



Downton Parish Council

By Order of Melanie Camilleri Clerk & RFO

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Date: 09 September 2026

Dear **MEMBER OF DOWNTON PARISH COUNCIL**

You are hereby summoned to attend an

ORDINARY MEETING of the Council

on **MONDAY 14 SEPTEMBER 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)

For Information: Members of the Public & Press

AGENDA

610/26 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.

611/26 To receive a report from Cllr Richard Clewer (Wiltshire Council)

612/26 Apologies for Absence

613/26 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

614/26 Minutes

- i) To resolve to approve the Minutes of the Parish Council Meeting held on **10 August 2026**

615/26 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.

616/26 Village Matters

- i) Parish Steward: to identify a list of jobs for 13 & 14 Oct
- ii) Operational Flood Working Group (South) Meeting 19 August 2026: to receive a report
- iii) WC Freight Action Plan: To note the new Freight Action Plan consultation which sets out how freight and HGVs should be routed across the county (consultation period runs until 23:59 on 23 Sept 2026). To consider DPC submitting a response

617/26 Highways

- i) LHFIG: To receive a report on the various Downton LHFIG initiatives underway following the LHFIG meeting held on 01 September and agree how the Council wishes to progress Issue 13-24-59.
- ii) Traffic Survey: To note that the Council has requested WC Highways carry out a Traffic Survey on the A338
- iii) Speed Limit signs: To receive a report on various speed limit signs and roundels across the parish and action being taken by WC Highways

618/26 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) 100 Moot Lane, Downton:
 - a. ENF/2026/00505: to note that the period of compliance set out in the Planning Inspectorate's Decision Notice (Appeal Ref: APP/Y3940/C/24/3355835) has passed the deadline. Agree actions
 - b. To consider WC Planning Enforcement Officer's response to 'change of use' concerns raised by DPC and members of the public. Agree actions.

619/26 Wiltshire Council Community Governance Review 2026/27

- i) To note Briefing Note 26-15
- ii) To note that an informal online session (Teams) with members of the Electoral Review Committee (ERC) has been set-up for the Council on Thurs 17 Sept 10:45-11:15am
- iii) To consider DPC's response to WC's questions aimed at helping them identify areas where it may be appropriate to review CGR arrangements further (deadline 01 October 2026)

620/26 Play Parks/Areas

- i) Moot Lane: To note that the zip-wire will be inspected and re-tensioned on 30 Sept 2026 (am)
- ii) Wick Lane: To note that the existing play equipment has reached the end of its serviceable life and, having regard to the covenant requiring the land to be retained as public open space for community purposes, to consider and resolve to approve:
 - a) the removal of the existing play equipment and, if appropriate, the existing bench
 - b) the provision of alternative community amenities and/or improvements to enhance the use of the site as public open space.

621/26 Public Toilets Refurbishment

- i) To receive an update on Cubicle Systems cleaning the floors
- ii) To resolve to bring forward the EICR inspection date from Feb 2027 following like-for-like replacement of three fixed hand dryers with new models
- iii) Legionella: to receive a report on the 'Responsible Person' training and resolve to approve a budget for any associated actions and expenditure
- iv) In consideration of the procurement compliance Briefing Note, resolve to approve publication of the Contract Details Notice on the Central Digital Platform (Find a Tender) as soon as reasonably practicable, in accordance with Section 87(3) of the Procurement Act 2023 (awaiting notification of Cubicle Systems PPON no.)

622/26 Idverde Contracts: Grounds Maintenance and Bin Emptying

- i) Following a meeting with Idverde's Operational Director, to receive a report from the Clerk on:
 - a) disputed invoices for the Grounds Maintenance and Bin Emptying contracts
 - b) service delivery against the Grounds Maintenance Programme of Works.
- ii) To note the current position and actions agreed with Idverde in respect of the above matters.

