



Downton Parish Council

**Minutes of the DOWNTON PARISH COUNCIL
ORDINARY MEETING held on
MONDAY 10 AUGUST 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), Dave Mace (DM), Judith Snares (JS), and Stephanie Jalland (SJ)

Officers present: Melanie Camilleri (Clerk/RFO) (MC) and Susan Parsons (Administrative Officer) (SP)

WC Councillor present: Apologies sent

Police present: PC Marc Evans

Members of the public present: Eleven

MINUTES

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.

- Concerns over Speed Limit in/out of Downton: She moved into her home in Aug 2025, however, there are Highways issues due to the speed of traffic not slowing down before they enter the village's 30mph zone 1) pedestrian safety (there is no pavement) and 2) vehicle access (pulling in/out of her driveway).
- Life Ring at the 'Wild Weir': the Life Ring was removed from its cabinet and used as a rope swing by youths. The lifeline cut and rendered unfit for purpose. She'd like to thank JB and SP for taking this matter up with the Environment Agency – they are committed to replacing the life ring and other safety equipment.
- Traffic volume: Mr O'Bee expressed his thanks to the Cllrs for their work throughout the year. He wished to raise concerns over the increase in volume of traffic over the last 10 years and asked DPC to object to new developments in the village in order to keep traffic volume to a minimum.
- Planning Application PL/2026/03904:
 - He wished to address concerns over objections raised by some neighbours over the plans. Matters related to overlooking, vehicle manoeuvring, and bin storage.
 - Neighbours attending raised their concerns over overlooking and vehicle manoeuvring

- 586/26 To receive a report from PC Marc Evans**
- Fatal RTC. This occurred at 6am and involved one vehicle.
 - Drugs warrant in the village 2 weeks ago
 - Reports of parking on the grass. He has spoken to the owners of the vehicles
 - Moot Gardens: patrols underway following reports of ASB
 - Traffic Surveys: As the avg speeds are under 30mph, enforcement action deemed unnecessary.
 - Finally, MC Marc Evans reported that he'll be moving to Rural Crime in September. As yet, he's unaware of who'll be taking over his area and attend Parish Council meetings. On behalf of the Council, JB expressed her thanks to PC Evans for his support over the last few years and attending PC meetings to deliver reports.
- 587/26 To receive a report from Cllr Richard Clewer (Wiltshire Council):** Apologies sent
- 588/26 Apologies for Absence:** Cllrs Stuart Carter (SC) and Gary Hawke (GH). Reasons noted and accepted.
- 589/26 Declarations of Interest**
- To receive declarations of interest from Councillors on items on the agenda
 - GW: Quote 597/26 iii), Public Toilets cleaning invoice 602/26 i)
 - MR: Salt Spreader purchase 592/26 iii), Quote 597/26 iii)
 - DM: Downton Memorial Invoice for Room Hire 602/26 i)
 - JB: Reimbursement for plants and compost 602/26 i)
 - 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
- 590/26 Minutes**
- RESOLVED:** the Minutes of the Ordinary Meeting held on **13 July 2026** were approved. SJ abstained from voting as she did not attend this meeting.
- 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.
- Concerns over Speed Limit in/out of Downton
DPC will discuss the issue with WC Highways and consider options in relation to positioning of a Speed Implementation Device
 - Life Ring at the 'Wild Weir': No further action
 - Traffic volume
Acknowledged traffic volume has increased in Downton and across the UK due to no. cars on the road. DPC will always consider planning applications on a case-by-case basis. Highways matters are considered by WC Highways. JB thanked Mr O'Bee for his service by helping keep the village looking it's best, litter-free.
 - Planning Application PL/2026/03904:
This application will be considered under 594/26 i)
- 592/26 Village Matters**
- Defibs:
Memorial Centre: the replacement defib has been installed and all relevant registration records successfully updated.

Dr Surgery: The replacement defib will be installed once all relevant registration records successfully updated. The replacement cabinet housing the defib will be installed once DPC has a date from the electrician.

- ii) Woodland Trust Hedge Pack: SP reported that DPC has applied for a Hedge Pack (120 saplings) for the Cemetery to fill-in the gaps in the hedging. Planting will take place in November. There will be a call for volunteers and DofE students to assist. SP to liaise with Longford Estate to discuss additional reinforcement of the hedge to prevent members of the public damaging the saplings and trespassing on Longford Estate's land
- iii) Salt Spreaders: **RESOLVED**: to buy two 36kg Salt Spreaders. MR abstained from voting; forfeiting his vote.
- iv) SID (shared device): the current volunteer Jeremy Parsons, is with regret stepping back from this role. Recruitment of replacement volunteer resource therefore necessary. Several Cllrs put their names forward. SP will co-ordinate the timetable. On behalf of the Council, JB will write to Mr Parsons expressing thanks for his years of dedicated services in this role.
- v) Flood Defence Wall (Iron Bridge): noted that a resident has notified the Environment Agency of the hole on the south facing side.

