Downton Parish Council
BUILDING A STRONGER COMMUNITY

MINUTES of the DOWNTON PARISH COUNCIL
ORDINARY MEETING held on
MONDAY 12 OCTOBER 2026 7:30pm
THE DOWNTON MEMORIAL CENTRE (BONVALOT ROOM)

Councillors summoned and present: Jane Brentor (Chair) (JB), Gareth Watts (GW), Matt Randall (MR), Stuart Carter (SC), Judith Snares (JS), Gary Hawke (GH), Paul Roberts (PR), Dave Mace (DM), and Stephanie Jalland (SJ)

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

WC Councillor present: Cllr Richard Clewer

Members of the public present: None

MINUTES

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.

None - no members of the public attended.

Report received from PC Marc Evans

- The Toilets suspects have been identified, and this is in hand. I am working with the school, and this shouldn't take too much time
- The criminal damage in the Moot gardens, again, suspects have been identified and we are in the process of them paying for the damage.
- Thanks to local support a prolific drink driver was stopped and arrested, at 16.00 hrs he was still double the limit after a drinking session.
- In other areas, parking at the football club has been addressed. I have visited the club on the last 2 match games and happy with what's in place.
- Fuel thefts from farm vehicles, not local to Downton but in other areas of the county.
- 2 assaults in the village are still under investigation

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

- Has been actively involved with the By-election
- WC Local Plan continues to be underway

639/26 Apologies for Absence: None

640/26 Declarations of Interest

i) To receive declarations of interest from Councillors on items on the agenda. GW: Public Toilets cleaning invoice Agenda 653/26 i), PR: Litter bins outside of the Co-Op Agenda 643/26 ii)

ii) To receive written requests for dispensations for disclosable pecuniary interests (if any): None

iii) To consider and grant requests for dispensation in accordance with relevant circumstances under Standing Order 13(h), as appropriate**:** None

641/26 Minutes

i) **RESOLVED**: the Minutes of the Parish Council Meeting held on **14 September 2026** were approved**.** DM, PR, and SJ abstained from voting, forfeiting their vote, as they did not attend.

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.

None

643/26 Village Matters

i) Parish Steward: a list of jobs for November were captured.

ii) Litter Bins

- MC delivered 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.

  RESOLVED:

  1. Buy and instal an additional bin by the Memorial Gardens Shelter/gate and add to the Idverde collection round
  2. JB to look-up the Kebab shop planning application to check conditions of litter arising from the business, if any. JB to contact the Kebab shop, regardless.
  3. Other areas: keep a close watch over the Autumn/Winter months as litter may reduce.
- Volume of litter collected by Litter Pickers warrants proper consideration for suitable disposal arrangements. Various options discussed and to be explored. To discuss further at the November meeting.

iii) Beacon Corner: to note that a 'hole' (which we understand is the site of an historic well) has appeared in the centre of this piece of WC land. The hole has been screened off by Orange Safety fencing and reported to WC. WC, however, has since closed the case. MC and SP to investigate and re-approach WC.

iv) Memorial Gardens Shelter: agreed to seek a quote for an A4 size plaque in relation to the mural.

644/26 Highways

i) Gullies: SP delivered a report on WC Discretionary Gully Service in Downton for The Borough, West Wick, Moot Lane. They're unable to do Lode Hill due to traffic management requirements.

ii) Parish Emergency Assistance Scheme: Noted 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). Noted that this will have implications for DPC's budget 2027/28 onwards.

iii) Coaches: after a short discussion in relation to Coach firms who do not obey the weight limit by driving through Downton, it was agreed to take no further action.

645/26 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) Cllr Brentor delivered a report following attending the Wiltshire Local Plan Scoping Consultation and submitted a response on behalf of DPC as follows:

1. What are the key local challenges, priorities and opportunities relevant for the future development of Wiltshire?
   Challenges: Drainage, highways, and community cohesion relative to size of town/village.
   Opportunities: new residents bringing new ideas and a different demographic.
2. How do you think we should meet development needs and where we should focus growth?
   Focus on where existing infrastructure exists. Charlton All Saints might benefit from a small no of new housing but public transport and better highway provision would be needed.
3. What do you think locally specific policies could and should cover in the Wiltshire Local plan?
   Declined to answer this.
4. What evidence do you think is needed to inform the plan? Do you have thoughts on how it should be prepared?
   Wessex Water and water companies should be statutory consultees and asked for evidence.
5. Do you have any further thoughts on what the Wiltshire Local plan should contain?
   Declined to answer this.
6. Please provide your thoughts on how we should engage with you in the preparation of the Wiltshire Local Plan.
   Better forward communication and with appropriated timescales.

646/26 Trees

i) Oaks at 80: SP reported that the Oak tree will be planted at Barford Lane Cemetery by the Cadets on 07 Nov 10am followed by a short ceremony. Biscuits and squash will be provided by DPC. **RESOLVED:** To purchase a Cat B remembrance Poppy Wreath to be laid by the Cadets as part of the ceremony.

ii) Woodland Trust Saplings: SP reported that 205 saplings will be arriving in November. Likely locations Barford Lane Cemetery and Moot Lane Rec. Further details to follow regarding planting date(s) and call for volunteers.

647/26 Community Governance Review

i) The two properties, highlighted by WC Democratic Services Team, were discussed. JB had brought an additional group of houses (falling within the same area of land) to the team's attention. It was unanimously agreed that as this boundary change is neither property owner led nor DPC led, MC to inform WC Democratic Services Team that DPC does not wish to progress.

