



Downton Parish Council

**Minutes of the DOWNTON PARISH COUNCIL
ORDINARY MEETING held on
MONDAY 10 NOVEMBER 2025 7pm
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), Stephanie Jalland (SJ), Dave Mace (DM), Gary Hawke (GH), and Judith Snares (JS)

Officers present: Susan Parsons (Administrative Officer) (SP)

WC Councillor present: Cllr Richard Clewer (RC)

Members of the public present: Six

MINUTES

259/25 Appointment of Acting Minute Taker

Proposed from the Chair and Cllrs all in favour of SP taking the minutes

JB proposed to change the order of the agenda to hear item 269/25 Planning & Housing (2 Moot Lane) and item 272 (i) Downton Cuckoo Fair ahead of village matters to reduce waiting time for members of the public who are attending. All Cllrs. In favour

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.

1. Neighbour of resident in 2 Moot Lane who chose not to speak against the planning application on hearing that councillors had read her comments online
2. DCF Director thanked the Chair for the agenda change around and asked if the Licence to Occupy fee can be waived or discounted. JB will address issue in agenda item. Director mentioned that DCF is a not-for-profit organisation and puts on the DCF for the benefit of Downton. He stated that DCF gets no benefit but takes all the risk.
Question from Cllr Randall: who pays for the annual post Cuckoo Fair meal and drinks at the Wooden Spoon for DCF Directors (Trustees) and Event Volunteers?
Answer given by DCF Director: DCF Ltd pays for the meal and drinks for DCF Directors and Event Volunteers as a thank you, adding that this is deserved after all the hard work as a form of repayment (because no one claims expenses).

- 261/25 To receive a report from PC Marc Evans:** Apologies sent with written report, as follows: -
Good evening, all. Apologies for not attending in person am not on duty so please find my report
- I attended a head on collision on Slab Lane. The driver was arrested. This just for everyone awareness, as we know the lane is tight and with the darkness and poor weather it can make stopping harder.
 - A window was smashed on The Borough, Downton. I identified the group responsible, the window was paid for by the family, no police report was made. Everyone involved happy.
 - Named suspect "Max" has entered the store (COOP) and selected spirits, chocolate and energy bars and walked out. Value of loss £400.00.
 - Unknown suspect/s have thrown a pumpkin through the IP's front downstairs window causing the glass pane to smash and shock for the IP. TVO £100.
 - 3 x teenage males have knocked on IP's door during Halloween asking for sweets as IP was bringing the container back inside. IP stated that there were none left. The males were not happy at all stating, "can't even get a sweet!" A short time after, IP had eggs thrown at her kitchen window. Tonight, the IP has had at least 3 eggs thrown at her kitchen window. These were all thrown at the same time, so it is believed that it was more than one person that has done this.
 - Esso garage: known suspect(s) have gone into the location and stolen a number of vapes and have walked out.
 - Unknown suspect/s have egged the IP's house, porch and car. Value of damage £250.00
 - Parking: I've noticed the van has moved from the junction of Saxon Meadow and Moot Lane. If it comes back, please let me know. I emailed the company directly to move it.
 - Long standing neighbourhood ASB has been reported to Wiltshire council ASB officers by me, the location is Natanbury, Waterside. The parish may have become involved. I will update you in person.
- 262/25 To receive a report from Cllr Richard Clewer (Wiltshire Council)**
- Budgets are still proving challenging.
 - The Headlands traffic light work was a shambles – telecoms and water companies appear to be persistent offenders.
- 263/25 Apologies for Absence:** No apologies from Councillors, the Clerk's reason for absence was noted and agreed
- 264/25 Declarations of Interest**
- To receive declarations of interest from Councillors on items on the agenda
DM and GW declared interest in the payments
 - 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
- 265/25 Minutes**
- To resolve to approve the Minutes of the Ordinary Meeting held on 13 October 2025
 - To resolve to approve the Minutes of the Extraordinary General Meeting held on 03 November 2025
- All approved apart from abstentions and signed by JB (13 Oct SJ absent, 3 Nov DM and SJ absent)

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.

1. Planning for 2 Moot Lane: Highways comment suggests refusal on grounds of access and splay Neighbour at 44 High St comments on loss of light (therefore amenity). Is a sunlight analysis required? Proposal itself is not a problem for me.

267/25 Village Matters

- i) Parish Steward: to identify a list of jobs for 12 & 13 November and 09 December
Job sheet for November has been sent to Highways. Cllrs asked to look out for jobs for the December visit. Check leaves from Castle Meadow to the surgery, and JB/SP will clip Ivy from Tannery Bridge.
- ii) Operational Flood Working Group:
Present: Chair Nick Dye, Town and Village Clerks, Officers, WC Highways, Thames Water, Environment Agency, Wessex Water
 - The EA informed the group that new funding rules from government are to be announced in 2026-including increased funds for parish flood management
 - The groundwater is still low apparently
 - WC will resend the flood map, firstly refining data and hopefully have an overlay of EA data
 - WC will be running a trial for communities to close flooded roads, parish names to go into a hat. I have taken the liberty of putting our parish in!
 - Wiltshire Wildlife are doing a field assessment: a walk around with the landowners – cost approximately £250. Not sure if DPC will be interested – I feel we could ask Longford to do this with us for free?
 - Wessex and Thames Water encouraged everyone to take pictures and report any flooding
 - MOD planning – MOD do have priority in planning but there is a clause that any planning “cannot do harm to others”
 - Contact on Teams Paul Cobbing – will advise PC on setting up the flood dashboard on their web site. Might be worth revisiting this and talking to him – I am happy to do this if Councillors are happy? Dave might want to join in
 - Next meeting 17 December

