

MINUTES of COUNCIL MEETING of WILTON TOWN COUNCIL held online on: TUESDAY 2nd March 2021 at 7.00pm

Joining the Meeting online

Cllr Andy Kinsey – Mayor of Wilton
Cllr Charlotte Blackman – Deputy Mayor of Wilton
Cllr Pauline Church
Cllr Alan Crossley
Cllr Peter Edge
Cllr Paula Johnston
Cllr Phil Matthews
Cllr Teresa Taylor

In Attendance Mrs C Churchill, *Town Clerk*, M Bastick, *Assistant Clerk* and H Abel, *Minute Secretary*.

Also Present (*names recorded as presented on each individual's screen*) Antony Brown Hovelt, Alexandra Boyd, John Cutland, Claire Forbes, Richard Hayes, Justine Moore, Maria La Femina, Susan's iPad

Cllr Kinsey in the chair

Community engagement

- *Anthony Brown Hovelt – (re signs in North Street)* raised the issue of the direction signage at in North Street with the No Entry signs being unreadable and road markings badly worn.
- *Cllr Matthews – (re Medical Centre)* asked if anyone knew what was happening to the Medical Centre and would it be re-opening as a medical practice.
- *Cllr Taylor – (re Wilton Help newspaper deliveries)* asked what the situation was regarding newspaper deliveries.
- *Cllr Blackman – (re shop in the Hollows)* asked what was happening about the shop at the school in the Hollow. She has received complaints about large lorries going up the Hollows to the shop.
- *Cllr Johnston – (re CCTV in Wilton)* asked where CCTV cameras were situated in the town and how can people get access to the service, is it via the Town Council or the police?
- *John Cutland – (re SID)* asked if there was any news about the SID and when its delivery and deployment could be expected.
- *Cllr Edge – (re Town Council Committees)* asked if it were possible to restore the Town Council's committee structure.
- *Cllr Edge – (re reports on Facebook about the Town Council's financial resources and people being invited to suggest ways for it to be spent)* He said that the Town Council's money is allocated towards ongoing and expected expenditure. This is normally planned in the autumn each year when calculations about the Town's precept are prepared for the following year. Any resident is welcome to make suggestions to the Town Council at this time.

Councillor Pauline Church gave her report to the Town Council

- *Covid Update* – presently, the rate of infections throughout the county is 82.6 per 100,000. In the 60 plus age group it is 47.4 per 100,000. In the 20 to 24 age group it is 160 per 100,000 and in the 25 to 29 age group it is 198 per 100,000. In Swindon the number is slightly increasing. Eleven days ago there were 81 but now they have 121 per 100,000.
- *Wilton Parkway* – The working group (Wiltshire Council, John Glenn MP, Trans Wilts, Salisbury Reds, South West Rail and National Rail) have completed the bid which will be submitted to meet the deadline of 5th March. application for the bid has now been opened by the DFT which will allow the steering group to submit the 28 page bid to meet the deadline of 5th March. Wilton is one of only two applicants from Wiltshire (the other being Devizes).

- *Wilton Hill & Erskine Park Residents* – there will be a meeting for residents on 9th March and Red row will send an invitation out to them all.
- *Coach Works in North Street* – Demolition works will start on 8th March and continue until 26th March and local residents will be advised by letter.
- *Wilton Primary School in Bulbridge* – white line works have now been agreed and work will start there shortly.

Questions for Cllr Church

Cllr Taylor – (re water run-off from Wishford Road) She asked if Wiltshire Council do anything to mitigate water damage being caused to one of the houses on the lower side of Wishford Road. The heavy rains have been sending water down beside this house and are in danger of undermining the foundations.

Cllr Church – told the meeting that she was aware of the problem and had been consulting with Highways to try and find a satisfactory solution. The roadway where the house is situated is an unadopted lane and normally the council won't carry out work on private property. However, Highways are considering putting a raised section on Wishford Road across the entrance to this access lane.

Cllr Matthews – (re award to Jackie Farrell) commented that he was pleased to see that Jackie Farrell had been presented with an award from Wiltshire's High Sheriff for her work with Seeds of Success.

