



Downton Parish Council

**Minutes of the DOWNTON PARISH COUNCIL
ORDINARY MEETING held on
MONDAY 09 FEBRUARY 2026 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: Melanie Camilleri (Clerk/RFO) (MC) and Susan Parsons (Administrative Officer) (SP)

WC Councillor present: Cllr Richard Clewer

Police present: Apologies sent

Members of the public present: Three

MINUTES

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.

South Wilts Archery Club: two members attended to discuss their request under Agenda 343/26 and answer any questions that the Cllrs may have. Cllrs asked a range of questions in relation to size of area required and public safety considerations

Access to Gravel Close: recently, access to an ambulance and subsequently a hearse was prevented due to inconsiderate parking. This was highly upsetting to the family and residents. She has spoken to the school and PC Marc Evans.

Also, she has seen several lorry drivers attempting to access. In the past, she recalls that DPC was going to look at installation of 'No access' signage. Please can DPC look into this.

Feedback for the Litter Picker Tom Ogden: Thank you to Tom who does a brilliant job.

Floodgates (addressed to Cllr Clewer): She understands that Salisbury was closed and Christchurch was opened. Please can he look into this?

329/26 To receive a report from PC Marc Evans

- 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.

- On Sunday 1st January 2026, 6 males all aged between 14-15 were firing small items from slingshots into gardens on Moot Lane, Downton, SALISBURY. When police have attended, no trace of the group.
- A stolen vehicle from the Industrial estate has been recovered with the £2k bike still in the boot
- Parking on Moot Lane and Barford Lane continues to be monitored. The silver BMW, I have had not had a chance to talk to him
- Parking on Gravel Close has been brought to my attention. I have visited residents in the area and emailed the school.
- I will carry out a few school time patrols to check on traffic in the area
- A 25k fraud attempt against an elderly resident was stopped by the bank.
- A few reported ASB issues have been noted in the village, I've been working with Trafalgar School to fix this.

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

- Flooding – currently 98 warnings. As yet, no reports of flooding to property. Keeping a close eye on Charlton All Saints
- Parking issues in the parish ongoing. Enforcement possible
- Wishes to revisit the catapults issues and potentially renewal of the PSPO. To support its renewal, DPC (and RPC) would need to approach WC's Public Protection Team
- WC budget setting ongoing. Some changes he's not in favour of e.g. booking system for Household Re-cycling Centres, cut in PEAS scheme, potential reduction to the much valued Parish Steward scheme
- Explosion of potholes due to heavy rainfall. Urged DPC and members of the public to keep reporting them

331/26 Apologies for Absence: None

332/26 Declarations of Interest

- To receive declarations of interest from Councillors on items on the agenda:
 - SC: Planning application PL/2026/00289 (which is an application for his property)
 - JB, DM, SJ, MR, GW, PR, GH, JS: Planning application PL/2026/00289 (personal interest as SC is their work colleague)
 - GW: Public Toilets invoice for cleaning services (Jan) 345/26 i)
 - DM: Room Hire invoices (Jan) 345/26 i)
- 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

333/26 Minutes

- RESOLVED**: the Minutes of the Ordinary Meeting held on **12 January 2026** were approved

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.

South Wilts Archery Club: this will be dealt with under Agenda 343/26 (item will be brought forward in the Agenda to save the Club members waiting).

Access to Gravel Close: Agreed that DPC will produce a comms for social media, contact the school, continue to liaise with PC Marc Evans, and explore signage.

Feedback for the Litter Picker Tom Ogden: Noted. Feedback will be delivered to Tom.

Floodgates (addressed to Cllr Clewer): Cllr Clewer agreed that he'd look into this matter.

335/26 Councillors

- i) Applications to fill a Councillor vacancy (Downton Ward) by co-option: The candidate sent their apologies due to illness.

