



# Downton Parish Council

By Order of Melanie Camilleri Clerk & RFO

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Date: 06 May 2026

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Dear **MEMBER OF DOWNTON PARISH COUNCIL**

You are hereby summoned to attend the

**ANNUAL PARISH COUNCIL MEETING**

on **MONDAY 11 MAY 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**

### **501/26 Election of Chair**

- i) To elect a Chair for the municipal year 2026/27
- ii) Elected chair to sign the Declaration of Acceptance of Office

### **502/26 Election of Vice-chair**

- i) To elect a Vice-chair for the municipal year 2026/27
- ii) Elected Vice-chair to sign the Declaration of Acceptance of Office

### **503/26 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.

### **504/26 To receive a report from PC Marc Evans**

### **505/26 To receive a report from Cllr Richard Clewer (Wiltshire Council)**

### **506/26 Apologies for Absence**

### **507/26 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

### **508/26 Minutes**

- i) To resolve to approve the Minutes of the Ordinary Meeting held on **13 April 2026**

### **509/26 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.

**510/26 Governance Part 1: Polices**

- i) To resolve to re-adopt the following polices, unamended: -
- Committees and Working Groups Terms of Reference
  - Communications Policy
  - Complaints Policy
  - Councillor Civility & Respect Pledge
  - Councillor Co-option Policy
  - Councillor Code of Conduct
  - Equality & Diversity Policy
  - Financial Regulations
  - General Reserves Policy
  - Info, Data Protection & Data Retention Policy
  - Investment Strategy
  - IT Resources & Information Security Policy
  - LGPS Discretions Policy
  - Memorial Bench Policy
  - Play Park Risk Management Policy
  - Policy on Filming, Photograph and Audio Recording of Meetings
  - Protocol for Meetings with Developers
  - Publication Scheme and FOI Requests
  - Risk Management Strategy
  - S137 Grant Policy and Application Form
  - Safeguarding Policy
  - Social Media Policy
  - Standing Orders
  - Unreasonable Behaviour Policy
- ii) To resolve to approve and adopt the following updated polices:
- 3-year Strategic Plan
  - Burial Regulations

**511/26 Governance Part 2: Committees and Working Groups**

- i) To consider and approve Membership of the Council's Committees and Working Groups:
- 3-Year Strategy Working Group
  - Amenities Committee
  - BWSCA Working Group
  - Communications Working Group
  - Complaints Committee
  - Staffing Committee
  - Water Meadows & Flood Defence Committee
  - Wiltshire Towns Programme Working Group

**512/26 Governance Part 3: Trustee Appointments**

- i) To appoint a Councillor representative for The Carver Trust
- ii) To appoint a Councillor representative for Stockman and Woodlands Charities

**513/26 Governance Part 4: Membership of Outside Bodies**

- i) To consider which Outside Bodies the Council will offer representation on and appoint a Councillor representative

**514/26 Governance Part 5: Dates of Meetings**

- i) To determine the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.

**515/26 Finance Part 1: Financial Controls**

- i) To resolve to approve the signatories on the Council's Bank Accounts for which two Councillors must sign any order for payment
- ii) To resolve to approve continuation of variable DD payments set-up
- iii) To resolve to approve continuation of Standing Order payments set-up
- iv) To resolve to approve continuation of Annual Subscriptions
- v) To resolve to approve that the Council has a sound system of internal control, which delivers effective financial, operational, and risk management.

**516/26 Finance Part 2: Objection to Annual Governance and Accountability Return 2024/25**

- i) To note that the external auditor has not upheld the objections made by a member of the public to the Council's 2024/25 accounts
- ii) To note that the earmarked budget for an external auditor investigation will be transferred into the Council's general reserves.

