



# Downton Parish Council

**Minutes of the DOWNTON PARISH COUNCIL  
ORDINARY MEETING held on  
THURSDAY 14 AUGUST 2025 7:30pm  
THE DOWNTON MEMORIAL CENTRE (BONVALOT ROOM)**

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Councillors present: Jane Brentor (Chair) (JB), Dave Mace (DM), Gareth Watts (GW), Paul Roberts (PR), Matt Randall (MR), and Gary Hawke (GH)

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

## MINUTES

**177/25 Public Question Time:** None

**178/25 To receive a report from PC Marc Evans**

Incidents to report: -

- E-bike stolen from a shed
- Thefts 3x garages
- Parcel thefts
- Travellers Wick Lane lighting fires have been moved on
- Hazardous parking Barford Lane: situation improved following his issuing notices and making house visits
- Encourage public to report incidents directly to PC Marc Evans, 101, or 999 in an emergency. Social media reports alone will not necessarily be picked-up. DPC happy to receive reports and direct them to PC Marc Evans

**179/25 To receive a report from Cllr Richard Clewer (Wiltshire Council):** Apologies sent

**180/25 Apologies for Absence:** Cllrs Stephanie Jalland (SJ) and Stuart Carter (SC). Reasons noted and accepted. Apologies received from Cllr Randall for a late arrival. Reason noted and accepted.

**181/25 Declarations of Interest**

- To receive declarations of interest from Councillors on items on the agenda:  
GW: Public Toilets invoice for cleaning services (July) and invoice for additional supplies/labour arising from Downton Cuckoo Fair Event (190/25 ii)),
- To receive written requests for dispensations for disclosable pecuniary interests (if any):  
None
- To consider and grant requests for dispensation in accordance with relevant circumstances under Standing Order 13(h), as appropriate: None

**182/25 Minutes**

*Agenda item deferred pending Cllr Randall's arrival*

**183/25 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: None

**184/25 Councillors**

- i) Applications received from two eligible candidates to fill Councillor vacancies (Downton Ward) by co-option. One candidate has deferred consideration of their application. The other candidate's co-option was approached as follows: -
  - a. Mrs Judith Snares addressed the Councillors and explained her reasons for wishing to join the Council, detailing her skills, knowledge, and experience for the role.
  - b. **RESOLVED:** Mrs Judith Snares was unanimously approved.
  - c. Agreed that Mrs Judith Snares would officially take office at the end of this meeting by signing a Declaration of Acceptance of Office
  - d. MC reported the approach and actions for on-boarding Mrs Judith Snares

**185/25 Village Matters**

- i) Parish Steward: list of jobs for 10 & 11 September 2025 were identified
- ii) VJ Day 80th anniversary: noted that the Council will hold a two-minute silence at 12 noon on Friday 15 August 2025 to honour the 80th anniversary of VJ Day
- iii) LHFIG Meeting 05 August:
  - a. MC and SP delivered a report on the proposed enhancement to the Pedestrian Crossing outside the Wooden Spoon and the LHFIG meeting they attended on 05 Aug. Successful discussion resulting in LHFIG agreeing to recommend funding this enhancement to SWAB on 04 September. SP will attend the SWAB meeting.
  - b. Noted that LHFIG has expressed an intention to set aside a capped budget for the purpose of replacing broken and missing street nameplates. Agreed that SP will capture broken and missing street nameplates across the parish
- iv) SID: Agenda item deferred pending Cllr Randall's arrival
- v) Footpaths:
  - a. SP delivered a report on clearance and improvements to the kissing gates of the South Lane Loop
  - b. SP delivered a report on the Wiltshire Highways asset adder software – for which DPC has one of the eleven licenses. SP used to map assets on the South Lane Loop and is currently populating for other footpaths
- vi) SP delivered a report on the 'Techie Tea Party' Digital Inclusion session through SWAB. **RESOLVED:** That Downton PC will fund the cost of room hire for one session; the other session is being funded by The Memorial Hall Trustees

**8:50pm:** Cllr Randall (MR) arrived at the meeting.

JP asked MR to declare any interests per Agenda 181/25 i)-iii). None declared.

**182/25 Minutes deferred pending Cllr Randall's arrival**

- i) **RESOLVED:** the Minutes of the Ordinary Meeting held on **14 July 2025** were approved subject to correction to the spelling of Cllr Hawke's surname at Agenda 164/25. DM abstained from voting (as he did not attend the meeting); forfeiting his vote.

**185/25 Village Matters deferred pending Cllr Randall's arrival**

SID: RESOLVED by majority decision to purchase a 2<sup>nd</sup> SID + solar panel (in conjunction with Redlynch PC due to special offer twin pack deal). One SID + solar panel (100watts) = £2,249.50 (cost net of vat). Also agreed that Redlynch PC may purchase one of DPC's unused solar panels (100watts) & mounting kit for £390.00 (cost net of vat). Net cost to DPC= £1,859.50. GW abstained from voting; forfeiting his vote. Decision as to location to be made at a later date.

