



Downton Parish Council

By Order of Melanie Camilleri Clerk & RFO

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17 April 2025

Dear **MEMBER OF DOWNTON PARISH COUNCIL**

You are hereby summoned to attend an

ORDINARY MEETING

on **THURSDAY 24 APRIL 2025** at **7pm**

in **THE DOWNTON MEMORIAL CENTRE (CENTENARY 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

84/25 Public Question Time

85/25 To receive a report from PC Marc Evans

86/25 To receive a report from Cllr Richard Clewer (Wiltshire Council)

87/25 Apologies for Absence

88/25 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

89/25 Minutes

- i) To resolve to approve the Minutes of the Ordinary Meeting held on **10 March 2025**

90/25 Employment Tribunal Claim Case Number: 1400672/2023: Mrs B Cornish (Claimant) and Downton Parish Council (Respondent)

- i) To note that Downton Parish Council has successfully defended the Employment Tribunal Claim on all counts.
- ii) To receive a statement from the Chair on behalf of the Council.
- iii) In light of this outcome, to review resolution 300/24 iv) relating to DPC paying the Claimant's backdated Employee Pension Contributions to LGPS (Wiltshire Pension Fund) for the period 25 Nov 2019 to 31 March 2020. To consider and resolve that DPC will not pursue recovery of these monies from the Claimant in the spirit of goodwill.

91/25 Local Elections 01 May 2025

- i) To note the publication of persons nominated for Downton Parish Council and the date upon which they take office
- ii) To discuss and resolve to approve DPC's Co-option Policy by which the Council will fill vacant seats under Section 21 Representation of the People Act 1985.

92/25 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.

93/25 Village Matters

- i) Parish Steward: to identify a list of jobs for May 2025
- ii) Bollards on the Borough Green: to note their installation and consider an offer from a member of the public, on a volunteer basis, to paint them white to be more visible
- iii) Gully Clearance: to receive an update on locations and dates
- iv) Street Nameplates: to receive a report on how Highways approach funding replacements. To consider and resolve on the missing nameplate for Downlands Close
- v) Memorial Gardens - wooden gate: to note that Richard Watts has fixed the broken hinges to the gate (free of charge)
- vi) Moot Rec: To consider and resolve to approve a request from the Downton Green Network to remove an inch of turf from an area of approximately 40 sq metres of the northeastern end of the Moot Recreation ground in order to plant wildflower seeds
- vii) Zebra Crossing (outside the Co-op): to note that a request has been made to Highways to repaint the crossing and repair the lights
- viii) Bridge Cleaning: to receive a report on cleaning and restoration of Downton's bridges in conjunction with Highways
- ix) BT Heritage K6 phonebox High Street: BT has proposed to remove due to low usage and sufficient mobile phone coverage. Consider and resolve to either make representation to retain (in accordance with Ofcom's valid grounds of objection) or follow the 'Adopt a Kiosk' scheme by 06 June 2025.
- x) VE & VJ Day 80th Anniversary: to note what event(s) are taking place to mark the 80th Anniversary (08 May and 15 August 2025).
- i) Memorial Gardens: to consider and resolve to approve a request from Downton Band to hold an open concert on the Memorial Gardens on Sunday 22 June 2025

94/25 Planning

- i) To note the planning appeal in relation planning application PL/2024/07405 (40 The Borough, Downton, Salisbury, SP5 3ND. Erection of a new dwelling). To consider and resolve to submit a comment to the Planning Inspectorate by 13 May 2025
- ii) To consider applications received and resolve on recommendations to be made to Wiltshire Council Planning Authority (see Planning Schedule)
- iii) To note planning decisions (see Planning Schedule)

