



# Downton Parish Council

**Minutes of the DOWNTON PARISH COUNCIL  
ORDINARY MEETING held on  
MONDAY 20 JANUARY 2025 7:00pm  
THE DOWNTON MEMORIAL CENTRE (BONVALOT ROOM)**

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Councillors present: Jane Brentor (Chair) (JB), Dave Mace (DM), Gareth Watts (GW), Andy North (AN), Stephanie Jalland (SJ), Paul Roberts (PR), Matt Randall (MR), and Stuart Carter (SC)

Plus: Melanie Camilleri (MC) – Clerk/RFO, PC Marc Evans, and five members of the public.

## MINUTES

### **07/25 Public Question Time**

Planning Application PL/2024/10283: He is the applicant and wishes to know the planning criteria for assessing air source heat pumps.

JB explained criteria is 1) Noise 2) Streetscene 3) Neighbourhood Plan

Highways Issue at Long Close/DHP site entrance: expressed concern over worn-away road markings, condition of pavement making access to their DHP site challenging and creating a conflict between vehicles and pedestrians, and overhanging trees encroaching. They have completed a Highways Improvement Form, taken photos, and placed in a folder They will hand-over this folder for the Council's review.

### **08/25 To receive a report from PC Marc Evans**

PC Evans reported the following incidents: -

- Car thefts and vehicles damages
- Male advertising car for sell handed over keys to a potential buyer who wanted to carry out a test drive, but 'buyer' didn't return with the car.
- Van break-ins with tool thefts
- Two catapult incidents
- Parcels taken from doorstep
- Three burglaries NYE
- Cemetery – continued and ongoing criminal damage of fence by walkers who wish to access the Longford Estate. He's attending site periodically to keep an eye
- Tradesman claiming to do work in a loft took the cheque and didn't return
- Shoplifting in the Co-op. Arrested and charged
- Speeding on The Ridge – 100s of tickets issues
- Vehicle theft and plates cloned

- Remember to report incidents to PC Evans directly and not assume it has been reported if posted on FB. His details are: -  
[PC M EVANS 70162 Marc.Evans@wiltshire.police.uk](mailto:PC M EVANS 70162 Marc.Evans@wiltshire.police.uk) 07876817927
- 09/25**     **To receive a report from Cllr Richard Clewer (Wiltshire Council):** Apologies given due to attending a WC meeting in Trowbridge which finishes late.
- 10/25**     **Apologies for Absence:** None.  
The Admin Officer, Susan, is unable to attend this meeting and sends her apologies. Susan was married to Mr Jeremy Parsons on Sat 18 Jan. Susan has changed her name to Susan Parsons. On behalf of the Council, JB expressed warm congratulations to Mr & Mrs Parsons.
- 11/25**     **Declarations of interest**
- i) To receive declarations of interest from Councillors on items on the agenda: DM Agenda 24/25 i) (Memorial Centre) GW Agenda 24/25 (i) (Public Toilets cleaning).
  - ii) To receive written requests for dispensations for disclosable pecuniary interests (if any):  
None
  - iii) To consider and grant requests for dispensation in accordance with relevant circumstances under Standing Order 13(h), as appropriate: None
- 12/25**     **Minutes**
- i) The Minutes of the: -
    - Ordinary Meeting held on **09 December 2024** were unanimously approved. Cllr Carter abstained as he did not attend this meeting
    - EGM held on **08 January 2025** were unanimously approved
- 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.
- Planning Application PL/2024/10283: will deal with application under 16/25 i)  
Highways Issue at Long Close/DHP site entrance: JB took the folder and explained that the Council, along with WC Highways, will assess in conjunction with a site visit. The next LHFIG meeting is June 2025.
- 14/25**     **Village Matters**
- i) Parish Steward: list of jobs for 12/13 Feb 2025 discussed.
  - ii) DPC ID Badges: **RESOLVED:** that Officers, Litter Pickers, and Councillors will be issued with a DPC ID badges to wear in the performance of their duties, allocating a budget of up to £30.
  - iii) GW raised the following issues which have been reported to him and require action:
    - New Street Light installed (where 3 Horseshoes used to be) Col19c. Column installed some time ago but still no light. Report to WC (MyWilts) required.
    - Teacher has reported encroaching brambles in the hedge between Memorial Gardens and the School. Please can we look at. JB will contact the school to discuss.
- 15/25**     **Highways**
- i) JB delivered The Administrative Officer's 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): LHFIG felt comments/perceptions lacked evidence and that the new design was carried out with sufficient width between the traffic island and the footway. There are pedestrian painted signs already on the footway and any additional signage would need to be placed 200m prior to the hazard at a cost of £1k. Conclusion: give residents 6-months to get used to the new layout scheme. The matter will be kept 'live' pending evidence-based feedback.

