



Downton Parish Council

**Minutes of the DOWNTON PARISH COUNCIL
ORDINARY MEETING held on
MONDAY 13 JULY 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), 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: Apologies sent

Police present: PC Marc Evans did not attend this meeting

Members of the public present: Three

MINUTES

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.

- Reduction in speed Limit: interested in what is to be discussed on the Agenda item
- News on Traffic Survey data: and follow-up with PC Marc Evans on speed cameras
- Parish Steward visit: tackling the weeds on The Borough

562/26 To receive a report from PC Marc Evans. Did not attend this meeting. No written report received.

563/26 To receive a report from Cllr Richard Clewer (Wiltshire Council). Apologies sent.

564/26 Apologies for Absence: Stephanie Jalland (SJ). Reason noted and accepted.

565/26 Declarations of Interest

- To receive declarations of interest from Councillors on items on the agenda:
GW 575/26 iv) and v), and 576/26 ii): Public Toilets Cleaning Contractor decisions and payments
JB: 571/26 i) Planning application for 38 High Street
- 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

566/26 Minutes

- i) **RESOLVED:** the Minutes of the Ordinary Meeting held on **08 June 2026** were approved.

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.

- Reduction in speed Limit: JB thanked her for her interest. This will be discussed under Agenda 569/26 iii)
- News on Traffic Survey data: This will be discussed under Agenda 569/26 iii)
- Parish Steward visit: tackling the weeds on The Borough is on list of jobs for his visit 14 July.

568/26 Village Matters

- i) Bin at Moot Lane Rec Ground: **RESOLVED:** the cost to replace the missing bin (sourced from Gladstone £198.36+vat) was approved with a budget of up to £100 for its installation.
- ii) Bus Shelters: the condition report following the latest clean and inspection was noted. No further action.
- iii) Enhanced Partnership Plan and Scheme: noted that WC is considering potential variations in collaboration with local bus operators and other stakeholders. Agreed that DPC will not make representation.
- iv) PSPO: MC reported that WC had responded with reasons as to why they did not renew the PSPO. This has been strongly challenged by Cllr Richard Clewer (on behalf of Downton) and Cllr Zoe Clewer (on behalf of Redlynch). WC has yet to reply. Agreed that DPC will send WC information on catapult incidents in Downton reported to the police since the PSPO lapsed.
- v) Man Shed: Cllr Hawke delivered an informative report on the various 'Mad Shed' initiatives set up in Salisbury, Wilton, and Aylesbury. The key points on success are:
- Someone to lead/drive it
 - The 'Man Shed' format
 - Suitable premises from which to operate
 - Insurance and Health & Safety compliance
 - Sufficient demand in the community

JB thanked Cllr Hawke for helping the Council move forward with this subject which forms part of its 3-year strategy. Next steps: hold a 3-year Strategy Working Group meeting to progress next steps.

569/26 Highways

- i) Parish Steward: list of jobs identified for visit 14 July. No visit in August. List of items to SP for his September visit.
- ii) Gravel Close: SP delivered an update on her site visit held with WC Senior Engineer and Cllr Randall to discuss options in terms of re-locating the Street name sign and replacing it with a 'No Access' sign. Notwithstanding WC Highways has powers to do this, they'll seek the permission of the property owner out of courtesy. Cost £2,000 of which DPC will fund £500.

RESOLVED: DPC will ask for this proposal to go onto LHFIG's Agenda 08 Sept 2026 for approval.

Supporting action: JB to speak to SJ about contacting the school to apply for the white lines on the road to be repainted funded through the WC 'Sure Start' scheme (the school is eligible to apply as it has a Travel Plan in place).

