



Downton Parish Council

By Order of Melanie Camilleri Clerk & RFO

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03 September 2025

Dear **MEMBER OF DOWNTON PARISH COUNCIL**

You are hereby summoned to attend an

ORDINARY MEETING

on **MONDAY 08 SEPTEMBER 2025 at 7:00pm**

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

196/25 Public Question Time

197/25 To receive a report from PC Marc Evans

198/25 To receive a report from Cllr Richard Clewer (Wiltshire Council)

199/25 Apologies for Absence

200/25 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

201/25 Minutes

- i) To resolve to approve the Minutes of the Ordinary Meeting held on **14 August 2025**

202/25 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.

- 203/25 Village Matters**
- i) Parish Steward: to identify a list of jobs for 13 & 14 October 2025
 - ii) Litter and graffiti at Green Lane: to receive a report on the extent of littering and graffiti at this location, and agree actions
 - iii) Winter Preparation: to agree DPC's Parish Emergency Assistance Scheme requirements through WC (deadline 12 Sept)
- 204/25 Highways**
- i) LHFIG: To receive a report on SWAB's decision to approve LHFIG's recommendation on the enhancement to the Pedestrian Crossing outside the Wooden Spoon
 - ii) SID: To discuss and agree upon a permanent place for the new SID+ solar panel
- 205/25 Planning & Housing**
- 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)
- 206/25 Cemetery**
- i) To note the date(s) Idverde will be onsite to carry out hedge cutting and level-up sunken graves
 - ii) To receive an update on clearance of ornaments from the graves and agree any actions necessary before the Idverde works may commence.
- 207/25 Public Toilets**
- i) To note that since the men's toilets have been closed due to essential repairs, men have been observed accessing and using the women's toilets
 - ii) To consider and resolve to approve a quote for essential repairs to the men's toilets
 - iii) To consider and resolve to approve temporarily making the women's toilet into a unisex toilet (pending completion of essential repairs to the men's toilets) and agree actions required
- 208/25 HM Land Registry**
- i) To consider and resolve to approve the quote from Bonallack & Bishop to register two separate pieces of Downton Parish Council land with HM Land Registry (first registration)
 - ii) To resolve to make payment to cover Bonallack & Bishop's initial fees and disbursements in respect of i)
- 209/25 Downton Remembrance Sunday Service & Parade 2025**
- i) To resolve to approve to make an application to WC Highways to close the B3080 (from the Memorial Gardens (in The Borough) to Church Hatch) from 10-11am on Sunday 09 November 2025 for the Remembrance Day Sunday Service and Parade
 - ii) To resolve to approve a donation of £20 to the Royal British Legion for a Poppy Wreath
 - iii) To resolve to appoint a Councillor to lay the Wreath on behalf of the Parish at the Service
- 210/25 Downton Parish Council Annual Christmas Tree 2025**
- i) To resolve to approve that DPC will buy and instal a Christmas Tree and hold a 'Switching on the Lights' event on Maypole Green
 - ii) To resolve to agree the date for the 'Switching on the Lights' event
 - iii) To note the sum allocated in the 2025/26 budget for this event
 - iv) To note the results of the EICR carried out July 2025 and agree actions, if any
- 211/25 Finance**
- i) To resolve to approve the Cash Flow Report and payments
 - ii) To resolve to approve the Bank Reconciliation prepared by the RFO and signed-off as correct by Members of the Council

212/25 Insurance Renewal

- i) To consider and resolve to approve the quote to renew the Council's insurance w.e.f 01 October 2025
- ii) To receive a report on the Clerk's meeting with the insurance broker and:
 - a. discuss and agree if DPC wishes to make a mid-term adjustment to the level of fidelity insurance cover, adopting a risk-based approach balanced against impact upon premium
 - b. note the quotes supplied through the broker to carry out valuations on the two insured buildings, and agree any further action

213/25 Committees, Working Groups, Outside Bodies

- i) Chalk Pit Management Committee: To receive a report from Cllrs Watts, Cllr Randall, and the Clerk following attending the Management Committee meeting held on 26 August. To resolve to agree any recommended actions
- ii) 3-year Strategy Working Group: To receive a report from the Working Group following a meeting held on 27 August. To resolve to agree any recommended actions
- iii) Wiltshire Towns Programme Working Group: to identify which Cllrs and Officers will work with Paul & Rosemary Leo for a follow-up meeting to progress next steps
- iv) To receive any other reports in relation to Committees, Working Groups, and Outside Bodies

214/25 Councillors' Reports

- i) To receive reports from Councillors

215/25 Correspondence, AOB, urgent matters

- i) Downton Christmas Tree Festival 06 & 07 Dec: To resolve that DPC will apply for a table at this event and agree arrangements for the table display/manning the table
- ii) WALC Conference 10 Sept: to note that MC and SP will be attending this conference for WALC members. Agree which break-out sessions they attend as being the most beneficial for the Council.

216/25 To consider resolving that Agenda item 217/25 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.

217/25 Staff Matters

- i) To consider and resolve on extending one Litter Picker's 6-month contract which ends 30 September 2025

218/25 Date of Next Meeting

To agree the date of the next Meeting for **Downton Parish Council** will be held on **Monday 13 October 2025 at 7:00pm** in **The Downton Memorial Centre (Bonvalot Room)**.