



Downton Parish Council

**Minutes of the DOWNTON PARISH COUNCIL
ORDINARY MEETING held on
MONDAY 13 OCTOBER 2025 7:30pm
THE DOWNTON MEMORIAL CENTRE (BONVALOT ROOM)**

Councillors summoned and present: Jane Brentor (Chair) (JB), Gareth Watts (GW), Matt Randall (MR), Stuart Carter (SC), Paul Roberts (PR), Dave Mace (DM), Gary Hawke (GH), and Judith Snares (JS)

Officers present: Melanie Camilleri (Clerk/RFO) (MC) and Susan Parsons (Administrative Officer) (SP)

WC Councillor present: Cllr Richard Clewer (RC)

Members of the public present: Seven

MINUTES

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.

- Allotments:
 - requested copy of current Lease to be sent to him
 - reported recent breaks-ins to four sheds, equipment stolen
- SID Pole: the pole with the playground warning sign on it installed by Highways is tall enough to attach a SID at the top of it, as was always intended. There's no need to remove the Playground warning sign.
- Requested if draft Minutes could be published on the website earlier than usual
- BWSCA site – piece of ground used for children's play area: wished to emphasise the importance of continued access to this area and reflected in any new Lease
- Enquired if DPC and WC knew that mobile Post Offices are under threat due to withdrawal of funding. Asked what DPC are doing about it.
- Tannery Bridge Pinch Point improved road safety scheme: expressed in strong terms his concerns for road safety and pedestrian safety. He appreciated the initiative being put forward by DPC (along with other road safety initiatives) however he felt that they do not go far enough at the Pinch Point. Accordingly, he and a few other residents intend to instal CCTV cameras. Asked who at DPC should he liaise with in this respect.

220/25 To receive a report from PC Marc Evans. Apologies sent. Written report received: -

- Allotments Wick Lane: Sheds broken into, items taken. I have made contact with the Allotment and will conduct patrols
- The Memorial Hall: two youths organised a fight at the location. There was around 50 - 60 children that were watching the fight unfold. This is under police investigation. All parties involved have been suspended for school

- A local resident has received a parking ticket for an area they have never been. In total I'm aware of 3 other instances where this has happened. If it does happen report that your vehicle registration may have been cloned to 101 (email), report to DVLA the same, do not pay the ticket.
 - Parking issues.
 - Vehicle on the junction of Saxon Meadow. Unfortunately, the vehicle is not registered to any person in Downton, so can't locate the driver. I have emailed the company direct and I'm waiting for a response.
 - The silver BMW has been parking across his own gate, I checked again just now, and it was parked correctly.
- 221/25 To receive a report from Cllr Richard Clewer (Wiltshire Council)**
- The Tannery Bridge Pinch Point improved road safety scheme will be presented to LHFIC on 28 Oct
 - WC Budget underway – 700+ pages to cover at the next meeting
- 222/25 Apologies for Absence:** Cllr Jalland. Reason noted and accepted.
- 223/25 Declarations of Interest**
- i) To receive declarations of interest from Councillors on items on the agenda:
 - GW: Public Toilets invoice for cleaning services (Sept) (238/25 i))
 - MR: Expenses claim (238/25 i))
 - DM: Memorial Centre Room Hire invoice (238/25 i)) and other matters relating to the Memorial Centre (232/25, 239/25 i))
 - 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
- 224/25 Minutes**
- i) **RESOLVED**: the Minutes of the Ordinary Meeting held on **14 August 2025** were approved. Cllrs Carter abstained from voting as he did not attend the meeting. Cllr Randall abstained from voting as he arrived at the meeting part-way through. Cllr Snares abstained from voting as she took office after the meeting.
 - ii) **RESOLVED**: the Minutes of the Ordinary Meeting held on **08 September 2025** were approved. Cllrs Mace and Roberts abstained from voting as they did not attend the meeting.
- 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.
- Allotments: MC will send the Joint Chair of the Allotments Association a copy of the current Lease
 - SID Pole: noted pole tall enough to attach a SID at the top. SP must first officially register the pole for SID use.
 - Noted request to publish the draft Minutes on the website earlier than usual and statutory minimum (which is the same day the Agenda for the next full council meeting is published)
 - BWSCA site – piece of ground used for children's play area: noted points raised.
 - JB confirmed that DPC is aware that mobile Post Offices are under threat due to withdrawal of funding. A nationwide consultation has taken place, and she has personally responded. MR urged all members of the public to continue to use the mobile post office service if they wish to protect it.
 - Tannery Bridge Pinch Point improved road safety scheme: his queries and suggestions on the proposed scheme were shared with WC's Senior Engineer but were not

