



Downton Parish Council

**Minutes of the DOWNTON PARISH COUNCIL
ORDINARY MEETING held on
MONDAY 08 JUNE 2026 7pm
THE DOWNTON MEMORIAL CENTRE (BONVALOT ROOM)**

Councillors summoned and present: Jane Brentor (Chair) (JB), Gareth Watts (GW), Matt Randall (MR), Paul Roberts (PR), Stephanie Jalland (SJ), Stu carter (SC), 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: PC Marc Evans did not attend this meeting

Members of the public present: Two

MINUTES

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.

- Gravel Close: hazardous parking continues. Was hoping that PC Marc Evans would be in attendance.
- Traffic Survey: when will DPC know the results?
- Cones in the road: reduced congestion but increased speed resulting in a near miss on the zebra crossing
- Planning Applications PL/2026/01935 and PL/2026/01937 – Listed Building Consent: Cllr Carter read out a statement, in his capacity as a member of the public, regarding these planning applications on his property.

535/26 To receive a report from PC Marc Evans: Apologised for not attending as he's not on duty. He sent the following written report:

Crimes and incidents

A tow truck parking on the greens, and reports of boys going door-to-door asking for money. These activities have caused concern among residents, particularly the elderly/vulnerable ones.

I received a call while off duty, so I was made aware of the above directly, I gave advice to residents regarding the Door-to-Door sellers.

Re the tow truck- I have located the owners and the address where one staff member lives. I attended the location Saturday 6th and again Sunday 7th and the truck has not returned. I will reattend if anything else new occurs.

Again, I'm always happy for anyone to call, email or message me. I will away try and answer, if I'm not on duty, I can sometimes directly task an on duty team member to attend for me

Local crime

Unknown suspect has stolen 2x parcels from someone's doorstep. Value of loss £100.00, Batchelor way area.

Shop lifting at the Coop. this is under investigation

Wick Lane. Fuel theft from farm vehicle.

My concerns at the moment

Fuel - including all home fuels and agricultural fuel. With the rising costs of all fuels please be mindful of your fuel storage. Any suspicious issues please report. I can use your reports to direct local police patrol locations.

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

- Wiltshire Council has passed a resolution to withdraw the Wiltshire Local Plan Review from the examination. Any new plan will likely impact upon the housing target meaning that Town and Parish Councils are more vulnerable to speculative development, particularly if they do not have a 'made' neighbourhood plan in place (or it has not been renewed).
- WC Highways works: Surface dressing due on A338, Micro Asphalt due on Roman Meadow and Saxon Meadow.

537/26 Apologies for Absence: None

538/26 Declarations of Interest

- To receive declarations of interest from Councillors on items on the agenda
GW: Agenda 550/26 – quote for gate, Agenda 552/26 iv) – quote to repair broken roof tiles, Agenda_554/26 ii) – invoices for the Public Toilets: cleaning services, painting the ceilings, removing ivy from wall and moss from roof
MR: Agenda 550/26 – quote for gate, Agenda 552/26 iv) – quote to repair broken roof tiles, Agenda_554/26 ii) – invoice for HWK Services.
DM: Agenda 554/26 ii) – invoices for Downton memorial Centre room hire
SC: Planning Applications PL/2026/01935 and PL/2026/01937 – Listed Building Consent
- 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

539/26 Minutes

- RESOLVED**: the Minutes of the Annual Parish Council Meeting held on **11 May 2026** were approved. GW and MR abstained from voting, forfeiting their vote, as they did not attend the meeting.

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.

- Gravel Close: continue to report to PC Marc Evans
- Traffic Survey: Update will be provided under Agenda 542/26 iii)
- Cones in the road causing a hazard: this work is near to completion
- Planning Applications PL/2026/01935 and PL/2026/01937 – Listed Building Consent: This will be dealt with under Agenda 543/26 i)

541/26 Village Matters

- i) Bus shelter cleaning: noted that 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.
- ii) Parking: complaints from residents regarding a recovery truck being parked outside of residents' homes on a grass verge (Moot Lane) were discussed. Matter dealt with under 536/26. Agreed that DPC will continue to monitor.
- iii) Door knocking: a complaint from a resident (Moot Lane) regarding two boys knocking on doors was discussed. Matter dealt with under 536/26. Agreed that DPC will continue to monitor.

542/26 Highways

- i) Parish Steward: list of jobs for July visit to SP by 06 June. MC raised a list of priority jobs for the Wick Lane Play Park (clearing moss from pathways and equipment, cutting back vegetation)
- ii) Gravel Close: 'No Access' signage: SP and MR have requested Rhiann (WC Highways) attend a site visit.
- iii) Road safety initiatives: update on all other initiatives underway: -
 - High friction road surfacing for the informal crossing outside of Wooden Spoon: awaiting date
 - Pinch Point: Completed. SP will write to MyWilts requesting that the existing sign be unbent and cleaned
 - Slab Lane: initiative agreed by LHFIG and finding approved by SWAB.
 - Traffic Surveys/Pedestrian Surveys: SP has chased WC Highways for the results. She will now move to phone call.

