Downton Parish Council
BUILDING A STRONGER COMMUNITY

By Order of Melanie Camilleri Clerk & RFO
☎ 07798 698199
: clerk@downtonparishcouncil.gov.uk
downtonparishcouncil.gov.uk

Date: 04 November 2026

Dear **MEMBER OF DOWNTON PARISH COUNCIL**
You are hereby summoned to attend an
ORDINARY MEETING of the Council
on **MONDAY 09 NOVEMBER 2026** at **7:00pm**
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

663/26 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.

664/26 To receive a report from Cllr Richard Clewer (Wiltshire Council)

665/26 Apologies for Absence

666/26 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

667/26 Minutes

i) To resolve to approve the Minutes of the Parish Council Meeting held on **12 October 2026**

668/26 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.

669/26 Village Matters

i) Flood Plan: to ratify the updated Flood Plan
ii) Gullies and ditches: to receive reports on action being taken across the parish to mitigate flooding
iii) Parish Steward: to identify a list of jobs for December

iv) Litter Bins:
   a) To note further information on the volume of litter collected by the Litter Pickers.
   b) To resolve to approve the cost of 1) supplying and 2) installing an additional bin by the Memorial Gardens shelter/gate and 3) adding it to the Idverde collection round
   c) To consider if any additional options for suitable disposal arrangements and agree next steps

v) Beacon Corner: to receive an update on the 'hole' in this piece of WC land

vi) Bulbs: to receive an update on bulb donations, agree a planting plan, and resolve to approve the purchase of 6-7 bags of compost

670/26 Parish Resilience Plan

i) To consider developing a Parish Resilience Plan covering community support during power outages and wider disruption, and agree next steps

ii) In consideration of WC's Briefing Note 26-20, 'Locally Identified Infrastructure Projects Fund', and subject to the partner organisation's approval, resolve to develop a deliverable Infrastructure Project accessing WC Strategic LIIP CIL funding. Deadline for submitting the completed Expression of Interest Application Form and associated documentation is 30 November 2026

671/26 Highways

i) Informal Crossing Wooden Spoon: to receive an update on installation of the high friction road surfacing

ii) Trees Tannery Bridge: to receive an update on discussions with WC Highways

672/26 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)

673/26 Trees: Oaks at 80

i) To receive a report on the Cadets planting the Oak at Barford Lane Cemetery on Sat 07 November 2026

ii) To ratify the purchase of a RBL Wreath for the Cadets to lay as part of the Ceremony

674/26 Play Park Inspections and Repairs

i) To receive a report on the Operational Inspections conducted by Sovereign

ii) To note matters arising from the inspections and resolve to approve 1) Actions 2) Risk Assessments, and 3) Quotes for repairs

iii) To ratify the purchase of Heras Fencing to protect play equipment taken out of action in the Memorial Gardens

iv) To receive a report on the deliberate damage to play equipment at Moot Lane. Agree any actions

v) To note that the Zip-Wire Inspection and re-tensioning appointment has been rescheduled to Wed 11 November

vi) To consider and resolve to approve the quote from The Play Inspection Co to conduct Annual Inspections for each Play Park

675/26 Public Toilets: Part 1

i) Vandalism Men's Toilet: To ratify the cost to supply and instal the replacement baby change unit

ii) Legionella compliance: To receive an update on the production of a schematic drawing and agree next steps, if any.

676/26 Public Toilets: Part 2

i) To receive feedback on Downton Cleaning Services' performance on delivery of the contract

ii) In accordance with section 1. of the Downton Cleaning Services Contract, and with regard to the Procurement Briefing Note, consider and resolve to approve an extension to the contract by 24-months effective from 01 April 2027, including a price increase year one and year two

677/26 Idverde: Grounds Maintenance Contract

i) To receive a report on the outstanding actions, post site audit, and agree next steps

ii) To receive a report on disputed invoices against service delivered and agree next steps

678/26 Downton Cuckoo Fair Ltd

i) To note DCF Ltd's request to use the Borough Greens and Memorial Gardens to stage the 2027 Cuckoo Fair, the Council's response reiterating its position expressly stated in its letter of 11 August 2026, and meeting arranged by the Council with the view to resolve outstanding matters for the 2026 Fair

679/26 Downton Bowling Club

i) To consider a grant application from Downton Bowling Club

680/26 External Auditor's Report and Certificate 2024/25 and 2025/26

i) To note PKF Littlejohn's Final External Auditor Report for 2024/25 and 2025/26

681/26 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

682/26 Budget 2027/28: Part 1

i) To review the second draft budget 2027/28 (non-exempt matters)

683/26 "O Christmas Tree" Event

i) To consider and resolve to approve the updated Risk Assessment

ii) To note SSEN's Unmetered Supply Certificate for the 2026/27 festive period.

iii) To discuss and agree final arrangements

684/26 Trustee Appointments, Outside Bodies, Committees, Working Groups

i) Wiltshire Towns Programme Working Group:

a) to revive an update on the WTP Proposition

b) to consider and resolve to approve budget allocation from the WTP Grant Monies held by the Parish Council for:

- Lectern signs (installed outside of The Goat and The Bull)
- Adaptation of the Heritage Phone Box outside of the library as an information point
- Ordnance Survey Publishing Licence

ii) To receive any other reports

685/26 Councillors' Reports

i) To receive any reports

686/26 Correspondence, AOB, urgent matters

i) To consider and resolve to approve entering a display in the Downton Christmas Tree Festival on behalf of Downton Parish Council

ii) To consider and resolve to approve Bishop Wordsworth Boy's Grammar School's request for permission to use the Memorial Gardens as a start location for 2x Bronze Duke of Edinburgh Expeditions on 08 May 2027 and 26 June 2027.

687/26 **To consider resolving that Agenda items 688/26 and 689/26 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.**

688/26 **BWSCA**

689/26 **Budget 2027/28: Part 2 (exempt matters under Sections 40(2) Personal Information and 43(2) Commercial Interests)**

i) To review the second draft budget 2027/28 (exempt matters)

690/26 **Date of Next Meeting**

To agree the date of the next Meeting for **Downton Parish Council** will be held on **Monday 14 December 2026** at **7:00pm** in **The Downton Memorial Centre (Bonvalot Room).**