

**MINUTES of COUNCIL MEETING of WILTON TOWN COUNCIL** held online on: TUESDAY 5th January 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** Clare Churchill, *Town Clerk*, and Hugh Abel, *Minute Secretary*.

**Also Present** (*names recorded as presented on each individual's screen*) John Cutland, Maria La, Susan

*Cllr Kinsey in the chair*

### **Community engagement**

- *Cllr Edge – (contacting the Clerk)* He said that he had been called by Wilton Estate which had been trying to contact the Clerk and he wondered how best this could be achieved.
- *Cllr Edge – (re vaccinations at Michael Herbert Hall)* Wilton Rotary has been asked to provide stewards for Covid vaccinations taking place at the Michael Herbert Hall later this week. A request had also been made to reserve some parking places at the Hall for the practitioners administering the injections. To this end, Cllr Edge had taken some cones from the Council premises and marked out some reserved bays in readiness.
- *Cllr Matthews – (re parking at the top of the Hollows)* told the meeting that there were more vehicles being parked at the top of the Hollows and some were obstructing the residents.
- *Cllr Matthews – (re Castle Meadow car park)* the parking area outside the Pavilion is becoming increasingly rutted and filled with potholes. It clearly needs some work to bring it up to standard.
- *Cllr Church – (re grit bin in the Hollows)* This now needs re-filling.
- *John Cutland – (re doctor's surgeries in Wilton)* He expressed concern over a report/rumour that a surgery in Wilton was not going to re-open.
- *John Cutland – (re Speed Indicator Device)* He asked if the new SID would be deployed at a number of sites in the town to help reduce incidents of speeding.
- *John Cutland – (re Wilton Town Crest)* Asked if anyone knew who the two figures on the Town Crest were intended to represent.
- *Cllr Church (re CCTV camera in the Market Square)* She asked if this camera was up and running yet as there had been a car vandalised in the Square in December and it would be useful if there was a visual record of the occurrence.

### **Councillor Pauline Church gave her report to the Town Council**

- *Covid Update* – at the update given to Wiltshire Council's cabinet meeting this morning. At the moment there are 245 cases per 100,000 in Wiltshire. In the 65+ age group it's running at 143 cases per 100,000 and this represents a 65% increase in case numbers. Cases for 25 to 29 year olds are standing at 551 per 100,000. Wiltshire Council is increasing the track and trace follow up capacity.
- *COVID 19 and Business Support* – A new Business Support grant is available for businesses that had to close as a result of the new lock down with a one-off support grant of £4,000 for those with a rateable value of under £15,000. £6,000 if rateable value is between £15,000 and £51,000, and £9,000 if your rateable value is higher. There is also a discretionary fund available and details will be circulated within the next 10 days plus further details are on the Wiltshire Council website.

- *Wilton Parkway* – the next stakeholder meeting is to take place tomorrow (6th January).
- *Wilton Hill & Erskine Park Residents* – Minutes of the meeting have been circulated to residents and another meeting is being scheduled with Red Row to try and resolve various issues raised at the first meeting.
- *Police Enforcement on the Avenue* – This has been carried out and she has asked for it to be continued rather than be a one-off.
- *Licensing application for school store* – this has now been withdrawn.

### **Questions for Cllr Church**

*Cllr Matthews – (re Wiltshire Council's financial situation)* asked if a broadcast report that Wiltshire Council was liable to become bankrupt was correct.

*Cllr Church* – told the meeting that when she took on the role of Cabinet Member for Finance in July, the Council was looking at a £50 million deficit for this financial year. This was largely due to significant costs in supporting Wiltshire in the Covid response. Since then, central government has ensured that local authorities and Wiltshire has received some £35 million. There are also other initiatives to support income loss from things like car park revenue, etc. Whereby the Council can claim up to 75% of the loss. There are also a series of spending control measures. Putting all these initiatives together the county is now looking at a forecast surplus of some £2.9 million for the current year.

*Cllr Matthews – (re Council tax Band D)* asked how much it was likely to be raised this year.

*Cllr Church* – this has not yet been agreed so I can't tell you.

*Cllr Edge – (re Council tax)* He asked for confirmation that the restrictions on raising the precept were still in place.

*Cllr Edge – (re Metro Count data)* asked if the data from an earlier metro count had been made available.

## **AGENDA**

### **1/21 Apologies**

None were received

### **2/21 Minutes**

#### **a. To approve the minutes of the Full Council Meeting held on December 1st 2020**

Cllrs noted that they had only received these minutes in draft form.