- Earlier Priority Warning Signs at ‘Pinch point’ (Issue 13-24-23): Waiting for a line and sign review. Any work agreed will fall in the 2025/26 financial year.
- i) The introduction of a 20mph speed limit throughout the village was raised with LHFIG following the highways matters in i) above plus residents’ direct feedback to Cllr Clewer. Cllrs raised questions and concerns in relation to such a scheme i.e. scope of area, presumptive costs for installing associated signage/road markings (and who will bear the cost), success of implementing such schemes across Wiltshire (and beyond) including how the new speed limits will be enforced. MC to report back with answers at the 10 Feb meeting.
- 16/25 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)
- 17/25 S106 Scotts House Side Agreement**
- i) **RESOLVED:** the Side Agreement was signed in accordance with Standing Order 23(a)
- 18/25 Wiltshire Towns Programme**
- i) MC reported that she now has log-in access to the Explore Wiltshire website and has registered four Events + the History Trail. Invoice for Yr3 Grant sent to WC. Invoice for Yr4 Grant will be sent in April (2025/26 financial year)
- ii) Cllr North reported that the new Visit Downton website content has been created and refreshed. Paul Leo is talking to local businesses and will launch promotional material on a stall at the Cuckoo Fair. Digital promotion will go-live May onwards. Assistance required from MC with Signage Plan. MC raised The Wiltshire Marque and setting-up a meeting with WC representative. Cllr North will write-up the Project Plan requested by Wiltshire Council. JB will write to Paul Leo expressing her thanks on behalf of DPC.
- 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).
- As there are remaining matters to discuss and agree  
**RESOLVED:** a working group comprising min of three/max of five Councillors + the Clerk will meet with the Cuckoo Fair Committee with delegated authority to make decisions on behalf of full council provided that no new material matters arise. Any new material matters must return to full council. PR to set-up the meeting. If four Cllrs attend, in the event of a tie, Cllr Roberts will have the casting vote.
- ii) **RESOLVED:** the Bishop Wordsworth Boy’s Grammar School’s Insurance document and Risk Assessment for Bronze DofE Expeditions on 10 May 2025 (9-11am) and on 21 June 2025 (9-11am) were noted and approved with no further requirements.
- 20/25 Play Parks**
- i) MC delivered a report on the SSEN complaint. The full matter including remedy for damage to be discussed with Longford Estate. Meeting set-up for 05 Feb. JB to also attend.
- ii) MC reported that damage to the handle of the See-Saw Rocker in the Memorial Gardens is receiving attention from Vita Play (temp fix and replacement part ordered from Poland). Quotes for repairs to equipment previously reported is underway.
- 21/25 Public Toilets**
- i) **RESOLVED:** renewed water and wastewater dual tariff with Source for Business wef 12 Feb 2025 for 1-year period was unanimously approved.

- 22/25 Bus Shelters**  
i) **RESOLVED:** the quote to replace the missing pane for the CAS shelter (polycarbonate replacement) was unanimously approved.
- 23/25 SID**  
i) **RESOLVED:** the quote to purchase two solar panels + mounting kits was unanimously approved. CIL money allocated for purchase.
- 24/25 Finance**  
i) **RESOLVED** the Cash Flow Report and payments were approved.  
**Account Balances**  
Lloyds Business Account (previously called Treasurers Account) 13 January 2025: £22,565.91  
Lloyds Commercial Instant Access Account (previously called Business Bank Instant) 13 January 2025: £112,910.37  
Lloyds Treasurers Account (Heritage Fund) 04 June 2024: £0  
ii) **RESOLVED:** The Bank Reconciliation prepared by the RFO was approved and signed-off as correct by Members of the Council
- 25/25 New Downton Parish Council websites and logo**  
i) The launch of the new website was noted. Cllr North asked that MC speak to the developer requesting speed optimization for the images  
ii) Branding for all public facing communication: agreed that the Comms Groups will meet to discuss, implement, and report back to full council.
- 26/25 Committee & Working Group Reports**  
i) To receive reports from Committees and Working Groups: None
- 27/25 Councillors' Reports**  
i) To receive reports from Councillors  
MR: Moot Lane gate closing mechanism is 2-way. Unanimously agreed to proceed with installing a stopper.
- 28/25** **RESOLVED:** that Agenda items 29/25 and 30/25 (only) 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.
- 31/25 Grounds Maintenance contract Downton Cemetery:** [Agenda item brought forward as it remains open to members of the public and press]. Two expressions of interest so far. Closing date 14 Feb. MC to talk to the new Idverde contract manager and invite them to submit a tender. Contract panel to comprise three Councillors + Clerk.
- 29/25 Legal Matter.** No resolutions were passed under this Agenda item.
- 30/25 Recruitment for Litter Picker vacancy**  
**RESOLVED:** recruit on a 6mth contract (April to October), 15hrs/mth, National Min Wage rate wef 01 April 2025 (21+ = 12.2hr, 18-20 = £10hr, 17-17 = £7.55hr). Jane will prepare ad and arrange to be sent to Trafalgar School, posted on Noticeboards, website, and FB). Closing date 14 Feb, interviews by end of Feb, Contract start 01 April.  
**RESOLVED:** selection to be delegated to the Staffing Committee
- 32/25 Date of next meeting**  
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**

Being no further business, JB closed the meeting at 22.15pm.

**DRAFT MINUTES TO BE SIGNED AT THE NEXT PARISH COUNCIL MEETING**