

**MINUTES of a MEETING of WILTON TOWN COUNCIL held on: TUESDAY 3rd August 2021 at 7.00pm in the Council Chamber**

**Present**

Cllr Phil Matthews – Mayor of Wilton  
Cllr Peter Edge – Deputy Mayor of Wilton  
Cllr Charlotte Blackman  
Cllr Alex Boyd  
Cllr Andy Kinsey  
Cllr Jem Lester  
Cllr Gail Moore  
Cllr Bob Primmer  
Cllr Teresa Taylor

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

**Not present** Cllr Larrissa Tonkin

**Also Present** Jason Barnes, John Harris, Adrian Boyd, R Hayes, Julia Hawkins, Paula Johnston, Alexandra Kinsey, Maria La Femina, David Parker, Susan Robinson, Steve Taylor

**MEETING of WILTON TOWN COUNCIL**

*Cllr Matthews in the Chair*

**Community Engagement session**

*Paula Johnston – re concrete base by riverside walk – Could a new seat be put on this plinth?*

*Paula Johnston – re leaflet showing four Wilton Help Trustees as candidates for local election – she recounted that Cllr Primmer had told the last Council Meeting that the leaflet in question had been paid for by himself and Cllr Tonkin. Paula Johnston asked to whom the money had been paid. The leaflet stated that it was printed and published by all four candidates c/o 46 West Street Wilton which is the registered address of Wilton Help CIC.*

*Paula Johnston – re agenda item Report from Wilton Help! Re grant awarded in November 2020 – she asked if it could be brought forward so that it could be heard earlier in the meeting.*

*Julia Hawkins – re training for Councillors – she told the meeting that Salisbury City Council and Wiltshire Council had provided training for new councillors within days of the election and she asked if training for new councillors elected to Wilton Town Council had taken place and if not, why not.*

*Jason Barnes – re Wilton Help accounts and CIC rules – He said that at the last Full Council meeting, Cllr Tonkin had said that advice had been sought about CIC procedures. He wanted to know who had been asked and what advice had been given.*

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

- *COVID Situation – She reported that as of Monday 26th July infections were as follows:  
In Wiltshire – 436 per 100,000  
In the over 65 age group – 77.5 per 100,000  
In the 20 to 24 age group – over 2,000 per 100,000*
- *A360 Closure – This has now been officially postponed.*
- *Naish site development – officially, this is still under consideration and is waiting for updates from the applicant.*

- *Millennium Gate* – the legal agreement is ready for Redrow to sign and work should start soon,
- *Toucan crossing* – Redrow are ready to start at the end of August and the work should take six weeks.
- *Wilton Junction* – no further news from DfT.
- *Wilton Hill & Erskine Park Resident's Meeting* – The third meeting planned for later this summer will now take place in September.
- *Park Wall traffic light* – will be fixed tomorrow (Wed 4th August)
- *Speeding on the Avenue* – She has requested a new traffic survey to be carried out on the Avenue. The last one was set up near to Marchmont Close and showed a lot of vehicles speeding and she has asked for the new one to be at a different location.
- *Avenue speed limit* – It has been suggested that the speed limit on the Avenue changed down to 50mph. She is trying to get Salisbury CATg to pay for some of this work as the boundary changes by the Kingsbury junction. If that is not forthcoming then she would try to get the limit down to 40mph from the Wilton boundary.
- *Walking/Cycling Way* – there is a plan to bring the way down to Minster Street and the town to encourage safe cycling.
- *Flouse Hole overgrown water channel* – this will be cleared with the seasonal clearance programme
- *Kingsbury Square* – it is planned to carry out pollarding the trees and the grass will be mown. The Lime trees will be done on the 19th August,
- *Water Ditchampton Riparian Ditch* – She requested that the Town Council liaise with the riparian owners by hosting a meeting to explain the situation and perhaps help to initially fund the work so that it can be carried out all at the same time rather than piecemeal. The Council would then be able to recover the costs from the riparian owners.

### **Questions for Cllr Church**

*Cllr Edge – re Town Trail sign* – he asked what was happening with the Town Trail sign. Redrow put it up on the wrong side of the road.

*Cllr Edge – re Redrow laying screed on footway* – they have not put on the top screed to the footway above the bridge.

*Cllr Edge – re SID* – it would be possible to fit the SID by parking in Marchmont Close which would avoid the need to park in the Avenue.

*Cllr Edge – re broken stile* - He also asked about the broken stile at Flouse Hole.

