

**MINUTES of a MEETING of WILTON TOWN COUNCIL held on:  
TUESDAY 7th September 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 Alan Crossley (*after agenda item 193/21*)  
Cllr Gail Moore (*on zoom*)  
Cllr Bob Primmer  
Cllr Teresa Taylor

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

**Also Present in person** Trevor Batchelder, Adrian Boyd, Pauline Church, John Cutland, June Fairgrieve, John Harris, Richard Hayes, Paula Johnston, Carol Marks, Richard Marks, Andy Rhind-Tutt, Steve Taylor

**Also Present on zoom** Maria La Femina, 'Jason', Paula Johnston, Cllr Gail Moore, Susan Robinson, 'Tony and Lizzie', Yvonne Crossley

**MEETING of WILTON TOWN COUNCIL**

*Cllr Matthews in the Chair*

**Community Engagement session**

*Richard Hayes - re Wilton CCTV* – asked what was the official process for gaining access to CCTV footage recorded in Wilton.

*John Cutland – re SID in Shaftesbury Road* – asked when it would be brought into service.

*John Cutland – re refuse bin by the church in West St* – the bin has a broken catch on its lid/door which prevents its closure and leaves it hanging open.

*Paula Johnston – re disabled access to tennis courts* – asked why the disabled access to the tennis courts not be unlocked and opened?  
The ramp to the access has been in place for over a year and the gate has never been unlocked or opened.

*Paula Johnston – re Grounds Maintenance contract process* – Ref Agenda item 202/21 - Awarding of the Grounds Maintenance Contract. The Grounds Maintenance contract has not been advertised on the government's contract finder site despite this being a legal requirement for a contract of that value. (Local Government Act 1972 section 135 and Public Contract Regulations 2015)

Further the town council's own procurement policy states that any contract over the value of £25,000 should be advertised on the contract finder website.

Cllr Edge confirmed at the E and A committee meeting on the 15/06/21 that the grounds maintenance contract would be let in line with town council's procurement policy.

- Why wasn't the contract advertised as per these requirements?
- Ref the procurement policy (14.2) When were the questions and scoring system written?
- Have all councillors had sight of these questions and the scoring system? (please could councillors answer individually)
- When were the companies who submitted tenders interviewed and by whom?
- When was the interview panel appointed and by whom?
- This contract will be for in excess of £200,000. The Town Council will be acting illegally if it awards this contract tonight.

*Trevor Batchelder – re derelict Coach House in North Street – asked if this could be demolished to make space for parking.*

*Pauline Church – re Wilton Christmas lights – asked if these could be left on until spring to help light up the town.*

*Pauline Church – re CCTV – asked if access to CCTV should be limited to Town Council officers and asked if the policy could be reviewed.*

*Cllr Gail Moore (via zoom) – requested that she be allowed to vote at the Council Meeting.*

*Steve Taylor – re Wilton Help accounts – asked if there were any further details on these accounts as the organisation had received £3,500 from the Town Council.*

*Jason (via zoom) – re Wilton Help asked if Wilton TC had a response from the Wilton Help Directors regarding their finances as discussed at the last meeting?*

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

- *COVID Situation* – She reported that cases in the county have dropped slightly. However the highest rate was among the 14 to 19 age group which had 931 cases per 100,000. The over 60's had 126 cases per 100,000. Unfortunately, hospitalisations are increasing across Wiltshire and there are 69 cases in hospitals across the county and the patients are getting younger in age.
- *Re-settlement of refugees from Afghanistan* – a request has been made to the MOD for some vacant military accommodation to be made available to house some of these refugees.
- *Section 106 Parish Funding* – there is currently some £126,000 available to Wilton Council which can be used for leisure and well-being. If it is not allocated to projects before 26th February 2022, when 95% of this total expires, it can be clawed back by the developers and lost to the community.
- *Naish Felt site* – still waiting for a planning officer to take a decision on this.
- *Millennium Gate* – the legal agreement is soon to be signed and work should start this month.
- *Wilton Junction* – no further news from DFT.
- *Avenue and speeding* – CATG has approved £2,250 for the white gates at the Wilton boundary of the Avenue and £1,875 for speed assessment from the roundabout to the Wilton boundary.
- *Kingsbury Square Lime trees* – pollarding has now taken place and one tree has been felled. Seven more need to be felled and this work will take place in the winter and replacement will take place at the same time.
- *Water Ditchampton Riparian Ditch* – She requested that the Town Council keep her updated on this matter.
- *Toucan Crossing on A36* – work is due to start on 20th October. This will involve two-way traffic control for 24 hours a day for four weeks. Then from 29th November to the 9th December there will be over-night road closures to complete the work

