



Downton Parish Council

By Order of Melanie Camilleri Clerk & RFO
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05 March 2025

Dear **MEMBER OF DOWNTON PARISH COUNCIL**

You are hereby summoned to attend an
ORDINARY MEETING
on **MONDAY 10 MARCH 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

- 57/25 Public Question Time**
- 58/25 To receive a report from PC Marc Evans**
- 59/25 To receive a report from Cllr Richard Clewer (Wiltshire Council)**
- 60/25 Apologies for Absence**
- 61/25 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
- 62/25 Minutes**
- i) To resolve to approve the Minutes of the Ordinary Meeting held on **10 February 2025**
- 63/25 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.

64/25

Village Matters

- i) Parish Steward: to identify a list of jobs for 12/13 March, and 10/14 April 2025
- ii) Highways - 20mph speed limit in the parish: to note WC Highways Traffic Engineering response and resolve on submitting a request for a Survey to LHFIG
- iii) Highways – presentation WC Teams Meeting 25 Feb: to receive a summary of key points
- iv) Rights of Way online meeting: to receive a summary of key points
- v) New Premises Licence application: to note that the Licensing Authority has received an application for Premier Corner Shop, Salisbury Road, SP5 3HP for OFF Sales of alcohol. To resolve on making written representations against/for the application
- vi) Digital Inclusion: to receive an overview of this training (funded by SWAB) and resolve to approve DPC's support for its delivery in Downton by meeting the cost of room hire
- vii) Downton Annual Parish Assembly 2025: to agree
 - a. date, time, and venue for the meeting (noting the pre-election period)
 - b. list of guest speakers
 - c. advertising for the event
 - d. provision of refreshments

65/25

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)
- iii) To note a planning appeal has been made to the Planning Inspectorate in respect of 100 Moot Lane, SP5 3LE (Ref APP/Y3940/C/24/3355835) in relation to 'Without planning permission, operational development consisting of the siting of a container structure on The Land'. To consider and resolve to comment on this appeal.

66/25

S106 Side Agreement Scotts House

- i) To note that the S106 Side Agreement for Scotts House has been sealed by WC and an invoice raised.
- ii) To resolve on actions to develop a proposal for full council's consideration and approval, detailing how these S106 monies will be spent

67/25

Downton Parish Council's Trees

- i) To receive a report on DPC's Tree Officer creating mapped locations of DPC's trees (species, height, diameters) for the purposes of surveys to be carried out by qualified arboriculturists.
- ii) To receive a report on the Defra funded Project (delivered alongside Fera Science and Forest Research) to boost our understanding of the factors that contribute to successful tree establishment. To agree DPC involvement for data collection using DPC's Tree Warden.

68/25

Idverde Grounds Maintenance Contract

- i) To receive a report on the Clerk's meeting with Idverde's new Grounds Maintenance Contract Manager, including actions agreed.

69/25

Exercise Classes on the Recreation Grounds

- i) To consider and resolve to approve a request from a personal trainer to conduct exercise classes on the Moot Recreation Ground and the Memorial Recreation Ground

70/25

Bus Shelter Maintenance

- i) To consider and resolve to approve the Memorandum of Understanding between DPC and WC in relation to maintenance of the nine bus shelters across the parish for the period 01 April 2025 to 31 March 2028.

- 71/25 Barford Lane Cemetery**
- i) To receive a summary of the ‘Cemetery Legal Compliance’ Training attended by the Administrative Officer
 - ii) To consider and resolve to approve recommendations on changes to DPC Policy
 - iii) To consider and resolve to approve recommendations on the Burial Fees model and prices effective from 01 April 2025
- 72/25 Downton Cuckoo Fair 2025**
- i) To resolve on a budget to cover the cost of additional cleaning, supplies, and repairs arising from the Public Toilets being open on the day of the Fair (2025 and 2026).
 - ii) To resolve to approve the Risk Assessment requested by DPC’s Insurers to negate any liability that could be directed to DPC in relation to The Downton Cuckoo Fair connecting to DPC’s unmetered electricity supply on The Village Green.
 - iii) Charges for energy consumption: to note SSEN has agreed that provided usage is no different to usage in previous years, energy consumption will not be calculated and charged.
- 73/25 The Children’s Corner or Playground Charity**
- i) To note the correct location for the land identified as ‘The Children’s Corner or Playground’ which has been vested in DPC as sole Trustee of the Charity
 - ii) To note the status of Lease of this land to 1) The Wessex Reserve Forces and Cadets Association and 2) 1st Downton Scout Group and actions being taken
 - iii) To note the steps being taken regarding registration and correction of historical Accounts/Annual Returns, in consultation with the Charity Commission
- 74/25 Finance: Part 1**
- ii) To resolve to approve the Cash Flow Report and payments
 - iii) To resolve to approve the Bank Reconciliation prepared by the RFO and signed-off as correct by Members of the Council
- 75/25 Finance: Part 2**
- i) To note the reduction in interest rate for Lloyds Commercial Instant Access Account as from 15 April 2025
 - ii) To receive a report on alternative savings accounts options
 - iii) To consider and resolve to select and open an additional or alternative DPC savings account
- 76/25 Committee & Working Group Reports**
- i) To receive reports from Committees and Working Groups
- 77/25 Councillors’ Reports**
- i) To receive reports from Councillors
- 78/25 Local Elections 01 May 2025**
- i) To note the election timetable and WC’s information on nominations and the management of council business and publicity during the pre-election period
- 79/25 To consider resolving that Agenda items 80/25, 81/25, and 82/25 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.**
- 80/25 Litter Picker Recruitment**
- i) To resolve to appoint suitable candidates to fill the two vacancies
 - ii) To resolve to approve a budget for Litter Picker PPE and consumables

81/25 Barford Lane Cemetery Grounds Management Contract
i) To consider tenders received and resolve to award the contract

82/25 BWSCA

83/25 Date of Next Meeting
To agree the date of the next Meeting for **Downton Parish Council** will be held on **Monday 14 April 2025** at **7:00pm** in **The Downton Memorial Centre (Bonvalot Room)**.