**Resolved:** to approve the minutes of the meeting held on 1st December as a correct record.  
(*prop Cllr Matthews, sec Cllr Johnston – 7 in favour with Cllr Edge against*)

Cllrs said they had not received the minutes for the Staffing Meeting on December 8th, the Extraordinary meeting on December 15th or the Planning meeting of December 15th.  
The Clerk undertook to circulate these minutes.

### **3/20 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.

Cllrs Matthews & Edge declared personal interests in the repayment to Wilton Rotary.

Cllr Kinsey declared a pecuniary interest in a payment of his expenses.

b. Dispensation requests – none had been submitted

**Resolved:** to note

#### 4/20 Community Engagement

- *Wilton Town Council telephone calls* – it was noted that because people are encouraged to work from home where possible, the Assistant Clerk has a Town Council mobile phone. It was agreed that the Town Clerk also be furnished with a Town Council mobile.
- *Wishford Road* – Cllr Kinsey reported that the lease has been signed and is in the hands of the Council's solicitor.
- *Parking at top of the Hollows* – Cllr Church told the meeting that this was an ongoing problem and although various suggestions have been made. The main priority is to prevent will be to prevent casual parking in front of resident's garages. She will be meeting with Wilton Estate and will raise the matter again.
- *Pot Holes in Castle Meadow car park* – Cllr Edge told the meeting that this has been an ongoing problem for some eighteen months and that there had been an allocation of funds to deal with it. He asked if the Clerk could prompt ID Verde to carry out the works.
- *Grit bin at the Hollows* – Cllr Taylor agreed to let Cllr Johnston exactly where the bin was who would then report the matter via Wiltshire ap.
- *Surgery closure* – there have been changes in the past eighteen months. Cllr Crossley had been told that the practice was only running three out of its five sites because of staff shortages. Cllr Church undertook to get an update on the situation.
- *Speed Indicator Device* – the sites that had been identified for the previous SID were; The Avenue, Shaftesbury Road, Wishford Road, South Street and Broken Lane. was reported that the Town Council had agreed to purchase a new SID.
- *Wilton Town Crest* – there has been some debate as to the identity of the two figures on the Crest with King Alfred and King John among the possibilities. Other contenders were Athelstan and one of the Duchesses.
- *CCTV in the Market Square* – this has been up and running since the 23rd December. The original set up had the equipment installed upstairs in the former Clerk's office with a slave pc in the downstairs office. Now, everything has been moved down to the lower office and the installation will be completed on 6th January. The incident on 15th December unfortunately was not covered.

#### 5/20 Mayor's Updates

*Cllr Kinsey* – told the meeting that he had been to celebrate Molly Clark's 100th birthday (she was a former Mayoress of Wilton) by greeting her in her garden. There had been 70 jigsaw puzzles ordered and they have all be sold so a new order has been placed for more.

#### 6/20 Managing the Council's Money

(i) Update on the cross referencing of the sales ledger. The Clerk reported that this was still work in progress. Cllr Crossley reported that there were some outstanding debts with people either unwilling or unable to pay. The Clerk and Cllr Crossley would attempt to identify as many items as possible to get the scale of any deficit. After discussion it was agreed to write off any further small amounts.

**Resolved:** to note

(ii) To note the bank reconciliation dated 30th November 2020. This has yet to be circulated

**Resolved:** to note

(iii) To note payments made (previously authorised) these include NNDR totalling £3,966 and salaries totalling £3,660.41. Cheques were signed by Cllrs Edge and Kinsey. **Resolved:** to note

(iv) To confirm payments as per attached payment schedule.

Cllr Edge told the meeting that he was concerned about the re-payments to Rotary regarding the Town signs and planters. After discussion it was agreed to ask the contributors how they felt about the money and also did they want a re-fund. (*prop Cllr Edge, sec Cllr Crossley – all in favour*)

**Resolved:** to confirm payments with the exception of the Town signs and planters

(*prop Cllr Edge, sec Cllr Crossley – all in favour*)

(vi) To receive an update on the access to the TC bank accounts regarding online access and authorised signatories.

Cllr Kinsey and Cllr Crossley have received their authorisations and will be able to access the TC account.

(vi) To authorise internet access to the bank accounts for the Town Clerk.

**Resolved:** to authorise the Town Clerk's access to WTC bank accounts

### **7/21 Budget setting and requesting a Precept.**

A meeting of the working party was to confirmed for Wednesday 9th December.

It was noted that that Wiltshire Council has issued the council tax base (CTB) and the CTB has decreased for 2021/22.

Cllr Johnston asked why the TC was still paying for the broadband contract for the Youth Centre at the Hollows. As this was taken out two years ago why hasn't it been stopped.

Cllr Crossley said he believed that the contract had been taken out in January 2019 and would expire at the end of this month. The Locum Clerk would look into the situation.

