



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 online on: **TUESDAY 7th July 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 and asked to confirm your name and address before entry. Please contact the Clerk if you require a password.

Yours faithfully

Town Clerk

1 July, 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.

17/20	<u>Apologies</u>	7.00pm
18/20	<u>Minutes</u> To approve the minutes of the meetings held on 26 May, 2020 .	7.00pm
19/20	<u>Declarations of Interest</u> (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 in respect of members. (b) To consider any dispensation requests received by the Town Clerk.	7.05pm
20/20	<u>Chairman's Announcements</u>	7.05pm

21/20	<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>	7.10pm
22/20	<p><u>COVID-19 Update Report and Next Steps for Wilton HELP</u></p> <p>To consider the Town Clerk's report.</p>	7.25pm
23/20	<p><u>Wilton Town Council Policies and Procedures</u></p> <p>To note and reconfirm the Council's existing policies and procedures, as set out below:</p> <ul style="list-style-type: none"> • Standing Orders • Scheme of Delegation • Code of Conduct • Financial Regulations • Procurement Policy • Statement of Internal Control • Risk Management Policy • Data Protection Policy • Equalities • Dignity at Work • Grievance • Disciplinary • Flexible Working Policy • Volunteering • Press and Media Policy • Mayor Making Procedure • Community Grants Policy • Cemetery Policy • CCTV Policy • Complaints Policy • Flag Flying Policy • Lone Working Policy • Freedom of Information Policy • Publication Scheme • High Consequence Infection Disease Policy 	7.45pm
24/20	<p><u>Neighbourhood Plan – Update</u></p> <p>Members are asked to note that work has started on the consultation draft of the Wilton Neighbourhood Plan after a delay due to the C-19 outbreak. It is hoped that the draft will be published later in the Summer or early Autumn. In consultation with the NPG Chair, Sara Morley, the Group's consultants, Lemon Gazelle, have prepared an application for additional funding from Locality.</p>	7.50pm
25/20	<p><u>Staffing Matters</u></p> <p>Over the last month Councillors have been discussing the need to increase the Council's staffing resources. Discussion has focused on the possible employment of:</p> <ul style="list-style-type: none"> • Handy person/grounds person • Volunteer and events coordinator <p>The Clerk advises that the provision of additional grounds maintenance and street scene resources were to form part of the Service Delegation and Asset Transfer (SDAT) negotiations with Wiltshire Council. These negotiations were deferred due to C19 but are likely to resume now that lockdown is easing.</p> <p>The Clerk recommends that these matters are referred to the Staffing Committee for further consideration.</p>	7.55pm
26/20	<p><u>Looking after the Council's Money</u></p> <p>Members are asked to note payments authorised in June. Due to the high volume of additional transactions resulting from COVID-19 volunteer payments and client invoices it has not been possible to complete the bank reconciliation for June or prepare the quarterly budget monitoring report. This will be completed for the July meeting.</p>	8.10pm

27/20

Town Clerk's updates

8.15pm

- **Pavilion:** New radiator has been fitted and the rear yard has been cleared.
- **Castle Meadow:** car park surfacing has been delayed. Japanese Knotweed removal underway – contracted to Wiltshire Wildlife.
- **South Street Car Park:** Planning permission for the Milk Vending Machine has been granted.
- **Minster Street:** The installation of the electricity meter at the tennis court has been delayed. Wildflower turf has been booked for installation in September. Dead tree removed from land adjoining the Shopping Village. Play equipment cleaning ordered through Idverde.
- **Public Toilets:** New RADAR lock fitted. New soap and toilet roll dispensers installed
- **Wilton in Bloom Planters:** 6 sponsored planters have been delivered to Wilton Depot ready for installation. Permission to install the planters has been refused by Wiltshire Council.
- **River Wylde Signs:** New signs delivered for installation. Posts have been painted.
- **Speeding on The Avenue** – Wiltshire Council has been asked to undertake a further Metrocount survey in a more suitable location.
- **Wishford Road Play Area** – installation of equipment delayed.
- **Bulbridge Bus Shelter** - shelter damaged by fire, new panels ordered.
- **Flood Barrier** – arrangements in hand for removal
- **Market Place** – plants ordered through Idverde for hanging baskets and existing planters. Bulb replacements booked for OSMC.floodlights. Wiltshire Council has been asked to consider installing new bike parking as part of its programme to encourage walking and cycling. Carriageway repairs in Minster Street and Kingsbury Square have also been suggested.
- **Cemetery** – broken bench to be replaced

28/20

Date of next meeting

8.30pm

To note that the next meeting will be held on Tuesday 4th August at 7.00pm – meeting format to be confirmed.

29/20

To close the meeting

8.30pm