### **Questions for Cllr Church**

*Cllr Batchelder – re Afghan Refugees – he was concerned about with using MOD properties to house the refugees. They would be living cheek by jowl with military personnel and he believed there could be a security risk in that scenario.*

*Cllr Church – assured the meeting that all concerns would be taken into consideration.*

*Paula Johnston – said she would welcome any Afghani refugees and we should bear in mind that they are refugees and not terrorists.*

*Cllr Boyd – echoed this sentiment.*

### **187/21 Apologies**

Cllr Moore apologised for her absence because she was out of the country.

Cllr Kinsey apologised for his absence owing to family commitments.

**Resolved:** to accept these apologies and the reasons for them.

Council noted that apologies had been received from Cllr Tonkin but as no reason was given the apology could not be accepted.

### **188/21 Declarations of Interest**

a. None were declared.

b. Dispensation requests – none had been submitted

**Resolved:** to note

Cllr Edge told the meeting that Cllr Moore had asked to be allowed to have voting rights in the Town Council meeting because she was present on zoom.

The Town Clerk told the meeting that she believed this was not allowed. Government legislation had permitted parish meetings to be carried out using interconnected electronic devices. However, this permission had ceased in May when local authorities were expected to meet in person. The Town Council's Standing Orders state that no councillor may participate in a council meeting unless they are present in person. When she had learnt that Cllr Moore wanted her voting rights in absentia, she had tried to get clarification on the legality of this but had not been able to do so. Therefore, the Council's Standing Orders must remain in force.

### **189/21 Minutes**

To approve the minutes of the Full Council meeting held on 3rd August 2021

The minutes were approved as a true record (*prop Cllr Edge sec Cllr Primmer – unanimous*)

### **190/21 Mayors Report**

Cllr Matthews reported on the recent occasions when he had represented Wilton and attended local events in his capacity as Mayor.

### **191/21 Community Engagement**

*re Wilton CCTV* – Cllr Edge told the meeting that CCTV was installed whilst he was Mayor. The Council of that time did not want its employees time to be used in trawling through hours and hours of CCTV images. As he was in the industry at the time and knew how to control and operate the system, it was thought that he was best placed to be the one responsible for accessing the CCTV with the council's officers as back up. He took on the post offering his services for free. He made it clear that the only time CCTV is accessed is when the police request it. The present system is that he can only access the CCTV with the consent of the Clerk and when requested by the police. *Cllr Matthews* – told the meeting that this would be put on the agenda for the next Policy & Resources Committee meeting

*re SID on Shaftesbury Road* – Cllr Edge told the meeting that he has not yet been able to contact the company that installed this SID.

*re refuse bin by the church* – the Clerk told the meeting that Wiltshire Council policy was no longer to replace bins. Wiltshire Council will take them away, however, she would check to see what its current policy is.

*re disabled access to tennis courts* – Cllr Edge reported that the new lock was fitted and ready for use last year. Unfortunately it was vandalised. Witness reports suggest that two teenagers had kicked the door and bent the lock. A new lock has now been fitted and the system will be back on line in the near future.

*re Grounds Maintenance contract process* – the Clerk told the meeting that she had tried to get this put on the government contract site but was told that it would take some 6 weeks. Cllr Edge said that a working party of the E&A committee had been through the tender specification and changed parts before it had been advertised.

