



Downton Parish Council

**Minutes of the DOWNTON PARISH COUNCIL
Meeting held on
Monday 14 OCTOBER 2024. Start time 7:00pm
MEMORIAL HALL, DOWNTON (BONVALOT ROOM)**

Councillors present: Jane Brentor (Chair) (JB), Matt Randall (MR), Gareth Watts (GW), Paul Roberts (PR), Stu Carter (SC), Andy North (AN), and Cllr Richard Clewer (Wiltshire Council) (RC)

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

MINUTES

245/24 Public Question Time

Pedestrian Crossing B3080 (on the High Street outside of the Wooden Spoon pub): attending to listen to the outcome of the request.

Downton Neighbourhood Plan: attending to listen to the outcome of the discussion with Wiltshire Council on treatment of the current Plan and next steps.

246/24 To receive a report from PC Marc Evans. PC Evans didn't attend but submitted the following written report:

- Burglaries:
 - Team caught two males and almost all property recovered. Males remanded and likely to receive lengthy sentences
 - Male who carried out daytime burglaries also caught and remanded
 - Garages – targeting tools and motor bikes
 - Vans – Salisbury wide.

Remember to call 999 at the time

- Hare Coursing: 2 males arrested
- Speeding: 15 speed checks. Since 15 May 51 drivers reported for speeding offences on The Ridge
- Incident Wick Lane 12 Oct: male arrested for riding a motocross bike with no license or insurance. Bike has been seized.
- Mobile police station will attend Downton (Memorial Centre) on 18 Nov

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

- Has just returned from a Wiltshire Council budget meeting. Nothing to report at this stage.

248/24 Apologies for Absence: Cllr Dave Mace and Cllr Stephanie Jalland. Reasons noted and accepted.

- 249/24** **Declarations of interest:** GW Agenda 235/24 (i) (Public Toilets cleaning) and GW and MR Agenda item 262/24 (cemetery work contract)
- 250/24** **Minutes**
- i) **RESOLVED:** the Minutes of the Parish Council Meeting held on **09 September 2024** were approved
- 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.
- Pedestrian Crossing B3080 (on the High Street outside of the Wooden Spoon pub): will be discussed under Agenda 253/24 v)
- Downton Neighbourhood Plan: will be discussed under Agenda 25/24
- 252/24** **Village Matters**
- i) Defib Training: SBD reported that 17 parishioners attended the 2nd training session.
- ii) Bulb Donations: SBD reported that a generous quantity (and variety) of bulbs have been donated by the community. Drop-off points Co-op (thanks to Cllr Roberts) and The Bull (thanks to Mike) until 18 October. Planting sites: the Cemetery, the Beacon, and Charlton all Saints Play Park
- 253/24** **Highways**
- i) Parish Steward: list of jobs identified for the PS's November visit.
- ii) Winter Preparations: SBD delivered a report on actions taken in relation to request for additional gully clearance, Flood Warden engagement, replenishing salt bins, contacting the Environment Agency for clearance of the Bunney. Additional supplies ordered will be collected by SBD on Thursday 17 Oct
- iii) LHFIG: SBD reported that DPC's application for the installation of earlier warning signage for the 'pinch point' was considered at the LHFIG meeting. Rhiann Surgenor, WC's Senior Engineer of the Traffic Engineering Team, will conduct a full review and report back on suggested remedy. Outcome to follow.
- iv) Remembrance Sunday: noted the application to Wiltshire Council for closure of the B3080 for the Remembrance Sunday Parade has been approved by Wiltshire Council
- v) Pedestrian Crossing: a parishioner's request to instal a pedestrian crossing on the B3080 (on the High Street outside of the Wooden Spoon pub) was considered. Discussion on public demand, suitability in the context of the road's infrastructure, and cost implications to WC and DPC. Agreed that SBD will discuss suitability of road infrastructure with Rhiann Surgenor at the same time of 'pinch point' inspection (see (iii) above). SBD will report back.
- 254/24** **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)
- iii) Noted CIL payment received (£3,798.84) PL/2022/01331 The Former Piggery
- 255/24** **Downton Neighbourhood Plan**
- i) JB and MC met Wiltshire Council's Head of Strategic Planning, Georgina Clampitt-Dix. It was agreed that updates to the adopted Neighbourhood Plan will be documented by way of a Monitoring Report which will sit alongside the Neighbourhood Plan. This approach reflects her opinion that the Neighbourhood Plan remains 'fit for purpose', preventing the formality of Reg 14 and Reg 16 submissions.
- ii) Next steps: JB, AN, and MC to meet and work-through all consequential actions and timescales.

