



# Downton Parish Council

By Order of Melanie Camilleri Clerk & RFO

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Date: 08 April 2026

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Dear **MEMBER OF DOWNTON PARISH COUNCIL**

You are hereby summoned to attend an

**ORDINARY MEETING** of the Council

on **MONDAY 13 APRIL 2026** at **7pm**

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

To transact the business shown on the Agenda below.

Invited to attend: Cllr Richard Clewer (Wiltshire Council) and PC Marc Evans

For Information: Members of the Public & Press

## AGENDA

### **383/26 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.

### **384/26 To receive a report from PC Marc Evans**

### **385/26 To receive a report from Cllr Richard Clewer (Wiltshire Council)**

### **386/26 Apologies for Absence**

### **387/26 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

### **388/26 Minutes**

- i) To resolve to approve the Minutes of the Ordinary Meeting held on **09 March 2026**

### **389/26 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.

**390/26 Downton Cuckoo Fair 2026**

- i) To note the 2026 Event Risk Assessment and Insurance documents meet requirements
- ii) In accordance with Standing Order 23a, to resolve to execute the License to Occupy which grants a License to Downton Cuckoo Fair Limited to hold a public event known as 'The Cuckoo Fair 2026' on the Borough Greens and specified areas of the Memorial Gardens.
- iii) The Licence shall be executed by Downton Cuckoo Fair Limited in accordance with their Memorandum and Articles of Association (2003)
- iv) The Licence shall take effect from 27 April 2026 and continue until 07 May 2026. This period includes reasonable time for setting up and dismantling of temporary structures for the Event which shall be held on Saturday 02 May 2026.
- v) To consider and resolve to approve a financial contribution towards Downton Cuckoo Fair Limited's purchase of ground protection matting

**391/26 Village Matters**

- i) Bus shelter cleaning: To note the 2026 cleaning schedule
- ii) Play Park Safety Inspections: To note that the annual RoSPA inspections are underway and will be reported at the 11 May meeting
- iii) Dog Poo Bin Charlton All Saints (Agenda 311/26): To ratify the change to Idverde Bin Emptying Contract to add this bin @£4 per empty (per week)

**392/26 Highways**

- i) Parish Steward: to identify a list of jobs
- ii) Slab Lane: To receive a report on the proposed road safety improvements to Slab Lane and resolve to approve the Parish Council's contribution of £375
- iii) Gravel Close: To resolve to approve DPC's request to LHFIG to instal 'No Access' signage at Gravel Close
- iv) Mesh Pond: To receive a report regarding the condition of the Highway (WC owned) and track (privately owned) and resolve to agree actions for remediation and mitigation.

**393/26 Public Spaces Protection Order (PSPO)**

- i) To note that the joint PSPO for Downton and Redlynch prohibiting the use of catapults, slingshots, and similar items capable of launching projectiles that could cause harm or damage, was not renewed by Wiltshire Council.
- ii) To note that since the lapse of the PSPO, there has been a resurgence of this type of anti-social behaviour.
- iii) To resolve to approve the joint letter from Downton Parish Council and Redlynch Parish Council asking Wiltshire Council's Public Protection Team to urgently review the situation and take steps to reinstate the PSPO for a further three-year period.

**394/26 Planning & Housing**

- i) To note that following Government changes to planning appeal procedure, as from 01 April 2026 DPC must make its comments on planning applications 'appeal ready'.
- ii) To consider applications received and resolve on recommendations to be made to Wiltshire Council Planning Authority (see Planning Schedule)
- iii) To note planning decisions (see Planning Schedule)
- iv) In light the Wiltshire Council Local Plan being rejected by the inspector based on Housing Targets, to agree that DPC will pause review of its Neighbourhood Development Plan pending further information on the Local Plan.

