



# Downton Parish Council

By Order of Melanie Camilleri Clerk & RFO

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Date: 03 December 2025

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Dear **MEMBER OF DOWNTON PARISH COUNCIL**

You are hereby summoned to attend an

**ORDINARY MEETING**

on **MONDAY 08 DECEMBER 2025 at 7pm**

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

To transact the following business.

**AGENDA**

**275/25 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.

**276/25 To receive a report from PC Marc Evans**

**277/25 To receive a report from Cllr Richard Clewer (Wiltshire Council)**

**278/25 Apologies for Absence**

**279/25 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

**280/25 Minutes**

- i) To resolve to approve the Minutes of the Ordinary Meeting held on **10 November 2025**

**281/25 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.

**282/25 Village Matters**

- i) Parish Steward: to identify a list of jobs for the beginning of 2026 (pending 2026 schedule and Steve being diverted onto gritting duties)
- ii) Cemetery: To receive a report on progress of hedge cutting, grave levelling, and weed spraying. Agree actions.

- 283/25 Highways**
- i) Tannery Bridge Pinch Point: To receive a report on SWAB's decision regarding the proposed road safety improvements to the Tannery Bridge Pinch Point
  - ii) SID: to note that Downton PC is seeking feedback on data it submits to establish efficacy of deploying the device at each location across the parish
- 284/25 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)
- 285/25 Trees**
- i) Tree Course: to receive a report from the Administration Officer/Tree Warden on the 2-day course she attended and how skills learned will be implemented
  - ii) To consider and resolve to approve a quote for Treeworks at the Cemetery
  - iii) Beech in the Memorial Gardens:-
    1. To consider and resolve to approve a quote to fell the tree due to fungal infection
    2. To consider options for use of the Beech: -
      - a) sell timber to local merchants: discuss and agree actions and budget
      - OR
      - b) transform it into a wildlife bench/totem: WC has advised partnering with a community group for the purposes of applying for a SWAB Grant to meet the cost of commissioning a specialist woodworker (application deadline 06 Feb 2026). Discuss and agree actions and budget
- 286/25 K6 Telephone Kiosk**
- i) In accordance with Standing Order 23a, to resolve to execute the Agreement for the Sale and Purchase of the K6 Telephone Kiosk on the High Street, Downton, SP5 3PG for the sum of £1.
  - ii) To consider at January meeting how the Kiosk will be repurposed.
- 287/25 Children's Play Area Charlton All Saints**
- i) In accordance with Standing Order 23a, to resolve to execute the Lease of Children's Play Area Charlton All Saints from Longford Estate for a period of 10 years for the sum of £10 p.a.
- 288/25 Play Park Safety Inspections**
- i) To consider and resolve to approve the quote for RoSPA (annual) and three operational (remaining quarters) safety inspections for the Memorial Gardens, Moot Lane, Charlton All Saints, and Wick Lane Play Parks
- 289/25 Public Toilets Cleaning Contract**
- i) To receive feedback on Downton Cleaning Services' performance on delivery of the contract
  - ii) In accordance with section 1. of the Downton Cleaning Services Contract, resolve to approve an extension of the Contract for a further 12 months with effect from 01 April 2026 (no increase in cost)
- 290/25 Downton Parish Council Annual Christmas Tree 2025**
- i) To receive an update on the Christmas Tree Lighting Event which took place on 05 December
  - ii) To ratify payment for the purchase of the Tree
  - iii) To ratify the 2025 Risk Assessment
  - iv) To note that SSEN has awarded the Unmetered Supply Certificate for the 2025/26 festive period.

- 291/25 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
  - iii) To receive a report on the adjustment to the council's insurance premium renewal following receipt of valuations for the Memorial Centre and the Public Toilets and resolve to enter into a 3-year LTA on the adjusted premium.
  - iv) To ratify the Council entering into a Pure Plus 100% renewable energy tariff with WME for the Public Toilet's electricity supply
- 292/25 Objections raised with the External Auditor to the 2024-25 accounts**
- i) To receive a report on the external auditor's decision over the eligibility of the objections raised by a member of the public on the 2023-24 and 2024-25 and accounts and cost to investigate @daily rate of £2,485 plus VAT
- 293/25 Budget 2026/27: Part 1**
- i) To consider the draft budget (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 295/25
- 294/25 To consider resolving that Agenda item 295/25 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.**
- 295/25 Budget 2026/27: Part 2 (exempt matters)**
- i) To note that wef 01 April 2026: -
    - a. National Living Wage (workers aged 21 and over) rises to £12.71 per hour
    - b. Minimum Wage (workers aged 18-20) rises to £10.85 per hour
    - c. Minimum Wage (workers aged 16-17) rises to £8.00 per hour
    - d. Personal Tax Allowance freeze will have no direct impact upon DPC (employer) payroll costs
  - ii) To consider all exempt matters (under Sections 40(2): Personal Information and 43(2): Commercial Interests) and make any necessary adjustments
  - iii) To pass a motion to declare that the meeting is re-opened to members of the public.
- 296/25 Cemetery Refurbishment**
- i) To consider a range of quotes and resolve to award the contract for the next phase of the refurbishment project
- 297/25 Public Toilets Refurbishment**
- i) To consider a range of quotes and resolve to award the contract for the refurbishment project
  - ii) To note that a Legionella Risk Assessment and Testing will be conducted post refurbishment.
- 298/25 BWSCA**
- i) Following the visual survey carried out by Step Associates, to consider and approve the quote and scope of works for a more in-depth survey to determine the structural condition of the buildings.
- 299/25 Budget/Precept 2026/27**
- i) To resolve to approve the budget and resulting Precept for 2026/27

**300/25 Trustee Appointments, Outside Bodies, Committees, Working Groups**

- i) Downton Cuckoo Fair (Outside Body)
  - To receive a report on the site visit to assess damage to the grounds of the Memorial Gardens
  - To receive a report on DCF's slideshow presentation made at a Public Meeting 19 Nov which included their unaudited Finance Statement of Accounts for 2024 and 2025
  - To receive a report on DCF's comments on the draft License to Occupy V1 for the 2026 Event and DPC's response. Agree next steps
- ii) Chalk Pit (Outside Body)
  - In accordance with the Terms of Reference, to identify financial matters in relation to management of the land and buildings for Redlynch Parish Council to consider when setting their 2026-27 Budget (at their 09 December meeting)
- iii) To receive any other reports in relation to Trustee Appointments, Outside Bodies, Committees, Working Groups

**301/25 Councillors' Reports**

- i) To receive reports from Councillors

**302/25 Correspondence, AOB, urgent matters**

- i) To consider and resolve to approve Bishop Wordsworth Boy's Grammar School's request for permission to use the Memorial Gardens as a start location for 2x Bronze Duke of Edinburgh Expeditions on 09 May 2026 and 20 June 2025.
- ii) To note and agree actions on the following reported by one of the Litter Pickers: -
  - Gate off its hinges at NW corner of the Memorial Gardens
  - One of the flower tubs on south side of Memorial Gardens smashed to pieces
  - Broken work bench by the Memorial Gardens bin
  - Littering outside of the new convenience store
- iii) To note WC Briefing Note 25-09 Community Governance Review

**303/25 Date of Next Meeting**

To agree the date of the next Meeting for **Downton Parish Council** will be held on **Monday 12 January 2026 at 7:00pm** in **The Downton Memorial Centre (Bonvalot Room)**.