



# Downton Parish Council

By Order of Melanie Camilleri Clerk & RFO

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Date: 02 July 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 JULY 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

**561/26 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.

**562/26 To receive a report from PC Marc Evans**

**563/26 To receive a report from Cllr Richard Clewer (Wiltshire Council)**

**564/26 Apologies for Absence**

**565/26 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

**566/26 Minutes**

- i) To resolve to approve the Minutes of the Annual Parish Council Meeting held on **08 June 2026**

**567/26 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.

**568/26 Village Matters**

- i) Bin at Moot Lane Rec Ground: to consider and resolve to approve the cost to replace the missing bin and agree arrangements for installation
- ii) Bus Shelters: to receive a condition report following the latest clean and inspection, and agree actions, if any.
- iii) Enhanced Partnership Plan and Scheme: to note that WC is considering potential variations in collaboration with local bus operators and other stakeholders. To consider and agree whether or not DPC will make representation (by 31 July 2026).
- iv) PSPO: to receive an update on DPC's request for the PSPO to be reinstated
- v) Man shed: To receive a report from Cllr Hawkes on the logistics of setting-up a 'Man Shed' in Downton. Agree actions.

**569/26 Highways**

- i) Parish Steward: to identify a list of jobs
- ii) Gravel Close: to receive an update following WC's site assessment to instal 'No Access' signage. Agree actions
- iii) 20mph road safety initiative:
  - a. To receive a report on WC's newly adopted policy for 20mph speed limits via LHFIG, including the application process and changes to how schemes will be funded going forward.
  - b. To resolve to submit an application form with the accompanying data (captured through the Traffic Surveys and Pedestrian Surveys carried out Q4 2025 and Q1 2026)
- iv) Lode Hill: to receive a report on SWAB funding awarded for this road safety initiative
- v) Parish Emergency Assistance Scheme: to consider DPC's requirements for the coming winter (application form to be returned to WC by 31 Aug 2026)

**570/26 Moot Lane Rec Ground**

- i) To consider and resolve to approve a request from Salisbury FC to use the Moot Lane Rec Ground football facilities for one hour per week for youth training sessions
- ii) To resolve to approve the cost DPC will charge Salisbury FC for using these facilities

**571/26 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 the Planning Inspectorate's decision to Planning Appeal 21/00108/ENF - 100 Moot Lane Downton, Salisbury, Wiltshire, SP5 3LE - APP/Y3940/C/24/3355835
- iv) To note WC's Briefing Note no. 26-07 which provides an update on the council's housing land supply position and accommodation needs assessment for traveller sites.

**572/26 Oaks at 80**

- i) To consider and resolve to approve the exact location in Barford Lane Cemetery to plant the Oak tree

**573/26 Play Park Inspections**

- i) To consider and resolve to approve the quotes to repair various items of play park equipment identified in the Safety Inspection Reports

**574/26 Downton Mace**

- i) To note Salisbury Museum's request to extend its loan of the Downton Mace until June 2031 and that the item will be covered under the Museum's insurance policy for that duration
- ii) In accordance with Standing Order 23(a), resolve to execute the Loan Agreement.
- iii) To resolve to add the Downton Mace to DPC's Asset Register

**575/26 Public Toilets Refurbishment**

- i) Cubicle Systems: To receive an update on the snagging list and actions to remedy and ratify costs for the Cubicle Systems plumber to lower one urinal to a height suitable for a young child
- ii) Legionella Report and Sample Result
  - a. To note that the sample test result has returned 'Not Detected' on all three Legionella indicators
  - b. To receive a summary of the Medium and High Risks documented in the Risk Assessment Report and agree the following actions:

1) To appoint the Council's 'Responsible Person'
2) To consider and resolve to approve Swiftclean quotes either separately or collectively (which would receive a £200 discount) <ul style="list-style-type: none"><li>o deliver 'Responsible Person' Training (LMC/03)</li><li>o produce a Written Scheme Proposal to demonstrate an adequate Legionella Management Control Programme (LMC/01, LMC/02)</li><li>o for Swiftclean to act as the 'Appointed Contractor' to carry out routine maintenance and testing (WSD/02, LMC/04)</li></ul>
3) To ratify the cost of additional works to be carried out by Cubicle System's plumber (arising from the Legionella Risk Assessment (POU/01, WSD/01))

- iii) Sanitary Bins: To receive a report on delivery and installation of the new bins
- iv) Cleaning Contractor: To receive a report on hand-over arrangements for cleaning the toilets and replenishing supplies
- v) Supplies: To resolve to approve the purchase of a 'starter pack' of liquid soap for the Wallgate hand-wash dryers and wall mounted soap dispenser
- vi) 3-year WallgateCare + Plan: To consider and resolve to approve the quote to enter into the Care Plan once the 12-month warranty period has expired (Budget 2027/28)
- vii) Date to re-open: To agree a date the toilets will be re-opened to members of the public
- viii) Project Budget: To receive a report on project completion costs and residual balance of S106 monies and of earmarked Buildings Maintenance monies

**576/26 Finance**

- i) To ratify payment for 2x Defibs and 1x cabinet, approved under Agenda 545/26
- ii) To resolve to approve the Cash Flow Report and payments
- iii) To resolve to approve the Bank Reconciliation prepared by the RFO and signed-off as correct by Members of the Council

**577/26 Governance**

- i) To note that wef 29 June 2026, under section 32A of the Localism Act 2011, a member's residential address must not be included in the public register of interests, public webpages, or documents, unless the member has made a written request it may be published.
- ii) To also note WC's current ICT system doesn't allow both public and non-public register entries to be recorded. Any register entries removed from the system (home address under "land" category) could mean that member has an incomplete register – which is not compliant with legal requirements.
- iii) The Clerk to set out the choice of actions available to each member pending WC's new ICT system for registers of interest going live.

- 578/26** **Trustee Appointments, Outside Bodies, Committees, Working Groups**  
i) To receive reports in relation to Trustee Appointments, Outside Bodies, Committees, Working Groups
- 579/26** **Councillors' Reports**  
i) To receive reports from Councillors
- 580/26** **To consider resolving that Agenda items 581/26, 582/26, and 583/26 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.**
- 581/26** **SLCC Matter**
- 582/26** **Downton Cuckoo Fair Event 2026**  
i) To consider a solicitor's letter received on behalf of Downton Cuckoo Fair Ltd and resolve to approve any necessary actions.
- 583/26** **Staffing Matter**
- 584/26** **Date of Next Meeting**  
To agree the date of the next Meeting for **Downton Parish Council** will be held on **Monday 10 August 2026** at **7:00pm** in **The Downton Memorial Centre (Bonvalot Room)**.