Cllr Matthews – (re government's pot hole repair funding) asked how much of the £9 million awarded to Wiltshire would be available to repair Wilton's roads.

Cllr Church – said that she didn't yet know how much would be allocated for repairs in Wilton.

Cllr Matthews – (re polling stations in Wilton) asked whether there would be two polling stations in Wilton for the local elections because of the additional population from recent development.

Cllr Church – said that she would need to check with the returning officer but thought that, with many people being encouraged to vote by post, one might be sufficient for the town.

Cllr Matthews – (re hatching on the road by the Baptist Church) This needs to be re-done as it has become badly worn away.

Cllr Church – said she would put in a request for this to be done.

Cllr Edge – (re Covid situation) said he was encouraged with Cllr Church's summary of the Covid situation and outlined the work on vaccinations being done in Wilton.

Cllr Edge – (re Stakeholders on Wilton Parkway/Junction bid) He said that both he and Cllr Matthews were stakeholders and asked why they had not been included in recent meetings.

Cllr Church – said that at the last Full meeting of stakeholders it had been agreed to set up a working party of those who were involved in transport and had technical experience. There is a long way to go in this process and the next step is to get through the DFT bid and get its reaction before going out to a wider audience.

Cllr Edge (re Wiltshire Council's finances) – he said that last year, Wiltshire Council had predicted a £63 million deficit and this year, with government grants, were expecting a surplus. In view of these additional funds would it not have been more prudent to have given Council tax a lower or even a nil increase.

Cllr Church – explained the need for better reserves at Wiltshire Council. It is predicted that there will be latent demands for mental health care and child care as we come out of the Covid Lock Down and we will need to be able to support our community across the county.

Cllr Crossley – (re Wilton Parkway/ Junction) asked how many platforms are proposed for the new station and is the current trackwork anything to do with the project.

Cllr Church – said that the application was for a four-platform station and the trackwork was simply maintenance work.

AGENDA

37/21 Apologies

None were received

38/21 Minutes

To approve the minutes of the Full Council meeting held on 2nd February 2021.

Resolved to approve the minutes of the Council meeting held on 2nd February 2021

(prop Cllr Matthews sec Cllr Kinsey – unanimous)

39/21 Declarations of Interest

- a. Cllr Johnston declared a personal interest in matters relating to windows at the Council premises because it was adjacent to her house.
Cllr Matthews declared a personal interest in matters relating to the Wilton House planning application.
Cllr Kinsey declared a personal interest in matters relating to the Wilton House planning application.
Cllr Kinsey declared a personal interest in matters relating to his Mayoral expenses claim.

- b. Dispensation requests – none had been submitted

Resolved: to note

40/21 Community Engagement

- *Signs in North Street* – Cllr Kinsey undertook to go and take photographs of the signs in question and consult with the Clerk about further action.
- *Medical Centre* – Nobody was clear about its future and it was agreed that the Clerk would write to the Centre's manager and ask them any plans were the future.
- *Newspaper deliveries* – it was agreed that this was not a function of Wilton Help and it would be better to approach a local newsagent.
- *Shop in the Hollows* – Cllr Church told the meeting that this matter is being dealt with by Planning Enforcement because there were several breaches because it doesn't comply with the planning approval that was sought.
- *CCTV in Wilton* – Cllr Edge told the meeting that the system has been up and running since before Christmas. There are three active cameras – One in the Market Square, another at the corner of Crow Lane and the third in South Street car park. The recorder is in the Council Offices and if anyone wants to seek information from the system then they have to approach the police. There is another camera in Castle Meadow at the Pavilion and the recorder for this one is inside the pavilion. Both systems are in the control of Wilton Town Council
- *SID* – A quote for the SID has been received. It would cost £2,380. Work is progressing to establish permitted places for siting the SID.

- *Re-establishing Town Council sub committees* – it was agreed to wait until the local elections were over before restoring the council’s sub committees. In the mean time it was agreed to hold two Council meetings in April so that business could be divided between the two.

41/21 Mayor’s Updates

Cllr Kinsey – told the meeting that he had not been called upon as Mayor since the last meeting.