### **8/21 Historic Assets of Wilton Town Council**

(i) *To receive an update on the transfer between Wilton TC and Salisbury Museum of the Charters and Seals.* The Town Clerk reported that she was still chasing Wooley & Wallis for valuations.

(ii) *To agree to the restoration of one of the paintings.*

A number of the paintings in the Council Chamber are in need of attention. After discussion it was agreed to establish the costs involved before committing to the work. The Clerk will prepare details of the various paintings' values and the quotes for each one's restoration and circulate to Members

### **9/21 Council Office and Chamber**

(i) To consider a quote to replace the boiler and replace the night storage heaters with gas radiators.

Only one quote for £8,500 has been received.

Further quotes are required. It was commented that the Town Council's heating system should be as environmentally and ecologically sustainable as possible. It was agreed to ask Cllr Edge to arrange a thorough assessment of the best way forward.

(ii) To consider quotes to replace the windows in the council office.

Cllr Kinsey reported that he had requested four quotes.

(iii) To consider quotes for redecorating the interior of the building.

No quotes have so far been received.

(iv) To agree to purchase new curtains for the Council Chamber.

It was agreed to obtain quotes for curtains.

### **10/21 Bus Shelter on Burcombe Lane.**

ID Verde has been asked to remove the Perspex panels before new Perspex is ordered, this has been chased by the Assistant Clerk but still remains outstanding.

### **11/21 Highway Issues**

(i) To agree a request to South West Wiltshire CATG to enhance the gateway on The Avenue with a view to slowing traffic entering the Town.

Resolved to agree to this request (*prop Cllr Church, sec Cllr Crossley – all in favour*)

(ii) To receive an update on the request for Community Speed Watch following the recent speed check. A report is still awaited.

(iii) To authorise the purchase of a Speed Indicator Device for Wilton Town use only. The Clerk will circulate the SID quotes and technical specs.

(iv) Members are reminded that any issues regarding Highway defects (eg potholes) should be reported using the My Wiltshire reporting system. Cllr Crossley told the meeting that the A36 came under Highways England.

### **12/21 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 there had not been a meeting since the one reported to the December Full Council.

*(b) South West Wiltshire Area Board:*

Cllr Church reported that there nothing of relevance to Wilton at the meeting held on 11th November. The next SWWAB will be held on 13th January 2021.

*(c) South West Wiltshire Community Area Transport Group:*

There was nothing of relevance to Wilton at the last meeting  
The next meeting will be on 17th February.

*(d) Wilton Community Centre:*

Cllr Blackman reported that the Centre remains closed.

*(e) Wilton Neighbourhood Plan.*

Cllr Crossley reported that the Sarah Morely had stepped down as the acting chair. As yet there is no replacement. A budget case has been put together to support a funding bid to Locality which can grant up to a maximum of £28,000 depending upon the content of the Neighbourhood Plan. Cllr Johnston has confirmed the transfer of £12,000 to the Neighbourhood Plan group. So far, half of this has been spent and the steering group is contracting Lemon Gazelle to produce a draft of the plan and will continue to engage their services as much as possible although there will still need to be a significant input from the group. Also, a consultation will be needed with the Wiltshire Council Link Officer.

### **13/21 Storage of the Flood Barrier.**

The Environment Agency has been in contact as the agreement was that the flood barrier would be stored in a container to prevent damage from weather or wildlife. Currently the barrier is stored outside.

It was noted that the only agreement the TC had with the EA was to store the units securely. After discussion it was concluded that any sensitive parts would be stored in a container but that the remainder would be packaged and stored between the existing containers. The Mens' Shed personnel would be able to carry out the work.

The point was made that if the EA had constructed the low wall along the river's edge in Crow Lane then there would be no need for this demountable flood barrier.

#### **14/21 Correspondence received and Officer's report**

Nothing to report under this heading

#### **15/21 Exclusion of the Press and Public for the following item.**

Due to the confidential nature of the business to be discussed, it is recommended that the Town Council resolves to exclude the public and press for the following item

**Resolved** to exclude the Press & the Public (*prop Cllr Edge, sec Cllr Kinsey – unanimous*)

#### **16/21 Cemetery Matters.**

To note the attached confidential report and to consider the request received.

The meeting had learned that because of an historic agreement made in the time of Wilton Borough Council a particular plot had been subsequently sold again. As soon as this was realised, recently interred remains had to be exhumed and re-buried elsewhere.

After discussion about the Town Council's response, it was concluded that a letter be written to the family concerned admitting the Town Council's error and offering recompense for any distress and inconvenience that may have been caused. (*unanimous*)

#### **17/21 Date of next meeting**

To note that the next meeting will be held on Tuesday 2nd February 2021 at 7.00pm – meeting format to be confirmed.

#### **18/21 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.