593/26 Highways

- i) SP delivered the following update on all road safety initiatives underway in Downton:
 - Informal Crossing Wooden Spoon: awaiting high friction road surfacing to be installed
 - Gravel Close (no access / through road signage): to be considered at LHFIG meeting 11 Sept
 - Slab Lane (pedestrian road warning signs and slow road markings): approved at the LHFIG meeting 05 May 2026 and awaiting installation
 - 20mph: Application for a proposed design scheme sent to WC Highways. Awaiting their response. DPC to liaise with WC Highways Senior Engineer to discuss how PC Marc Evans update on enforcement impacts this proposal.
- ii) SP reported that the following Downton street name plates have been replaced through WC LHFIG funding: Avon Meadow, Castle Meadow, Downlands Close

594/26 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) 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. Noted that following a CAFF's judicial review claim, WC's planning determination 'Approve with Conditions' has been overturned.
- iv) Noted changes to the National Scheme of Delegation (referrals to Planning Committees) effective from 31 Oct 2026

595/26 Wiltshire Local Plan

- i) The new WC Local Plan Timetable was noted
- ii) It was agreed that either GW or JB will attend the WC Scoping Consultation Workshop in Salisbury on 16 September 6-8pm.
- iii) In consideration of 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" it was agreed that MC will refer them to the relevant section of Downton Neighbourhood Development Plan

596/26 Public Toilets Refurbishment

- i) MC delivered a report in relation to completion of the snagging list and hand-over to the Cleaning Contractor enabling the toilets to be re-opened on 28 July 2026. The outstanding matters:
- The newly installed Polyflor flooring was handed over with significant ground-in dirt which occurred during the construction and refurbishment works. The Contractor has been invited to either return to professionally clean or provide DPC with an effective cleaning solution in accordance with the manufacturer's recommendations for DPC's Contractor to use.
 - Outstanding paperwork for hand dryers
- Accordingly, MC is retaining 20% payment of the final statement pending resolution to the Council's satisfaction.
- ii) Legionella:
- a. **RESOLVED:** the cost of plumbing works following recommendations made in the Risk Assessment was ratified
 - b. JB and MR delivered a report on ongoing Legionella compliance using a risk-based approach according to HSC guidelines
 - c. **RESOLVED:** to appoint the Administrative Officer, Susan Parsons, as the Council's 'Responsible Person'. SP's contract to be changed to include this responsibility.
 - d. **RESOLVED:** training for the 'Responsible Person' was approved
 - e. Once SP has received training, which routine checks and processes are to be carried out by the Responsible Person, and which could be incorporated in a modified Cleaning Contract, subject to mutual agreement with the Contractor, will be discussed and agreed.
 - f. **RESOLVED:** annual sample testing will be conducted. Next due 2027.

597/26 Play Park Inspections and Maintenance

- i) **RESOLVED:** Sovereign's 5-year Maintenance Inspection Plan quote for two inspections (plus reports) per year was approved for Memorial Gardens Play Park, Moot Lane Play Park, and Charlton All Saints Play Park. The decision for Wick Lane Play Area was deferred taking a risk-based approach to findings on condition reported by The Play Inspection Company.
- ii) The Play Inspection Company's annual RoSPA inspections quote for each Play Park for 2027/28: *deferred* pending further information.
- iii) **RESOLVED:** the quote to secure the netball posts in the sockets at Moot Lane Play Park was approved. GW and MR abstained from voting; forfeiting their vote.

598/26 Grounds Maintenance Contract

- i) MC delivered a report on Idverde's delivery of service against contract terms and outstanding matters in relation to monthly invoicing – correspondence ongoing since beginning of June. Payment of invoices for May, June, and July have been withheld pending resolution to the Council's satisfaction.
- ii) A process to monitor delivery of contract through Cllr and Officer site visits and inspections was agreed.
- iii) **RESOLVED:** the Tender Specification document for a 12-month Grounds Maintenance Contract Barford Lane Cemetery (01 April 2027-31 March 2028) was approved
- iv) **RESOLVED** the Tender Specification document for a 12-month Grounds Maintenance Contract for all other areas (01 April 2027-31 March 2028) was approved.