**186/25 Planning & Housing**

- 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)

**187/25 Cemetery**

- i) MR, MC, and SP delivered a report on the site meeting with the ground's maintenance contractor on 17 July regarding planned works to hedge cutting and levelling sunken graves.
  - Works to take place during September/October. Date to be confirmed.
  - Longford Estate has agreed that the contractor may access their field for hedge cutting.
  - Idverde will be producing a range of quotes in relation to Cemetery Services and DPC's next phase of refurbishment for full council's consideration.
  - SP reported that she and a group of volunteers had carried out weed clearing in the cremated remains section.
- ii) The removal and safekeeping of ornaments etc from graves (in advance of this work) was discussed. Agreed that any items not removed by the deadline will be collected, placed in labelled storage boxes for safe keeping up to 1 year.

**188/25 Public Toilets**

- i) **RESOLVED:** the quote to replace the damaged external pipework enclosure was approved
- ii) Noted that the contractor who carried out the CCTV drain survey did not identify which drains were surveyed nor did they offer commentary alongside the CCTV provided. When MC requested that they do so, the contractor withdrew their invoice for payment, which they confirmed to MC in writing.
- iii) Agreed that MC will now approach the other contractor who'd quoted for these works of CCTV drain survey accompanied by a fully compliant minia report

**189/25 BWSCA**

- i) The contents of the Visual Inspection Report and recommendations made therein were noted
- ii) JB will send the Visual Inspection Report to the Trustees for their review and comment

**190/25 Finance**

- i) **RESOLVED:** the payment to Fred Fieber for services delivered on the Mural project was ratified.
- ii) **RESOLVED:** the Cash Flow Report and payments were approved.  
GW abstained from voting on invoices from Downton Cleaning Services, forfeiting his vote.

Payee	Detail	Amount £ (incl vat)	Method
Staff, HMRC, Wiltshire Pensions	Salaries, Tax & NI, Pensions (July)	8,285.82	BACS
IONOS	Email	9.60	DD
IONOS	Email	9.60	DD
Lloyds	Service Charge	10.35	PAY
PWLB	Loan Repayment	7,164.80	DD
IONOS	Premium Package	12.08	DD
IONOS	Email	9.60	DD
IONOS	Email	9.60	DD
JM Fieber	Mural Project	2,000.00	BACS
Greenflow	Water Savings service Public Toilets	53.49	BACS
Idverde	Bin emptying (July))	312.74	BACS
Idverde	Grounds Maintenance (July)	1,091.35	BACS

West Mercia Energy	Public Toilets Electricity (June)	23.02	BACS
BWP Creative	Website Hosting 01/08/25-31/08/25	30.00	BACS
Downton Cleaning Services	Public Toilets Cleaning (July)	985.00	BACS
Downton Cleaning Services	Public Toilets Cleaning Downton Cuckoo Fair 2025	87.00	BACS
Dave Watton	EICR Borough Green Unmetered Electrical Connection	266.40	BACS
DM Payroll Services Ltd	Payroll Fee 01 April – 30 Sept 2025	112.80	BACS
Susan Parsons	Reimbursement: Treeguards, paint, chocs, office consumables	325.53	BACS
Susan Parsons	Expenses: fuel	43.20	BACS
M Camilleri	Reimbursement: Zoom Pro subscription	155.88	BACS
M Camilleri	Expenses: fuel	41.40	BACS

- iii) **RESOLVED** the Bank Reconciliation prepared by the RFO was approved and signed-off as correct by Members of the Council

**Account Balances**

Lloyds Business Account 12 Aug 2025: £4,955.83

Lloyds Commercial Instant Access Account: 12 Aug 2025: £118,674.81

Lloyds 95-Day Saver: 31 July 2025: £83,923.05

- iv) **RESOLVED:** the quote from Parish Council Websites to renew the Council's domain name 'downtonparishcouncil.gov.uk' w.e.f. 30 Sept 2025 for a period of 10 years was approved. It was noted that the current host, HCI Data Ltd, cease to register for .gov.uk names as from 31 December 2025

**191/25 Committee & Working Group Reports**

- i) To receive reports from Committees and Working Group meetings held. To resolve to agree on any actions arising from these meetings

Staffing Committee: GW reported that the Staffing Committee convened on 04 Aug. GW was elected as Chair, and SJ Vice-Chair. The Staffing Committee will deliver a report and make their recommendation under Agenda 194/25

**192/25 Councillors' Reports**

- i) To receive reports from Councillors

JB: reported that since the closure of the men's toilets due to essential repairs, it has been observed on multiple occasions that men are accessing and using the women's toilets. This matter will be discussed at the Sept meeting.

**193/25 RESOLVED: that Agenda item 194/25 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.**

**194/25 Staff Matters**

- i) **RESOLVED:** following agreement on the LGP Pay Claim 2025/26 backpay is awarded for the Administrative Officer and Clerk
- ii) **RESOLVED:** changes to the Clerk's contract, as recommended by the Staffing Committee, were unanimously approved.

**195/25 Date of Next Meeting**

The date of the next Meeting for **Downton Parish Council** will be held on **Monday 08 September 2025 at 7:00pm** in **The Downton Memorial Centre (Bonvalot Room)**.

Being no further business, JB closed the meeting at 22:00pm.

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