*Standing orders were suspended*

Paula Johnston said that the contract had not been advertised as was legally required under section 135 of the Local Government Act 1972. It also breached the Town Council's own procurement policy.

Ms Johnston repeated the questions (as requested) asked during community engagement and that if the contract was awarded tonight then it would be unlawful.

*Standing orders were reimposed*

*The Mayor asked Ms Johnston to sit down.*

*Ms Johnston stated she would not be shouted at.*

*The Mayor asked Ms Johnston to leave the meeting.*

*The Deputy Mayor advised The Mayor to close the meeting.*

*The Mayor stated the meeting was closed.*

*Ms Johnston reminded Cllrs of the Code of Conduct and left the meeting.*

*7.41pm The meeting was paused whilst a discussion took place on closing the meeting.*

*The meeting was not legally closed, according to Standing Order 2.2*

If person(s) disregard the request of the Chair of the meeting to moderate or improve their conduct, any councillor or the Chair of the meeting may move that the person be no longer heard or be excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.

Standing Order 2.3 states

If a resolution made under standing order 2(b) is ignored, the Chair of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

*No motion was made to exclude the person (nor was it seconded or put to the vote) therefore the closing of the meeting did not follow council procedure and was not a lawful action.*

*7.43pm The meeting continued*

*WC Cllr Church advised caution on awarding the contract at this meeting.*

The conclusion was that the contract had not been legally advertised and therefore it must be re-examined at the next E&A committee.

*re derelict Coach House in North Street –*

*Standing orders were suspended*

Cllr Church said she would take this matter up with the County planning officer

*Standing orders were reimposed*

*re Wilton Christmas lights* – This will be referred to the Christmas lights committee.

*re CCTV* – Cllr Church had asked if this could be an officer only responsibility. This will be referred to the next Policy & Resources Committee.

*re Wilton Help accounts* – the Clerk told the meeting that detailed accounts had not yet been submitted to the Council.

## **192/21 Committee Reports**

No committees had met since the last full council meeting.

#### **193/21 Co-option of Councillor**

The vacancy had been advertised and Mr Alan Crossley had confirmed that he was willing to stand and that he was eligible.

Alan Crossley was proposed by Cllr Edge, seconded by Cllr Blackman – voted nem con.

He was invited to sign the Declaration of Acceptance and take his seat at the Council table.

#### **194/21 Planning**

(i) **PL/2021/07670** Wilwyn, Creation of new access to serve existing bungalow and an associated dropped kerb. **Resolved** to support (*prop Cllr Edge sec Cllr Primmer – nem con*)

(ii) **PL/2021/05953** 117 North Street, Wilton. Replacement of existing rear conservatory with new orangery, removal of non-original first floor side extension, new door and window to south elevation, restoration of original entrance, replacement of render, various internal alterations.

**Resolved** to support (*prop Cllr Crossley sec Cllr Edge – nem con*)

(iii) PL/2021/06956. 117 North Street, Wilton. As (ii) but Listed Building Consent

**Resolved** to support (*prop Cllr Crossley sec Cllr Taylor – nem con*)

#### **195/21 Remembrance Sunday**

To confirm arrangements for this year's Remembrance Sunday 14th November 2021.

It was agreed that a road closure was necessary and that the British Legion would be involved in the arrangements.

#### **196/21 Castle Meadow Jetty**

Cllr Edge told the meeting that a working group had met and the next stage was to seek permission from the Environment Agency.

#### **197/21 Managing the Council's Money**

(i) To note the current bank reconciliation.

**Resolved;** To note

(ii) To confirm payments as per attached payment schedule

**Resolved;** To confirm

(iii) Update on the use of BACS payments. The system had been used recently and appeared to be working correctly.

**Resolved;** Noted

(iv) Opening of a new bank account with a debit card. Cllr Edge told the meeting that this was work in progress.

(v) Bank signatories. The mandate for Cllr Lester has not yet been completed as information is required before the form can be generated.

