



# Downton Parish Council

**Minutes of the DOWNTON PARISH COUNCIL  
ORDINARY MEETING held on  
MONDAY 10 FEBRUARY 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), Stuart Carter (SC), and Cllr Richard Clewer (Wiltshire Council) (RC).

Plus: Melanie Camilleri (MC) – Clerk/RFO, Susan Parsons (SP) - Admin Officer, and seven members of the public.

## MINUTES

### **33/25 Public Question Time**

#### Planning Application PL/2025/00240

Concerned with Sunday opening and consequential noise. Believe this is not in keeping with the opening hours of other establishments in the village.

#### Pinch Point water link

Issues with Bournemouth Water in relation to this long-standing leak: failing to be respond, incorrect permits, online reporting not working correctly (leak reported multiple of times but still not registering on their system).

Cllr Clewer responded: he'll send an email to the director of WC Highways to intervene and contact Bournemouth Water.

#### Pothole in the middle of the Iron Bridge

#### Planning Application PL/2025/00220

Concerned because this is a listed building in a burgage plot and consequential damage to this historic setting in a conservation area.

Cllr Clewer responded: that he'll call-in this application to be determined by WC Planning Committee.

**34/25 To receive a report from PC Marc Evans:** not in attendance and no report provided.

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

- Budget setting: 13 Dec central government removed £6.5M of grant funding. Notwithstanding this, WC is in a strong position and, unlike other unitary authorities, is not borrowing money to balance the books. Anticipated Council Tax increase for 2025/26 will be in region of 4.5%

**36/25 Apologies for Absence:** None

**37/25 Declarations of Interest**

- i) To receive declarations of interest from Councillors on items on the agenda  
GW Agenda 43/25 i), 44/25, 46/25, and 49/25 i): Public Toilets and various Quotes  
MR Agenda 43/25 i), 44/25: various Quotes  
DM Agenda 49/25 i): Downton Memorial Centre invoice  
JB: Agenda 49/25 i): Expenses
- 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

**38/25 Minutes**

- i) **RESOLVED:** the Minutes of the Ordinary Meeting held on **20 January 2025** were approved.

**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.

Planning Application PL/2025/00240

Will be dealt with under 41/25 i)

Pinch Point water link

JB and MC confirmed that DPC has not been contacted by Bournemouth Water of this situation, nor does DPC get informed of maintenance works (emergency or planned). JB thanked Cllr Clewer for his intervention.

Pothole in the middle of the Iron Bridge: SP will add this matter to the Parish Steward list.

Planning Application PL/2025/00220

Will be dealt with under 41/25 i)

**40/25 Village Matters**

- i) Parish Steward a list of jobs for 12/13 March 2025 were identified
- ii) Planting Scheme: SP delivered a report (with photos) on the tree and shrub planting activity which had taken place over 4 days with a range of volunteers (incl from the Primary School and DofE pupils from Trafalgar School). Locations: Barford Lane Cemetery, Charlton All Saints Play Park, Memorial Gardens, and The Beacon. Despite the dreadful weather conditions, it was a positive and rewarding experience for all.  
Hedge planting at the Cemetery: arrangements underway.

MC added that 1) the Monolith supplied by WC in association with this King's Orchard Planting initiative was ready and would be delivered soon, and 2) DPC were permitted to buy (and claim back from WC the cost of) 3x bags of postcrete to instal the Monolith because DPC's scheme had come under budget.

JB and MC expressed thanks to Susan Parsons for being the driving force behind the delivery of this planting initiative across multiple sites and involving many volunteers from the community. A round of applause for Susan followed.

- iii) Beacon Corner Licence: **RESOLVED:** In accordance with Standing Order 23a, the updated License from Wiltshire Council (reflecting specific planting locations) granting permission to plant and maintain ten trees was signed and witnessed.
- iv) Highways Matters: SP delivered a report on various ongoing matters.

- v) Dog poo bin: it was identified that there is already a dog poo bin in close proximity to the front of the BWSCA Leisure Centre. After a short discussion, it was agreed to propose to the Leisure Centre that they re-locate that bin closer to the Leisure Centre (at their expense) and inform DPC once completed. DPC will need to keep Idverde informed of new location for collection purposes.
- vi) SID Solar Panels: SP reported that an additional fixing is required and has requested a quote from Elan City. It was agreed that this part may be purchased given the trivial spend - the cost of the Solar Panels is under the allocated budget.

**41/25 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)

**42/25 Wiltshire Towns Programme**

- i) **RESOLVED**: In accordance with Standing Order 23(a), 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) was signed and witnessed.

