

**MINUTES of the POLICY & RESOURCES COMMITTEE MEETING held in the Council Chamber on TUESDAY  
25th May 2021 at 7.00**

**Present**

Cllr Phil Matthews *Mayor of Wilton*  
Cllr Peter Edge *Deputy Mayor of Wilton*  
Cllr Charlotte Blackman  
Cllr Pauline Church  
Cllr Andy Kinsey  
Cllr Gail Moore  
Cllr Teresa Taylor  
Cllr Larissa Tonkin

**In Attendance** Mrs C Churchill, *Town Clerk*, and Mr H Abel, *Minute Secretary*.

**Also Present** Jan Brownsen, Stephen Taylor, Joanna Throp

*Cllr Kinsey in the chair*

**Community engagement**

- *Joanna Throp – (re land adjacent to 36 North Street)* told the meeting that the land adjacent to her property was very unattractive and she would like to erect fencing to hide the bins stored there and make it look more presentable. She said that she was asking the Town Council for its view on the proposal.  
*Stephen Taylor –* told the meeting about the changing ownerships and uses of the land over the years.  
*Jan Brownsen –* described the ways in which the land could be improved and regularly maintained.

**PR/01/21 To Elect a Chair for the Policy & Resources Committee**

Cllr Kinsey – (*prop Cllr Taylor, sec Cllr Blackman – all in favour*)

**PR/02/21 Apologies**

None were received

**PR/03/21 Minutes**

**To approve the minutes of the Policy and Resources Committee meeting held on 18th February 2020.**

**Resolved** to approve the minutes of the P & R Committee meeting held on 18th February 2020.

(*prop Cllr Kinsey sec Cllr Blackman – nem con*)

It was noted that these minutes would have been received at the March 2020 Council Meeting

**PR/04/21 Declarations of Interest**

- a. The Clerk reminded Members that they needed to check the register and make sure that any interests were formally registered.
- b. Dispensation requests – none had been submitted

**PR/05/21 Community Engagement**

*The enquiry re the piece of land adjacent to 36 North Street will be dealt with under Agenda item 06/21*

#### **PR/06/21 Krysalis Consultancy, 36 North Street**

Cllr Edge told the meeting that he had a copy of the deeds of Jas Hair at 26 North Street which clearly shows that there was a right of access across that land.

Cllr Church agreed to make enquiries at Wiltshire Council to try and establish the ownership of the piece of land.

#### **PR/07/21 Planning applications received.**

(i) **PL/2021/03082.** 4 West St, Wilton. Alterations, conversion of first and second floor maisonette to two flats and conversion of part of the ground floor to a flat.

**Resolved:** to support the two flats but the ground floor should remain as a commercial entity.

(ii) **21/02076/FUL.** 3 North St, Wilton. Creation of two flats at first floor with associated alterations.

**Resolved:** to support

(iii) **PL/2021/04526.** WILTON GARDEN CENTRE, SALISBURY ROAD, WILTON, Proposed replacement of the Wilton Garden Centre Riverside Restaurant Wilton Garden Centre **Resolved:** to support

(iv) **PL/2021/05027.** 30 South Street, Wilton Fell 1 Ash tree.

**Resolved:** to support

#### **Crow Lane, Land and Buildings (PL/2021/03251)**

To confirm arrangements for the Extraordinary Meeting to be held on Tuesday 8th June at 6pm to respond to the planning application for Crow Lane.

Full Council agreed to hold a meeting on Tuesday 8th June at the Community Centre. The agent has agreed to be there from 4.00pm to answer questions from the public. The Extraordinary Meeting will start at 6.00pm when the Council will discuss the application. The Clerk will make plans available in the Council Chamber for anyone to examine but visitors will need to book with the Clerk before they will be allowed to attend.

#### **PR/08/21 Wilton Neighbourhood Plan**

To consider arrangements to call a meeting for the Wilton Neighbourhood Plan.

After discussion Members agreed that the Neighbourhood Plan needed to be driven and endorsed by the Town Council. It was also agreed to finalise a date for a meeting of the Neighbourhood Plan at the next Environment and Amenities Committee Meeting on 15th June.

#### **PR/09/21 Managing the Council's Money**

*i. To note the bank reconciliation dated 30th April 2021.*

**Resolved:** to note

*ii To note the budget / actual spend.*

**Resolved:** to note

*iii To confirm payments as per payment schedule*

The Clerk took members through the schedule. Cllr Edge questioned the figures relating to fire risk assessment. The Clerk told the meeting that it had been difficult to find a company that had the appropriate qualifications to carry out a fire risk. It had been necessary to get the risk assessment carried out to certify that the pavilion was suitably protected for public use.

**Resolved** to confirm the payment schedule.

*iv To confirm the opening of a new bank account with a debit card*

The Clerk requested that a signatory Councillor opens the account. Cllr Edge agreed to open the account.

*v To confirm the closure of the Paypal account*

The Clerk would close this account as soon as the new bank account had been set up.

*vi To confirm existing bank signatories*

Cllrs Church, Edge, Kinsey were confirmed as bank signatories.

*vii To add additional signatories.*

Cllr Moore was confirmed as an additional signatory.

**PR/10/21 Policy Review**

(i) **Scheme of Delegation** To reduce the maximum amount currently delegated to the Town Clerk in an emergency.

It was agreed to reduce the amount to £5,000 (*prop Cllr Kinsey – unanimous*)

(ii) **Standing Orders** To increase the Standing Order 9.2 from the current 3 days to 6 clear days.

It was noted that this had been agreed at the Ful Council meeting held on 18th May 2021.

**PR/11/21 Fire Risk Assessments**

To review the recent Fire Risk Assessment for the Council Building and the Pavilion at Castle Meadow.

Cllr Edge pointed out that weekly fire alarm tests should be carried out using the call points and not the smoke alarms.

Cllr Kinsey emphasised that hirers of the pavilion must have the roller shutters up when they are using the building.

The Inspector had suggested that the space under the Council Chamber's stairs be made into a fire secure storage space. It was agreed to move the chairs from the downstairs lobby to the pavilion.

It was suggested that a security camera be installed in the Council Chamber's downstairs lobby and that the alarm system be modified to cover current working practices.

**Resolved** to authorise the Clerk implement recommendations from the Fire Risk assessments.

**PR/12/21 Christmas Lights**

It was agreed to switch on the Christmas lights on Friday 26th November 2021. A preliminary meeting of those involved would be called for Tuesday 13th July.

**PR/13/21 Correspondence**

None had been received.

**PR/14/21 Date of next meeting**

To note that the next meeting will be held on Tuesday 20th July 2021 at 7.00 in the Council Chamber

**PR/15/21 To close the meeting**

There being no further business the Chairman closed the meeting at 8.23 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.