*Cllr Edge – re Kingsbury Square pollarding* – He expressed concern about this work and the possibility of it leading to uneven tree heights,

*Cllr Church – re Town Trail sign* – She told the meeting that she would chase up the Town Sign situation with Redrow.

*Cllr Church – re footway screeding* – Redrow have this planned in its wider scheme.

*Cllr Church – re SID* – She suggested that Cllr Edge go back to Wiltshire Council Highways and put his case forward. If he copies her in on his correspondence, she will do her best to assist.

*Cllr Church – re broken stile* – she said that since Wilton Estate say it is Wiltshire Council's responsibility because it is a public right of way she proposed to apply for Area Board money to carry out the repairs.

*Cllr Church – re Kingsbury Square* – She explained that there was a problem with lower branches getting too large in the Russell Street part of the square, causing a visibility issue and it was just these that were to be dealt with. The regular pollarding would take place at the right time of the year.

Cllr Matthews opened the meeting at 7.20pm

Cllr Blackman proposed that the item concerning the Report from Wilton Help! Re grant awarded in November 2020 be moved up the agenda. (*prop Cllr Blackman, sec Cllr Moore – nem con*)

The Mayor told the meeting about the death of Brigadier Harry Thompson who had died at the age of 97. He had also served as a member of the Town Council. Cllrs and members of the public stood in his memory. Cllr Edge spoke a few words about Brigadier Thompson.

Cllr Blackman attended the funeral and represented Wilton TC as well as being there in a personal capacity.

#### **172/21 Apologies**

None had been received.

#### **173/21 Declarations of Interest**

- a. None were declared.
- b. Dispensation requests – none had been submitted

**Resolved:** to note

#### **174/21 Minutes**

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

The minutes were approved as a true record (*prop Cllr Taylor sec Cllr Boyd – nem con*)

#### **175/21 Report from Wilton Help! Re grant awarded in November 2020**

At the July Council meeting, some Members had stated that they were not satisfied with the explanations given so far and would like to see a further breakdown of income and expenditure meeting.

Cllr Lester proposed that a breakdown of where the money has gone is requested (*sec Cllr Moore*)

Cllr Blackman (*sec Cllr Edge*) proposed that the Town Council accepted Wilton Help's report as it complied with the Town Council's policy of the time (*sec Cllr Edge*).

After discussion it was agreed to request more details from Wilton Help!

Letter requesting this information to be addressed to all three Directors of Wilton Help CIC.

#### **176/21 Mayors Report**

Cllr Matthews reported that he and Cllr Lester had presented the petition requesting that Wilton Health Centre should remain open to the Clinical Commissioners.

Cllr Matthews wished to formally thank Cllr Lester for her efforts in gathering signatures.

#### **177/21 Community Engagement**

*re new bench for riverside walk* – Cllr Edge said that there was a foundation there and there had been a bench dedicated in memory of Stan Dawkins of the Home Decorator. It rotten and was taken down about three years ago. The Men's Shed have undertaken to repair and replace it. Now that Stan and his wife have both died, their daughter would like there to be a plaque remembering both of her parents.

*re leaflet for Wilton Help at election time* – Cllr Primmer told the meeting that he had made a personal contribution towards the cost of the leaflet of £150 to Cllr Tonkin. There had been 2,000 leaflets printed but he did not know to whom it had been paid.

#### *Standing orders were suspended*

Paula Johnston said that it was important to find out where the money had come from to pay for the leaflet. She added that if it were paid for with public money then we have a right to know.

Cllr Primmer told the meeting that to the best of his knowledge the leaflet had been entirely paid for by himself and Cllr Tonkin.

Cllr Edge suggested that if Paula Johnston had any concerns about payment for the leaflet she should take it up with the Electoral Services. This was not a matter for the Town Council.

Paula Johnston insisted that as the registered address on the leaflet was that of Wilton Help, public money may have been used to pay for the leaflet.

Cllr Blackman said that Cllr Tonkin had told the July meeting that advice had been sought about the leaflet and she wanted to know from whom that advice had been received. She suggested that a formal letter be sent to the Wilton Help directors requesting answers to these questions.

#### *Standing orders were reimposed*

*re Training of new councillors* – The Town Clerk told the meeting that training would take place before or just after the next Council meeting.

*Re Riperian Ditch* – it emerged that this was a complex issue requiring cooperation from different parties. It was agreed to refer this matter to the Environment and Amenities Committee meeting.