623/26 Ground Maintenance Contracts 2027/28

- i) In consideration of the Procurement Compliance Briefing Note, to:
 - a) Approve the procurement of two separate fixed 12-month Grounds Maintenance contracts (Barford Lane Cemetery Grounds Maintenance and General Grounds Maintenance) for the period 01 April 2027 to 31 March 2028, with no provision for extension
 - b) Approve the Barford Lane Cemetery and General Grounds Maintenance Tender Documents and procurement timetable
 - c) Approve the use of clerk@downtonparishcouncil.gov.uk for the electronic submission of Tenders using the prescribed Tender subject line, with Tender emails not to be opened, previewed, or otherwise accessed before the submission deadline. Following the deadline, all Tenders received shall be opened in succession by the Clerk as part of a single tender-opening exercise, with the date and time of receipt and opening recorded
 - d) Authorise the Clerk, Cllr Watts and Cllr Snares to undertake proportionate preliminary market engagement, including identifying and contacting specialist and regional grounds-maintenance providers to establish market interest and encourage an appropriate field of potential bidders
 - e) Approve the draft Communications to be published on DPC's Website and for Social Media from 22 September 2026
 - f) Authorise the Clerk to issue the approved Tender Documents to potential bidders (identified through preliminary market engagement and expressions of interest received in response to the opportunity being locally advertised) from 22 September 2026
 - g) Note that the Tender Evaluation Panel will be appointed at the Council meeting on 12 October 2026.
 - h) Authorise the Clerk to administer the procurement in accordance with the approved Tender Documents and timetable, including undertaking any necessary clarification, provided that this does not permit a bidder to improve or materially alter its Tender.

624/26 Heritage and Licensing Policy for the Downton Annual Fairs

- i) To consider and resolve to adopt the Heritage and Licensing Policy for the Downton Annual Fairs, noting that the landowner of the Borough Greens (under Lease to the Council) has been consulted and is supportive in principle of such a Policy.

625/26 The Downton Society

- i) To note that The Downton Society has taken the difficult decision to discontinue and, as such, will no longer fund and maintain planting in the flower tubs on The Borough (flower tubs owned by the Council)
- ii) To consider and resolve to approve The Downton Society's request that Downton Parish Council adopts 1) the Cuckoo Topiary Sculpture and 2) the Noticeboard by the Tannery as Council assets
- iii) Agree appropriate action(s) for i) and ii) above

- 626/26 Downton Remembrance Sunday Service & Parade 2026**
- i) To resolve to approve to make an application to WC Highways to close the B3080 (from the Memorial Gardens (in The Borough) to Church Hatch) from 10-11am on Sunday 08 November 2026 for the Remembrance Day Sunday Service and Parade
 - ii) To consider and resolve to approve the purchase of four wreaths for Downton Parish Council, Scouts, Guides, and Brownies (including which category of wreath)
 - iii) To resolve to appoint a Councillor who will lay the Wreath on behalf of the Parish at the Service
- 627/26 Downton Parish Council Annual Christmas Tree Event 2026**
- i) To note the sum allocated in the 2026/27 budget for this event
 - ii) To resolve to approve that DPC will buy and instal a Christmas Tree on Maypole Green
 - iii) To resolve that the Christmas Tree 'Switching on the Lights' will take place on Friday 04 December 2026
 - iv) To agree arrangements for the Christmas Tree and the 'Switching on the Lights' Event
- 628/26 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
 - iii) In consideration of the quote received, resolve to appoint John K. Murray DMS. FCPFA (Taxation & Accountancy Services) as the independent and competent auditor to carry out the internal audit on the 2026/27 accounts
 - iv) To consider and resolve to approve the quote to renew the Council's insurance w.e.f 01 October 2026
 - v) To consider and resolve to approve Bonallack & Bishop Solicitor's quote to register Council land at Wick Lane and Barford Lane Cemetery with HM Land Registry
 - vi) To consider and resolve to approve a 'sundry' budget item for 2026/27
- 629/26 Trustee Appointments, Outside Bodies, Committees, Working Groups**
- i) Wiltshire Towns Programme: to receive an update and agree to delegate non expenditure actions to the Working Group prior to a further update at the 12 October Meeting
 - ii) To receive any other reports
- 630/26 Councillors' Reports**
- i) To receive reports from Councillors
- 631/26 To consider resolving that Agenda items 632/26, 633/26, 634/26, 635/26 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.**
- 632/26 Barford Lane Cemetery Interment Matter**
- 633/26 Grounds Maintenance Contract**
- i) Following the Clerk's report delivered in 622/26, consider options available to the Council under the terms of the Grounds Maintenance contract and determine any action to be taken.
- 634/26 BWSCA**
- 635/26 Staff Matters**
- i) To note that agreement has been reached on the Local Government Pay Claim 2026/27 covering the year 01 April 2026 to 31 March 2027
 - ii) To resolve to approve the contractual award of backpay for the Clerk & Admin Officer
- 636/26 Date of Next Meeting**
- To agree the date of the next Meeting for **Downton Parish Council** will be held on **Monday 12 October 2026 at 7:00pm in The Downton Memorial Centre (Bonvalot Room).**