



# Downton Parish Council

By Order of Melanie Camilleri Clerk & RFO

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Date: 03 June 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 08 JUNE 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

### **534/26 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.

### **535/26 To receive a report from PC Marc Evans**

### **536/26 To receive a report from Cllr Richard Clewer (Wiltshire Council)**

### **537/26 Apologies for Absence**

### **538/26 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

### **539/26 Minutes**

- i) To resolve to approve the Minutes of the Annual Parish Council Meeting held on **11 May 2026**

### **540/26 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.

- 541/26 Village Matters**
- i) Bus shelter cleaning: to note that as WC's cleaning programme will be carried out for Downton's 9 Bus Shelters in Aug/Sept 2026 and March/April 2027, the GWShelter Solutions cleaning and inspection 2026/27 contract has been scheduled for June 2026, November 2026, and January 2027 and agree any actions required
  - ii) Parking: to discuss complaints from residents regarding a recovery truck being parked outside of residents' homes on a grass verge (Moot Lane). Agree action.
  - iii) Door knocking: to discuss a complaint from a resident (Moot Lane) regarding two boys knocking on doors offering garden work for £10, then returning to ask for more money. Agree action.
- 542/26 Highways**
- i) Parish Steward: to identify a list of jobs
  - ii) Gravel Close: to receive an update on the 'No Access' signage and agree actions
  - iii) Road safety initiatives: to receive an update on all other initiatives underway
- 543/26 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) To note WC Planning Enforcement Officer's response to 'change of use' concerns raised by DPC and members of the public (Agenda 339/26) and agree next steps
  - iv) To note that Wiltshire Council has passed a resolution to withdraw the Wiltshire Local Plan Review from the examination. To also note that the Wiltshire Core Strategy adopted in 2015 and has a plan period to 2026 is not automatically out of date for the purposes of decision making – it will continue to guide development alongside Downton's 'made' neighbourhood plan for the consideration of planning applications.
- 544/26 FOI Requests: Information Commissioner's Decision Notice**
- i) To note that a Downton resident's Freedom of Information Requests to the Council have been classified as 'vexatious' by the Information Commissioner
  - ii) To resolve to approve the public-facing statement alongside publication of the Commissioner's Decision Notice
- 545/26 Defibs**
- i) To resolve to approve the Purchase Order for 2x defibs and 1x cabinet
  - ii) To resolve to approve the electrical quote to instal the new cabinet
- 546/26 Downton Cuckoo Fair Event 2026**
- i) To receive a report and feedback on the Event
  - ii) To agree actions for Downton Parish Council
- 547/26 Borough Lease**
- i) In accordance with Standing Order 23(a), resolve to execute the Lease between Downton Parish Council and Longford Estate.
- 548/26 Cuckoo Topiary Sculpture**
- i) In accordance with Standing Order 23(a), resolve to execute the 2-year Topiary Cuckoo Sculpture Agreement between Downton Parish Council and the Downton Society.
- 549/26 Grounds Maintenance Contract**
- i) To receive a report on the Barford Lane Cemetery site inspection and the Council's repeated challenge of the quality of the contractor's work
  - ii) To note that Idverde's 5-year Grounds Maintenance Contract ends 31 March 2027 and agree actions for procurement of a new contract
- 550/26 Memorial Gardens**
- i) To consider and resolve to approve a quote to repair the broken gate

- 551/26 Oaks at 80**
- i) To consider and resolve to approve the proposal to plant the Oak tree at Barford Lane Cemetery
- 552/26 Public Toilets Refurbishment**
- i) To ratify the cost of additional works undertaken by Cubicle Systems:
    - replace the broken water heater
    - bypass the current drain used by the urinals and connect to the toilet drain, and
    - fitter to make good/silicon wall cladding after drain bypass completed
  - ii) To ratify the cost of additional works to the Accessible Toilet external door frame
  - iii) To receive a report on completion of the refurbishment, snagging-list, and project completion sign-off
  - iv) To consider and resolve to approve a quote to repair broken roof tiles
  - v) To consider and approve a budget for an additional mirror in the Accessible Toile (to comply with stoma-friendly requirements)
  - vi) To receive an update on Legionella testing and anticipated date for result (before the Council may re-open the toilets to members of the public)
  - vii) To receive a report on project completion costs (and residual balance S106 monies)
- 553/26 Finance 1**
- i) To ratify the following expenditure:
    - a. Litter picking equipment (bin bags and gloves)
    - b. Clipboards for Pedestrian Survey (in conjunction with the WC Highways Traffic Survey)
    - c. EROB markers for Cemetery
  - ii) To resolve to approve a budget to purchase bedding plants for the Moot Lane planters
  - iii) To note that HMRC has now increased the Approved Mileage Allowance Payment (AMAP) rate from 45p to 55p per mile for the first 10,000 business miles per tax year, effective from 6 April 2026 and backdated accordingly.
- 554/26 Finance 2**
- 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
- 555/26 Wiltshire Council's Service Devolution and Asset Transfer Policy**
- i) To note the draft Policy which sets out Wiltshire Council's approach to service devolution and asset transfers to Town and Parish councils, reflecting significant legislative requirements which will be presented to Cabinet later in 2026
  - ii) To note the extent of services devolved and assets transferred from Wiltshire Council to Downton Parish Council
- 556/26 Trustee Appointments, Outside Bodies, Committees, Working Groups**
- i) To receive reports in relation to Trustee Appointments, Outside Bodies, Committees, Working Groups
- 557/26 Councillors' Reports**
- i) To receive reports from Councillors
- 558/26 To consider resolving that Agenda item 559/26 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.**
- 559/26 SLCC Matter**
- 560/26 Date of Next Meeting**
- To agree the date of the next Meeting for **Downton Parish Council** will be held on **Monday 13 July 2026 at 7:00pm** in **The Downton Memorial Centre (Bonvalot Room)**.