



# 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 4<sup>th</sup> JULY 2023 at 7.00pm**

for the purpose of transacting the following business.

**This meeting is open to the Public and Press.** 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.

Please see the [Public Participation at Meetings Policy](#)

Wilton Town Council has signed the [Civility and Respect Pledge](#).

[Who has taken the Pledge](#)

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 894 2593 5404

Password 265038

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

Yours faithfully

*Clare Churchill*

**Town Clerk**

27<sup>TH</sup> June 2023

10823	<p><b><u>Apologies</u></b></p> <p>(i) 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.</p> <p>(ii) To note the vacancy created by the resignation of Paula Johnston, that Wiltshire Council has been informed and the vacancy is currently being advertised.</p>	7.00pm
109/23	<p><b><u>Minutes</u></b></p> <p>(i) To approve the Minutes of the Meeting held on <a href="#">6th June 2023</a>. (LGA 1972 sch 12 para 41).</p>	7.01pm
110/23	<p><b><u>To suspend Standing Orders</u></b></p> <p><b><u>Community Engagement</u></b></p> <p>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.</p> <p><b><u>Community Engagement</u></b></p> <p>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.</p> <p>No decision can be taken during this session, but the Chairman may decide to refer any matters raised for further consideration.</p> <p>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).</p> <p><b><u>Report from the Unitary Councillor for Wilton.</u></b></p> <p>Cllr Pauline Church to give a brief report followed by questions to Cllr Church.</p>	7.02pm
111/23	<p><b><u>To reinstate Standing Orders</u></b></p>	7.20pm
112/23	<p><b><u>Declarations of Interest</u></b></p> <p>(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.</p> <p>(b) To consider any Dispensation Requests received by the Town Clerk.</p>	7.30pm
113/23	<p><b><u>Exclusion of the Press and Public.</u></b></p> <p>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>.</p>	7.31pm
114/23	<p><b><u>Mayor's report</u></b></p> <p>To receive a brief report of events and engagements attended by the Mayor of Wilton.</p>	7.32pm
115/23	<p><b><u>To receive the Minutes of the Environment and Amenities Committee Meeting held on <a href="#">20th June 2023</a>.</u></b></p> <p>To agree to the following recommendations to Full Council;</p> <p>(i) To create a Coronation Meadow at Wilton Park and Ride through Wilton Wildlife volunteers covered by Wilton Town Council insurance with a budget of £200.</p> <p>(ii) To purchase 20 or 21 road signs. Item EA/58/23(xiii) depends on whether the sign can be realigned so a sign can be placed on the reverse.</p>	7.33pm
		7.38pm

- (iii) To report safety concerns raised during the recent Disability Audit.
- (iv) To request a dropped kerb on the corner of Brede St and Old St Mary's (EA/060/23e.
- (v) To look at resolving the lack of dropped kerb by The Greyhound with the issue of a dropped kerb by the Baptist Church.
- (vi) To look into options for a crossing at Kingsbury Sq near the pinch point.
- (vii) To request that Wilton Town centre becomes a 20mph zone.
- (viii) To look into the obstruction at the pedestrian entrance to Castle Meadow from Castle Lane.
- (ix) To purchase a new car park regulation sign for the vehicle entrance at Castle Meadow, 2 signs to be purchased.
- (x) To accept a quote to fill in the potholes at the Castle Meadow vehicle entrance on a temporary basis whilst the larger project specification is drawn up and advertised.
- (xi) To reject the request to support a waiting restriction outside numbers 6 and 7 Kingsbury Square.
- (xii) To arrange a meeting between Highways, Wilton Town Council and residents regarding problems at Kingsbury Square.
- (xiii) To agree to a request for a memorial bench, location and cost tbc.
- (xiv) To respond to an enquiry regarding responsibilities of the Environment and Amenities Committee and what projects were budgeted for in 2023/24.
- (xv) To authorise Cllr Blackman to complete and return the Passenger Transport survey to Wiltshire Council.

116/23	<b><u>To receive the Minutes of the Staffing Committee Meeting held on 18th May 2023.</u></b> The recommendations were agreed at the previous Meeting of Wilton Town Council.	7.42pm
117/23	<b><u>To receive the Minutes of the Staffing Committee Meeting held on 6th June 2023</u></b> (i) The job description and person specification were agreed. (ii) The appraisal for the Town Clerk had been completed. (iii) Agreed to pay the outstanding Management Allowance. Agreed to amend the Town Clerk's contract to include the Management Allowance. (iv) To source locum support to assist whilst the Assistant post remains vacant.	7.43pm
118/23	<b><u>Managing the Council's Money</u></b> (i) Noting of the Bank Reconciliation dated 31 <sup>st</sup> May 2023 inc the detailed Balance Sheet and Income & Expenditure. (ii) To confirm payments as per attached payment schedule.	8.00pm
119/23	<b><u>Men's Shed Lease</u></b> To receive an update if available.	8.05pm
120/23	<b><u>Planning</u></b> (i) <a href="#">PL/2023/04621</a> . Ugford Farm, Wilton. Creation of an ecological pond.	8.10pm
121/23	<b><u>To receive verbal reports from the Town Council's representative to;</u></b> (i) Wiltshire Association of Local Councils – Cllr Kinsey to report	8.20pm
122/23	<b><u>Action Update from the Minutes dated 6<sup>th</sup> June 2023.</u></b> To note the following; The Town Clerk is currently looking into evacuation options of the Chamber. The draft Lease for the Men's Shed has been emailed to the Chair of Wilton Men's Shed.	8.24pm

Planning responses have been submitted.

No update regarding the Crow Lane application, it was not included on the agenda for the 29<sup>th</sup> June meeting.

Wiltshire Council has been informed of the co-option.

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| 123/23 | <b><u>Town Clerk's Report</u></b> – circulated to Cllrs   | 8.26pm |
| 124/23 | <b><u>Date of next meeting</u></b><br>To confirm the date of the next meeting of Wilton Town Council, which will be on Tuesday 1 <sup>st</sup> August 2023 at 7pm in the Council Chamber. | 8.29pm |
| 125/23 | <b><u>To close the meeting.</u></b>   | 8.35pm |