



Downton Parish Council

By Order of Melanie Camilleri Clerk & RFO

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Date: 08 October 2025

Dear **MEMBER OF DOWNTON PARISH COUNCIL**

You are hereby summoned to attend an

ORDINARY MEETING

on **MONDAY 08 OCTOBER 2025 at 7:30pm** (*please note later time*)

in **THE DOWNTON MEMORIAL CENTRE (BONVALOT ROOM)**

To transact the following business.

AGENDA

219/25 Public Question Time

The Chair will invite members of the public to make representations in respect of the business on the Agenda, ask their questions, or make their statements. The period of time designated for public participation shall not exceed fifteen minutes unless otherwise directed by the Chair. A member of the public shall not speak for more than five minutes.

220/25 To receive a report from PC Marc Evans

221/25 To receive a report from Cllr Richard Clewer (Wiltshire Council)

222/25 Apologies for Absence

223/25 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

224/25 Minutes

- i) To resolve to approve the Minutes of the Ordinary Meeting held on **14 August 2025**
- ii) To resolve to approve the Minutes of the Ordinary Meeting held on **08 September 2025**

225/25 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.

226/25 Village Matters

- i) Parish Steward: to identify a list of jobs for 12 & 13 November 2025
- ii) Flood Meeting 30 Sept: to receive a report on the meeting and how Downton Parish Council is getting the parish 'Winter ready'

227/25 Highways

- i) Tannery Bridge Pinch Point: To receive a report on the proposed road safety improvements to the Tannery Bridge Pinch Point which will be presented to LHFIG on 28 Oct and resolve to approve the Parish Council's contribution of £862.50
- ii) 20mph scheme – consideration for Downton: to receive a report on discussions held with Wiltshire Council's Senior Engineer (Traffic Engineering Team) and resolve to approve applications for Traffic Surveys to monitor the volume, speed, and type of traffic on selected roads.
- iii) Broken/missing street nameplates: To note the list of nameplates which will be presented to LHFIG seeking funding for replacement
- iv) Road Closure Permits: To receive a report on discussions held with Wiltshire Council's Network Permit Officers regarding granting permits to utility companies (works and road closures) and timely 2-way communication with Downton Parish Council

228/25 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)
- iii) To receive a report from Councillors who attended an onsite meeting with MP John Glenn on 03 October in connection with planning application n PL/2025/05927 Trafalgar Fisheries, Downton, Salisbury, SP5 3QF (Temporary Erection of a Steel and PVC Canopy Structure of Approximately 3240sqm above Existing Commercial Fish Ponds for a Period of 5 Years)
- iv) To note that planning appeal (Ref APP/Y3940/W/25/3363270) made against Wiltshire Council in relation to PL/2024/07405 Land at Rear of 40 The Borough, SP5 3ND has been dismissed by the inspector

229/25 Mid-Year Budget Review 2025/26: Part 1

- i) To consider the mid-year budget position (non-exempt matters)
- ii) To note that exempt matters (under Sections 40(2): Personal Information and 43(2): Commercial Interests) will be considered under Agenda 246/25

230/25 Cemetery

- i) To receive an update on clearance of ornaments from the graves
- ii) To note the date(s) Idverde will be onsite to carry out hedge cutting and level-up sunken graves
- iii) To note the budget allocation for the refurbishment project and range of quotes will be considered under Agenda items 246/25 and 247/25 (exempt matters under 43(2): Commercial Interests)
- iv) To note that membership of the Institute of Cemetery and Crematorium Management (ICCM) will be considered under Agenda 242/25
- v) To note that Downton Parish Council's Burial Regulations and Fees will be reviewed in consideration of i)-iv) above

231/25 Public Toilets

- i) To note the preliminary findings of the CCTV drain inspection
- ii) To consider and resolve to approve a quote for essential repairs to the men's toilets hand washer-dryer
- iii) To note that the Clerk has requested a quote for Legionella Risk Assessment and Testing
- iv) To note the budget allocation for the refurbishment project will be considered under Agenda item 246/25 (exempt matters under 43(2): Commercial Interests)