supported due to specific Highways legislation and suitability for this specific location. We appreciate that this may not be the outcome he was hoping for; however, it reflects the firm position of WC Highways. With regards to installation of CCTV, JB urged members of the public to read and understand GDPR legislation in relation to privacy issues and suggested that before installing, they first consult with the Information Commissioners Office.

226/25 Village Matters

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

227/25 Highways

- i) Tannery Bridge Pinch Point: SP and MC delivered a report on the proposed road safety improvements to the Tannery Bridge Pinch Point which will be presented to LHFIG on 28 Oct. **RESOLVED**: the proposed scheme and the Parish Council's contribution of £862.50 were approved.
- ii) 20mph scheme – consideration for Downton: SP and MC delivered a report on discussions held with Wiltshire Council's Senior Engineer (Traffic Engineering Team), the process by which data is captured, the subsequent LHFIG decision making and approval process using data captured, and the likely cost implications to Downton PC if a 20mph scheme were to be approved. **RESOLVED**: to submit an application to WC Highways to conduct a number of Traffic Surveys to monitor the volume, speed, and type of traffic. SP and MC to work closely with the Senior Engineer (who has in-depth knowledge of Downton's roads) to select the most appropriate locations for a Traffic Survey. **RESOLVED**: DPC to conduct Pedestrian Surveys in those locations to capture essential data for LHFIG decision making (using WC Highways template survey).
- iii) Broken/missing street nameplates: Noted that SP has captured a list of nameplates which will be presented to LHFIG seeking funding to replace.
- iv) Road Closure Permits: SP and MC delivered 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. One.Network is the primary source of information. SP and MC will sign-up to One.Network alerts.

228/25 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)
- iii) Cllrs Hawke and Brentor delivered a report on the onsite meeting held 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). Conclusion – this is a highly complex area of planning and DPC's comments submitted to WC Planning still stand: *Unanimously agreed to leave the decision to the Planning Officer and ask that they take into consideration all comments submitted on the planning portal.*
- iv) Noted 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) The mid-year budget position (non-exempt matters) was discussed, and the forecast unrestricted (general) reserves position was noted. It was agreed that an EGM should

be held in November to run through the mid-year budget 2025/26 and the 2026/27 Budget line by line. MC to organise.

- ii) To note that exempt matters (under Sections 40(2): Personal Information and 43(2): Commercial Interests) will be considered under Agenda 246/25. *See decision made 229/25 i)*

230/25 Cemetery

- i) Most ornaments had been cleared from the graves by relatives when SP and MC attended on 23 Sept. SP and MC placed the remaining ornaments/items neatly along the hedging for relatives to collect. Communication sent out via social media and a notice was placed on the cemetery noticeboard.
- ii) Idverde will be onsite to carry out hedge cutting and level-up sunken graves on 20-23 October
- iii) Noted 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) Noted that membership of the Institute of Cemetery and Crematorium Management (ICCM) will be considered under Budget 2026/27
- v) Noted that Downton Parish Council's Burial Regulations and Fees will be reviewed in consideration of i)-iv) above

231/25 Public Toilets

- i) MC delivered a report on the CCTV drain inspection. Agreed that MC will contact another contractor
- ii) **RESOLVED:** Wallgate's quote to replace the men's Handwash Dryer was approved.
- iii) Noted that MC has requested a quote for Legionella Risk Assessment and Testing.
- iv) Noted 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) Noted that the Trustees are actively considering the outcome of the Visual Survey and will be sending the Parish Council copies of documentation to evidence compliance.
- ii) Noted that the Trustees are considering the outcome of the Energy Efficiency Survey and will be considering an application for solar panels. Further information to follow.
- iii) **RESOLVED:** The quote from A.Wells to inspect the flat roofs (for insurance cover purposes) was approved.