268/25 Highways

- i) Tannery Bridge Pinch Point: SP reported that LHFIF had agreed the funding for the Tannery Bridge pinch point, installation date to be advised by Highways
- ii) 20mph scheme in Downton: SP reported that 11 survey requests had been sent to the Traffic Survey team, this has been decided in conjunction with MC and Rhian Surgenor. Cllrs. asked to change one survey location in Barford Lane to one in Moot Lane. SP will look at locations on Wednesday 12 with PR
- iii) Broken/missing street nameplates: SP reported that LHFIF are yet to announce budget, but 3 road names have been logged with them

269/25 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)

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. Noted.
- 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. Approved and planting location at the site of the diseased Beech when it has been felled, proposed by MR seconded by DM, all in favour.

271/25 Finance

- i) To resolve to approve the Cash Flow Report and payments approve according to members not affected by the declarations of interest PR proposed, GW seconded, all in favour

Payee	Detail	Amount £ (incl vat)	Method
Staff, HMRC, Wiltshire Pensions	Salaries, Back pay, Tax & NI, Pensions (Oct)	8,478.66	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
Idverde	Bin emptying (Oct)	312.74	BACS
Idverde	Grounds Maintenance (Oct)	1,091.35	BACS
West Mercia Energy	Public Toilets Electricity (Sept)	35.70	BACS
BWP Creative Ltd	Website Hosting 01/11/2025-30/11/2025	30.00	BACS
Downton Cleaning Services	Public Toilets Cleaning (Oct)	985.00	BACS
Downton Memorial Centre	Room Hire (Sept & Oct)	110.13	BACS
Wiltshire Council	Election Expenses for CAS and Downton seats	670.00	
Susan Parsons	Reimbursement: SID + Office Equipment	89.16	BACS
M Camilleri	Expenses: Xmas Lights, Dropbox, Office supplies, fuel	261.57	BACS

- ii) To resolve to approve the Bank Reconciliation prepared by the RFO and signed-off as correct by Members of the Council. GW proposed, seconded by PR, all in favour: Signed by SC and JB

Account Balances

Lloyds Business Account 05 Nov 2025: £22,987.78

Lloyds Commercial Instant Access Account: 05 Nov 2025: £147,092.31

Lloyds 95-Day Saver: 30 Oct 2025: £84,511.71

272/25 Trustee Appointments, Outside Bodies, Committees, Working Groups

i) Downton Cuckoo Fair (Outside Body)

- a. To receive a report on the meeting held with a DCF Director to review the 2025 Cuckoo Fair Event:

GW reported that the meeting had been a success, over the 4 hours issues were cleared up on both sides. The next meeting will be a Stakeholder one on the 19 November. Issues still to be resolved by the DCF Board are DBS checks, data breach, and safety issues. DPC wants the DCF to work. There is a request for a site meeting at the Bund – awaiting dates

- b. 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

DPC can't sign off the Licence to Occupy until we have seen the insurance cover – we consider this must be available from the 'go/no go' date which we understand to be January and is therefore within the requested 90 days and definitely within the 60 days. If the insurance need to see the licence – we suggest it is copied to them with the proviso that it will be granted on receipt of

a copy of the insurance. If there is a cash flow issue (ie DCF don't want to make payment of the insurance until a later date), this is an issue for them to resolve. DPC will consider whether to waive any cost of using the grounds once the expenditure and outgoings report is received for 2025 from DCF – this does not have to be an audited version.

NB Damage to Bund: Agree that a site visit would take place between DCF and DPC to assess.

Action: Adrian, please can you suggest some dates/time.

- ii) To receive any other reports in relation to Trustee Appointments, Outside Bodies, Committees, Working Groups: PR has sent MC minutes from the NTG (Neighbourhood Police meeting) that he attended

273/25 Councillors' Reports

- i) To receive reports from Councillors

PR has had DCF Board apology, although this has not been signed by Chairman Tony Pike. PR will send Cllrs. the apology for comment

SJ reported that the Bobby Van visit to Meadow Mornings was successful

SJ is liaising with Downton PS, but they seem to be dragging their feet. SJ will follow up the idea of the School Council coming to a DPC meeting

JB thanked Bryan Morris for the organising of the Remembrance Parade, JB has written today

BWSCA – JB has received a response from the Chair on several of the points raised in the report. JB has asked to see the certificates. SC has written first draft for checks and has sent to MC. JB noted that the BWSCA Chair said that they will develop a compliance approach. Reconsider members of the BWSCA working group

Xmas tree tasks – JB confirmed tasks and volunteers

SJ will ask Rachael Faulkner to switch on the lights

JP/SP to go to store and get netting and posts

JB will check whether GH can be a responsible person for the electrics

MR asked whether the tree lighting is still under budget – JB confirmed yes

274/25 Date of Next Meeting

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)**.

Being no further business, JB closed the meeting at 8:50pm.

DRAFT MINUTES TO BE SIGNED AT THE NEXT PARISH COUNCIL MEETING