



Wilton Town Council

Town Council Meeting

AGENDA



The Council Offices
Kingsbury Square
Wilton SP2 0BA



01722 742093



[Email the clerk](#)



[Wilton TC Website](#)

To: All Members of Wilton Town Council

You are summoned to attend a **MEETING** of **WILTON TOWN COUNCIL** to be held in the
COUNCIL CHAMBER, COUNCIL OFFICES, KINGSBURY SQUARE, WILTON
on:

TUESDAY 7th JUNE 2022 at 7.00pm

for the purpose of transacting the following business.

This meeting is open to the Public and Press. Members of the public are advised to contact the Council should they wish to attend before midday on 7th June 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 882 1394 8786

Password 620844

You will be placed in a waiting area so please ensure arrival before the start of the meeting.

Yours faithfully

Town Clerk

30th May 2022

93/22	<u>Apologies</u>	7.00pm
	(a) To receive apologies for absence and to approve the reason given. (LGA 1972 Sch 12 s85(1)). Please note that without a reason the apology can only be noted.	
	(b) Council is requested to note the resignations of Peter Edge, Jemma Lester and Phil Matthews, Wiltshire Council has been notified and the vacancies are being advertised.	
94/22	<u>Minutes</u>	7.01pm
	(i) To approve the Minutes of the Annual Meeting held on 3 rd May 2022. (LGA 1972 sch 12 para 41).	
	(ii) To approve the Minutes of the Extraordinary Meeting held on 10 th May 2022. (LGA 1972 sch 12 para 41).	
95/22	<u>To suspend Standing Orders</u>	7.02pm
	<u>Community Engagement</u>	
	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.	
	<u>Community Engagement</u>	7.17pm
	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.	
	No decision can be taken during this session, but the Chairman may decide to refer any matters raised for further consideration.	
	N.B Councils cannot lawfully decide items of business that is not specified in the summons/agenda (LGA1972 Sch 12, paras 10(2)(b) and Longfield Parish Council v Wright (1918) 88 LJ Ch 119).	
	<u>Report from the Unitary Councillor for Wilton.</u>	7.25pm
	Cllr Pauline Church to give a report followed by questions to Cllr Church.	
96/22	<u>To reinstate Standing Orders</u>	7.30pm
97/22	<u>Co-option of Councillor</u>	7.31pm
	Following the resignation of Robert Primmer, the vacancy has been advertised and no request for an election was made, therefore the vacancy may be filled by co-option.	
	To co-opt a Cllr onto Wilton Town Council.	
98/22	<u>Declarations of Interest</u>	7.35pm
	(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(s33 b-e) in respect of Members.	
	(b) To consider any Dispensation Requests received by the Town Clerk.	
99/22	<u>Exclusion of the Press and Public.</u>	7.36pm
	To agree any items, if required, to be dealt with after the public, including the press, have been excluded under <i>Public Bodies (Admissions to Meetings) Act 1960</i> .	