## **178/21 Committee Reports**

(a) To receive the Minutes of the Policy and Resources Committee held on 20th July 2021

**Resolved** to approve

### ***Recommendations to Full Council;***

- (i) To agree to the fencing and cordoning of the wildflower area in Castle Meadow. It was agreed to get quotes for this work.
- (ii) To adopt the amended Community Grants Policy (amendment to clause 5.2)  
**Resolved** to approve (*prop Cllr Moore, sec Cllr Kinsey Unanimous*)
- (iii) To adopt the amended Grant Application form (additional tick in the agreement)  
**Resolved** to approve (*prop Cllr Lester, sec Cllr Taylor Unanimous*)
- (iv) To adopt the amended Procurement Policy (amendment to clause 3.3)  
**Resolved** to approve (*prop Cllr Blackman, sec Cllr Moore Unanimous*)
- (v) To approve the deletion of Freedom of Information Policy (duplicated in the Publication Scheme).  
**Resolved** to approve (*prop Cllr Kinsey, sec Cllr Edge Unanimous*)
- (vi) To adopt the amended Dignity for All Policy (amended title)  
**Resolved** to approve (*prop Cllr Boyd, sec Cllr Lester Unanimous*)
- (vii) To adopt the Pesticide Policy / Statement (new)  
**Resolved** to approve (*prop Cllr Blackman, sec Cllr Primmer Unanimous*)
- (viii) To adopt the Tree Management Policy (new policy)  
**Resolved** to approve (*prop Cllr Kinsey, sec Cllr Edge Unanimous*)
- (ix) To adopt the Safeguarding Policy (new policy)  
**Resolved** to approve (*prop Cllr Taylor, sec Cllr Moore Unanimous*)

(b) To receive the Minutes of the Staffing Committee held on 27th July 2021.

**Resolved** to approve

### ***Recommendations to Full Council;***

- (i) To adopt the Amended Flexible Working Policy (amendment to clause 6)  
**Resolved** to approve (*prop Cllr Blackman, sec Cllr Lester Unanimous*)
- (ii) To adopt the Sickness Absence Policy (new policy).  
**Resolved** to approve (*prop Cllr Kinsey, sec Cllr Edge Unanimous*)
- (iii) To adopt the Health and Safety Policy (new policy)  
**Resolved** to approve (*prop Cllr Boyd, sec Cllr Kinsey Unanimous*)
- (iv) To adopt the Expenses Policy (new policy)  
**Resolved** to approve (*prop Cllr Primmer, sec Cllr Taylor Unanimous*)

## **179/21 Planning**

(i) **PL/2021/06604**. Proposed new detached dwelling on land adjacent to 1 Olivier Road.

It was thought that this was too large for the land available.

**Resolved** not to support on the grounds that it would be overdevelopment and not in keeping with the area. (*prop Cllr Taylor, sec Cllr Edge – all in favour*)

It was also agreed that Wilton TC request Cllr Church call in this proposal should Officers be minded to approve.

## **180/21 Castle Meadow Jetty**

After discussion it was agreed to arrange a site visit to look at various options. It was suggested that the site meeting take place on Tuesday 24th August.  
A doodle poll to confirm the date would be circulated.

#### **181/21 Managing the Council's Money**

- (i) To note the current bank reconciliation. This will be circulated shortly. The delay is due to problems with Rialtus. **Resolved;** To note
- (ii) To note the payments authorised at the P&R Committee **Resolved;** To note
- (iii) To confirm payments as per attached payment schedule **Resolved;** To confirm
- (iv) Update on the use of BACS payments. There has been difficulty in adopting this system. Cllr Edge and the Clerk will liaise to resolve the issues.
- (v) Opening of a new bank account with a debit card. Cllr Edge told the meeting that this was work in progress.
- (vi) Bank signatories. Current signatories are Cllrs Edge, Kinsey and Moore. To confirm additional signatories for the council bank accounts. Cllr Taylor has been registered and Cllr Lester needs to provide information so that the Clerk can generate the mandate.

