





Wilton Town Council MEETING AGENDA

To: All Members of Wilton Town Council

You are summoned to attend a **Meeting** of **Wilton Town Council** to be held at **The Council Chamber, Council Offices**, to transact the following business on **Tuesday 5th October 2021 at 7.00pm**

 01722 742093

 [Email the clerk](#)

 [Wilton TC Website](#)

Members of the public and press are invited to attend however due to limits on numbers allowed in the meeting room, it may not be possible to allow entry to everyone. Any member of the public or press who wishes to ask a question or make a statement is invited to send this via email or in writing to the Clerk before midday on the day of the meeting.

**You may be required to wear a mask during this meeting.
Please ensure you have a mask with you.**

It is hoped to stream this meeting via the Zoom video conferencing platform. Please [click here](#) or use the following access details;
Meeting ID 810 0798 2077
Password 637777
You will be placed in a waiting area so please ensure arrival before the start of the meeting.

Yours faithfully
Clare Churchill
Town Clerk

29th September 2021
Item 220/21 added 30th September 2021

Community engagement

15 minutes is set aside at the start of the meeting to allow local people to raise their issues and concerns. Questions and statements are restricted to 3 minutes.

Questions not answered at the meeting will be answered in writing or may appear as an agenda item for the next appropriate committee meeting.

Due to limited numbers being able to attend, questions or statements may be sent to the Town Clerk no later than midday on the day of the meeting, to be read out.

Wiltshire Councillor, Pauline Church

Councillor Church will provide a brief update on Wiltshire Council matters affecting the Town.

203/21	<u>Apologies</u>	7.25pm
204/21	<u>Declarations of Interest</u>	7.26pm
	(a) To receive Declarations of Interest in matters contained in this agenda, in accordance with the provisions of the Local Government Act 1972 in respect of officers and the Localism Act 2011 in respect of members.	
	(b) To consider any Dispensation Requests received by the Town Clerk. Code of Conduct	

205/21	<p><u>Minutes</u> To approve the minutes of the meeting held on 7th September 2021</p>	7.28pm
206/21	<p><u>Mayor's Report</u> The Mayor will provide a brief summary of his recent engagements and activities.</p>	7.30pm
207/21	<p><u>Community Engagement</u> To consider any urgent matters raised by the public or councillors (for referral to the appropriate committee).</p>	7.35pm
208/21	<p><u>Exclusion of the Press and Public</u> To agree any items to be dealt with after the public, including the press, have been excluded under. <i>Public Bodies (Admissions to Meetings) Act 1960</i></p>	7.45pm
209/21	<p><u>Committee Reports</u> (i) The Minutes of the Environment and Amenities Committee held on 21st September 2021. EA/27/21. To recommend the grounds maintenance contract is advertised (see below). EA/28/21. To recommend the Wishford Rd play area contract is advertised (see below). EA/29/21 (iv) To authorise the cost of materials to install a cover between the two containers. EA/22/21 (iv) To authorise employing a student to enter the cemetery records onto a computer spreadsheet in order to progress the digital service Wilton TC has agreed to. (ii) Christmas Lighting event team (please note this is not a committee of Wilton TC). To confirm the lights in the market square will remain on until March 2022. To confirm the risk assessment for the Christmas Lighting event may be signed and submitted as required.</p>	7.46pm
210/21	<p><u>Advertising of Contracts</u> To confirm the following contracts may be advertised on the Govt contracts finder and Wilton TC website. (i) Grounds Maintenance Contract (ii) Wishford Road Play Area Contract</p>	7.50pm
211/21	<p><u>Planning</u> (i) <u>PL/2021/06604 1 Olivier Rd, Wilton.</u> Proposed new detached dwelling at land adjacent to 1 Olivier Road with off street parking for both the proposed and existing dwelling with associated drop kerbs. Amended plans. (ii) <u>PL/2021/08553 The Wilton Shopping Village, Unit 13a King Street</u> Reconfiguration and refurbishment of Unit 13a/14/15 to include internal alterations to ground floor retail space and first floor office space, alongside external alterations and minor reconfiguration of existing car park - The Guild, Wiltshire, formerly known as Wilton Shopping Village (iii) <u>PL/2021/08744. Wilton Estate, Wilton.</u> Refurbishment and extension of Laundry Bungalow building. New double garage detailed to match. (iv) <u>PL/2021/08499. Wilton Place Care Home, Buckeridge Rd.</u> Installation of six post mounted directional signs, one set of individual letters and one flag pole/flag</p>	7.55pm
212/21	<p><u>Budget Working Party</u> To agree a Budget WP to prepare the budget for the year 2022/2023 and to recommend a</p>	8.05pm

Precept to Wilton Town Council.
The Precept has to be agreed at the January FC meeting.

- 213/21 **S106 Funding** 8.08pm
To agree a working party to look at options to use this specific funding.
- 214/21 **Managing the Council's Money** 8.10pm
(i) To note the current bank reconciliation (to follow).
(ii) To authorise the cost of a new Union flag and repair to the Wilton flag.
(iii) To confirm payments as per attached payment schedule (to follow)
(iv) Opening of a new bank account with a debit card, Cllr Edge to update the Council.
(v) To consider the response from Wilton Help! CIC (if received).
(vi) Bank signatories. The mandate for Cllr Lester has been completed and awaiting confirmation it has been processed.
To confirm the current signatories and agree to any additional signatories if required.
- 215/21 **Remembrance Sunday** 8.14pm
To note the following arrangements.
(i) The marshalls for the road closure have been booked and confirmed.
(ii) The risk assessment has been completed.
(iii) The road closure application has been submitted.
(iv) The parade will gather in the Market Sq to leave at 10.20am
(v) The invitations are ready to be sent out once the Mayor has confirmed the details.
- 216/21 **Reports to Wilton Town Council** 8.17pm
(a) Wiltshire Association of Local Councils: Cllr Kinsey
(b) South West Wiltshire Area Board: Cllr Tonkin
(c) SWW Community Area Transport Group: Cllr Primmer
(d) South Wiltshire Operation Flood Working Group: Cllr Primmer
(e) Wilton Community Centre: Cllr Blackman
(f) Neighbourhood Plan; Cllr Edge
(g) Wilton Community Carnival; Cllr Edge
(h) Wilton Community Land Trust; Cllr Edge
- 217/21 **Town Clerk's Report** – circulated with the agenda to Cllrs 8.21pm
- 218/21 **Committee Meeting dates** 8.28pm
To confirm that the Policy and Resources Committee will meet on Tuesday 14th December.
- 219/21 **Date of next meeting** 8.29pm
To confirm the date of the next meeting of the Full Council, which will be on Tuesday 2nd November 2021 at 7.00pm. The venue will be confirmed nearer the time.
- 220/21 **Cemetery Matter** 8.30pm
To consider a matter regarding the Shaftesbury Road Cemetery
- 221/21 **To close the meeting.** 8.35pm

[Standing Orders](#)
[Financial Regulations](#)
[Procurement Policy](#)
[Equality Policy](#)
[Data Protection](#)
[Health and Safety Policy](#)