648/26 Public Toilets

i) Vandalism: Per PC Marc Evans report, the suspects have been identified, and this is in hand. PC Evans is working with the school. Cubicle Systems has checked the damage and quoting to supply and instal a replacement baby change unit. The Cleaning Contractor has invoiced for additional cleaning necessary.

ii) Legionella compliance

- Cllrs and MC congratulated 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. *Deferred* pending SP discussing with Cubicle Systems on plumbing works they carried out.

649/26 Barford Lane Cemetery

i) **RESOLVED**: an area in front of the Cremated Remains section of the Cemetery will be dedicated to the interment of remains following a pregnancy loss and for children under 17 years.

650/26 Idverde: Grounds Maintenance Contract

i) MC delivered a report on the site audit which took place with Idverde managers on 16 Sept. A list of remedial action has been produced and agreed. Awaiting work to be conducted. In the meantime, invoices remain in dispute due to irregularities in the evidence of attendance supplied to DPC.

651/26 Ground Maintenance Contracts 2027/28

i) **RESOLVED**: the Tender Evaluation Panel for both contracts will be JS, MR, JB, and MC

652/26 Heritage and Licensing Policy for Downton's Community Events

i) **RESOLVED**: the Heritage and Licensing Policy for Downton's Community Events was unanimously approved and adopted.

653/26 Finance

i) **RESOLVED:** the Cash Flow Report and payments were approved. GW abstained from voting on the Downton Cleaning Services invoice; forfeiting his vote.

Payee	Detail	Amount £ (incl vat)	Method
Staff, HMRC, Wiltshire Pensions	Salaries, Tax & NI, Pensions (Sept)	10,717.53	BACS
Lloyds	Service Charge	10.00	PAY
EE	Mobile SIM (Admin Officer)	18.00	DD
IONOS	Premium Package	12.08	DD
Pennon Water	Water Charges Cemetery (2nd payment)	69.65	DD
West Mercia Energy	Public Toilets Electricity (Aug)	58.54	BACS
Downton Cleaning Services	Public Toilets Cleaning (Sept)	985.00	BACS
Downton Cleaning Services	Public Toilets Cleaning (additional cleaning post vandalism)	35.00	BACS
BWP Creative Ltd	Website Hosting 01/11/2026-30/11/2026	30.00	BACS
Idverde	Bin Emptying (May)	323.06	BACS
Idverde	Bin Emptying (June)	323.06	BACS
Idverde	Bin Emptying (July)	323.06	BACS
Idverde	Bin Emptying (Aug)	323.06	BACS
Idverde	Bin Emptying (Sept)	323.06	BACS
Swiftclean (UK) Ltd	Legionella Responsible Person Training	300.00	BACS
Sovereign Design Play Systems Ltd	5Years Inspection Package ML, MG, CAS (2 visits per site p.a.)	1,436.40	BACS
AJGIBL	Insurance Renewal	10,757.40	BACS
S Parsons	Reimbursement: Hazard tape, Office Consumables, Remembrance Wreath, 2x Salt Spreaders	489.01	BACS
S Parsons	Expenses: Fuel	3.85	BACS
M Camilleri	Expenses: Fuel	59.84	BACS

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

Account Balances

Lloyds Business Account 08 Oct 2026: £17,322.14
Lloyds Commercial Instant Access Account: 08 Oct 2026: £165,148.17
Lloyds 95-Day Saver: 08 Oct 2026: £86,589.31

654/26 Christmas Tree Event

i) **RESOLVED**: that DPC's annual Christmas Tree Lighting event will, from now on, be known as "O Christmas Tree"

ii) Arrangements for the 2026 event were reviewed. MC has placed an order for a 20ft tree to be delivered on 02 Dec. Responsibility for the remaining tasks to be agreed via email.

iii) **RESOLVED**: 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) MC reported that PKF has not been able to complete their review work enabling DPC to publish the required documentation in line with statutory requirements. After discussing with PKF, they indicated that they must first conclude the 2024-25 accounts, adding that there are no matters arising for the 2024-25 accounts. They apologised for the delay.

656/26 Budget 2027/28: Part 1

i) Noted 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) The 2026/27 mid-year budget position (non-exempt matters) was noted

iii) The first draft budget 2027/28 (non-exempt matters) was reviewed

iv) That exempt matters for ii) and iii) would be considered under Agenda 661/26 was noted.

657/26 Trustee Appointments, Outside Bodies, Committees, Working Groups

i) To receive any reports
Stockman & Woodlands Charities: GW reported that he'll complete the accounts and pass all papers to Redlynch Parish Council. Until Redlynch PC appoint two nominative Trustees the Charity cannot convene. This has been a long outstanding matter.

658/26 Councillors' Reports

i) To receive any reports: None

659/26 RESOLVED: that Agenda items 660/26 and 661/26 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.

660/26 BWSCA and Bowling Club

No resolutions were passed under this Agenda item.

661/26 Budget 2027/28: Part 2 (exempt matters under Sections 40(2) Personal Information and 43(2) Commercial Interests)

i) The 2026/27 mid-year budget position (exempt matters) was noted

ii) The first draft budget 2027/28 (exempt matters) was reviewed and adjustments made.

662/26 Date of Next Meeting

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).**

Being no further business, JB closed the meeting at 10:18pm.

DRAFT MINUTES TO BE SIGNED AT THE NEXT PARISH COUNCIL MEETING