336/26 Village Matters

- i) Bronze Duke of Edinburgh award volunteering request: agreed that we can accommodate their request for volunteering provided accompanied by a parent. Opportunities relate to task as the Cemetery: litter picking plastic etc, planting (trees and trough).

337/26 Highways

- i) LHFIG: SP delivered a report on proposed road safety enhancements on Slab Lane following discussions held between her, MC, and Rhiann Surgenor WC's Senior Traffic Engineer (IEng MICE). **RESOLVED**: an LHFIG application to instal 'Pedestrian's in Road' signs and 'Slow' road markings was approved. This will be considered at the next LHFIG meeting (May 2026).

338/26 Cemetery

- i) SP delivered a report on the grave levelling and hedge cutting work completed by Idverde. Grass seeding will be carried out when not so wet
- ii) SP delivered a report on the completed Treeworks at the quiet contemplation area.
- iii) **RESOLVED**: to set aside a budget of up to £100 to plant the trough in the quiet contemplation area

339/26 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) PL/2025/00852 – Lawful Development Certificate (enclose a shipping container with timber boarding and addition of tin roof): JB delivered 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' propertyIt was agreed that DPC will write to WC Enforcement Officer to discuss the situation and concerns
- iv) National Planning Policy Framework (NPPF) Consultation (deadline 10 March 2026): It was agreed that Downton Parish Council will not be submitting a response.

340/26 Treeworks

- i) Oaks at 80: agreed that the Cadets will plant the tree. Date yet to be determined (pending the Beech Tree being felled).
- ii) Beech Trees Memorial Gardens:
 - a. Noted that the Tree Officer has granted consent to fell the diseased Beech Tree
 - b. Note that the Tree Officer does not consent to fell the other Beech Trees (as they do not present as being diseased)
 - c. Quotes to fell the diseased Beech Tree: specification for all needs to be reviewed and requoted because this will be the site for the Oak (Oaks at 80) to be planted. Due to the urgency to attend to the diseased tree, an EGM will be called for Mon 23 Feb to consider revised quotes.
- iii) Wood Sculpturer's quote to repurpose the felled Beech into a carved bench (design to be considered and agreed): this will be considered at the EGM 23 February

341/26 Wiltshire Towns Programme

- i) MC delivered a report on discussions with Visit Wiltshire in relation to Downton Brown Tourism signs: -
- Downton’s eligibility confirmed by Visit Wiltshire and WC
 - Three Brown Tourism signs suggested
 - Costs established for application, design service, manufacture/installation. Excludes removal of existing signage and installation of additional signage such as fingerposts
 - Recommendation to become a Visit Wiltshire Partner.
- Next steps: meeting 10 Feb with WTP Working Group to progress Phase 1 proposition encompassing Visit Wiltshire write-up, Brown Tourism sign application, recommendation to remove/add other signage.
- ii) **RESOLVED** payment to become a Visit Wiltshire Partner for the period 01 Jan – 31 Dec 2026 was ratified. Visit Wiltshire and WC have agreed that Yrs 1 and 2 membership may be sourced from WTP Grant monies DPC holds.

342/26 K6 Phonebox

- i) Noted that BT has completed the adoption process
- ii) **RESOLVED**: that the Phonebox will be repurposed as an information centre for Downton as part of its Wiltshire Towns Programme offering. Next steps delegated to the Wiltshire Towns Programme Working Group.

343/26 South Wilts Archery Club (SWAC)

- i) South Wilts Archery Club (SWAC) request for use of suitable land to rent for a permanent target range was discussed. It was determined, with regret, that the Parish Council is unable to identify any suitable land for this purpose.

344/26 BWSCA

- i) Noted BWSCA Trustees’ latest response on their H&S safety assessment of the site.

345/26 Finance

- i) **RESOLVED**: the Cash Flow Report and payments were approved
- GW abstained from voting, forfeiting his vote on the Downton Cleaning Services invoice.
- DM abstained from voting, forfeiting his vote on the Downton Memorial invoices.