- 95/25 Downton Cuckoo Fair 2025**
- i) To ratify the Council's decision (and Risk Assessment) to grant approval to relocate the Council's Flower Tubs on The Greens to the north side next to the B3080 (3 metres from the kerb edge).
 - ii) To note the Parish Council's insurer's response to DCF connecting to the unmetered connection in relation to the insurable risk.
 - iii) To consider Downton Primary PTA's request (and Risk Assessment) to run a Duck Race on the Bank Holiday Monday 05 May using the 100m stretch of stream along Avon Meadows. The event raises money on behalf of DCF.
- 96/25 Downton Public Toilets**
- i) To ratify emergency repairs and maintenance relating to 1) a vandalised toilet seat (women's toilets) and 2) water leaks (men's toilets).
 - ii) To note that the Wallgate hand washer in the men's toilets is not working on every occasion. Discuss and agree actions.
- 97/25 Children's Corner or Playground Charity (for which DPC is sole Trustee)**
- i) To receive a report on Annual Returns submitted to The Charity Commission
 - ii) To note the position regarding Leases to the Scouts and the Cadets.
 - iii) To receive a report on how DPC has been managing monies on behalf of the Charity
 - iv) To note the Charity Commission's position on historic Annual returns and voluntary removal of registration (income <£5K threshold)
 - v) To agree steps on setting-up proper governance (5.110-5.120 of the Joint Panel on Accountability & Governance Practitioners' Guide March 2024 refers).
- 98/25 Governance**
- i) To consider and resolve to approve a Council Communications Policy
 - ii) To consider and resolve to approve an Unreasonable Behaviour Policy
- 99/25 End of year Accounts 2023/24**
- i) In relation to the objections raised by a member of the public to the 2023/24 accounts, to note the response from the external auditor, PKF Littlejohn.
- 100/25 End of year Accounts 2024/25**
- i) To consider and resolve to approve an Investment Strategy Policy in accordance with section 15(1)(a) of the Local Government Act 2003
 - ii) (Resolution 75/25 iii): To note that a Lloyds 95 Day Notice Account was opened on 21 March 2025 with an opening balance of £83K (funds transferred from the Lloyds Business Bank Instant Access Account).
 - iii) To resolve to approve the Cash Flow Report and payments for year end 31 March 2025
 - iv) To resolve to approve the Bank Reconciliation prepared by the RFO and signed-off as correct by Members of the Council for year end 31 March 2025
 - v) To resolve to approve the following documents for publication on DPC's website in accordance with the Local Government Transparency Code 2015 (Council's with a gross annual income and expenditure greater than £200,000): -
 - All items of expenditure above £250
 - Details of Contracts where value exceeds £5,000
 - Award of Grants by the Parish Council
 - vi) To receive a report on Earmarked & General Reserves for the year end 31 March 2025
 - vii) To consider and resolve to approve the updated Asset Register @31 March 2025
 - viii) To note the internal and external audit timetable in relation to the Annual Governance and Accounting return

100/25 Finance

- i) To resolve to approve the Cash Flow Report and payments for April 2025
- ii) To resolve to approve the Bank Reconciliation prepared by the RFO and signed-off as correct by Members of the Council for April 2025
- iii) To note that DPC will consider and adopt Financial Regulations (based upon NALC's updated model template) at the May meeting.
- iv) To ratify the renewal of Cyber insurance cover (period 19 April 2024 to 18 April 2025).

101/25 Committee & Working Group Reports

- i) To receive reports from Committees and Working Groups
- ii) To resolve to agree on any actions arising from these Reports

102/25 Councillors' Reports

- i) To receive reports from Councillors

103/25 To consider resolving that Agenda item 104/25 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.

104/25 Barford Lane Cemetery Grounds Management 12-month Contract

- i) To consider tenders received and resolve to award the contract

105/25 Date of Next Meeting

If agreed, the **Annual Parish Council Meeting** for **Downton Parish Council** will be held on **12 May 2025** at **7:00pm** in **The Downton Memorial Centre (Bonvalot Room)** which is within the prescribed fourteen days after elected Councillors take office.