#### **182/21 Reports to Wilton Town Council**

- (a) Wiltshire Association of Local Councils  
Cllr Kinsey reported that there had not been a meeting of WALC since the last council meeting and the next meeting will be on 28th August.
- (b) South West Wiltshire Area Board  
There had not been an Area Board meeting since the last council meeting.
- (c) South West Wilts Community Area Transport Group  
Cllr Primmer reported that there had not been a meeting since the last council meeting
- (d) South Wiltshire Operation Flood Working Group  
Cllr Primmer reported that there been no meeting since 15th June
- (e) Wilton Community Centre  
Cllr Blackman gave thanks to all those helping with the Centre in particular Dawn Humphreys, the lettings and bookings clerk and Gary Nunn for his work which included posters and art work. The Centre is still recommending the use of face masks and social distancing. The Centre is welcoming people and is using sensible guidelines. The Centre has started working with Seeds of Success again and already they have done some great work. Thanks too to Cllr Boyd who has arranged donations of plants for the Centre.
- (f) Neighbourhood Plan  
Cllr Edge reported on having made contact with the interested parties and hoped to be able to move on from there.
- (g) Wilton Community Carnival  
Cllr Edge reported that the Picnic in the Park will on take place on August 7th from 2.00pm to 9.00pm. There will be music and dancing and those attending are invited to bring their own picnics. There will also be an associated car boot sale with some 30 or 40 stalls.
- (h) Wilton Community Land Trust  
Cllr Edge reported that there had met with Our Enterprise and things are moving on.

#### **183/21 Town Clerk's updates**

##### *Councillor Vacancy*

Wiltshire Council has confirmed that there has not been a request for an election and so the vacancy may be filled by co-option. The co-option will be on the September full council agenda. A notice will be displayed on the WTC noticeboard and on the WTC website.

##### *Minster Street cycle path*

An online meeting was held on 19<sup>th</sup> July and attended by Cllrs Blackman, Boyd, Edge and Matthews.

#### *Pavilion / Castle Meadow*

- Booking enquiries are coming in with some regular groups returning.
- The Picnic in the Park is on 7th August.
- Reports regarding the gate / stile at the Flouse Hole have been forwarded to Wiltshire Council rights of way and Wilton Estate as the landowner. A suggestion to apply for SWWAB grant has been made but as the land does not belong to WTC it should be the land owner applying

#### *Grounds maintenance*

- The monthly meetings with the contractor and clerk are continuing.
- A full tree survey has been requested.
- The goalmouths of the football pitch will be treated after the charity football match – and fenced off to ensure it is not walked on.
- The potholes at Castle Meadow should be filled shortly, the material has been delivered to the depot.
- The Perspex has been installed in the bus shelter and it is currently being painted.
- The fencing at the jetty / dipping platform is becoming an issue as it is constantly being removed by members of the public.
- Japanese knotweed has been fenced off.

#### *Cemetery*

- Enquiry regarding damage to a grave was followed up and the matter resolved.
- No update regarding the tidy up day by E&A comm.
- No update on sorting out the contents of the cemetery store.
- Confirmed there are no pesticides etc stored at the cemetery.

#### *Correspondence*

- A letter was sent regarding the closure of the doctor's surgery in the market place (cc The Mayor and WC Cllr Church).
- In addition the Mayor and Cllr Lester gathered signatures for the petition that was circulated at the last meeting.
- The issue of overhanging vegetation has been reported to Highways England.
- The damaged traffic signal has been reported and chased with Highways England, it is scheduled for repair soon.

#### *Climate Change*

The Clerk attended the SWWAB meeting on 26th July, there were 20 attendees inc 4 SWWAB Cllrs and the Community Engagement Officer. This is the area board's top priority and this was the first themed session.

#### *Wiltshire SLCC*

Clerk and Assistant Clerk attended a branch meeting of Wiltshire SLCC. One subject raised was prevent (regarding terrorism), details were emailed to the Picnic in the Park team.

### **184/21 Confidential Business**

The Chairman proposed that the meeting move into confidential business, he thanked members of the press and public for their attendance.

**Resolved** to exclude the public and press for the reason of staff in confidence.

The public and press left the meeting as did the Town Clerk.

To receive a recommendation from the Staffing Committee regarding the Town Clerk's appointment following the probationary period

Cllr Blackman reported on a meeting she and Cllr Kinsey had had with the Town Clerk. This was reported to the Staffing Committee which proposed that Clare Churchill be appointed as Wilton's Town Clerk.

**Resolved** to appoint Clare Churchill as Town Clerk (*prop Cllr Blackman, sec Cllr Taylor – nem con*)

**185/21 Date of next meeting**

To note that the next meeting will be held on Tuesday 7th September at 7.00pm  
– meeting format and venue to be confirmed.

**186/21 To close the meeting**

There being no further business, the Chairman closed the meeting at 8.32pm

**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.