42/21 To receive nominations only for Mayor Elect 2021/2022

Cllr Kinsey – proposed by *Cllr Johnston*

43/21 To receive nominations only for Deputy Mayor Elect 2021/2022

Cllr Johnston – proposed by *Cllr Church*

Cllr Crossley – proposed by *Cllr Edge*

44/21 Council Policies

The Risk Management Policy was reconfirmed in July 2020 with a note to review in January 2021. To adopt the attached Risk Management Policy – please note minor changes as detailed in the Officer report.

Resolved to adopt with the amendment changing Wilton CIC to Wilton Help

(prop Cllr Edge, sec Cllr Kinsey) – all in favour

45/21 Site of Former Wilton Police Station

After discussion it was agreed not to progress with the purchase of the former Police Station

(Prop Cllr Johnston, sec Cllr Church – nem con)

46/20 Highway Issues

(i) To receive an update on the removal of the Perspex from the bus shelter on Burcombe Lane. The Perspex panels have been removed and there will be some work required for the framework as well as new Perspex panels.

There is also had a quote from a company to refurbish

Idverde have been asked for costs of this work – they verbally confirmed this can it be part of the daily work plus the cost of materials.

(ii) To receive an update on the request for Community Speed Watch at the Avenue.

The Clerk told the meeting that Community Speed Watch would be starting again in April.

(iii) Replacement Street signs within the Town. Mark Bastick reported that he had received permission from the owners of two of the buildings adjacent to four corners and was waiting for the third. Once this has been received then the street signs can be ordered.

(iv) Members were reminded that any issues regarding Highway defects (eg potholes) should be reported using the MyWilts reporting system.

47/21 Planning and Tree Applications

(i) **20/11428/FUL**. 3 Kingsbury Sq, Wilton. Construction of a small garage building within courtyard space. **Resolved:** to support

(ii) **21/00667/LBC**. 3 Kingsbury Sq. As above **Resolved:** to support

Cllr Blackman in the Chair

(iii) **21/01782/TCA**. Wilton Garden Centre, Salisbury Rd. Fell 2 x Poplar trees.

Resolved: to support

(iv) **20/11164/FUL**. Wilton House. Restoration/conservation and repairs to Orangery, restoration and repairs to the Loggia, replacement of tennis pavilion, and repair, extension and alteration to kitchen garden wall. **Resolved:** to support

(v) **21/01235/LBC**. Wilton House. Restoration/conservation and repairs to Orangery, restoration and repairs to the Loggia, replacement of tennis pavilion, and repair, extension and alteration to kitchen garden wall. **Resolved:** to support

Cllr Kinsey in the Chair

48.21 To note the following decisions made by the LPA

20/11514/TCA. 56 North Street	No objection
20/10734/FUL. 87-89 Shaftesbury Rd.	Approve with conditions
20/10206/FUL. 2 Sadlers Mead.	Approve with conditions
20/09989/TCA. The Rectory, 2A West St.	No objection
20/09255/TCA. The Rectory, 2A West St.	No objection
20/08820/FUL. 11 Fairview Rd.	Approve with conditions
20/09008/TPO. Wilton Shopping Village.	Approve with conditions
20/08476/TCA. Weavers House, North St.	No objection
20/08088/FUL. 42 Bulbridge Rd.	Approve with conditions
20/07956/DOC. 2 Northleigh Terrace.	Approve
20/07843/FUL. Land to the rear of 23 St John's Sq	Refused
20/07535/LBC. Unit 9, Wilton Shopping Village.	Approve with conditions
20/07731/FUL. 75 Bulbridge Rd.	Approve with conditions
20/07564/TCA. Pembroke Arms Hotel.	No objection
20/06448/FUL. Land to the north of Burcombe Lane.	Approve with conditions
20/06954/DOC. Wilton Shopping Village	Approve
20/06475/FUL. 87 North St	Approve with conditions
20/06543/TPO. 3 Kings Gate.	Approve with conditions
20/05242/FUL. 22 Bulbridge Barns.	Approve with conditions

