



# Downton Parish Council

**Minutes of the DOWNTON PARISH COUNCIL  
ORDINARY MEETING held on  
MONDAY 10 MARCH 2025 7:00pm  
THE DOWNTON MEMORIAL CENTRE (BONVALOT ROOM)**

---

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 six members of the public.

## MINUTES

### **57/25 Public Question Time**

- Planning Application 10 The Borough: the applicant reported that, after consultation with a structural engineer, plans have been modified and submitted to WC
- Downton Cuckoo Fair (DCF): making representation on behalf of the Cuckoo Fair regarding
  - unmetered electrical connection: DPC Insurance underwriters have given their requirements i.e. that DCF must use a qualified electrician (using their own insurance cover) in order to negate DPC's liability of a claim against DPC's policy. He hopes to gain DPC's agreement that as an 'instructed competent person', he may personally satisfy the underwriter's requirements
  - Public Toilets: DCF's contractor will replenish toilet rolls throughout the day and close the toilets in the event of vandalism. Questions: How does their contractor access supplies? And can DCF have a set of keys to close the toilets?

### **58/25 To receive a report from PC Marc Evans**

- Targeted thefts of quadbikes – two located and returned
- Male stealing Xmas Lights (same person selling The Big Issue outside of the Co-op): arrested and property has been returned
- Traffic Speeding tickets – one for 120mph
- Parking Issues. Cllrs raised concern over parking issues on Moot Lane (opposite junctions and on greens) causing obstructions. Buses unable to get through. Marc will monitor
- Questions relating to weight limit of HGVs through the village
- Fishing complaints (allegations of poaching). Environmental Agency Fisheries Officers will patrol
- Recent Mobile Police Station (outside Downton Memorial Centre) was busy. Due to success, they'll continue to operate.

- 59/25 To receive a report from Cllr Richard Clewer (Wiltshire Council)**
- Matter with Bournemouth Water and Highways resolved.
  - Gully Clearing and Bobcat are operational. Areas of Moot Lane and neighbouring roads have been sprayed to direct repairs.
  - Local Transport Strategies Plan has been put together
  - Council Tax letters issued (4.5% increase)
  - Verge Parking Policy - unable to consider a Policy without applying to the entire County of Wiltshire, which would be problematic.
- 60/25 Apologies for Absence:** None
- 61/25 Declarations of Interest**
- i) To receive declarations of interest from Councillors on items on the agenda  
GW Agenda 74/25 i), Public Toilets invoice  
DM Agenda 74/25 i): Downton Memorial Centre invoice
  - 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
- 62/25 Minutes**
- i) **RESOLVED:** the Minutes of the Ordinary Meeting held on **10 February 2025** were approved
- 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.
- Planning Application 10 The Borough: DPC has yet to receive notification from WC of these modified plans. Once received, they will be considered at a meeting of full council. Cllr Clewer added that he would be calling-in this application for determination by Planning Committee.
  - Downton Cuckoo Fair (DCF):
    - unmetered electrical connection: agreed that DCF will set out in writing full details of what being an 'instructed competent person' entails in the context of this unmetered connection. Once received, MC will write to DPC's insurers for consideration. MC added that DCF would also need to confirm under whose insurance the 'instructed competent person' would be operating i.e. their own or Downton Cuckoo Fair
    - Public Toilets: MC confirmed that the contractor will leave a supply of toilet rolls in the locked cupboard inside the toilets and that a full set of keys will be provided to DCF before the Fair.
- 64/25 Village Matters**
- i) Parish Steward: a list of jobs for 12/13 March and 10/14 April 2025 were identified
  - ii) Highways - 20mph speed limit in the parish: the response (including survey and implementation costs) from WC Highways Traffic Engineering was noted. Costs through LHFIC are potentially prohibitively high for DPC. The return on investment is not certain due to a heavy reliance on enforcement action on the reduced speed limit. A discussion then took place on limiting the scope of a 20mph speed restriction to the Primary School area. Further consideration deferred pending the outcome of Cllr Clewer's discussion with Highways

