



# 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 1<sup>st</sup> AUGUST 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 8202 204 3082

Password 327489

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

Yours faithfully

*Clare Churchill*

**Town Clerk**

26<sup>TH</sup> July 2023

126/23	<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
127/23	<p><b><u>Minutes</u></b></p> <p>(i) To approve the Minutes of the Meeting held on <a href="#">4th July 2023</a> (LGA 1972 sch 12 para 41).</p>	7.01pm
128/23	<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
129/23	<p><b><u>To reinstate Standing Orders</u></b></p>	7.20pm
130/23	<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
131/23	<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
132/23	<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
133/23	<p><b><u>To receive the Minutes of the Policy and Resources Committee Meeting held on 18<sup>th</sup> July 2023.</u></b></p> <p>To agree to the following recommendations to Full Council;</p> <p>(i) To adopt the revised Scheme of Delegation.</p> <p>(ii) To amend Standing Order 9b and 9d to 8 clear working days. To amend the Agenda Request Form to 8 clear working days as stated in Standing Order 9b and 9d.</p> <p>(iii) To accept a quote for the repair of the kickwall at Castle Meadow.</p> <p>(iv) To make the following changes to Ear Marked Reserves</p> <p style="padding-left: 20px;">a) To vire £10,000 from Open Spaces to Public Toilet Upgrade</p>	7.33pm
		7.38pm

- b) To combine Public Conveniences with Public Toilet Upgrade
- c) To rename Jubilee Event to Wilton Community Event Support
- d) To rename Staff Training as Training
- (v) To deposit £300,000 of Wilton Town Council funds (Reserves) into an account held with CCLA (Churches, Charities and Local Authorities).  
Please note this is subject to answers to three questions raised by the Committee.
- (vi) To purchase a Hospital Ski Pad as an evacuation system for the Council Chamber.  
In addition a blanket, pillow and first aid kit will also be purchased and stored with the ski pad.
- (vii) To request a visit from the County Conservator to advise on the storage of the Charters and Seals at a cost of £250 plus travel.
- (viii) To form a Working Group to review and update the Wilton Town Council website. This WG will consist of Cllrs Blackman and Forbes and the Minutes Secretary.
- (ix) To appoint Cllr Forbes to monitor the Wilton Town Council's website.
- (x) To agree to a request to loan the portrait of Ms Edith Olivier by Salisbury Museum for an exhibition in May 2024 subject to the confirmation of insurance.
- (xi) To confirm the issuing of Poll Cards for the election called for Thursday 31<sup>st</sup> August.
- (xii) To discuss in more detail a request regarding the current CCTV system and that the Town Clerk is to be the point of contact.

134/23 **To receive the Minutes of the Staffing Committee Meeting held .** 7.42pm  
 (i) [6th July 2023](#)  
 (ii) [17th July 2023](#)  
 (iii) 24<sup>th</sup> July 2023

135/23 **To adopt the revised Grievance Policy**  
 To adopt the recently reviewed Grievance Policy (reviewed by Staffing Committee at a previous meeting).

136/23 **Managing the Council's Money** 7.43pm  
 (i) Noting of the Bank Reconciliation dated 30<sup>th</sup> June 2023 inc the detailed Balance Sheet and Income & Expenditure.  
 (ii) To confirm payments as per attached payment schedule.  
 (iii) To confirm the existing bank signatories and agree to additional signatories if required.  
 (iv) To confirm the new telephone and broadband contracts for Wilton Town Council.  
 (v) To confirm the submission of a grant application from Wilton Town Council for a trailer to move the Flood Barriers.

137/23 **Councillor Training** 8.00pm  
 (i) To confirm Councillor training for all current Councillors to be held on Tuesday 22<sup>nd</sup> August 2023 at 6.30pm.  
 (ii) To confirm that all Councillors may undertake the Introduction to Local Councils, this is an online course costing £120 plus VAT per participant.  
 (iii) To consider preferences for future training.

138/23 **Notice of Election** 8.05pm  
 Following the vacancy advertised in June 2023, an Election has been requested. This election, if contested, will take place on Thursday 31<sup>st</sup> August 2023.  
 Wiltshire Council issue all the notices for the election.  
 Should the election be contested then all residents wishing to vote must have a valid form of voter ID. Details of what constitutes valid forms if ID can be found on the Wiltshire Council website.

The decision for providing Poll Cards for this election was required by 26<sup>th</sup> July. At the last request for an election, it was agreed to provide Poll Cards.

The Town Clerk has confirmed Poll Cards will be required.

To note the information

- 139/23 **Planning** *8.10pm*  
(i) [PL/2023/06098](#). 81A North Street.  
Galvanised metal staircase at front of building to access first floor flat  
  
(ii) [PL/2023/05810](#). 12 South Street  
Proposed non-illuminated fascia sign-
- 140/23 **To receive verbal reports from the Town Council’s representative to;** *8.20pm*  
(i) Wiltshire Association of Local Councils – Cllr Kinsey to report
- 141/23 **Action Update from the Minutes dated 4<sup>th</sup> July 2023.** *8.24pm*  
To note the following;  
The Town Clerk has contacted the Churches Conservation Trust and is waiting on dates for a site visit.  
The Town Clerk has authorised Elliot from Wiltshire Wildlife Trust to undertake the project management for the Pontoon at Castle Meadow (repair, replace or removal).  
The Chair of Wilton Men’s Shed has questioned the length of the proposed Lease being less than three years. This was checked with the Solicitor and any Leases of 3 or more years must be drawn up by a Solicitor. Wilton Town Council accepted the advice of the Solicitor in May 2023 and in doing so agreed that the Lease would not be longer than 3 years.  
The application for development at Crow Lane was not on the Southern Area Planning Committee’s agenda for 27<sup>th</sup> July. As yet there is no decision on the Wiltshire Council website so it maybe on the August agenda (Thursday 24<sup>th</sup> August at 3pm).
- 142/23 **Town Clerk’s Report** – circulated to Cllrs *8.26pm*  
The provision of Poll Cards for the election scheduled on 31<sup>st</sup> August has been agreed.  
A letter from Wilton Link has been circulated to all Wilton Town Councillors.
- 143/23 **Date of next meeting** *8.29pm*  
To confirm the date of the next meeting of Wilton Town Council, which will be on Tuesday 5<sup>th</sup> September 2023 at 7pm in the Council Chamber.
- 144/23 **To confirm the appointment of an Assistant to the Town Clerk**  
To confirm the successful candidate for the position contracted to 15 hours per week.
- 145/23 **To confirm the temporary increase in the Town Clerk’s contracted hours.**  
To increase the weekly hours from 25 to 30 hours per week on a six month trial, reviewed by the Staffing Committee in four months.
- 146/23 **To close the meeting.** *8.35pm*