**43/25 Play Parks: Repairs and Maintenance**

- i) **RESOLVED**: the following quotes were approved: -
  - R.Watts: Paint CAS goal posts (identified in RoSPA report)
  - R.Watts: Repair path Memorial Gardens + repair hole in floor of Memorial Gardens Shelter (identified in RoSPA report)
  - R.Watts: Restore railings Memorial Gardens.
 Whilst this was the only quote received for this job, it was considered to meet the test of 'value for money' under Regulation 10.3 of DPC's adopted Financial Regulations for the following reasons: -
  - the scale of labour necessary to carry out the job
  - benchmarking quotes from this contractor with quotes from other contractors to paint CAS goal post and paint CAS climbing frame
- ii) The Annual Inspection Reports were discussed: -
  - CAS  
Fence: defer pending remedy by SSEN  
Paint CAS goal posts: quote approved 43/25 i)
  - Memorial Gardens  
Various Caps missing both sets of swings and the multiplay: Vitaplay to address under the Maintenance Checks agreement  
Rotator handle: Vitaplay has ordered the part  
Uneven path: quote approved 43/25 i)  
Hole floor of Shelter: quote approved 43/25 i)
  - Moot Lane  
Fixings swings: Vitaplay to address under the Maintenance Checks agreement  
Damaged rubber matting: Idverde (see 45/25)  
Bearings Spinning Bowl: Ask Vitaplay to assess  
Missing sign Fitness Station: SJ has the sign which needs re-installation. Ask Vitaplay  
Skatepark concrete: Noted – no action to be taken  
Fencing: Noted - no action to be taken  
Goal posts: remove and place in store  
Paint fire damaged shelter: one quote received. Seek comparison quote.

- 44/25 The Borough Greens**  
 i) **RESOLVED:** R.Watts quote to instal 11 new posts and replace 1 post on the Borough Greens was approved.
- 45/25 Idverde Grounds Maintenance Contract**  
 i) MC delivered a report on the Idverde Grounds Maintenance Contract:  
 • DPC’s Account has moved from Idverde’s alleged £8.4K arrears to £241.28 in credit  
 • Barford Lane Cemetery has been de-scoped from the GM Contract wef 01 April 2025. Idverde has been invited to tender for this work under a separate 12-mth contract. Closing date for tenders 14 Feb.  
 • Idverde’s proposed CPI increase for 2025 billing GM and Bins is 2.5%  
 • Idverde to put in place additional quality checks to restore trust and confidence in their service delivery.  
 • MC meeting the new Contract Manager, Kevin Bowler, 24 Feb. To discuss remedial GM works, repair damaged rubber matting Moot Lane, additional quality checks  
 • Grass cut The Borough Greens before the 2025 Cuckoo Fair requested and agreed
- 46/25 Public Toilets Cleaning Contract**  
 i) **RESOLVED:** the Public Toilets Cleaning contract effective from 01 April 2025 was signed (resolution 298/24 extended contract by a further 12 months).
- 47/25 Longford Estate: Leases & Licenses to Occupy**  
 i) MC delivered a report on the status of Leases and Licenses to Occupy between DPC and Longford Estate (following a meeting with Longford Estate). Example of actions arising: Longford Estate will issue renewed Lease for Village Greens, replace Licence to Occupy with a Lease for Charlton All Saints Play Park, address some restrictive covenants in the Deed of Conveyance for Land at Wick Lane (BWSCA Leisure Centre), work with DPC and local businesses on an ‘A’ Board Policy.  
 ii) MC confirmed that Longford Estate will liaise with DPC in relation to Charlton All Saints Play Park closure whilst SSEN contractors’ make good the damage they’ve caused to grounds and hedges.
- 48/25 LGPS Discretions Policy and Employer Contract**  
 i) **RESOLVED:** the LGPS Discretions Policy and Employer Contract were approved
- 49/25 Finance**  
 i) **RESOLVED:** the Cash Flow Report and payments were approved  
Account Balances  
 Lloyds Business Account 03 February 2025: £8,533.44  
 Lloyds Commercial Instant Access Account 03 February 2025: £103,910.37  
 ii) **RESOLVED:** 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: The due date for the determination, as advised by the tribunal’s judge, was Friday 07 Feb. The determination has not yet been received and therefore no discussion took place.
- 51/25 Committee & Working Group Reports**  
 i) To receive reports from Committees and Working Groups: None
- 52/25 Councillors’ Reports**  
 i) To receive reports from Councillors  
JB  
 Litter Picker recruitment underway. Interviews 26 Feb

**53/25 Any Other Business**

- i) Noted that 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: noted 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:** No resolution was passed

**55/25 Legal Matter**

- i) To discuss confidential matters arising from Agenda 50/25 and agree actions arising, if any: No discussion took place as the judge's determination has not been received.

**56/25 Date of Next Meeting**

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)**.

Being no further business, JB closed the meeting at 20:58pm.

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