



Downton Parish Council

By Order of Melanie Camilleri Clerk & RFO

📞 07798 698199

✉️: clerk@downtonparishcouncil.gov.uk

🌐 downtonparishcouncil.gov.uk

Date: 07 January 2026

Dear **MEMBER OF DOWNTON PARISH COUNCIL**

You are hereby summoned to attend an

ORDINARY MEETING

on **MONDAY 12 JANUARY 2026 at 7pm**

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

To transact the following business.

AGENDA

304/26 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.

305/26 To receive a report from PC Marc Evans

306/26 To receive a report from Cllr Richard Clewer (Wiltshire Council)

307/26 Apologies for Absence

308/26 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

309/26 Minutes

- i) To resolve to approve the Minutes of the Ordinary Meeting held on **08 December 2025**

310/26 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.

311/26 Village Matters

- i) To receive a report on criminal damage to vehicles on 28 December, residents' request to 1) install CCTV and 2) renew the Downton and Redlynch PSPO for catapults and agree what information is required in order for the Council to consider what, if any, action should be taken
- ii) To receive a report on a DPC dog Poo Bin installed at Charlton All Saints. Agree actions

312/26 Highways

- i) To receive a report on concerns raised by a resident regarding pedestrian safety on Slab Lane (near junction with Lode Hill where there are pavements and the road is very narrow) due to speeding drivers. Consider and agree the following actions:
 - contacting the police to discuss speed enforcement throughout Downton
 - engage WC Highways to discuss the installation of physical traffic-calming measures, such as a speed bump, through the LHFIG scheme

313/26 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)

314/26 Oaks at 80

- i) To note that DPC's application to plant one oak tree as part of the 'Oaks at 80' scheme has been accepted (and £80 from Swindon BC received)
- ii) To consider options for purchasing an Oak tree sapling - resolve to purchase and identify location to plant

315/26 Cemetery

- i) To receive a report on a complaint received about the outstanding grave levelling works and:
 - a. resolve to ratify the purchase of a Christmas wreath for one grave yet without a headstone
 - b. agree actions to take regarding Idverde and their outstanding works (grave levelling, hedge cutting, replacement trees, memorial tree, weed spraying)

316/26 Governance

- i) To consider and resolve to approve renewal of the Source for Business contract wef 12 Feb 2026 for either a 1, 2, or 3-year term
- ii) To ratify the update to DPC's Publication Scheme: to clarify wording that may previously have been open to interpretation and to ensure it accurately reflects the Council's operational practices for the 2024–25 financial year, including practices that go beyond the statutory minimum requirements
- iii) Resolve to approve a minor change to the Complaints Policy: to clarify wording on how to submit a complaint
- iv) To agree an approach for the Council to review the Burial Regulations

317/26 BWSCA

- i) To discuss BWSCA's response to DPC's letter 23 December 2025 in relation to health and safety compliance at the Leisure site.

318/26 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

319/26 Budget 2026/27: Part 1

- i) To consider the updated 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

320/26 To consider resolving that Agenda item 321/26 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.

321/26 **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
- ii) To pass a motion to declare that the meeting is re-opened to members of the public.

322/26 **Public Toilets Refurbishment**

- i) To consider a range of quotes and resolve to award the contract for the refurbishment project

323/26 **Budget/Precept 2026/27**

- i) To resolve to approve the budget and resulting Precept for 2026/27

324/26 **Trustee Appointments, Outside Bodies, Committees, Working Groups**

- i) Downton Cuckoo Fair (Outside Body)
 - To receive an update on discussions regarding DPC's proposed Licence to Occupy for DCF to hold a Public Event on The Borough and The Memorial Gardens
 - In consideration of the rights granted under the proposed Licence to Occupy, to resolve to approve the Licence Fee chargeable for the 2026 Event and the due date payable.
- ii) To receive any other reports in relation to Trustee Appointments, Outside Bodies, Committees, Working Groups

325/26 **Councillors' Reports**

- i) To receive reports from Councillors

326/26 **Correspondence, AOB, urgent matters**

327/26 **Date of Next Meeting**
To agree the date of the next Meeting for **Downton Parish Council** will be held on **Monday 09 February 2026 at 7:00pm in The Downton Memorial Centre (Bonvalot Room)**.