- iii) 20mph road safety initiative:
 - a. SP delivered 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. This follows a Teams call held between WC Senior Highways Engineer, Cllr Richard Clewer, Cllr Brentor, and the Officers (MC and SP)
 - 20mph schemes are now funded outside of the LHFIG scheme, meaning Town and Parish Councils bear 100% of the cost.
 - Based upon their expert analysis of the Traffic Survey and Pedestrian Survey data, WC will produce a 20mph Scheme reflecting the recommended scope of a 20mph zone and full costs to implement. Application and design process carries no cost for DPC. Once designed and costed, the proposed Scheme will return to full council for consideration. The Council may potentially hold a Downton public consultation.
 - Should DPC approve the proposed scheme design and costs, a Traffic Regulation Order application requiring public consultation (beyond Downton) is necessary, as well as enforcement considerations.
 - b. **RESOLVED:** to submit an application form with the accompanying Traffic Surveys and Pedestrian Surveys data.
- iv) Lode Hill: Noted that SWAB awarded funding for this road safety initiative
- v) Parish Emergency Assistance Scheme: SP will review remaining supplies and consider DPC's requirements for the coming winter before returning the application form to WC.

570/26 Moot Lane Rec Ground

- i) Request from Salisbury FC to use the Moot Lane Rec Ground football facilities for one hour per week for youth training sessions. The Salisbury FC representative sent his apologies. No report sent.
- ii) To resolve to approve the cost DPC will charge Salisbury FC for using these facilities. *Deferred* pending receipt of details of proposal.

571/26 Planning & Housing

- i) The applications received were considered and recommendations made to Wiltshire Council Planning Authority (see Planning Schedule).
- ii) Noted planning decisions (see Planning Schedule)
- iii) Noted 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) Noted 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) **RESOLVED:** the exact location in Barford Lane Cemetery to plant the Oak tree was unanimously approved.

573/26 Play Park Inspections

- i) Quotes to repair various items of play park equipment identified in the Safety Inspection Reports were discussed:

RESOLVED: Zipwire inspection and re-tensioning (Sovereign Compliance) was approved.

Other items of play equipment: Agreed that MC will establish further details regarding the Sovereign Compliance inspection packages (coverage and costs) and return to full council for further consideration.

574/26 Downton Mace

- i) Noted 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) **RESOLVED:** the Loan Agreement was executed in accordance with Standing Order 23(a).
- iii) **RESOLVED:** the Downton Mace will be added to DPC's Asset Register (no insurance cover necessary by DPC because it's covered under the Museum's insurance policy)

575/26 Public Toilets Refurbishment

- i) Cubicle Systems: MC delivered an update on the snagging list and actions to remedy. Awaiting date Cubicle Systems plumber to return with costs.
- ii) Legionella Report and Sample Result
 - a. Noted that the sample test result has returned 'Not Detected' on all three Legionella indicators
 - b. Cllrs reviewed the summary of the Medium and High Risks documented in the Risk Assessment Report and considered the following recommendations:

1) To appoint the Council's 'Responsible Person'. <u>Agreed:</u> that further information required before full council can make a decision.
2) To consider and resolve to approve Swiftclean quotes either separately or collectively (which would receive a £200 discount) - o deliver 'Responsible Person' Training (LMC/03) - o produce a Written Scheme Proposal to demonstrate an adequate Legionella Management Control Programme (LMC/01, LMC/02) - o for Swiftclean to act as the 'Appointed Contractor' to carry out routine maintenance and testing (WSD/02, LMC/04) <u>Agreed:</u> that further information required before full council can make a decision.
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) Costs not yet received

- iii) Sanitary Bins: SP reported that all new bins have been delivered and installed
- iv) Cleaning Contractor: MC will make hand-over arrangements with the Contractor.
- v) Supplies: **RESOLVED:** to purchase of a 'starter pack' of liquid soap for the Wallgate hand-wash dryers and wall mounted soap dispenser. GW abstained from voting; forfeiting his vote.
- vi) 3-year WallgateCare + Plan: **RESOLVED:** the quote to enter into the 36-month Care Plan 01 April 2027-31 March 2030 was approved (funded annually commencing from the 2027/28 budget). GW abstained from voting; forfeiting his vote.
- vii) Date to re-open: Unable to agree a date until the Cubicle Systems plumber has completed the outstanding works on the urinals
- viii) Project Budget: MC delivered a report on projected project completion costs and residual balance of S106 monies and of earmarked Buildings Maintenance monies

