

MINUTES of the WILTON TOWN MEETING held online on TUESDAY 27th April 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* and Mr H Abel, *Minute Secretary*.

Also Present (*names recorded as presented on each individual's screen*) Linda, Richard.

Cllr Kinsey in the chair

Community engagement

- *Cllr Blackman – (re Wilton Help)* asked for an update on Wilton Help. She also asked for a report on the use of the grant from Wilton Council which should be reported to the Council by 9th May.
- *Cllr Matthews (re Wilton Litter Pickers)* – Proposed that a vote of thanks be made to the volunteer litter pickers in the town who are doing such a good job.

AGENDA

91/21 Apologies

None were received

92/21 Declarations of Interest

- a. Cllr Johnston declared a personal interest in replacement windows for the Council offices.
Cllr Kinsey declared a personal interest in replacement windows for the Council offices.
- b. Dispensation requests – none had been submitted
Resolved: to note

93/21 Minutes

To approve the minutes of the Full Council meeting held on 6th April 2021.

Resolved to approve the minutes of the Council meeting held on 6th April 2021

(*prop Cllr Matthews sec Cllr Crossley – unanimous*)

94/21 Community Engagement

- *Re update from Wilton Help* – It was agreed to ask the Clerk to write to Wilton Help requesting an update together with a reminder about the need for a report of the use of the grant.
- *Re Wilton volunteer litter pickers* – It was agreed that a formal letter of thanks to the litter pickers be posted on the Town's face book page. It was also agreed to submit a letter of thanks to the litter pickers for publication in Valley News.

95/21 Mayor's Updates

The Mayor reported that he had attended a memorial service for Prince Philip in Salisbury Cathedral.

96/21 Managing the Council's Money

(i) To note the bank reconciliation dated 27th April 2021.

The Clerk reported that the process was not completed until 6.20pm that day and so she has not had the opportunity to circulate the figures to members. She read out the figures as follows:

Debtors	£268
Grant debtors	£10,690
VAT control	£5,812
Pre payments	£5,377
Current account	£214,028
Staff debtors	£278
Current liabilities	£ 17,084
Net current assets	£208,158

The accounting technician will come again on the 30th April to work through the remaining figures. It was agreed not to close down the year end position until all members were happy with the situation.

Cllr Church said that members would need to see the balance sheet and the income account in order to substantiate the year end position before signing it off.

It was agreed to put this item on the agenda for the next full council meeting on 18th May.

The Clerk will circulate all the financial information.

(ii) To note the budget/actual spend.

This item was also put on the agenda for the next full council meeting.

(iii) To allocate Ear Marked Reserves.

This item was also put on the agenda for the next full council meeting.

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

The payments were confirmed. (*prop Cllr Edge, sec Cllr Taylor – all in favour*)

(v) Access to the bank account to enable BACS payments

Cllr Church confirmed that the appropriate form has now been signed and will be returned to the Clerk for onward presentation to the bank.

(vi) Closure of Paypal account.

The Clerk reported that the Paypal account was still in place because it was needed to pay the tennis court account of £10 per month.

Cllr Johnston asked why the Council was using an Amazon account. The Clerk told the meeting that it was because items bought from this source were a fraction of the cost to purchasing them elsewhere. Cllr Johnston said that the council should be purchasing things locally.

The Clerk told the meeting of the difficulties of accessing the Paypal records of some transactions made during the tenure of the former Clerk. Concern was expressed that if the Paypal was closed down then all that information would be lost.

Resolved: to ask the Clerk to contact Steve Milton for help in getting details of the Paypal account.

vi) Options to pay small items of expenditure.

The bank has suggested that the Town Council open a small account that could be used to pay for small items. The Clerk would hold a payment card which would be used for this account.

Resolved to authorise the Clerk to set this account up. (*prop Cllr Blackman, sec Cllr Taylor – unan*)

97/21 Asset Register

After pointing out some anomalies the newly updated asset register was approved. (*prop Cllr Edge, sec Cllr Kinsey – all in favour*). The Council expressed its appreciation for Mark Bastick's work on the

Asset Register.

98/21 Highway Issues

(i) To receive an update on the purchase of a Speed Indicator Device;

As previously reported WC Highways confirmed that no permission had been given to place the S.I.D. near the highway.

The Clerk has sent the details to WC Highways and if one particular setting is not used the device is acceptable for use.

The locations must have had a traffic survey and there must be evidence of speeding, currently only The Avenue has had a survey with results showing a speeding issue.

Due to the road a device on the Avenue can only be put up / taken down by an approved streetworks contractor. The Clerk has made enquiries as to who could do this and what the charge would be.

The other sites may require a new traffic survey and therefore the locations need to be agreed.

After discussion it was agreed that the Town Council should purchase the SID. (*prop Cllr Edge, sec Cllr Johnston – unanimous*)

It was noted that there is already one approved site for its use in Shaftesbury Road.

Cllr Church suggested that the Council should explore the use of suitably trained volunteers or professional operatives to move and erect the SID.

99.21 South Street Car Park

The current lease for this car park ends on 28th September 2021. Wilton Estate has approached the Town Council suggesting the Lease be extended by 36 months so that the new end date would be 28th September 2024. The rent would remain the same.