- 256/24 Coronation Living Heritage Orchard Grant**
- i) Noted the Grant requested has been awarded in full and that the signed acceptance of offer has been returned.
 - ii) **RESOLVED:** In accordance with Standing Order 23a, the Licence from Wiltshire Council granting permission to Downton Parish Council to plant and maintain the ten trees to be planted on Downton Beacons Corner was executed
 - iii) The order of trees and planting aids was ratified
 - iv) Next steps: SBD will put together a plan on ground preparation and planting locations in readiness for volunteer planting. Request Cllr Jalland engage with the school. DPC to host a volunteer recruitment event in November.
- 257/24 Downton Parish Council Annual Christmas Tree 2024: Switching on the Lights Event**
- i) Noted a 20ft Christmas Tree has been ordered
 - ii) **RESOLVED:** To replicate activities and refreshments per the 2023 event
 - iii) **RESOLVED:** Photos and write-up for Salisbury Journal, FB and In Downton
- 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
- In consideration of the wording of the Lease and Downton Parish Council's support for The Wiltshire Towns Programme, it was agreed that AN and MC will discuss requirements and bring back to full council for further consideration
- 259/24 HM Land Registry**
- i) **RESOLVED:** that the Parish Council is willing to accept a financial contribution from a member of the public exclusively towards the cost of registering Moot Lane Recreation Ground with HM Land Registry
 - ii) Noted that the exact position of the Moot Lane Recreation Ground boundary must first be established. **RESOLVED:** should The Moot Trustees not have a detailed boundary map; MC will establish contact with a surveyor seeking a quote for this work.
 - iii) Timescales for the registration of Wick Lane Sports Association Ground and Moot Lane Recreation Ground: **RESOLVED:** complete both asap and by the end of 2024/25
- 260/24 Play Parks**
- i) **RESOLVED:** the pair of netball nets £20.79+vat was approved.
 - ii) Repainting the Shelter (Moot Lane) damaged by fire: upon further inspection, it was established that the size of the job demands professional attention. Obtain quote.
 - iii) MC delivered a report on minor equipment repairs Moot Lane and Charlton All Saints. Some covered under the 12-month warranty (Moot Lane). Others, obtaining quotes.
 - iv) Vita Play's schedule of safety inspection checks: RoSPA Memorial Gardens, Charlton All Saints, Wick Lane due Oct 2024.
 - v) MC reported that whilst the Idverde Contract Manager had instructed the repair work to the rubber matting (Moot Lane), it remains outstanding. MC will chase.
- 261/24 Grounds Maintenance contract**
- i) MC reported that after speaking to the Idverde Contract Manager, he apologised about the poor state the cemetery had been left in. He reported Idverde has staffing issues and suggested we supply a map of locations. Also, that Idverde would be open to de-scoping certain areas of the contract in 2025 e.g. Cemetery.
 - ii) **RESOLVED:** to hold a formal contractual review with Idverde by January 2025 (option included in the contract terms).