100/22	<p><u>Mayor's report</u></p> <p>To receive a brief report of events and engagements attended by the Mayor of Wilton.</p>	7.37pm
101/22	<p><u>To receive and ratify the Minutes of the:</u></p> <p><u>Environment and Amenities Committee held on 17th May 2022.</u></p> <p>To note the following items;</p> <p>EA/52/22 (i) Purchase of green fencing at Castle Meadow wildflower area.</p> <p>EA/52/22 (ii) Approval of Wildflower sign at Castle Meadow</p> <p>EA/52/22(v) Purchase of 5 new information boards</p> <p>EA/52/22(vi) Purchase of new signage for WTC facilities</p> <p>EA/52/22(viii) Repair of the cricket wicket at Castle Meadow.</p> <p>EA/52/22(x) Purchase of three new benches</p> <p>EA/53/22 Priorities for use of future S106 sports provision funds.</p> <p>EA/55/22 Confirmation for the Solicitor to proceed with the transfer for the Public Toilets.</p> <p>EA/56/22 To store the demountables in the container with all the other flood equipment.</p> <p>EA/57/22 (iv) To complete a memorial safety check at the Shaftesbury Rd cemetery.</p> <p>EA/56/22(vi) Confirm that Mr P Matthews will continue to represent Wilton TC at burials and interments.</p> <p>EA/58/22 The Christmas Lights will be switched on, on Friday 2nd December.</p> <p>EA/59/22(i) An increase in the annual rent for Wishford Road play area was agreed.</p> <p>EA/60/22(i) The purchase order for replacing the arched windows upstairs has been placed.</p> <p>EA/60/22(iii) The bench on the Mayoral Dias will be levelled so it is user friendly.</p> <p>EA/60/22(vi) Some of the Council Office locks will be changed.</p> <p>EA/61/22 To keep the tennis courts free of charge (and monitor) for the time being.</p> <p>EA/62/22 Regular users may store items in the container at their own risk.</p>	7.40pm
102/22	<p><u>To receive a brief report of the Jubilations events from the Jubilations Sub Committee.</u></p>	7.45pm
103/22	<p><u>Planning</u></p> <p>To note the following application has been withdrawn by the applicant.</p> <p><u>PL/2022/03636</u>. Wilton Place Care Home, Buckeridge Road. Installation of 4 x single sided post signs, 3 x individual letters and 2 x flags.</p>	7.48pm
104/22	<p><u>Wilton HELP! CIC</u></p> <p>To confirm that Wilton TC will write to Companies House to object to the proposed strike off the register due to the continued non answer of a request regarding a grant awarded to the organisation.</p>	7.49pm
105/22	<p><u>SSEN Resilience Grant application</u></p> <p>To confirm the application that was submitted to SSEN prior to the deadline of 1st June.</p>	7.55pm
106/22	<p><u>Accounts for the year ending 31st March 2022.</u></p> <p>In accordance with the Local Audit and Accountability Act 2012 and the Accounts and Audit Regulations 2015 and the Practitioners Guide 2021, Wilton Town Council must approve the Annual Governance and Accountability Return for the year ending 31st March 2022, by 30th June 2022.</p> <p><u>Year end accounts</u></p> <p>(i) To approve the year end accounts</p> <p><u>Internal Audit report for 2021/22.</u></p> <p>(ii) The Internal Audit has been completed.</p> <p>To note the report including all conclusions and recommendations.</p>	8.00pm

Internal Auditor's Statement on the Annual Governance and Return (AGAR)

- (iii) To note the Internal Audit Report statement on the AGAR.

Annual Governance Statement

- (iv) To complete each assertion on the Annual Governance Statement
To sign the Annual Governance Statement

Accounting Statements

- (v) To approve the Accounting Statement
To sign the Accounting Statement

Explanation of Variances

- (vi) To agree the Explanation of Variances

Public notice of electors rights.

- (vii) To confirm the period for the electors rights.
The dates are Monday 20th June to Friday 29th July inc. By appointment only.

107/22

Managing the Council's Money

8.10pm

- (i) To note the bank reconciliation dated 30th April 2022.
(ii) To note the current budget / actual spend.
(iii) To confirm payments as per attached payment schedule (to follow)
(iv) Opening of a new bank account with a debit card, the second card has now been received.
(v) Contested election and issuing of poll cards.
An election has been requested for the three vacancies, this will be held on Thursday 14th July 2022, nomination papers can be submitted (by appointment) between 10th and 17th June, further details will be displayed when received.
Please see attached costs.
To confirm to WC if WTC wish to pay for the poll cards

108/22

To receive verbal reports from the Town Council's representative to;

8.15pm

- (i) Wiltshire Association of Local Councils
(ii) South West Wiltshire Area Board
(iii) SWW Local Highways & Footway Improvement Groups (LHFIG) (previously Community Area Transport Group)
(iv) South Wiltshire Operational Flood Working Group
(v) Wilton Community Centre
(vi) Neighbourhood Plan
(vii) Wilton Community Carnival
(viii) Wilton Community Land Trust
(ix) Wilton C of E Primary School
(x) Trustees of the Michael Herbert Hall
(xi) Wilton United Charities

109/22

Action Update from the Minutes dated 3rd May 2022.

8.18pm

- 83/22 Planning responses were submitted.
84/22(iii) Transfer to Ear Marked Reserves was completed at the meeting on 10th May 2022.
84/22 (v) The second payment card has been received.
84/22 (vi) Please see agenda item 104/22.

110/22	<u>Town Clerk's Report</u> – circulated to Cllrs	8.19pm
111/22	<u>Date of next meeting</u> (i) To confirm the date of the next meeting of Wilton Town Council, which will be on Tuesday 5 th July 2022 at 7pm in the Council Chamber.	8.22pm
112/22	<u>To close the meeting.</u>	8.22pm