To agree to the extension of the lease. (*prop Cllr Matthews, sec Cllr Edge – unanimous*)

Cllr Blackman suggested that signage in the car park needs to be updated and improved, for example to allow the town council to restrict usage for specific events and to highlight the fact that local residents do not have an automatic right to park there.

100/21 Planning

[21/02552/FUL 11 Fairview Road, Wilton](#). Amendment to previously approved application 20/08820/FUL to increase the depth of the extension by 800mm to avoid existing public drain

Resolved: to support

101/21 Policy

Sickness Policy

After discussion it was agreed to defer a decision on adopting this policy until the new staffing committee is convened after the local elections in May. (*prop Cllr Edge, sec Cllr Matthews – all in favour*)

102/21 Code of Conduct

After discussion, it was proposed to adopt the policy (*prop Cllr Johnston, sec Cllr Church*)

A counter proposal to defer a decision until after the local elections was put (*prop Cllr Edge, sec Cllr Matthews*)

The motion to adopt the policy was carried by 6 votes to 2.

103/21 Amenity Matters

The tennis courts are open for use.

The play equipment for Wishford Rd has been agreed by the working party and the tender process is underway.

The three benches have been delivered to id verde and will be installed shortly.

Cllr Church asked the meeting if standing orders could be suspended to allow a member of the public to raise an issue regarding the Bulbridge play area

Standing Orders were suspended

Linda Kerr, who lives adjacent to the Bulbridge play area expressed concern about the height of the slide tower because it was close to her property and she was afraid her garden could be overlooked.

Linda said that the public had not been consulted about this installation. It was noted that A process of public consultation had been conducted on social media and work was already underway with the construction. It was agreed that the Mayor would go to the site next day and measure the height of the tower and tell Linda about its dimensions. It was suggested that any anti-social behavior involving inappropriate activity on the tower be referred to the police for action.

Standing Orders were re-imposed

Cllr Blackman in the chair

104/21 Windows in the Council Office

Further to the request to include the three windows in the front office, two of the three contractors have submitted revised quotes. The third contractor is currently preparing the additional quote.

To consider the quotes and accept one quote, agreeing a contractor for replacing the windows.

It was proposed to accept quote 3 (*prop Cllr Edge, sec Cllr Taylor – carried by 4 votes to 1*)

Cllr Kinsey in the chair

105/21 Reports to Wilton Town Council

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 had not been a meeting since the last Full Council meeting.

(c) SWW Community Area Transport Group

Cllr Matthews reported that there had not been a meeting since the last Full Council meeting.

(d) Wilton Community Centre:

Cllr Blackman reported that the Centre was working on a phased return as government regulations allow.

(e) Wilton Neighbourhood Plan.

Cllr Crossley reported that the Neighbourhood Plan had not met for about four months since the resignation of Sarah Morley as Chair.

106/21 Meetings in 2021/22

At the annual meeting it is normal procedure to confirm the dates for the council meetings scheduled for the year.

To confirm that WTC will meet on the first Tuesday of every month as per WTC Standing Orders.

To confirm the committee meetings, which committee will meet in which month –

- Environment & Amenities Comm meets in alternate months
- Policy & Resources Comm meets in alternate months.
- Staffing Comm to meet when required.

It was agreed that the Policy & Resources would meet in June and the Environment and Amenities would meet in July.

107/21 Town Clerk's report

- The Union flag was lowered to half-mast shortly after the announcement that HRH Prince Philip had passed away. Thank you to Cllr Kinsey for this.
- A statement was placed on the website re the passing of HRH.
- Election notices have been displayed on the Town Council noticeboard.
- Received confirmation of insurance cover and the new Employer's liability notice is currently displayed on the office notice board.
- The new desktop has now been installed.
- The IT systems have been checked and updated, Rialtus is now accessible by both Clerk and Assistant Clerk at the same time.
- DCK were scheduled to visit on the 13th but this was rescheduled until the 27th due to the IT issues.
- Clerk is still chasing someone to undertake a Fire Risk Assessment for both the Office building and Pavilion.
- Preparation for the Internal Audit scheduled for 4th May.
- Enquiry received regarding renting an allotment plot, reply sent advising they contact Wilton Estate but another reply received from allotments wilton who are based in the north of England. It is not known which area the original enquiry was related to.
- Clerk has enquired about possible meeting venues should face to face meetings be compulsory in May. The Chamber is not suitable to allow social distancing for the full council, staff and members of the public. The Church is currently not available for meetings but this may change.

107/21 Date of next meeting

To note that the next meeting will be held on Tuesday 11th May 2021 at 7.00 via Zoom
Mayor Making will take place on Tuesday 18th May at 7.00pm via Zoom
Policy & Resources meeting will take place on Tuesday 25th May at 7.00pm
Full Council meeting will take place on Tuesday 1st June at 7.00pm
Environment and Amenities will take place on Tuesday 15th June at 7.00pm

108/21 To close the meeting

There being no further business the Chairman closed the meeting at 8.40 pm.

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.