**395/26 Memorial Gardens Treeworks**

- i) To receive a report on felling the diseased Beech Tree
- ii) To receive a report on planting the Oak Tree (Oaks at 80)

**396/26 Children's Corner or Playground**

- i) To note that a Charity bank account has been opened for Children's Corner or Playground, for which Downton Parish Council is the sole Trustee
- ii) To ratify the transfer of £55 from DPC to the Charity bank account representing rental income from the Scouts and Cadets held in earmarked reserves (Agenda 97/25)
- iii) To ratify the payment of £655 Grant awarded by Downton Parish Council to the Charity in relation to HM Land Registry costs to register (first registration) the Charity's land at Barford Lane (Agenda 243/25)

**397/26 Finance 1**

- 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 consider and resolve to approve the Council's Cyber Insurance Renewal quote covering the period 19 April 2026 - 18 April 2027

**398/26 Finance 2: End of year accounts 2025/26**

- i) In accordance with the Local Government Transparency Code 2015 (Council's with a gross annual income and expenditure greater than £200,000): -
  - a. Expenditure over £500: to note that all items of expenditure have been recorded within Downton Parish Council's published Meeting Minutes
  - b. Contracts and agreements (> £5,000): Approve the updated 'Details of Contracts' document for publication
  - c. Grants awarded to external organisations: Approve the updated 'Award of Grants by Downton Parish Council' document for publication
- ii) To receive a report on 2025/26 Budget to Actual
- iii) To receive a report on Earmarked & General Reserves @31 March 2026
- iv) To agree the updated Asset Register @31 March 2026

**399/26 Public Toilets Refurbishment**

- i) To receive a report on scope, budget allocation, and completion timescales
- ii) To consider and resolve to approve a quote for removing the moss and ivy, and cleaning the gutters and facias
- iii) To consider and resolve to approve a quote to paint the ceilings of the three toilets
- iv) To consider and resolve to approve a quote to stain the three external doors
- v) To consider and resolve to approve a budget for external doors hardware and signage
- vi) To consider and resolve to approve the quote for an updated Sanitary bin emptying contract: 3x nappy bins (weekly) and 4x slimline bins (26 times p.a.)
- vii) To consider and resolve to approve the quote for a Legionella Risk Assessment and sample

**400/26 Finance 3: S106 Monies**

- i) To consider a range of options for use of residual S106 monies and agree next steps

**401/26 Wiltshire Pensions Fund**

- i) Following the 2025 Triennial Valuation and the Funding Strategy Statement being approved, to note employer contribution rates from 1 April 2026 to 31 March 2029 have been reduced to 17.7%

**402/26 Downton Annual Parish Meeting 27 April 2026**

- i) To finalise plans for the event
- ii) To approve the Annual Parish Meeting 2026 Poster

**403/26 Trustee Appointments, Outside Bodies, Committees, Working Groups**

- i) To resolve to approve the updated 3-year Strategy (in accordance with Agenda 379/26)
- ii) To receive reports in relation to Trustee Appointments, Outside Bodies, Committees, Working Groups

- 404/26 Councillors' Reports**  
i) To receive reports from Councillors
- 405/26 Correspondence, AOB, urgent matters**  
i) To consider and agree who'll attend the Southern Wiltshire Health & Wellbeing Group Teams Meeting taking place on 14 May 2026 12-1pm  
ii) To consider a request from Cranborne Chase International Dark Sky Reserve for DPC to host Dark Skies StarFest 2027
- 406/26 To consider resolving that Agenda items 407/26, 408/26, and 409/26 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.**
- 407/26 Freedom of Information - complaint to the ICO**  
i) To note the response submitted by the Clerk to the Information Commissioner's Office under delegated authority.
- 408/26 Recruitment for Litter Picker vacancy**
- 409/26 Officers' Annual Performance Reviews**
- 500/26 Date of Next Meeting**  
To agree the **Annual Parish Council Meeting** for **Downton Parish Council** will be held on **Monday 11 May 2026 at 7:00pm** in **The Downton Memorial Centre (Bonvalot Room)**.