- 262/24 Cemetery Refurbishment: Phase 2**
- i) Cllr Randall delivered an overview of Phase 2 of the Refurbishment Project
 - ii) To consider quotes: Deferred to an EGM to be held on Tues 22 October 2024 due to inquorate no. of voting councillors attending this meeting.
- 263/24 IT Support Contract**
- i) MC delivered a report on Sysmetix's response to DPC's letter of complaint.
 - ii) Unanimously agreed that the contract be terminated. MC to ensure all credentials (passwords) are returned by Sysmetix before contract end. Consideration to alternative IT Support will be considered at the 11 Nov meeting
- 264/24 Wiltshire Towns Programme**
- i) **RESOLVED:** Grant Applications for Yrs 3 and 4 (deadline 31 October 2024) in support of the 'Discover Downton' strategy were approved.
- 265/24 Downton Parish Council 3-year strategy**
- i) Noted 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. 1) Date for event Thursday 28 November 2024 7pm. 2) the earmarked Emergency Plan funds (£350) will be re-allocated to a new 3-year Strategy Budget
 - ii) **RESOLVED:** the proposed Downton Parish Council 'brand' statement and logo for the new website, comms, and social media were approved. The amended version will be presented at the 11 November 2024 meeting for sign-off before adopting.
 - iii) Strategy planning workgroup meeting: MC to set-up a Zoom with JB, AN, GW, SBD at a mutually convenient date/time.
 - iv) MC delivered a report on WC's allocation of £3.9M Capital funding to deploy infrastructure to support EV charging points ahead of need (target to meet net zero by 2030). Agreed that 1) JB will complete the WC survey providing local knowledge of streetscape where cars are parked on-street and charging EVs and 2) Comms on the Workplace Charging Scheme Grant opportunities for local businesses in retail park (deadline 31 March 2025) will be produced and distributed by AN.
- 266/24 Finance: Part 1**
- i) **RESOLVED:** the Cash Flow Report and payments were approved
Account Balances
 Lloyds Treasurers Account 08 Oct 2024: £29,370.51
 Lloyds Business Bank Instant 08 Oct 2024: £152,480.03
 Lloyds Treasurers Account (Heritage Fund) 08 Oct 2024: £0
 - ii) **RESOLVED:** the DD for the Admin Officer's mobile phone eSIM contract was signed
 - iii) **RESOLVED** the Bank Reconciliation prepared by the RFO was signed-off as correct by Members of the Council
- 267/24 Finance: Part 2**
- i) MC presented the first draft budget 2025/26. A couple of changes agreed. 2nd draft to be presented at the 11 November meeting.
- 268/24 Southern Wiltshire Area Board - Youth Engagement and Support**
- i) SWAB's request in relation to holding a youth music event/festival in 2025/26 was considered. Unanimously agreed that not for DPC but may be of interest to The Trafalgar School. Hand-over to Cllr Jalland to make contact.
 - ii) In consideration of SWAB's invitation to participate in the Youth Partnership Forum pilot, it was unanimously agreed that DPC will not participate at this stage.

269/24 Committee & Working Group Reports

- i) To receive an update: None

270/24 Councillors Reports

- i) To receive reports from the Councillors

SC

Attended Neighbourhood Policing meeting with PC Marc Evans.

- Catapult incident: individual has been identified and suspended from School
- Rural Team is now fully resourced

PR

Attended a Cuckoo Fair Committee meeting. They've made a request to establish DPC's requirements on their application to hold this event on The Greens in 2025.

JB confirmed that the Cuckoo Fair Committee can apply at any time by providing the usual documentation for consideration and acceptance i.e. Event Risk Assessment and, once taken out, insurance cover documentation.

Additional requirements wef 2025: As the contract for the unmetered connection is now in the name of DPC, the Cuckoo Fair Committee must request access to the unmetered connection and provide usage data. The Cuckoo Fair Committee will be fully au-fait with these data requirements as historically they have supplied this data for the event directly to SSE. The matter of who meets the cost of usage for this event will need to be considered by full council.

JB

- RBL has requested that the Memorial Garden railings be refurbished. Costs to be established
- Councillor.gov.uk emails: set-up underway with support from Cllr Mace. Aim to have completed by the 11 Nov meeting before officially switching-over.
- DPC's 3-year Strategy Plan distributed to various organisations and locations.

271/24 Correspondence, AOB, urgent matters

- i) SBD delivered a report on the clear-out of the Lock-up. Conducted by JB, DM, SBD, MC, and Jeremy Parsons. Mr Parsons disposed of all waste items including scrap metal (money received). Mr Parsons will submit an Expense Form for recovery of fuel expenses in this exercise.
- ii) **RESOLVED:** surplus Administrative Officer's Mobile phone handset will be donated to The Cuckoo Fair Committee (as they are in need). SBD will delete all data on the phone in compliance of GDPR before hand-over.
- iii) Agreed DPC will enter a display at the Christmas Tree Fair (no cost)

272/24 RESOLVED: that Agenda item 273/24 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.

273/24 BWSCA

Cllr Brentor delivered a report on the renewal of the Lease, details of which are 'Confidential – Not for Publication' due to commercial sensitivity.
No resolutions were passed under this Agenda item

274/24 Date of next meeting

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)**.

Being no further business, JB closed the meeting at 10:55pm.

DRAFT MINUTES TO BE SIGNED AT THE NEXT PARISH COUNCIL MEETING