543/26 Planning & Housing

- i) The applications received were considered and recommendations made to Wiltshire Council Planning Authority (see Planning Schedule).
Cllr Carter removed himself from the room whilst Cllrs discussed planning applications for PL/2026/01935 and PL/2026/01937 – Listed Building Consent.
- ii) Noted planning decisions (see Planning Schedule)
- iii) Noted WC Planning Enforcement Officer's response to 'change of use' concerns raised by DPC and members of the public (Agenda 339/26). Agreed that MC will write a letter of response, firmly pursuing the matter.
- iv) Noted that Wiltshire Council has passed a resolution to withdraw the Wiltshire Local Plan Review from the examination. WC report 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) Noted that a Downton resident's Freedom of Information Requests to the Council have been classified as 'vexatious' by the Information Commissioner
- ii) **RESOLVED**: the public-facing statement alongside publication of the Commissioner's Decision Notice was approved.

545/26 Defibs

- i) **RESOLVED**: the Purchase Order for 2x defibs and 1x cabinet was approved
- ii) **RESOLVED**: the electrical quote to instal the new cabinet was approved

546/26 Downton Cuckoo Fair Event 2026

- i) The following observations were reported:
- The Event was well attended and enjoyed by many people.
 - Positive pre and post Fair inspections of the Borough Greens and the Memorial Grounds were noted. GW reported that he had received an undertaking from Downton Cuckoo Fair Ltd (DCF) that the mutually agreed repairs to the Memorial Grounds would be carried out. As at the date of the meeting, these repairs had not been completed.
 - Poultry (ducks and chickens) were present at the Fair on the Memorial Grounds, without ground protection measures in place, despite a previous undertaking from DCF that no poultry would be present. Members noted that this may raise issues relating to avian influenza controls, health and safety, and any licensing requirements.
 - Traffic disruption, obstructions and delays were reported on The Borough prior to the official road closure at 8.30am, caused by traders accessing the greens. Members noted that this may raise issues relating to traffic management arrangements.
 - Concerns were raised regarding DBS checks. A parent had received written confirmation from Downton Cuckoo Fair Ltd stating that two DCF Directors held DBS certificates. It was subsequently understood that one of those individuals did not, in fact, hold a DBS certificate. Members noted the apparent discrepancy and the potential implications for parental decision-making in relation to safeguarding arrangements for their children.
- ii) **RESOLVED** unanimously that MC will write to the Directors of Downton Cuckoo Fair Ltd to seek clarification and an explanation in relation to the matters of concern identified above. MC will prepare a draft letter for circulation to all councillors for approval by email prior to issue.

547/26 Borough Lease

- i) **RESOLVED**: in accordance with Standing Order 23(a), the Lease between Downton Parish Council and Longford Estate was executed.
MC to progress production of a Signage Policy with 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.
Agenda item deferred to the July meeting pending MC establishing up to date insurance requirements

549/26 Grounds Maintenance Contract

- i) Following concerns raised on social media regarding the condition of Barford Lane Cemetery, MC asked Idverde to carry out a maintenance visit on 08 June 2026. A site inspection had taken place immediately following their visit - the work undertaken had met the standards required under the Grounds Maintenance Contract. Agreed that DPC will continue to monitor the quality of the contractor's work to ensure contractual standards are maintained.
- ii) Noted that Idverde's 5-year Grounds Maintenance Contract ends 31 March 2027. Agreed that MC will explore alternative providers and related costs and present a range of options to full council for further consideration.

550/26 Memorial Gardens

- i) **RESOLVED:** the quote to repair the broken gate was approved (excluding disposal of the old gate because it has now been disposed of). Noted that one contractor declined to quote. GW and MR abstained from voting; forfeiting their vote.

551/26 Oaks at 80

- i) **RESOLVED:** to plant the Oak tree at Barford Lane Cemetery. Planting to take place in the Autumn

552/26 Public Toilets Refurbishment

- i) **RESOLVED:** the cost of additional works undertaken by Cubicle Systems was ratified:
- 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
- GW abstained from voting; forfeiting his vote.
- ii) **RESOLVED:** the cost of additional works to the Accessible Toilet external door frame was ratified. GW and MR abstained from voting; forfeiting their vote.
- iii) MC reported that Cubicle Systems were now off-site. MR, MC, and SP will carry out a site inspection to check that all jobs on the 'snagging list' have been completed before the formal sign-off site inspection with Cubicle Systems on Wed 17 June.
- iv) **RESOLVED:** the quote to repair broken roof tiles was approved. GW and MR abstained from voting; forfeiting their vote.
- v) **RESOLVED:** a budget for an additional mirror in the Accessible Toilet (to comply with stoma-friendly requirements), if needed, was agreed as £30. GW abstained from voting; forfeiting his vote.
- MC will raise this matter with Cubicle Systems before DPC purchases as the original mirror supplied (which arrived late) could not be affixed in the proposed location because the soap dispenser and stoma shelf had already been fitted in that location.
- vi) MC reported that a water sample was taken on 02 June and is being tested for Legionella. The result should be known 12-17 June. The toilets may be re-opened to members of the public upon the later of 1) legionella results returned as passed and 2) Cubicle Systems sign-off.
- vii) MC reported that projected costs estimated £57,416.30. Residual S106 monies estimated £7,536.55. JB thanked the Clerk for providing the Project Management role for this project.

