



Downton Parish Council

BUILDING A STRONGER COMMUNITY

By Order of Melanie Camilleri Clerk & RFO

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Date: 07 October 2026

Dear **MEMBER OF DOWNTON PARISH COUNCIL**

You are hereby summoned to attend an

ORDINARY MEETING of the Council

on **MONDAY 12 OCTOBER 2026 at 7:30pm** (*please note later time than usual*)

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

637/26 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.

638/26 To receive a report from Cllr Richard Clewer (Wiltshire Council)

639/26 Apologies for Absence

640/26 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

641/26 Minutes

- i) To resolve to approve the Minutes of the Parish Council Meeting held on **14 September 2026**

642/26 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.

643/26 Village Matters

- i) Parish Steward: to identify a list of jobs for November
- ii) Litter Bins
 - to receive a report on the volume of litter and overflowing litter bins outside of The Borough Café, The Co-op, and in the Memorial Gardens Play Park. To consider and agree appropriate solution(s)
 - to consider and agree suitable disposal arrangements of litter collected by the Litter Pickers
- iii) Beacon Corner: to note that the 'hole' which has appeared in the centre of this piece of WC land has been screened off by Orange Safety fencing and reported to WC.
- iv) Memorial Gardens Shelter: to consider and resolve to approve the quote to produce and affix a plaque in relation to the mural.

644/26 Highways

- i) Gullies: to receive a report on WC Discretionary Gully Service in Downton
- ii) Parish Emergency Assistance Scheme: To note that the Scheme, which provides some emergency equipment to local town and parish councils, will come to an end following the 2026/27 winter season (March 2027). To note implications for DPC's budget 2027/28 onwards.
- iii) Coaches: to consider whether DPC should take enforcement action regarding Coach firms who do not obey the weight limit by driving through Downton

645/26 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) To receive a report from Cllr Brentor who attended the Wiltshire Local Plan Scoping Consultation and submitted a response on behalf of DPC

646/26 Trees

- i) Oaks at 80: To receive a report from the Tree Officer in relation to the Cadets planting the Oak tree at Barford Lane Cemetery
- ii) Woodland Trust Saplings: to receive a report from the Tree Officer on the proposed planting scheme

647/26 Community Governance Review

- i) To consider whether the two properties, highlighted by WC Democratic Services Team, relate more to the Downton parish boundary, rather than the parish they are currently assigned to. Agree a response to WC.

648/26 Public Toilets

- i) Vandalism: To receive a report in relation to vandalism of the Men's Toilets. Agree next steps.
- ii) Legionella compliance
 - To note and congratulate Susan Parsons for passing the Highfield Level 3 Award in Legionella Control for Responsible Persons (RQF)
 - To consider and resolve to approve the quote to produce a schematic drawing which provides the most accurate estimation of the water system derived from a non-intrusive survey.

649/26 Barford Lane Cemetery

- i) To consider and resolve to approve an area of the Cemetery dedicated to Interment of the remains for a pregnancy loss.

650/26 Idverde: Grounds Maintenance Contract

- i) To receive a report on the site audit and agree next steps

- 651/26 Ground Maintenance Contracts 2027/28**
i) To appoint the Tender Evaluation Panel for each contract
- 652/26 Heritage and Licensing Policy for Downton's Community Events**
i) To consider and resolve to adopt the Heritage and Licensing Policy for Downton's Community Events.
- 653/26 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
- 654/26 Christmas Tree Event**
i) To consider and agree the official name of DPC's annual Christmas Tree Lighting event
ii) To review arrangements for the 2026 event: Christmas Tree order and assign responsibility for the remaining tasks
iii) To ratify DPC's decision that Enhanced DBS checks are unnecessary for Councillors and Officers participating in the 2026 event, given that activities will take place in public view, young children will remain accompanied by their parents or carers, and Councillors and Officers participating will have no responsibility for caring for or supervising children.
- 655/26 External Auditor's Report and Certificate 2025/26**
i) To note that PKF has issued a notice to say that they have not been able to complete their review work in time to enable DPC to publish the required documentation in line with statutory requirements. To note action taken by the Clerk.
- 656/26 Budget 2027/28: Part 1**
i) To note that under Section 106 of the Local Government Finance Act 1992, any Councillor with council tax unpaid for more than two months is prohibited from voting on the budget or precept and must disclose at the start of the meeting that Section 106 applies to them (Section 4.8 of the Council's adopted Financial Regulations)
ii) To note the 2026/27 mid-year budget position (non-exempt matters)
iii) To review the first draft budget 2027/28 (non-exempt matters)
iv) To note that exempt matters for ii) and iii) will be considered under Agenda 661/26.
- 657/26 Trustee Appointments, Outside Bodies, Committees, Working Groups**
i) To receive any reports
- 658/26 Councillors' Reports**
i) To receive any reports
- 659/26 To consider resolving that Agenda items 660/26 and 661/26 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.**
- 660/26 BWSCA and Bowling Club**
- 661/26 Budget 2027/28: Part 2 (exempt matters under Sections 40(2) Personal Information and 43(2) Commercial Interests)**
i) To note the 2026/27 mid-year budget position (exempt matters)
ii) To review the first draft budget 2027/28 (exempt matters)
- 662/26 Date of Next Meeting**
To agree the date of the next Meeting for **Downton Parish Council** will be held on **Monday 09 November 2026 at 7:00pm** in **The Downton Memorial Centre (Bonvalot Room)**.