233/25 BWSCA

- i) Noted that the Trustees have been in touch with SC to say that they are considering the outcome of the Visual Survey. Agreed that SC will request copies of documentation to evidence compliance.

234/25 Play Parks

- i) Safety Inspection Reports: It was noted that the reports indicating attendance on 06 Aug do not reflect works carried out e.g Memorial Gardens path and shelter floor works were completed in April. All agree that this undermines confidence in the report. MC to contact Vitaplay to discuss and report back at the Nov meeting
- ii) CAS Play Park: it was agreed that whilst the Play Park doesn't get as much use as the other two Play Parks, it remains a valued facility to the CAS community. Accordingly, the Lease will be considered, albeit with a 10-year term.
- iii) Fitness classes (approved under Agenda 69/25): noted 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. *Deferred pending finalising the License to Occupy as Longford Estate wish this document to be an Annex to the Lease.*
- ii) Noted Longford Estate is in support of DPC granting a License to Occupy to a 3rd party who's requesting use of the Borough Greens to hold a public event and that their Solicitor has reviewed the document produced by MC.
- iii) **RESOLVED:** the License to Occupy was approved subject to inclusion of granting the 3rd party access to the unmetered electrical connection.

236/25 Licenses to Occupy Memorial Gardens

- i) **RESOLVED:** the License to Occupy was approved

237/25 Downton Parish Council Annual Christmas Tree 2025

- i) Noted that the Event will be held on Friday 05 December, 6:15pm start
- ii) **RESOLVED:** To approve the purchase two sets of 3000 LED lights

238/25 Finance

- i) **RESOLVED:** the Cash Flow Report and payments were approved

Payee	Detail	Amount £ (incl vat)	Method
Staff, HMRC, Wiltshire Pensions	Salaries, Back pay, Tax & NI, Pensions (Sept)	8539.71	BACS
IONOS	Email Microsoft 2019	9.60	DD
IONOS	Email Microsoft 2019	9.60	DD
EE	Mobile SIM (Admin Officer)	12.00	DD
Lloyds	Service Charge	8.50	PAY
IONOS	Premium Package	12.08	DD
Pennon Water	Water Charges Cemetery	67.33	DD
PWLB	Loan repayments	8,691.39	DD
Bonallack & Bishop	Monies on account for HM Land Registry	500.00	BACS
Idverde	Bin emptying (Sept)	312.74	BACS
Idverde	Grounds Maintenance (Aug)	1,022.15	BACS
Idverde	Grounds Maintenance (Sept)	1,091.35	BACS
West Mercia Energy	Public Toilets Electricity (Aug)	37.14	BACS
BWP Creative Ltd	Website Hosting 01/09/2025-30/09/2025	30.00	BACS
BWP Creative Ltd	Website Hosting 01/10/2025-31/10/2025	30.00	BACS
BWP Creative Ltd	Website domain name renewal 10 years	360.00	BACS
Downton Cleaning Services	Public Toilets Cleaning (Sept)	985.00	BACS
Downton Memorial Centre	Room Hire (Aug)	73.25	BACS
RBL Poppy Appeal	4 x Type C wreaths	114.00	BACS
GW Shelter Solutions	Replace missing panel bus shelter	175.15	BACS
Richard Watts	Memorial Garden Goal posts - reset	140.00	BACS
Redlynch Parish Council	SID + solar panel	2,250.00	BACS
AJGIBL	Insurance 01/10/2025-30/09/2026	10,613.39	BACS
Cardinus Risk Management	Insurance valuation Public Toilets	180.00	BACS
Step Associates Ltd	Visual Survey Memorial Centre + BWSCA	3,839.62	BACS
Matt Randall	Reimbursement: Fire signage	62.60	BACS
Susan Parsons	Reimbursement: Pads for Defib at BWSCA	124.78	BACS
M Camilleri	Expenses: fuel	74.79	BACS

