31 October 2024) in support of the 'Discover Downton' strategy

**265/24 Downton Parish Council 3-year strategy**

- i) To note that Downton Parish Council will host an Open Evening to engage with the community, understand wider views and expectations, and recruit additional people to the existing volunteer work force. To agree 1) a date in December 2024 and 2) budget for the event
- ii) To consider and resolve to approve Downton Parish Council's 'brand' statement and logo for the new website, comms, and social media
- iii) To agree a date for the strategy planning workgroup to meet
- iv) To receive a report on Wiltshire Council's proposals for EV Charging and agree next steps.

- 266/24 Finance: Part 1**
- i) To resolve to approve the Cash Flow Report and payments
  - ii) To resolve to sign the DD for the Admin Officer's mobile phone eSIM contract with EE
  - iii) To resolve to approve the Bank Reconciliation prepared by the RFO and signed-off as correct by Members of the Council
- 267/24 Finance: Part 2**
- i) To consider the first draft budget 2025/26
- 268/24 Southern Wiltshire Area Board - Youth Engagement and Support**
- i) To consider SWAB's request to all its Town and Parish Councils in relation to holding a youth music event/festival in 2025/26 i.e.: -
    - hold an event (with area board's support) or
    - help organise an event (held in another Southern Wiltshire parish)
  - ii) Following the Southern Wiltshire Area Board Youth Partnership Forum, consider whether or not Downton Parish Council is interested in participating in a new pilot project in 2025/26 to recruit resources offering youth worker support in the region
- 269/24 Committee & Working Group Reports**
- i) To receive an update
- 270/24 Councillors Reports**
- i) To receive reports from the Councillors
- 271/24 Correspondence, AOB, urgent matters**
- i) To receive a report on the clear-out of the Lock-up
  - ii) To consider and resolve to approve how the Administrative Officer's Mobile phone handset (which is now surplus to requirements) will be disposed of and removed from the Asset Register
  - iii) To consider and agree that Downton Parish Council will enter a display at the Christmas Tree Fair
- 272/24 To consider resolving that Agenda items 273/24 will 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.**
- 273/24 BWSCA**
- i) To receive an update on discussions in relation to renewal of the Lease
- 274/24 Date of next meeting**
- To agree the date of the next Meeting for **Downton Parish Council** will be held on **Monday 11 November 2024 at 7:00pm** in the **Memorial Hall, Downton (Bonvalot Room)**.