(vi) To agree membership to the British Toilet Association at a cost of £100.00 pa

**Resolved;** To agree

(vii) To confirm a contribution towards work at the Avenue via CATg;

(a) £625 towards a speed limit assessment

**Resolved:** To confirm

(b) £750 towards the installation of white gates to create an entry point

**Resolved;** To confirm

(viii) Cllr Edge raised the issue of storage problems at Castle Meadow. Installing racking inside the containers could solve the problem. The Clerk has an order ready to go if Council is minded to approve it. The cost is about £400. **Resolved:** to approve (*prop Cllr Edge, sec Cllr Blackman – nem con*)

#### **198/21 Reports to Wilton Town Council**

(a) Wiltshire Association of Local Councils

(b) South West Wiltshire Area Board

There had not been an Area Board meeting since the last council meeting.

- (c) South Wilts Area Transport Group  
No report
- (d) South Wiltshire Operation Flood Working Group  
Cllr Primmer reported that he had attended the meeting on 18th August  
Items discussed:
  - Vegetation levels at Flouse Hole and a licence has been issued to clear the area by one third each year. This work will normally be carried out in the autumn.
  - Water Ditchampton has had its gullies cleaned.
  - Sand and salt supplies. Willton is well stocked with sand but is in need of salt.
- (e) Wilton Community Centre  
Cllr Blackman reported that the Centre was progressing well with regulated use. The AGM will take place on Monday 18th August.
- (f) Neighbourhood Plan  
Cllr Edge had nothing to add at the moment
- (g) Wilton Community Carnival  
Cllr Edge reported that the Picnic in the Park was very successful. Next year it is planned to hold Picnic in the Park on 2nd of July.
- (h) Wilton Community Land Trust  
Cllr Edge reported that the AGM will be held later in August.

## **199/21 Town Clerk's updates**

### *Council Finance*

Melodie from DCK came in to undertake the quarterly visit. She also did some Rialtas training with the Clerk. Rialtas can do training but have no sessions planned so it would be a one-off costing £800 for two full days (or four half days).

*Minster Street cycle path* - No further update.

*Platinum Jubilee of HM The Queen.* This event is being celebrated in June 2022 with an additional bank holiday to mark the occasion, the late May bank holiday is being moved to later in the week so both Thursday and Friday will be bank holidays. Details of National events will be publicised online.

*Training* The Clerk has ordered copies of the Good Cllr Guide and these have now arrived at WALC. As there should be a new Cllr co-opted at the meeting it seemed more sense to delay training until after that so the new Cllr can also partake of the training. In the meantime please continue to ask any questions and do refer to the induction guide.

*Office* The new windows have been installed, the fitters were very efficient and no access to the neighbouring properties was required although permission had been obtained. The three neighbours involved were very accommodating and there were no issues in getting permission. Currently getting quotes for the upstairs windows. Will purchase a small key safe to place in the lobby for the chairlift key. Still clearing the lobby as per the fire risk assessment. There is some rubbish which either needs to be taken to the HRC or put in a skip if one is arranged for the cemetery store.

*Crow Lane development.* Rumours about the developer withdrawing were confirmed. Local media approached WTC for a statement before the confirmation was received, response to say WTC would wait to hear official confirmation as the request was unsubstantiated. The agent has since confirmed that the landowner was a joint applicant with the developer and will be proceeding with the application on his own. As yet no official press release but as the application has not been withdrawn.

*CATG* The two items regarding the Avenue are on the agenda. The matter concerning St John's Sq was discussed but more information was required. Initial discussions raised the difficulty that

bollards would create for refuse vehicles and delivery vehicles. The damage currently on the grass area was considered minor.

*Flood matters* – Water Ditchampton Following the request put forward by WC Cllr Church, there is a slight issue with WTC proceeding with the ditch clearance and recouping the cost from householders. The Clerk has met with Ms Ashton-Brown (Flood Warden for the area). Before a meeting is arranged with residents we would like to ascertain what (if any) work has been undertaken on the farmland or if any is planned. We also wish to have costs for the work. Request for more salt as the previous ones were water damaged but need confirmation that storage is dry and under cover. Also the cover for the Crow Lane barrier.

