



Downton Parish Council

By Order of Melanie Camilleri Clerk & RFO

☎ 07798 698199

✉: clerk@downtonparishcouncil.gov.uk

🌐 downtonparishcouncil.gov.uk

Date: 05 August 2026

Dear **MEMBER OF DOWNTON PARISH COUNCIL**

You are hereby summoned to attend an

ORDINARY MEETING of the Council

on **MONDAY 10 AUGUST 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

585/26 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.

586/26 To receive a report from PC Marc Evans

587/26 To receive a report from Cllr Richard Clewer (Wiltshire Council)

588/26 Apologies for Absence

589/26 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

590/26 Minutes

- i) To resolve to approve the Minutes of the Annual Parish Council Meeting held on **13 July 2026**

591/26 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.

592/26 Village Matters

- i) Defibs: to receive an update on the installation of the two replacement defibs
- ii) Woodland Trust Hedge Pack: to receive a report on DPC's application for a Hedge Pack for the Cemetery
- iii) Salt Spreaders: to consider and resolve to approve to buy 1-2 36kg Salt Spreaders
- iv) SID (shared device): to consider urgent recruitment of volunteer resource to manage deployment and hand-over of the shared device with Redlynch PC
- v) Flood Defence Wall (Iron Bridge): to note that a resident has notified the Environment Agency of the hole on the south facing side.

593/26 Highways

- i) To receive an update on all road safety initiatives underway in Downton
- ii) To receive an update on replacement street name plates through WC LHFIG

594/26 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) PL/2025/05927: Trafalgar Fisheries, Downton, Salisbury, SP5 3QF - Temporary Erection of a Steel and PVC Canopy Structure of Approximately 3240sqm above Existing Commercial Fish Ponds for a Period of 5 Years. To note that following a CAFF's judicial review claim, WC's planning determination 'Approve with Conditions' has been overturned.
- iv) To note WC Briefing Note no 26-11 setting out changes to the National Scheme of Delegation (referrals to Planning Committees) effective from 31 Oct 2026

595/26 Wiltshire Local Plan

- i) To note the new WC Local Plan Timetable
- ii) To consider and agree Councillor or Officer attendance at the WC Scoping Consultation Workshop in Salisbury on 16 September 6-8pm
- iii) To consider WC's request to let them know if DPC is "aware of any previously developed or underused land in your area that may be suitable for future development or regeneration" (by 11 September 2026)

596/26 Public Toilets Refurbishment

- i) To receive a report on completion of the snagging list and hand-over to the Cleaning Contractor before the toilets were re-opened on 28 July 2026
- ii) Legionella:
 - a. To ratify the cost of plumbing works following recommendations made in the Risk Assessment
 - b. To receive a report on ongoing Legionella compliance using a risk-based approach according to HSC guidelines
 - c. To appoint a 'Responsible Person'
 - d. To consider and resolve to approve training for the 'Responsible Person'
 - e. To consider and agree which routine checks and processes are carried out by the Responsible Person, and which could be incorporated in a modified Cleaning Contract, subject to mutual agreement with the Contractor
 - f. To resolve to approve annual sample testing

597/26 Play Park Inspections and Maintenance

- i) To consider and resolve to approve Sovereign's 5-year Maintenance Inspection Plan quote for two inspections (plus reports) per year for each Play Park
- ii) To consider and resolve to approve The Play Inspection Company's annual RoSPA inspections quote for each Play Park for 2027/28
- iii) To consider and resolve to approve the quote to secure the netball posts in the sockets at Moot Lane Play Park

- 598/26 Grounds Maintenance Contract**
- i) To receive a report on Idverde's delivery of service against contract terms and outstanding matters in relation to monthly invoicing
 - ii) To agree a process to monitor delivery of contract
 - iii) To consider and resolve to approve the Tender Specification document for a 12-month Grounds Maintenance Contract Barford Lane Cemetery (01 April 2027-31 March 2028)
 - iv) To consider and resolve to approve the Tender Specification document for a 12-month Grounds Maintenance Contract for all other areas (01 April 2027-31 March 2028)
- 599/26 Cemetery**
- i) To consider and resolve to approve DPC's membership of the Institute of Cemetery and Crematorium Management (ICCM) – pro rata payment for the remainder of the financial year 2026/27
- 600/26 Wiltshire Towns Programme**
- i) To receive an update on the Working Group's meeting held on 21 July 2026 and actions arising
 - ii) To consider and resolve to purchase an Ordnance Survey Publishing Licence for printing OS maps (Licence restrictions: 100 OS map images) in support of promoting local walks
- 601/26 Downton Cuckoo Fair Event 2026**
- i) To consider and resolve to approve a letter of response to DCF Ltd in relation to the discharge of their obligations under the Licence to Occupy
- 602/26 Finance**
- 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
- 603/26 Trustee Appointments, Outside Bodies, Committees, Working Groups**
- i) To receive reports in relation to Trustee Appointments, Outside Bodies, Committees, Working Groups
- 604/26 Councillors' Reports**
- i) To receive reports from Councillors
- 605/26 To consider resolving that Agenda items 606/26, 607/26, and 608/26 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.**
- 606/26 The Borough Greens**
- i) To receive a report on discussions held with Longford Estate's Land Agent and agree actions
- 607/26 BWSCA**
- 608/26 Staffing Matter**
- 609/26 Date of Next Meeting**
- To agree the date of the next Meeting for **Downton Parish Council** will be held on **Monday 14 September 2026** at **7:00pm** in **The Downton Memorial Centre (Bonvalot Room)**.