**517/26 Finance Part 3: Annual Governance and Accountability Return 2025/26**

- i) To receive the Report of the appointed competent and independent Internal Auditor
  - a. Part 1: Information relating to legal professional privilege in relation to an identifiable member of the public. See Agenda 532/26
  - b. Part 2: To note their recommendation to increase the level of Fidelity Cover and resolve to approve the additional insurance premium for the remainder of policy term
- ii) To note that insurance cover in respect of all insurable risks, as set out in the Asset Register (including land, buildings, and office equipment), meets requirements
- iii) To consider and resolve to approve Section 1 – Annual Governance Statement
- iv) To consider and resolve to approve Section 2 – Accounting Statements
- v) To consider and resolve to approve the Explanation of Significant Variances Report
- vi) To receive and note the Bank Reconciliation ending 31 March 2026
- vii) To resolve to approve the dates for the period of the exercise of Public Rights and Publication of unaudited Annual Governance and Accountability Return

**518/26 Village Matters**

- i) Parish Steward:
  - a. to receive a report on Wiltshire Council's continued offering of this service and note verbal feedback provided by the Clerk at the April WC Teams meeting. To consider and agree any follow-up action
  - b. identify a list of jobs for June 2026
- ii) Missing Waste Bins: to receive a report on the two missing waste bins and agree action

**519/26 Highways**

- i) LHFIG: To receive a report on the 05 May meeting attended by MC and SP
- ii) To receive an update on the status of all other road safety initiatives

**520/26 Planning**

- 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)

**521/26 Oaks at 80**

- i) To note that DPC has secured permission to plant the Oak on non-DPC land provided that DPC enters into a tree maintenance agreement with the landowner
- ii) To identify viable planting locations and seek landowner agreement before making a final selection on planting site

**522/26 Play Park Annual Inspections**

- i) To consider the four inspections, note matters identified, and agree action

- 523/26 Bus Shelters**
- i) To receive a report on Wiltshire Council's bus shelter cleaning programme
  - ii) To note how DPC will manage its 12-month cleaning and inspection contract with GW Shelter Solutions so as to avoid unnecessary conflicts and duplication of effort
- 524/26 Defibs**
- i) To note that two of the Council's five defibs are in need of replacement due to their age and resolve to approve a timetable for their replacement
- 525/26 Downton Memorial Centre**
- i) To consider and resolve to grant consent (under Clause 20.1 and 24.4) for Downton Memorial Centre Trustees installing a new kitchen and installing solar panels on the roof (subject to planning consent)
- 526/26 Public Toilets Refurbishment**
- i) To ratify the following payments:
    - a. Accessible Toilet: Cubicle Systems to supply and instal shelf, mirror, 2x hooks
    - b. Baby changing: 3x hooks
    - c. Toilet Cubicle doors: 4x hooks
  - ii) To receive a report on works completed for painting the ceilings and resolve to approve the modified scope of works, with no adjustments to the contractor's payment
  - iii) To consider and resolve to approve the quote for an updated Sanitary bin emptying contract: 3x nappy bins (weekly), 4x slimline bins (26 times p.a.), and 1x multi-purpose bin (26 times p.a.)
  - iv) To receive a report on progress of project completion and agree plans for re-opening
  - v) To resolve to set opening times for the toilets post refurbishment (in consideration of historic anti-social behaviour and the associated risks of criminal damage)
- 527/26 Finance Part 4: Cashflow Report and Bank Reconciliation**
- i) 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
- 528/26 Committee & Working Group Reports**
- i) To receive an update
- 529/26 Councillors Reports**
- i) To receive reports from the Councillors
- 530/26 Correspondence, AOB, urgent matters**
- 531/26 To consider resolving that Agenda item 532/26 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.**
- 532/26 Annual Governance and Accountability Return 2025/26: Internal Auditor Report**
- i) Information relating to legal professional privilege in relation to an identifiable member of the public.
- 533/26 Date of next meeting**
- If agreed, the date of the next meeting of **Downton Parish Council** will be held on **08 June 2026** at **7:00pm** in **The Downton Memorial Centre (Bonvalot Room)**.