Payee	Detail	Amount £ (incl vat)	Method
Staff, HMRC, Wiltshire Pensions	Salaries, Tax & NI, Pensions (Jan)	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
PWLB	Loan Repayment	7,053.74	DD
NPFA	Membership	25.00	SO
Visit Wiltshire	Partnership Membership	664.80	BACS
ldverde	Bin emptying (Jan)	312.74	BACS
ldverde	Grounds Maintenance (Jan)	1,091.35	BACS
West Mercia Energy	Public Toilets Electricity (Dec)	46.10	BACS
BWP Creative Ltd	Website Hosting 01/02/2026-28/02/2026	30.00	BACS
Downton Cleaning Services	Public Toilets Cleaning (Dec)	985.00	BACS
Downton Memorial Centre	Room Hire (Jan)	53.75	BACS
Damory Tree Care	Treeworks Cemetery	1,600.00	BACS
DM Payroll Services Ltd	Payroll Fee 01 Oct – 31 March 2026	112.80	BACS
Susan Parsons	Reimbursement Wreath Cemetery	27.99	BACS
Susan Parsons	Expenses: fuel	3.15	BACS
M Camilleri	Expenses: fuel	41.31	BACS

- ii) **RESOLVED:** the Bank Reconciliation prepared by the RFO was signed-off as correct by Members of the Council.

Account Balances

Lloyds Business Account 07 Feb 2026: £21,199.28

Lloyds Commercial Instant Access Account: 07 Feb 2026: £107,351.23

Lloyds 95-Day Saver: 30 Jan 2026: £85,086.49

346/26 Trustee Appointments, Outside Bodies, Committees, Working Groups

- i) Downton Cuckoo Fair (Outside Body)
GW report on discussions held 20 January between him, MC, and two DCF representatives. No further action until DCF submit their 2026 Event insurance documentation and Risk Assessment.
- ii) To receive any other reports in relation to Trustee Appointments, Outside Bodies, Committees, Working Groups: None

347/26 Councillors' Reports

- i) To receive reports from Councillors
SC: Recorded his thanks to WC Gully Team for clearing blocked drains and gullies at Charlton All Saints
JB: JB, MC, and SP met to review and update the 3-year Strategy Plan. Agreed that the Working Group will now meet to discuss and agree actions.

348/26 Correspondence, AOB, urgent matters

- i) Noted that the documentation submitted in relation to the Bishop Wordsworth Boy's Grammar School Bronze Duke of Edinburgh Expedition meets requirements.
- ii) Noted Employment Rights Bill changes wef April 2026
- iii) LEVI Rural Community Engagement (public on-street EV charging): it was agreed that Cllr Snares will attend the online Teams meeting Wed 04 March 5pm.

349/26 RESOLVED: that Agenda items 350/26, 351/26 and 352/26 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.

350/25 Staffing Matters

MC reported that one of the Litter Pickers, Nick Purkis, does not wish to renew his contract wef 01 April 2026 due to other work commitments.

RESOLVED: By mutual agreement, Tom Ogden's 12-month contract will be renewed wef 01 April 2026 working 25 hours per month.

RESOLVED: to advertise for a 2nd Litter Picker wef 01 April 2026 on a 12-month contract working 10 hours per month.

351/26 Public Toilets Refurbishment

- i) **RESOLVED:** by majority decision, the contract was awarded to Cubicle Systems

352/26 Meeting with Longford Estate

No resolution was passed under this Agenda item.

353/26 Date of Next Meeting

The date of the next Meeting for **Downton Parish Council**:-

- **EGM: Monday 23 February 2026 at 7pm in The Downton Memorial Centre (Bonvalot Room).**
- **Ordinary Meeting: Monday 09 March 2026 at 6:30pm (note earlier start time) in The Downton Memorial Centre (Bonvalot Room).**

Being no further business, JB closed the meeting at 10:40pm.

DRAFT MINUTES TO BE SIGNED AT THE NEXT PARISH COUNCIL MEETING