



Downton Parish Council

By Order of Melanie Camilleri Clerk & RFO

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Date: 04 February 2026

Dear **MEMBER OF DOWNTON PARISH COUNCIL**

You are hereby summoned to attend an

ORDINARY MEETING

on **MONDAY 09 FEBRUARY 2026 at 7pm**

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

To transact the following business.

AGENDA

328/26 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.

329/26 To receive a report from PC Marc Evans

330/26 To receive a report from Cllr Richard Clewer (Wiltshire Council)

331/26 Apologies for Absence

332/26 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

333/26 Minutes

- i) To resolve to approve the Minutes of the Ordinary Meeting held on **12 January 2026**

334/26 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.

335/26 Councillors

- i) Applications from one eligible candidate to fill a Councillor vacancy (Downton Ward) by co-option: -
 - a. In accordance with the Council's Co-option Policy adopted on 12 May 2025, the candidate to explain their reasons for wishing to join the Council, and list the skills, knowledge, and experience they believe that they possess and can bring to the role. Includes time for Councillors to ask the candidates questions
 - b. To consider and resolve to approve the Co-option of the candidate
 - c. To agree that the Co-opted Councillor will officially take office at the end of this meeting by signing a Declaration of Acceptance of Office
 - d. To agree actions for on-boarding the Co-opted Councillor

336/26 Village Matters

- i) Bronze Duke of Edinburgh award volunteering request: to consider a request for DPC to accommodate litter picking and any other suitable volunteering opportunities.

337/26 Highways

- i) LHFIG: To receive a report on proposed road safety enhancements on Slab Lane. To consider and resolve to approve an application for consideration at the LHFIG meeting in May 2026.

338/26 Cemetery

- i) To receive a report on the completed grave levelling and hedge cutting
- ii) To receive a report on the completed Treeworks
- iii) To consider and resolve to approve a planting budget for the trough in the quiet contemplation area

339/26 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)
- iii) PL/2025/00852 – Lawful Development Certificate (enclose a shipping container with timber boarding and addition of tin roof): to receive a report on
 - a. compliance with WC Planning application approved on 07 July 2025 (in order to resolve enforcement investigation regarding the orange container), and
 - b. deliveries and storage of building materials to this 'residential' property
- iv) National Planning Policy Framework (NPPF) Consultation (deadline 10 March 2026): To consider a response from Downton Parish Council on the revised NPPF and other changes to the planning system.

340/26 Treeworks

- i) Oaks at 80: to consider and resolve to approve arrangements to mark the planting of the Oak Tree celebrating the 80th anniversaries of VE and VJ Day
- ii) Beech Trees Memorial Gardens:-
 - a. To note Tree Officer consent to fell the diseased Beech Tree
 - b. To note that the Tree Officer does not consent to fell the other Beech Trees (as they do not present as being diseased)
 - c. To consider and resolve to approve a quote to fell the diseased Beech Tree
- iii) To consider and resolve to approve the Wood Sculpturer's quote to repurpose the felled Beech into a carved bench (design to be considered and agreed)

341/26 Wiltshire Towns Programme

- i) To receive a report on the Clerk's discussions with Visit Wiltshire in relation to Downton PC's WTP offering and eligibility for Brown Tourism Signs and next steps
- ii) To ratify payment to become a Visit Wiltshire Partner for the period 01 Jan – 31 Dec 2026

342/26 K6 Phonebox

- i) To note that BT has completed the adoption process
- ii) To consider and resolve to approve how the Phonebox will be repurposed

343/26 South Wilts Archery Club (SWAC)

- i) To consider a request from South Wilts Archery Club (SWAC) for use of suitable land to rent for a permanent target range. Agree next steps.

344/26 BWSA

- i) To note the BWSA Trustees' latest response on their health and safety assessment of the Leisure site and agree further actions.

345/26 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

346/26 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
- ii) To receive any other reports in relation to Trustee Appointments, Outside Bodies, Committees, Working Groups

347/26 Councillors' Reports

- i) To receive reports from Councillors

348/26 Correspondence, AOB, urgent matters

- i) To note Bishop Wordsworth Boy's Grammar School documentation in relation to their request for access to the Memorial Gardens as a starting location for Bronze Duke of Edinburgh Expeditions on 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 2026 (Agenda 302/25 i))
- ii) To note the Employment Rights Bill changes wef April 2026
- iii) LEVI Rural Community Engagement (public on-street EV charging): Wiltshire Council has received capital funds from the Local Electric Vehicle Infrastructure (LEVI) fund from Department for Transport (DfT), to deliver on-street EV charging at scale. To consider and resolve to approve representation from DPC to attend an online Teams meeting Wed 04 March 5pm to engage with the Wiltshire Council Electric Vehicle Infrastructure (EVI) Team regarding how the project is shaped.

349/26 To consider resolving that Agenda items 351/26, 352/26 and 353/26 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.

350/25 Staffing Matters

- i) Litter Picker contract renewals wef 01 April 2026

351/26 Public Toilets Refurbishment

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

352/26 Meeting with Longford Estate

353/26 Date of Next Meeting

To agree the date of the next Meeting for **Downton Parish Council** will be held on **Monday 09 March 2026 at 6:30pm (note earlier start time)** in **The Downton Memorial Centre (Bonvalot Room)**.