*Bus service* Email received re the following; Option 24/7 - Wiltshire's county-wide bus user group - are working together with Wiltshire Council on a Bus Service Improvement Plan which could bring in millions of pounds worth of Government funding to help make these big improvements to local bus services a reality. We have had two Bus Service Improvement Plan meetings with Wiltshire Council so far, and we have reached an agreement that would see Option 24/7 act as a "bridge" between Wiltshire Council, and current or potential bus users in the community areas that Wiltshire bus routes serve. With this in mind, we would like to set up a group of key contacts who are knowledgeable, well-known and active in each such community area, that we can ask to advise us at regular intervals on what current or potential bus users in their community areas want to see from their bus services, and on how closely that matches the proposals coming out of Wiltshire Council as they evolve, so that we can ensure that the bus network that emerges is one that works best for everyone going forward. If you were able to ask your councillors or members of staff whether one of them would be willing to make themselves available to advise us at regular intervals as described above, then that would be very much appreciated. The email was f/w to two Cllrs thought to be regular bus users.

*Pavilion / Castle Meadow* Booking enquiries are continuing to come in, one booking clashed with another so the Chamber will be used on the two sessions that clash, the Clerk will stay on to ensure there is someone in the office whilst the booking takes place. Issue with storage as there is none, currently goal nets are stored in the changing room and cricket equipment stored in the referee's room. Another regular hirer also requires storage. It would also be useful to have an area to store the tables and possibly the chairs. There was an issue with the electric in the kitchen (resolved as the trip had gone off). One hirer left the building without setting the alarm or closing the shutters. The next E&A meeting is in the pavilion and it is requested to meet slightly earlier to look at various minor issues requiring attention.

*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 is not WTC it should be the person responsible applying. The Landowner is responsible for gates and stiles.

*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* have been treated and fenced off to ensure it is not walked on. *The potholes at Castle Meadow* have been filled.

*The bus shelter* (Burcombe Lane) has been painted.  
*Japanese knotweed* has been fenced off.

#### *Cemetery*

*Request to sell back a grave* EROB. Request to purchase an EROB for a grave – currently awaiting confirmation.

Cemetery records need to be entered onto a spreadsheet so the digitalization can be completed. Current application form needs updating. A register of all EROBs issued is required. No update

regarding the tidy up day by E&A comm. No update on sorting out the contents of the cemetery store.

#### *Correspondence*

Signage for the public toilets is poor, the sign at Four Corners just directs people in the vicinity of the health centre and there is nothing near the actual toilets. Passed to the toilet committee so this can be addressed when the refurb is discussed or sooner.

A letter received regarding a vehicle without tax and MOT – passed to the Police (who can't do anything unless the vehicle is seen driving), reports of untaxed vehicles should be reported online as this is a DVLA matter.

More reports of overhanging vegetation along the A36 have been reported to Highways England, response received confirming that the area has been inspected and associated work completed. The damaged traffic signal has been repaired.

Road closure notice for Wessex water work – circulated, displayed and on the website. Dates for the annual fair were checked (concern they may have clashed with the closure of Russell St).

Meetings WTC E&A comm 21st September

WTC full council 5th October WTC

P&R comm 19th October

South west wilts area board will meet on 15th Sept, 15th Dec and 16th March 2022. All Cllrs are welcome to attend.

#### **200/21 Date of next meeting**

To note that the next meeting will be held on Tuesday 5th October at 7.00pm  
– meeting format and venue to be confirmed.

#### **201/21 Grounds Maintenance Contract**

Cllr Matthews proposed that the current Grounds Maintenance Contract be extended for 6 months. – (*prop Cllr Matthews – unanimous*)

#### **202/21 To close the meeting**

There being no further business, the Chairman closed the meeting at 8.19pm

#### **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.