- 232/25 Memorial Centre**
- i) To note the outcome of the Visual Survey and the Trustees' response (including production of documentation)
 - ii) To note the outcome of the Energy Efficiency Survey and the Trustees' next steps
 - iii) To consider and resolve to approve the quote to inspect the flat roofs by a 'competent person' for insurance cover purposes
- 233/25 BWSCA**
- i) To note the outcome of the Visual Survey and the Trustees' response (including production of documentation)
- 234/25 Play Parks**
- i) Safety Inspection Reports: To note the findings and agree any necessary actions
 - ii) CAS Play Park: to discuss the extent of usage of this Play Park (in consideration of the T&Cs of the draft Lease from Longford Estate and the financial implications to the Council) and agree next steps
 - iii) Fitness classes (approved under Agenda 69/25): to note that they have been extended through September and October 2025 (invoice issued)
- 235/25 Borough Greens**
- i) In accordance with Standing Order 23a, to resolve to execute the renewed Borough Greens Lease (Longford Estate) for a 25-year period
 - ii) To note Longford Estate's position in relation to a 3rd party requesting and being granted use of the Borough Greens to hold a public event.
 - iii) To consider and resolve to approve the License to Occupy for a 3rd party holding a public event
- 236/25 Licenses to Occupy Memorial Gardens**
- i) To consider and resolve to approve the License to Occupy for a 3rd party requesting and being granted use the Memorial Gardens (Council owned land) to hold a public event
- 237/25 Downton Parish Council Annual Christmas Tree 2025**
- i) To note the agreed date and time
 - ii) To resolve to approve the purchase of a new set of LED lights
- 238/25 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
- 239/25 Insurance Renewal**
- i) To note the valuations for the two insured buildings and consider impact upon the insurance premium
 - ii) To consider and resolve to approve a 3-year option for the Council's insurance
- 240/25 External Auditor's Report and Certificate 2024/25**
- i) To note that the External Auditor, PKF Littlejohn, has been unable to complete its review work on the AGAR and supporting documentation as a result of correspondence received in relation to 2024/25 and/or prior years.
 - ii) To note that the 'Notice of the audit and right to inspect the Annual Governance & Accountability Return for the year ended 31 March 2025' has been completed and published in line with statutory requirements.

- 241/25 Section 1 - Annual Governance Statement 2025/26**
- i) To note that Downton Parish Council meets all new requirements for Assertion 3 (Email management) and Assertion 10 (Digital and data compliance) as set out in the Practitioners' Guide 2025
- 242/27 Budget 2026/27: Part 1**
- i) To note that under Section 106 of the Local Government Finance Act 1992, any Councillor with council tax unpaid for more than two months is prohibited from voting on the budget or precept and must disclose at the start of the meeting that Section 106 applies to them (Section 4.8 of the Council's adopted Financial Regulations)
- ii) To consider the first draft budget (non-exempt matters)
- iii) To note that exempt matters (under Sections 40(2): Personal Information and 43(2): Commercial Interests) will be considered under Agenda 247/25
- 243/25 Trustee Appointments, Outside Bodies, Committees, Working Groups**
- i) Children's Corner Charity (DPC Sole Trustee)
- To consider and resolve to approve the Charity's request for financial support to meet the cost to register the Charity's land (at Barford Lane, known as 'the Children's Corner or Playground') with HM Land Registry (first registration)
- ii) Carver Trust Charity (Council Representative Trustee)
- To note that Cllr Watts' appointment as the Council's Representative Trustee exceeds the 3-year maximum. To consider and appoint a Council Representative Trustee for the next 3 years.
- iii) Downton Cuckoo Fair (Outside Body)
- To consider a request from two of the Directors to meet the Council for the purposes of carrying out a review of the 2025 Cuckoo Fair Event
 - To appoint a new Councillor representative(s) for the municipal year 2025/26
- iv) Chalk Pit Management Committee (Outside Body)
- To consider and resolve to approve the joint Terms of Reference with Redlynch Parish Council
 - To note the position regarding registering Downton Parish Council's beneficial interest in the land, as set out in the Deed of Transfer covenants
- v) Wiltshire Towns Programme (Working Group)
- To identify which Cllrs and Officers will work with Paul & Rosemary Leo to progress next steps
- vi) To receive any other reports in relation to Trustee Appointments, Outside Bodies, Committees, Working Groups
- 244/25 Councillors' Reports**
- i) To receive reports from Councillors
- 245/25 To consider resolving that Agenda item 246/25 and 247/25 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.**
- 246/25 Mid-Year Budget Review 2025/26: Part 2 (exempt matters)**
- i) To consider all exempt matters (under Sections 40(2): Personal Information and 43(2): Commercial Interests) make any necessary adjustments, approve quotes and/or actions
- 247/25 Budget 2026/27: Part 2 (exempt matters)**
- i) To consider all exempt matters (under Sections 40(2): Personal Information and 43(2): Commercial Interests) and make any necessary adjustments
- 248/25 Date of Next Meeting**
- To agree the date of the next Meeting for **Downton Parish Council** will be held on **Monday 10 November 2025 at 7:00pm in The Downton Memorial Centre (Bonvalot Room).**