576/26 Finance

- i) **RESOLVED:** payment for 2x Defibs and 1x cabinet, approved under Agenda 545/26 was ratified
- ii) **RESOLVED** the Cash Flow Report and payments were approved
GW: abstained from voting, forfeiting his vote, on the invoice for the Public Toilets Cleaning

Payee	Detail	Amount £ (incl vat)	Method
Staff, HMRC, Wiltshire Pensions	Salaries, Tax & NI, Pensions (June)	8,435.68	BACS
IONOS	Email Microsoft 2019	10.80	DD
IONOS	Email Microsoft 2019	10.80	DD
Lloyds	Service Charge	8.50	PAY
EE	Mobile SIM (Admin Officer)	15.60	DD
PWLB	Loan repayment	2,929.67	DD
IONOS	Premium Package	12.08	DD
Safelincs Ltd	Defibs x 2 + 1 Cabinet	2,994.00	BACS
West Mercia Energy	Public Toilets Electricity (April)	82.71	BACS
Downton Cleaning Services	Public Toilets Cleaning (June)	985.00	BACS
BWP Creative Ltd	Website Hosting 01/07/2026-31/07/2026	30.00	BACS
Longford Estate	Rent Lock up 01/07/2026-30/06/2027	365.00	BACS
Swiftclean (UK) Ltd	Legionella Risk Assessment + testing	474.00	BACS
Cubicle Systems	Replace Water Heater	1,138.50	BACS
G W Shelter	Clean 9x shelters	475.20	BACS
M Camilleri	Reimbursement: A4 paper	34.99	BACS
M Camilleri	Expenses: Fuel	32.34	BACS

- iii) **RESOLVED:** the Bank Reconciliation prepared by the RFO was signed-off as correct by Members of the Council

Account Balances

Lloyds Business Account 30 June 2026: £14,657.99

Lloyds Commercial Instant Access Account: 30 June 2026: £121,318.68

Lloyds 95-Day Saver: 30 June 2026: £85,819.13

577/26 Governance

- i) 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) Noted that 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 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: None

579/26 Councillors' Reports

- i) To receive reports from Councillors

JB: thanked volunteers for their hard work on planting-up the planters at Moot Lane

580/26 RESOLVED: that Agenda items 581/26, 582/26, and 583/26 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.

- 581/26 SLCC Matter**
RESOLVED: The letter to SLCC was unanimously approved
- 582/26 Downton Cuckoo Fair Event 2026**
RESOLVED: unanimously that the Council will seek independent legal advice.
Full details of the resolution passed under this Agenda item are 'Confidential – Not for Publication' by means of Legal Professional Privilege (Section 42 Freedom of Information Act 2000).
- 583/26 Staffing Matter**
The Staffing Committee delivered a report and recommendations following their meeting held on 22 June 2026. Having considered these recommendations, full council:
RESOLVED unanimously:
- i) To make contractual changes to the Officers' contracts to reflect the reimbursement of "mileage expenses" based upon HMRC's Approved Mileage Allowance Payment rates with effect from 06 April 2026 (55p per mile for the first 10,000 business miles per tax year).
 - ii) To make contractual changes to the Clerk's contract of employment:
 - a. Award additional Spinal Column Points (SCP), backdated to 01 July 2026, in recognition of the additional value and increased remit of the Clerk's Role with DPC and the Clerk's performance in that Role.
 - b. Allow DPC to recognise ongoing performance achievements through the award of additional Spinal Column Points.
- The Staffing Committee will reconvene on 27 July 2026 to make a recommendation on the SCP award with effect from 01 July 2026.
Full details of the resolution under this Agenda item are 'Confidential – Not for Publication' under Sections 40 and 42 Freedom of Information Act 2000.
- 584/26 Date of Next Meeting**
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)**.

Being no further business, JB closed the meeting at 10:30pm.

DRAFT MINUTES TO BE SIGNED AT THE NEXT PARISH COUNCIL MEETING