- iii) Highways – presentation WC Teams Meeting 25 Feb: SP delivered a summary of key points from the presentation, specifically the Parish Steward resource funded by WC. SP was pleased to report that this resource is valued and fully utilised by DPC.
- iv) Rights of Way online meeting: SP delivered a summary of key points of the presentation by The Ramblers. SP and JB thanked the much-valued Downton Footpath Volunteer Group for their work, as well as Downton Society for the role they take. Signage will be considered as part of the Wiltshire Towns Programme Grant Funds held by DPC.
- v) New Premises Licence application: the Licensing Authority application for Premier Corner Shop, Salisbury Road, SP5 3HP for OFF Sales of alcohol was discussed. In consideration of the grounds for objection under the Licensing Act 2003 **RESOLVED**: unanimously that DPC will make written representation in relation to
  - Public Safety and Protection of Children from Harm  
Due to the lack of parking outside of the premises, drivers wishing to use the Premier Corner Shop are likely to mount the pavement to park (as was the case when a Post Office was in operation next door). This presents a danger because the Shop is on a school walking route as well as being located immediately by a zebra crossing
  - Laws for the off sale of alcohol on a Sunday  
The opening times expressed in the application (6:00 to 23:00) do not comply.  
Cllr Roberts abstained from voting, forfeiting his vote.
- vi) Digital Inclusion: SP delivered an overview of this training (funded by SWAB). **RESOLVED**: unanimously that DPC will support delivery of this training to Downton residents by meeting the cost of room hire. Cllr Mace abstained from voting, forfeiting his vote.
- vii) Downton Annual Parish Assembly 2025: agreed
  - a. date, time, and venue for the meeting (noting the pre-election period): Mon 28 April 7pm, Memorial Centre (SP to book a room)
  - b. list of guest speakers: Helen Roberts (War Graves Commission) and DofE student from Trafalgar School (to be confirmed)
  - c. advertising for the event: DPC website, FB, Posters throughout the village e.g. Noticeboards, Library, Dr. Surgery, Co-op
  - d. provision of refreshments: tea/coffee/soft drinks, cakes

65/25

### 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)
- iii) Planning appeal: 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'. **RESOLVED**: unanimously to submit a written response agreeing that the container is visually harmful due to its prominent siting, its scale, form, overall massing, visual appearance and design within this residential streetscape setting (the structure fails to respond positively to or sensitively integrate with its surrounding context of the host residential site and the wider surrounding residential streetscape). Also, it gives the appearance that a business is being run out of a domestic address.

- 66/25 S106 Side Agreement Scotts House**
- i) Noted that the S106 Side Agreement for Scotts House has been sealed by WC and that MC has raised an invoice.
  - ii) Proposal detailing how these S106 monies will be spent: it was agreed that Councillors will send their suggestions for use of S106 and CIL monies to the Admin Officer to collate and forward to the Clerk.
- 67/25 Downton Parish Council's Trees**
- i) SP, DPC's Tree Officer, will create mapped locations of DPC's trees to monitor their health and manage risk to public safety. This was supported by all Councillors.
  - ii) SP delivered 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. **RESOLVED:** unanimously that SP, as DPC's Tree Officer, will collect and submit data for this purpose.
- 68/25 Idverde Grounds Maintenance Contract**
- i) MC delivered a report on her meeting with Idverde's new Grounds Maintenance Contract Manager, covering Idverde's commitment to restore trust and confidence on delivery of the contract by introducing quality measures.
- 69/25 Exercise Classes on the Recreation Grounds**
- i) The copy Certificate of qualification, Certificate of Insurance, and overview of the Exercise Classes were noted  
**RESOLVED:** by majority decision, that the Personal Trainer's request to conduct exercise classes on the Moot Recreation Ground and the Memorial Recreation Ground was approved subject to
    - making a financial contribution of £10/hour to DPC (providing sight of Exercise Class schedules so that MC may invoice)
    - Exercise Class activity not obstructing other sporting activities taking place
- 70/25 Bus Shelter Maintenance**
- i) **RESOLVED:** 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 was approved and signed.  
MC added that the missing pane in the CAS shelter will be installed 13 March and that all nine shelters are due to be cleaned imminently.
- 71/25 Barford Lane Cemetery**
- i) SP delivered a summary of the 'Cemetery Legal Compliance' Training
  - ii) SP will make changes to the DPC Policy for full council's approval.
  - iii) **RESOLVED:** no increase in Burial Fees wef 01 April 2025. Full council will revisit these fees after the next phase of the Cemetery refurbishment has been completed.
- 72/25 Downton Cuckoo Fair 2025**
- i) **RESOLVED:** unanimously to set aside £500 to cover the cost of additional cleaning, supplies, and repairs arising from the Public Toilets being open on the day of the 2025 Fair. Budget for 2026 will be made when formulating the 2026/27 budget.
  - ii) **RESOLVED:** 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) was approved subject to any changes reflecting the insurer's decision (see Agenda 73/25).
  - iii) Noted that 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) MC explained that the land identified as 'The Children's Corner or Playground' (vested in DPC as sole Trustee of the Charity) is located at Barford Lane. Not to be confused with the land at Charlton All Saints (Play Park) which DPC rents under Licence from Longford Estate.
- ii) MC reported that: -
  - The Wessex Reserve Forces and Cadets Association 21-year Lease expires March 2025, and that they have requested to renew. Under the terms of the current Lease, £5 p.a. rental payments are due but have been outstanding for the period 2018-2024 (DPC didn't raise any invoices). MC has raised an invoice, and payments are now up to date.
  - 1st Downton Scout Group did not sign their Lease in 2004 but wish to create one effective from 2025 running alongside The Wessex Reserve Forces and Cadets Association Lease. Notwithstanding DPC didn't raise invoices, £5 p.a. rental payments are up to date to 2024.

