



# Downton Parish Council

By Order of Melanie Camilleri Clerk & RFO

☎ 07798 698199

✉: clerk@downtonparishcouncil.gov.uk

05 February 2025

---

Dear **MEMBER OF DOWNTON PARISH COUNCIL**

You are hereby summoned to attend an

**ORDINARY MEETING**

on **MONDAY 10 FEBRUARY 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

**33/25 Public Question Time**

**34/25 To receive a report from PC Marc Evans**

**35/25 To receive a report from Cllr Richard Clewer (Wiltshire Council)**

**36/25 Apologies for Absence**

**37/25 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

**38/25 Minutes**

- i) To resolve to approve the Minutes of the Ordinary Meeting held on **20 January 2025**

**39/25 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.

- 40/25 Village Matters**
- i) Parish Steward: to identify a list of jobs for 12/13 March 2025
  - ii) Planting Scheme: to receive a report on all tree, shrub, and hedge planting activity
  - iii) Beacon Corner Licence: In accordance with Standing Order 23a, consider and resolve to sign and witness the updated License from Wiltshire Council granting permission to plant and maintain ten trees (reflecting specific planting locations)
  - iv) Highways Matters: to receive a report on matters raised and resolve to agree actions, if any
  - v) Dog poo bin: to consider and resolve to approve a request to instal an additional dog poo bin at the front of the BWSCA Leisure Centre. Consideration on costs: the bin and collection by Idverde
  - vi) SID Solar Panels: to receive a report on the installation of solar panels for recharging the SID
- 41/25 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)
- 42/25 Wiltshire Towns Programme**
- i) In accordance with Standing Order 23(a), consider and resolve to sign and witness the revised Grant Agreement Yr3 (2024/25) and Yr4 (2025/26) (reflecting the Expiry Date has been amended to 31 March 2027, allowing DPC a further financial year in which to spend the Yr4 Grant)
- 43/25 Play Parks: Repairs and Maintenance**
- i) To consider and resolve to approve itemised quotes for repair and maintenance work
  - ii) To consider the Annual Inspection Reports, identify areas requiring remedy, and agree actions
- 44/25 The Borough Greens**
- i) To consider and resolve to approve a quote for the installation of missing/repair of existing posts which serve to protect erosion of the Borough Greens
- 45/25 Idverde Grounds Maintenance Contract**
- i) To receive a report on the Idverde Grounds Maintenance Contract: change in Contract Manager, accounts balance, damage to rubber matting Moot Lane Play Park, and de-scoping Barford Cemetery wef 01 April 2025
- 46/25 Public Toilets Cleaning Contract**
- i) To resolve to sign the 12-mth Public Toilets Cleaning contract effective from 01 April 2025 (in accordance with resolution 298/24)
- 47/25 Longford Estate: Leases & Licenses to Occupy**
- i) To receive a report on the status of Leases and Licenses to Occupy between DPC and Longford Estate (following a meeting with Longford Estate) and resolve to agree actions
  - ii) To receive a report on Longford Estate’s position regarding granting SSEN contractors’ permission to access the Charlton All Saints Play Park and granting authority to SSEN contractors on making good damage caused to grounds and hedges. Resolve to agree actions, if any
- 48/25 LGPS Discretions Policy and Employer Contract**
- i) To consider and resolve to approve the LGPS Discretions Policy and Employer Contract

- 49/25 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
- 50/25 Legal Matter**
- i) To note the judge's determination of the Employment Tribunal Hearing which took place 13-17 Jan 2025
- 51/25 Committee & Working Group Reports**
- i) To receive reports from Committees and Working Groups
- 52/25 Councillors' Reports**
- i) To receive reports from Councillors
- 53/25 Any Other Business**
- i) To note the public health risk assessment update regarding potential exposure to Novichok when picking up litter in the local area around Salisbury i.e. negligible risk to the general population and negligible to low risk to individuals involved in litter picking activities. Advice for residents in Salisbury has thus been brought into line with the rest of England
  - ii) Independent Remuneration Panel (IRP) setting out a recommended allowances scheme for city, town and parish councils: to note that the release of the report has been delayed until after the local elections, enabling local councils to consider the recommended scheme before setting their budgets for 2026/27.
- 54/25 To consider resolving that Agenda item 55/25 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.**
- 55/25 Legal Matter**
- i) To discuss confidential matters arising from Agenda 50/25 and agree actions arising, if any
- 56/25 Date of Next Meeting**
- To agree the date of the next Meeting for **Downton Parish Council** will be held on **Monday 10 March 2025 at 7:00pm** in **The Downton Memorial Centre (Bonvalot Room)**.