



Wilton Town Council

Full 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 on **TUESDAY 13th October 2020 at 7.00pm** for the purpose of transacting the business set out below.

Please note this meeting will be held using the ZOOM video conferencing platform.



[Click this link after 6.45 on the day of the meeting. You will be admitted to the waiting room prior to entry.](#)

Meeting ID: 839 5482 0059

Passcode: 799604

Follow the instructions when prompted.

Yours faithfully

Mark Bastick

Assistant Town Clerk

7th October 2020

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.

Wiltshire Councillor, Pauline Church

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

105/20	<u>Apologies</u>	7.00pm
106/20	<u>Minutes</u>	7.01pm
	1 To approve the minutes of the meeting held on 1 st September 2020.	
	2 To approve the minutes of the Extraordinary meeting held on 15 September 2020.	
107/20	<u>Declarations of Interest</u>	7.05pm

- (a) To receive Declarations of Interest relating to any 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.

108/20	<p><u>Community Engagement</u></p> <p>To respond to questions and statements from the public and councillors. Any urgent matters raised will be referred to the appropriate committee unless an answer can be provided – no decisions may be taken on such matters unless due notice has been provided.</p>	7.06pm
109/20	<p><u>Mayor’s Updates</u></p> <p>The Mayor will provide a brief summary of his recent engagements and activities.</p>	7.10pm
110/20	<p><u>Town Council Vacancies</u></p> <p>To receive an update following the resignations of 3 Councillors, all three vacancies have been advertised and an election requested. Due to election restrictions put in place following covid-19, these elections will not take place until May 2021.</p> <p>To note the information.</p>	7.12pm
111/20	<p><u>COVID-19 Wilton HELP Volunteers</u></p> <p>The Business Plan has been received and circulated to Cllrs.</p> <p>To note the business plan.</p> <p>To note any questions arising from the business plan to be sent to Wilton Help.</p>	7.13pm
112/20	<p><u>Planning Consultation.</u></p> <p>There are currently several planning consultations that are open for comment.</p> <p>Cllr Edge proposes that Wilton Town Council;</p> <ul style="list-style-type: none"> i. Takes part in the current consultation on these planning proposals, and to make representations against the proposals as outlined in this motion. ii. Writes to and lobby’s our Member of Parliament, Wiltshire Councillor, Wiltshire Council and the Wiltshire Association of Local Councils urging them to oppose these proposals and to circulate their replies to members. iii. Highlights our concerns over these proposals to local residents, other parish councils through WALPA and the wider public. 	7.20pm
114/20	<p><u>Cricket Facilities at Castle Meadow</u></p> <p>Cllr Johnston proposes that Wilton Town Council commits to spending some of the available R2 funding to upgrade the cricketing facilities at Castle Meadow and further commits that this upgrade is completed before the end of this financial year.</p>	7.30pm
115/20	<p><u>Street Signs at Four Corners</u></p> <p>Cllr Johnston proposes that Wilton Town Council commits to replacing the street name signs at Four Corners with new heritage style signs for Silver Street, South Street, West Street and North Street.</p>	7.35pm
116/20	<p><u>Planning Applications</u></p>	7.40pm

- (a) [20/06448/FUL](#) - Propose to create an access way by removing a section of hedge and existing verge boundary and erect a gate for machinery access.
- (b) [20/06613/FUL](#) - Restoration of existing doors and fix in a permanent open position, together with the installation of fixed glazing within the existing opening
- (c) [20/07564/TCA](#) - Willow - Reduce by 30% - Pembroke Arms Hotel Minster Street Wilton
- (d) [20/07731/FUL](#) - Proposed single storey rear extension and alterations. - 75 Bulbridge Road Wilton
- (e) [20/07535/LBC](#) - Restoration of existing doors and fix in a permanent open position, together with the installation of fixed glazing within the existing opening - Unit 9 The Wilton Shopping Centre King Street Wilton - 75 Bulbridge Road Wilton
- (f) [20/07843/FUL](#) - Demolition of existing modern garage and the erection of a new two bedroom single storey dwelling. - Land to the rear of 23 St Johns Square Wilton
- (g) [20/01843/UN](#) - Construction of a detached oak framed garage - The Chantry South Street Wilton. Please note this application has been withdrawn.
- (h) [20/03030/FUL](#) - 1. Creation of an opening between ground floor rooms by insertion of concrete lintel, constituting an internal window (unglazed); no changes to existing doorway between the rooms. 2. Refurbishment of bathrooms and kitchen to include: - replacement of cabinetry and fittings installed in 2009 - reinstallation of downstairs toilet (removed in 2009 - see planning application S/2009/1005) - replacement of bath in upstairs bathroom with shower enclosure (upstairs bathroom created in 2009 - see planning application S/2009/1005) 3. Rearrangement of access to storage void under staircase (which was formed after replacement of original staircase after 1979) - 57 North Street Wilton. Please note this application has been withdrawn.
- (i) [20/08088/FUL](#) - Proposed new bay window to principal elevation - 42 Bulbridge Road Wilton SP2 0LF

117/20

Managing the Councils money

7.55pm

- (i) To authorise payments as detailed in the attached schedule
- (ii) To receive an update on the budget monitoring report
- (iii) To appoint DCK Accounting Solutions for a minimum of 3 days to address the financial backlog and bring it up to date. Please see attached report.
- (iv) To authorise that the Assistant Town Clerk has access to the bank account for monitoring and creating payments
- (v) To authorise additional signatories on the Wilton TC bank account. Currently bank signatories are Cllrs Church and Edge.
Budget preparation.
- (vi) To appoint a working group to prepare a draft budget for the year 2021/2022.

118/20

Staffing

8.10pm

- (i) To receive minutes of the Extraordinary Staffing Meeting on the 29th September.
- (ii) To confirm the appointment of a Locum Clerk

- (iii) To confirm changes to the hours and SCP of the Assistant Town Clerk
- (iv) To confirm the appointment of the Responsible Financial Officer (RFO)
- (v) To note the vacancy for the position of Town Clerk is being advertised as detailed in 118/20(i)

119/20

Reports from local organisations

To receive reports and updates from the following organisations

- (a) [Wiltshire Association of Local Councils](#)
- (b) [South West Wiltshire Area Board](#): Cllr Church
- (c) [South West Wiltshire Community Area Transport Group](#): Cllr Matthews
- (e) [Wilton Community Centre](#): Cllr Blackman
- (f) Wilton Neighbourhood Plan

8.20pm

120/20

Correspondance received and Officer's report

To receive an update from the Assistant Town Clerk

8.30pm

121/20

Date of next meeting

To note that the next meeting will be held on Tuesday 3rd November at 7.00pm – meeting format to be confirmed.

8.32pm

122/20

To close the meeting

8.33pm