



Downton Parish Council

By Order of Melanie Camilleri Clerk & RFO

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15 January 2025

Dear **MEMBER OF DOWNTON PARISH COUNCIL**

You are hereby summoned to attend an

ORDINARY MEETING

on **MONDAY 20 JANUARY 2025 at 7pm**

in **THE DOWNTON MEMORIAL CENTRE (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

07/25 Public Question Time

08/25 To receive a report from PC Marc Evans

09/25 To receive a report from Cllr Richard Clewer (Wiltshire Council)

10/25 Apologies for Absence

11/25 Declarations of interest

- i) To receive declarations of interest from Councillors on items on the agenda
- ii) To receive written requests for dispensations for disclosable pecuniary interests (if any)
- iii) To consider and grant requests for dispensation in accordance with relevant circumstances under Standing Order 13(h), as appropriate

12/25 Minutes

- i) To resolve to approve the Minutes of the:-
 - Ordinary Meeting held on **09 December 2024**
 - EGM held on **08 January 2025**

13/25 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.

- 14/25 Village Matters**
- i) Parish Steward: to identify a list of jobs for 12/13 Feb 2025
 - ii) DPC ID Badges: to consider and resolve to approve issuing Officers and Litter Pickers with DPC ID badges to wear in the performance of their duties (and agree budget)
- 15/25 Highways**
- i) To receive a report on applications considered at the LHFIG meeting held on 14 Jan 2025 in relation to
 - Pedestrian Warning Signs on Lode Hill (Issue 13-24-33)
 - Earlier Priority Warning Signs at 'Pinch point' (Issue 13-24-23)
 - ii) To consider and resolve to approve expenditure of £775 as 25% contribution towards the cost of a Wiltshire Council Highways formal speed limit assessment with the view to introduce a 20mph speed limit throughout the village
- 16/25 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)
- 17/25 S106 Scotts House Side Agreement**
- i) To consider and resolve to sign and witness the Side Agreement in accordance with Standing Order 23(a)
- 18/25 Wiltshire Towns Programme**
- i) To receive an update on access and publication of events on Explore Wiltshire website
 - ii) To receive a progress update from Cllr North on the Project Plan requested by Wiltshire Council
- 19/25 Borough Greens and Memorial Gardens: request for access**
- i) To consider Downton Cuckoo Fair's letter of response to DPC's questions and queries raised in relation to access to the Borough Greens and the Memorial Gardens for the Downton Cuckoo Fair (Sat 03 May 2025). To note and resolve to approve and/or agree further requirements.
 - ii) To consider Bishop Wordsworth Boy's Grammar School's Insurance document and Risk Assessment for Bronze Duke of Edinburgh Expeditions on 10 May 2025 (9-11am) and on 21 June 2025 (9-11am). To note and resolve to approve and/or agree further requirements.
- 20/25 Play Parks**
- i) To receive an update on the SSEN complaint and date for site visit between SSEN and DPC following damage caused by SSEN contractors to the Charlton All Saints Play Park
 - ii) To receive reports on issues/damage to various items of equipment and agree remedy and actions (including resolve to approve any quotes received)
- 21/25 Public Toilets**
- i) To consider and resolve to approve a renewed water and wastewater dual tariff with Source for Business wef 12 Feb 2025 (1-year, 3-year, 5-year supply periods offered)
- 22/25 Bus Shelters**
- i) To consider and resolve to approve the quote to replace the missing pane for the CAS shelter
- 23/25 SID**
- i) To consider and resolve to approve the quote to purchase two solar panels + mounting kits

- 24/25 Finance**
- i) To resolve to approve the Cash Flow Report and payments
 - ii) To resolve to approve the Bank Reconciliation prepared by the RFO and signed-off as correct by Members of the Council
- 25/25 New Downton Parish Council websites and logo**
- i) To note that the launch
 - ii) To resolve to approve the branding for all public facing communication e.g. email signatures, letter heads, reports, policies
- 26/25 Committee & Working Group Reports**
- i) To receive reports from Committees and Working Groups
- 27/25 Councillors' Reports**
- i) To receive reports from Councillors
- 28/25 To consider resolving that Agenda items 29/25 and 30/25 and 31/25 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.**
- 29/25 Legal Matter**
- 30/25 Recruitment for Litter Picker vacancy**
- 31/25 Grounds Maintenance contract Downton Cemetery**
- 32/25 Date of next meeting**
- To agree the date of the next Meeting for **Downton Parish Council** will be held on **Monday 10 February 2025** at **7:00pm** in **The Downton Memorial Centre (Bonvalot Room)**.