



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 1st March 2022 at 7.00pm**



01722 742093



[Email the clerk](#)



[Wilton TC Website](#)

This meeting is open to the Public and Press. Members are advised to contact the Council should they wish to attend before midday on 1st February to ensure they can attend. It is hoped to stream the meeting via ZOOM. 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 (posted through the letter box) to the Clerk before midday on the day of the meeting.

Councillors are reminded of the Wilton Town Council [Code of Conduct](#)

**You should not attend if you feel unwell or show any COVID-19 symptoms.
You may be required to wear a mask during this meeting.
Please ensure you have a mask with you.**

It is planned to stream this meeting via the Zoom video conferencing platform. Please [click here](#) or use the following access details;
Meeting ID 811 4317 9721
Password 302495
You will be placed in a waiting area so please ensure arrival before the start of the meeting.

Yours faithfully

Clare Churchill

Town Clerk

23rd February 2022

36/22	<u>Apologies</u>	7.00pm
37/22	<u>Minutes</u> (i) To approve the minutes of the meeting held on 1st February 2022	7.01pm
38/22	<u>To suspend Standing Orders</u> Community engagement 15 minutes is set aside 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. Any resident who wishes to ask a question is advised to email the question to the Town Clerk (clerk@wiltontowncouncil.gov.uk) before midday on the day of the meeting so that it may be read out.	7.02pm

Community Engagement

To respond to matters raised by the public. No decisions may be taken on such matters at the meeting unless due notice has been provided.

Report from the Unitary Councillor for Wilton

CLlr Pauline Church to give a report followed by questions to CLlr Church.

- 39/22 **To reinstate Standing Orders** 7.22pm
- 40/22 **Declarations of Interest** 7.23pm
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.
- 41/22 **Mayor's Report** 7.24pm
The Mayor will provide a brief summary of his recent engagements and activities.
- 42/22 **Exclusion of the Press and Public** 7.25pm
To agree any items, if required, to be dealt with after the public, including the press, have been excluded under. *Public Bodies (Admissions to Meetings) Act 1960*
- 43/22 **Committee Reports** 7.27pm
(i) **The Minutes of the P & R Committee held on 15th February 2022.**
The following items are recommended to Wilton TC for approval.
PR/07/22 (i) Revised application forms for the Cemetery.
PR/07/22 (ii) New Policy for the Cemetery.
PR/08/22 (i) Revised Standing Orders
PR/08/22 (ii) Revised Mayor Making Procedure
PR/12/22 Revised application for inclusion on WTC Approved Contractor list.
PR/19/22 Authorise the purchase of a fire resistant filing cabinet.
(ii) **The Minutes of the Staffing Committee held on 25th January 2022**
(iii) **The Minutes of the Staffing Committee held on 10th February 2022**
- 44/22 **Planning** 7.35pm
(i) **PL/2022/00268. Land to the rear of 62 Shaftesbury Rd.**
Erect detached three bedroomed house with study over three floors.
(ii) **PL/2021/03251 Crow Lane, land and buildings at EV Naish.**
Revised plans. *Note Wilton TC considered the original application on [8th June 2021](#)*
- 45/22 **Managing the Council's Money** 7.40pm
(i) To note the report from the External Auditor – PKF Littlejohn.
(ii) To note the current bank reconciliation.
(iii) To confirm payments as per attached payment schedule (to follow)
(iv) To note the update regarding Wilton Help! CIC, following the P&R Committee and to note the financial update, if received. The offer to meet and discuss the issues regarding the finance has been accepted and a date is to be agreed.
(v) Opening of a new bank account with a debit card, the application forms have been sent to the bank.
(vi) To approve the purchase of a camera and microphone for the streaming of meetings via zoom.

- (vii) To approve the cost of installing NAL sockets and the purchase of a pole for the Speed Indicator Device.
- (viii) To consider the insurance cover for 2022 – 2023.
- (ix) To confirm the Asset Register for Wilton Town Council and agree any items to be added / removed.

46/22

Reports to Wilton Town Council

- (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
- (i) Wilton and Barford Primary School; Cllr Boyd

7.59pm

47/22

Action Update from the Minutes dated 1st February

To note the following;

- Comm engage Mr Brown-Hovelt now has the access codes.
- engage A deployment exercise is scheduled for 9th March at Castle Meadow. Wiltshire Cllr Pauline Church re-established the Flood Plan working group.
- 28/22 The planning responses have been submitted to Wiltshire Council.
- 29/22 (iv) The completed forms for the new debit card account have been sent to Lloyds.
- 29/22 (vi) Mandate forms for Cllrs Blackman and Crossley have been completed.
- 29/22 (vii) The sites for the NAL sockets (SID locations) have been sent to WC.

8.05pm

48/22

Town Clerk's Report – circulated with the agenda to Cllrs

8.06pm

49/22

Date of next meeting

To confirm the date of the next meeting of the Full Council, which will be on Tuesday 5th April 2022 following the Annual Town Meeting at 7.00pm..

8.07pm

50/22

To close the meeting.

8.08pm

[Standing Orders](#)

[Financial Regulations](#)

[Equality Policy](#)