553/26 Finance 1

- i) **RESOLVED:** the following expenditure was ratified:
- a. Litter picking equipment (bin bags and gloves) £14.11 excl vat
 - b. Clipboards for Pedestrian Survey (in conjunction with the WC Highways Traffic Survey) £16.99 excl vat
 - c. ERoB markers for Cemetery £9.16 excl vat
- ii) **RESOLVED:** a budget of up to £100 was approved to purchase bedding plants for the Moot Lane planters
- iii) Noted 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) **RESOLVED:** the Cash Flow Report and payments were approved.
- GW: abstained from voting, forfeiting his vote, on the following invoices for the Public Toilets: cleaning services, painting the ceilings, removing ivy from wall and moss from roof

DM abstained from voting, forfeiting his vote, on the Downton Memorial invoices for room hire

MR: abstained from voting, forfeiting his vote, on the HWK Services invoice

Payee	Detail	Amount £ (incl vat)	Method
Staff, HMRC, Wiltshire Pensions	Salaries, Tax & NI, Pensions (May)	8,435.68	BACS
IONOS	Email Microsoft 2019	10.80	DD
IONOS	Email Microsoft 2019	10.80	DD
Lloyds	Service Charge	10.35	PAY
EE	Mobile SIM (Admin Officer)	15.60	DD
IONOS	Premium Package	12.08	DD
Cubicle Systems	Public Toilets Refurbishment: Materials	30,320.20	BACS
West Mercia Energy	Public Toilets Electricity (April)	57.36	BACS
Downton Cleaning Services	Public Toilets Cleaning (May)	985.00	BACS
BWP Creative Ltd	Website Hosting 01/06/2026-30/06/2026	30.00	BACS
ldverde	Bin Emptying (April)	312.74	BACS
ldverde	Grounds Maintenance (April)	1091.35	BACS
Downton Memorial Centre	Room Hire (various April and May)	108.25	BACS
AJGIBL	Fidelity Cover Increase (pro rata)	127.62	BACS
The Playground Inspection Co Ltd	Operational inspections x4 Play Parks	360.00	BACS
HWK Services	Public Toilets Refurbishment: external doors	3,036.00	BACS
Richard Watts	Public Toilets Refurbishment: paint ceilings	520.00	BACS
Richard Watts	Public Toilets Refurbishment: remove ivy wall and moss roof	770.00	BACS
Cubicle Systems	Public Toilets Refurbishment: additional materials	553.44	BACS
Susan Parsons	Reimbursement: Litter Picking supplies, clip boards, white tags EROB	49.92	BACS
M Camilleri		10.47	BACS
M Camilleri	Expenses: Fuel	39.16	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 02 June 2026: £12,726.43

Lloyds Commercial Instant Access Account: 02 June 2026: £141,250.36

Lloyds 95-Day Saver: 02 June 2026: £85,819.13

555/26 Wiltshire Council's Service Devolution and Asset Transfer Policy

- i) Noted 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. Concerns were raised around the suggestion that certain tasks would be transferred to Town and Parish Councils which require specialist skills – for example work on or close to the Highway, disposal of hazardous waste.
- ii) Noted services devolved and assets already transferred from Wiltshire Council to Downton Parish Council is already extensive – such as bins, grass cutting, public toilets, litter picking.

556/26 Trustee Appointments, Outside Bodies, Committees, Working Groups

- i) To receive reports in relation to Trustee Appointments, Outside Bodies, Committees, Working Groups
- GH: Attended a Downton Link meeting. A new Chairman has been appointed. They continue to look for volunteer drivers and co-ordinators.

557/26 Councillors' Reports

i) To receive reports from Councillors

SJ: met with the Head of the Downton Primary School. Mutually agreed that the joint project to pursue is painting a mural. Wall to be selected and quotes obtained from the street artist used for the mural on the shelter. JB thanked SJ for handling the matter sensitively and pragmatically to achieve this outcome. This was echoed by all. Current budget committed by DPC to this project is £1,000.

558/26 RESOLVED: that Agenda item 559/26 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.

559/26 SLCC Matter

i) RESOLVED: The letter to SLCC was unanimously approved.

560/26 Date of Next Meeting

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)**.

Being no further business, JB closed the meeting at 10:13pm.

DRAFT MINUTES TO BE SIGNED AT THE NEXT PARISH COUNCIL MEETING