- ii) **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 13 October 2025: £32,481.18

Lloyds Commercial Instant Access Account: 13 October 2025: £167,092.31

Lloyds 95-Day Saver: 30 Sept 2025: £84,316.00

239/25 Insurance Renewal

- i) To note the valuations for the two insured buildings and consider impact upon the insurance premium. *Deferred pending receipt of the valuation for the Memorial Centre.*
- ii) To consider and resolve to approve a 3-year option for the Council's insurance. *Deferred pending receipt of the valuation for the Memorial Centre and any adjustment to insurance premium.*

240/25 External Auditor's Report and Certificate 2024/25

- i) Noted 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) Noted 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) Noted 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) Noted 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). *See decision made 229/25 i)*
- iii) To note that exempt matters (under Sections 40(2): Personal Information and 43(2): Commercial Interests) will be considered under Agenda 247/25. *See decision made 229/25 i)*

243/25 Trustee Appointments, Outside Bodies, Committees, Working Groups

- i) Children's Corner Charity (DPC Sole Trustee)
 - a. **RESOLVED:** the Charity's request for financial support of £655 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) was approved.
- ii) Carver Trust Charity (Council Representative Trustee)
 - a. Noted that Cllr Watts' appointment as the Council's Representative Trustee exceeds the 3-year maximum. Unanimously agreed that Cllr Watts will continue as the Council Representative Trustee for the next 3 years (to 2028).
- iii) Downton Cuckoo Fair (Outside Body)
 - a. Noted that a request has been made by two of the Directors to meet the Council for the purposes of carrying out a review of the 2025 Cuckoo Fair Event. This was agreed and will take place with the new Councillor representative appointed (see b. below)
 - b. Unanimously agreed to appoint Cllr Watts as the new Councillor representative for the municipal year 2025/26
- iv) Chalk Pit Management Committee (Outside Body)
 - a. **RESOLVED:** the joint Terms of Reference with Redlynch Parish Council was approved.
 - b. Noted that MC has written to WC's Solicitor who is preparing the Deed of Rectification to the Deed of Transfer for this land (from WC to Redlynch PC) to enquire if Downton Parish Council's beneficial interest in the land may be recorded by way of being party to the Deed of Rectification. Awaiting a response.

- v) Wiltshire Towns Programme (Working Group)
 - a. Agreed that GH, JS, SP and MC 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

GW

- Allotments: has asked for details of meetings but hasn't heard back. MC to remind the Allotments Association when she sends them a copy of the Lease.
- Stockman & Woodland Charities: no Redlynch PC Nominative Trustees have been appointed and so no meetings are taking place (min 5 Trustees required to be quorate)

JB: discussion with Millennium Green regarding collection of dog poo bags and installation of a roadside bin. Source of funds for bin can be using their earmarked S106 held by DPC

244/25 Councillors' Reports

- i) To receive reports from Councillors

JB

- Has been in discussions with FLOW (For the Love of Water) about opportunities for DPC to influence river water quality in the context of DPC's Strategy commitment to monitor Wessex Water in relation to their £10M project
- Has been in contact with the new Downton Surgery Practice Manager to discuss and agree improved community engagement

245/25 RESOLVED: that Agenda item 246/25 and 247/25 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.

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
- It was agreed that MC will seek quotes for the Cemetery Refurbishment and the Public Toilets refurbishment for consideration against proposed budget allocation.

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

It was agreed that MC will seek quotes for the Cemetery Refurbishment and the Public Toilets refurbishment for consideration against proposed budget allocation.

248/25 Date of Next Meeting

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)**.

Being no further business, JB closed the meeting at 22:20pm.

DRAFT MINUTES TO BE SIGNED AT THE NEXT PARISH COUNCIL MEETING