Resolved: to note

49/21 Maintenance of the Council Building

- (i) To confirm the installation of the new boiler and the location.
Work was planned to start on 1st March but following a site visit it transpired there maybe an issue with the outside works. The Clerk emailed all Cllrs and has asked the contractor for specific details re the cherry picker so that permission from Highways can be obtained.
- (ii) Two companies have visited to measure up and Quotes are awaited.
The suggestion is to;
Change the rear windows for ones with a top internal opening (opening into the office rather than onto the neighbouring property) The bottom would be obscure glass and the top clear. Change the east facing window for one that could also double as a fire escape (there is currently no fire escape except through the front office and main door). The window would also open internally and be obscure at the bottom and clear at the top.
Or to replace all three of the windows with sash windows.
Access to both gardens would be required for the work to be completed
- (iii) To investigate the gutters and downpipes.
It was suggested that an investigation could use a drone to inspect the guttering because of the access difficulties involved.

50/21 Managing the Council's Money

- (i) To note the bank reconciliation dated 31st December 2020 **Resolved:** to note
- (ii) To note the budget monitoring report. **Resolved:** to note
- (iii) To note the outstanding invoices. **Resolved:** to note

(iv) To confirm the Asset Register for Wilton

Members pointed out various anomalies in this asset register including:-

- War memorial
- Church yard wall
- Tennis Courts
- two computers recorded when there is only one
- Printer valued at £1,800 (property of Cllr Edge which is no longer there)
- Pavilion solar panels – two entries - £5,000 and £6,000

It was agreed that the asset register be updated and circulated to Members.

(v) To confirm the annual payment for the Wilton Town website.

There is an annual fee of £450 plus VAT for this website which was set up by the Town Team and Wilton Chamber of Commerce and managed by Gary Nunn.

The Carnival website is currently being paid for by the Town Council and it was suggested that the Carnival committee take this on. Cllr Edge said that the Carnival Committee did not have the resources to pay for this. There is an upcoming Carnival committee meeting and he would raise the issue there.

(vi) To confirm payments as per attached pay schedule. It was pointed out that the water charges for King Street should be taken out because when the public toilets were taken down there was no longer a supply. The Clerk has checked with the company it seems they were never notified of the demolishing of these toilets and hence continued to charge.

Cllr Edge told the meeting that the payment to Wilton Rotary was missing from the schedule and also Andy Rhind-Tutt wanted the payment made for a planter to be returned as he is working to complete the estate of the late Jim Rhind-Tutt. The Clerk would contact Andy Rhind-Tutt to discuss the matter.

The **Resolved:** To Approve after checking circumstances surrounding the payment for the water charges for Kings Street. (*prop Cllr Crossley, sec Cllr Edge – all in favour*)

(vii) To receive an update on the Town Clerk's access to the TC bank account. It now works fine. It was agreed that the Town Council now reverts to the electronic payment system

(viii) To confirm the current signatories for the bank account as Cllrs Church, Crossley, Edge and Kinsey. The Clerk and Assistant Clerk have limited access. **Resolved:** To confirm

51/21 Interim Internal Audit

The Clerk checked this with the Accounting Technician who confirmed that when using Rialtas (software system the council uses) no invoice can be entered twice so this would not be able to happen.

I D Verde missing invoices have been requested by the Assistant Clerk. It was noted that in May 2020 three payments were made to I D Verde for the invoices dated March, April and May, however the March and April invoices had already been paid. This was balanced out later in the year but highlighted a risk of overpayment.

The Clerk has emailed Ms Tonkin from Wilton Help requesting a receipt for the grant given to WH by WTC. As yet no response.

Reconciliations – these will be printed off and put with the Minutes for signing when the signing of documents is undertaken.

Risk Management – the policy stored was noted redated and it was not until the final line was spotted with the July 2020 date that we realised it was the one we were looking for. To ensure compliance the policy is on the agenda to be adopted.

Salaries – records are vague and a meeting of the Staffing Committee is required.

The amount noted of £21.31 referred to a cheque that did not clear.

The half yearly internal audit took place on the 15th February –remotely.