Next steps for iii) and iv):

- Issue Comms on social media inviting expressions of interest to tender for either/both contracts

- MC, GW, and JS to identify and agree suitable companies and local businesses and establish if they wish to submit an expression of interest to tender for either/both contracts
- Tender evaluation panel to be established at the Sept meeting

599/26 Cemetery

- 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. *Membership deferred to 2027/28 budget year.*

600/26 Wiltshire Towns Programme

- JS and JB delivered an update on the Working Group's meeting held on 21 July 2026 and actions arising – covering Brown Tourism Signs Design and application process (and associated costs) and ancillary initiatives such as converting the heritage telephone box into an information centre. Associated costs being obtained.
- RESOLVED:** 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

- RESOLVED:** the letter of response to DCF Ltd in relation to the discharge of their obligations under the Licence to Occupy and an historical H&S matter was unanimously approved.

602/26 Finance

- RESOLVED:** the Cash Flow Report and payments were approved
GW: abstained from voting, forfeiting his vote, on the invoice for the Public Toilets Cleaning
DM: abstained from voting, forfeiting his vote, on the invoice for Downton Memorial Invoice for Room Hire
JB: abstained from voting, forfeiting hr vote, on the invoice for Reimbursement for plants and compost

Payee	Detail	Amount £ (incl vat)	Method
Staff, HMRC, Wiltshire Pensions	Salaries, Tax & NI, Pensions (July)	8,435.68	BACS
Pennon Water	Public Toilets	144.20	DD
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	6,942.71	DD
IONOS	Premium Package	12.08	DD
Initial	Public Toilets Nappy & Sanitary Bins Contract	692.12	BACS
West Mercia Energy	Public Toilets Electricity (June)	50.23	BACS
Downton Cleaning Services	Public Toilets Cleaning (July)	985.00	BACS
BWP Creative Ltd	Website Hosting 01/09/2026-30/09/2026	30.00	BACS
Downton Memorial Centre	Room Hire (various June and July)	179.13	BACS
Cubicle Systems	Public Toilets plumbing charges Legionella compliance	390.00	BACS
Cubicle Systems	Public Toilets final invoice 80% (20% withheld pending snagging list)	25,841.57	BACS
DM Payroll	Administer Payroll April-Sept 2026	112.80	BACS
Jane Brentor	Reimbursement Plants and Compost Moot Lane planters	32.97	BACS
M Camilleri	Expenses: Fuel	43.12	BACS
M Camilleri	Reimbursement: Zoom Workplace Annual Pro 2026/27	155.88	BACS

- i) **RESOLVED:** the Bank Reconciliation prepared by the RFO was signed-off as correct by Members of the Council
Account Balances
 Lloyds Business Account 31 July 2026: £12,044.76
 Lloyds Commercial Instant Access Account: 31 July 2026: £101,378.51
 Lloyds 95-Day Saver: 31 July 2026: £86,209.59
- ii) **RESOLVED:** the Bank Reconciliation prepared by the RFO was approved 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
- **Neighbourhood Watch:** PR reported that meetings have paused as the Chair of this group has stepped down.
 - **Chalk Pit Committee:** GW and MR reported on the meeting convened by Redlynch Parish Council 20 July 2026. Discussions took place over the use of the land given historic problems and financial viability. The shed onsite is to be professionally removed due to it containing asbestos in the roof.
- 604/26 Councillors' Reports**
- i) To receive reports from Councillors
SJ: Is receiving enquiries as to the date of DPC's Christmas Tree Lighting Event 2026. It was agreed to set the date as Friday 04 December 2026. Details to be discussed at the September meeting.
- 605/26 RESOLVED:** that Agenda items 606/26, 607/26, and 608/26 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.
- 606/26 The Borough Greens**
 MC delivered a report on discussions held with Longford Estate's Land Agent.
- 607/26 BWSCA**
 It was agreed that DPC members of the BWSCA Working Group will meet and prepare recommendations to submit to full council for consideration at the September meeting.
- 608/26 Staffing Matter**
 GW and JB delivered the recommendation of the Staffing Committee following their meeting held on 27 July 2026.
RESOLVED: unanimously that
- Award MC additional Spinal Column Points, backdated to 01 July 2026. Full details are 'Confidential – Not for Publication' under Sections 40 and 42 Freedom of Information Act 2000.
 - To make a contractual change to MC and the Admin Officer contracts, enabling DPC to award future additional Spinal Column Points in recognition of annual performance related achievements
- 609/26 Date of Next Meeting**
 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)**.

Being no further business, JB closed the meeting at 10:15pm.

DRAFT MINUTES TO BE SIGNED AT THE NEXT PARISH COUNCIL MEETING