MC held a Zoom conference call with both parties to discuss and agree next steps of Lease production (with clarity on map and responsibilities pertaining to shared and common land (boundaries/usage/site access)). Their respective solicitors will produce a draft Lease for DPC's consideration.
- iii) MC explained that Trustee and Contract details have been updated on the Charity Commissions Register and will now seek to address the Charity's Annual Returns. This will be in consultation with the Charity Commission because historical returns have incorrectly shown a £10 expenditure (which is in fact the £10 rental payment DPC pays to Longford Estate for the land at Charlton All Saints (Play Park)). Also, annual returns for 2023, 2024, 2025 are due.

### 74/25 **Finance: Part 1**

- i) **RESOLVED**: the Cash Flow Report and payments were approved
- ii) **RESOLVED** the Bank Reconciliation prepared by the RFO was signed-off as correct by Members of the Council

### 75/25 **Finance: Part 2**

- i) The reduction in interest rate for Lloyds Commercial Instant Access Account as from 15 April 2025 was noted
- ii) MC delivered a report on alternative savings accounts available to Councils. The £85K FSCA Protection was also discussed. Some Cllrs expressed a desire to spread investment across a number of FSCA providers whereas, by majority decision, others considered that the risk of a Lloyds collapse wasn't realistic - meaning the spread of investment for FSCA Protection, unnecessary.
- iii) **RESOLVED**: MC will open a Lloyds 95-day saver account, notwithstanding the total funds in all Lloyds accounts exceeds the £85K FSCA Protection

### 76/25 **Committee & Working Group Reports**

- i) To receive reports from Committees and Working Groups  
Comms Meeting
  - Agreed to produce a Comms Standards Policy covering how we communicate as a Council as well as to the community.
  - Provision for training another person to manage the DPC website was suggested
  - The Admin Officer will set-up a DPC Instagram account.

## 77/25 Councillors' Reports

- i) To receive reports from Councillors

SJ

Attended Trafalgar School in relation to the Mural Project. The design will be ready for presenting at the DPC Annual Parish Council Meeting in May.

PR

Attended Memorial Garden site visit with Downton Cuckoo Fair to discuss placement of stalls. In order to accommodate the stalls, DCF would like to remove the socketed goal posts. Paul will send the proposed site map to all Councillors.

## 78/25 Local Elections 01 May 2025

- i) Noted the election timetable as well as WC's information on nominations and the management of council business/publicity during the pre-election period.

## 79/25 **RESOLVED: that Agenda items 80/25, 81/25, and 82/25 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.**

## 80/25 Litter Picker Recruitment

- i) Noted that the Litter Picker, Eleanor Philp, had tendered her resignation effective from 31 January 2025
- ii) **RESOLVED:** to award the following contracts to the role of Litter Picker: -
- Tom Ogden: 12-mth contract 01 April 2025-31 March 2026, 20 hours/month
  - Nick Purkis: 6-month contract 01 April 2025-30 September 2025, 15 hours/month
- iii) Noted the 2025/26 budget provisions £50 for Litter Picker tools, PPE, and consumables. This is considered sufficient

## 81/25 Barford Lane Cemetery Grounds Management Contract

- i) Tenders to award the contract: it was agreed to extend the deadline for submission of tenders to 31 March 2025 as none have been received to date but are expected.

## 82/25 BWSCA

**RESOLVED:** the quote for a visual buildings survey (to identify and assess the service requirements) was approved, subject to agreement that the requested example survey report meets DPC's requirements.

## 83/25 Date of Next Meeting

The date of the next Meeting for **Downton Parish Council** has yet to be set due to holidays and prior commitments on the scheduled date of Monday 14 April 2025. MC will co-ordinate the April Meeting for a date when the Council will be quorate.

Being no further business, JB closed the meeting at 10:30pm.

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