



Downton Parish Council

By Order of Melanie Camilleri Clerk & RFO

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Date: 05 November 2025

Dear **MEMBER OF DOWNTON PARISH COUNCIL**

You are hereby summoned to attend an

ORDINARY MEETING

on **MONDAY 10 NOVEMBER 2025 at 7pm**

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

To transact the following business.

AGENDA

259/25 Appointment of Acting Minute Taker

- i) To resolve to appoint a Member or other suitable person to record the Minutes of the meeting due to the absence of the Clerk, and that the Minutes, so recorded, shall be presented to full Council for approval at the next Ordinary Meeting.

260/25 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.

261/25 To receive a report from PC Marc Evans

262/25 To receive a report from Cllr Richard Clewer (Wiltshire Council)

263/25 Apologies for Absence

264/25 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

265/25 Minutes

- i) To resolve to approve the Minutes of the Ordinary Meeting held on **13 October 2025**
- ii) To resolve to approve the Minutes of the Extraordinary General Meeting held on **03 November 2025**

- 266/25 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.
- 267/25 Village Matters**
i) Parish Steward: to identify a list of jobs for 12 & 13 November and 09 December
ii) Operational Flood Working Group: to receive a report on the meeting held on 22 October
- 268/25 Highways**
i) Tannery Bridge Pinch Point: To receive a report on LHFIG's decision regarding the proposed road safety improvements to the Tannery Bridge Pinch Point
ii) 20mph scheme in Downton: to receive a report on which roads have been selected for Traffic Surveys to monitor the volume, speed, and type of traffic on selected roads.
iii) Broken/missing street nameplates: To receive a report on LHFIG's approval to funding
- 269/25 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)
- 270/25 Trees**
i) Tree Course: to note that the Administration Officer (and Tree Officer) is attending the free 2-day course on 17 + 18 November
ii) Oaks at 80 project launched by Great Western Community Forest to plant oak trees to commemorate the end of World War II: To ratify Downton Parish Council's application to purchase one English Oak (grown in a 10-litre pot, around 175/200 cm, with guard and stake support) with match funding of £80. To agree the location for planting if the application is approved.
- 271/25 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
- 272/25 Trustee Appointments, Outside Bodies, Committees, Working Groups**
i) Downton Cuckoo Fair (Outside Body)
 - To receive a report on the meeting held with a DCF Director to review the 2025 Cuckoo Fair Event
 - To note DCF's request to hold a Cuckoo Fair Event in 2026 on the Borough Greens and Memorial Gardens, and receive a report on DCF's initial review of DPC's Licence to Occupy template
ii) To receive any other reports in relation to Trustee Appointments, Outside Bodies, Committees, Working Groups
- 273/25 Councillors' Reports**
i) To receive reports from Councillors
- 274/25 Date of Next Meeting**
To agree the date of the next Meeting for **Downton Parish Council** will be held on **Monday 08 December 2025 at 7:00pm in The Downton Memorial Centre (Bonvalot Room)**.