Wilton Help – this report was presented at the February meeting.

Resolved: To note

52/21 Insurance for Wilton Town Council

The three-year term ends on 31st March so quotes can be sought for the new year.

There seem to be some anomalies so the Clerk has requested a virtual meeting with the Broker to sort these out.

Resolved: to summon an extra ordinary Council meeting before April 1st to ratify premiums

53/21 Amenity Matters

(i) Bulbridge play area – Cllr Johnston proposed that the Council accept the Playforce quotation for the sunken trampoline, the single woodland tower and the slide (*prop Cllr Johnston, sec Cllr Taylor – all in favour*)

(ii) Wishford Road play area – the lease has now been signed and has been taken to the solicitor. The Assistant Clerk has several quotes all of which are aimed at the lower ages and will discuss them with the Clerk.

(iii) Replacement benches for the Avenue and South Street – it was decided to choose Stamford style benches which have slats of recycled material. (*prop Cllr Blackman, sec Cllr Edge – unanimous*)

(iv) To remove or replace the jetty/viewing platform at Castle Meadow – after discussion it was agreed to instruct I D Verde to fence the platform off until the repairs are completed.

(v) Football and Cricket at Castle Meadow – the Cricket governing body set down a set of rules and amateur teams have to abide by them. It was agreed that anyone making a booking would need to affirm that they have consulted the appropriate governing body and are following its rules/guidelines.

54/21 Annual Town Meeting

It was agreed that the Annual Town Meeting would be held as a virtual meeting on 6th April.

The local elections are scheduled to take place of Thursday 6th May.

The following dates have been agreed

Tuesday 11th May there will be an informal Town Council Meeting

Tuesday 18th May – Full Council Meeting

Tuesday 25th May – Mayor Making

55/21 Reports from local organisations

To receive reports and updates from the following organisations, if available.

(a) *Wiltshire Association of Local Councils:*

Cllr Kinsey reported that WALC will keep its subscriptions at the existing level. Presently, sanction for local councils to hold virtual meeting will expire of 7th May. WALC is working to get this deadline extended. There will be a series of remote training sessions for new councillors following the election.

(b) *South West Wiltshire Area Board:*

Cllr Church reported that at the next meeting will be in two weeks time.

(c) South West Wiltshire Community Area Transport Group:

Cllr Church reported that there was nothing of relevance to Wilton at the last meeting

(d) Wilton Community Centre:

Cllr Blackman reported that the Centre remains closed but the parking area remains open and is available whilst the Michael Herbert Hall is being used as a vaccination centre. She asked if the Community Centre trustees could use the Town Council's Zoom account for a meeting. This was agreed.

(e) Wilton Neighbourhood Plan.

No meeting had been held.

56/21 Correspondence received and Officer's report

Cllr Edge said that he had put out feelers to contractors about work on the toilets.

57/21 Air Pollution monitoring in Wilton

Nitrogen dioxide levels are being monitored in West Street and The Avenue but nothing is being measured along the A36, which is the busiest route through the Town. Particulates are known to be damaging to respiratory health and Wilton Town Council should assess the scale of this problem and methods to improve local air quality.

It was noted that whilst Nitrogen dioxide levels were being monitored there was no provision for measuring particulates. Apparently, there are just five such measuring devices in Wiltshire with the nearest one to Wilton being in Exeter Street, Salisbury.

.Cllr Crossley proposed that Wilton Town Council consider monitoring Air Pollution particulates and ways to reduce the health risk to residents.

Cllr Church undertook to make enquiries about one being provided for Wilton.

58/21 Date of next meeting

To note that the next meeting will be held on Tuesday 6th April 2021 at 7.00pm – meeting format to be confirmed.

59/21 To close the meeting

There being no further business the Chairman closed the meeting at 9.04pm.

Equality Statement

In the exercise of their responsibilities, Wilton Town Councillors have committed to uphold the Code of Conduct and to have full regard of the following in decision making:

- Equal Opportunities (age, race, gender, sexual orientation, marital status and any disability)
- Data Protection(GDPR)
- Health & Safety
- Human Rights.