

MINUTES of a MEETING of WILTON TOWN COUNCIL held on: TUESDAY 5th October 2021 at 7.00pm in the Council Chamber

Present

Cllr Phil Matthews – Mayor of Wilton
Cllr Alex Boyd
Cllr Alan Crossley
Cllr Andy Kinsey
Cllr Jem Lester
Cllr Gail Moore
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 Jason Barnes, Adrian Boyd, Keith Crockett, John Cutland, John Harris, Julia Hawkins, Richard Hayes, Paula Johnston, Alexandra Kinsey, Carol Marks, David Parker, Steve Taylor

Also Present on zoom Maria La Femina, Susan Robinson, Yvonne Crossley

MEETING of WILTON TOWN COUNCIL

Cllr Matthews in the Chair

Community Engagement session

John Cutland – re SID in Shaftesbury Road – said it had now been out of operation for some while and asked when it would be brought into service.

John Cutland – re road closure in the Hollows – asked where residents will be able to park if the road is closed and they cannot access their normal parking spots.

Maria la Femina – re section 106 funding – suggested that some money be used to encourage volunteers to help with wildlife projects in the town. She also asked that two ropes be used in the Castle Meadow wildflower area.

Keith Crockett – re Bellway homes – commented that it was a good thing for the company to have pulled out from developing the Naish site.

Paula Johnston – re suspending standing orders – she asked if Wilton Town Council would insert an agenda item on all future agendas to suspend standing orders before the Community Engagement agenda item.

Paula Johnston – re YouTube channel for the Town Council – she asked if the Town Council could create its own YouTube channel to enable its meetings to be broadcast and therefore increase public participation.

Paula Johnston – re Zoom expertise – she asked if the Town Council could source the relevant expertise to improve the use of zoom technology. Presently it is not possible to see all the councillors at a meeting and a better set up is required.

Paula Johnston – re draft minutes of September’s Full Council meeting – she said that the minutes did not record the decision by Cllr Matthews to close the meeting midway through the Community Engagement item. On a meeting recording Cllr Matthews can be clearly heard saying, “I am closing the meeting.” Later he is heard to say, “I am re-opening this meeting.” She said that the Clerk told her that the meeting was not officially closed. How is the meeting officially closed? She said that she was concerned that if the

meeting had been closed and then unofficially re-opened than any decisions made would have been made in an illegally convened meeting.

Jason Barnes – re Wilton Help Accounts – asked if there had been a response from Wilton Help yet.

Jason Barnes – re Picnic in the Park – asked how much money had been raised at Picnic in the Park as the organisers had received a grant of £500 from the Town Council.

Steve Taylor – re Wilton Help Accounts – also asked about a response from Wilton Help.

Richard Hayes – re CCTV – is the CCTV being adhered to as per the policy? Who were the authorised persons with access to CCTV?

Cllr Matthews – re CCTV – said that Mr Hayes has been invited to the next Policy and Resources Committee meeting on 19th October which will discuss the policy surrounding CCTV.

Carol Marks – re Queen’s Platinum Jubilee in 2022 – she asked what arrangements the Town Council had to celebrate the Queen’s Platinum Jubilee next year.

Steve Taylor – re Traffic Lights at four corners – asked if Wiltshire Council could be asked to move the traffic lights on the eastern side of the junction back to Kingsbury Square in order to ease the bottleneck that presently exists.

Cllr Taylor – re bench in North Street by the Pound – Asked if the bench (if there is one) could be checked to see if it is need of attention.

Cllr Taylor – re notice board in the Market Place – asked if this could be replaced since the existing one is in very poor state.

Apologies had been received from Wiltshire Councillor Pauline Church, no report had been received.

The Mayor opened the meeting

203/21 Apologies

Cllr Blackman apologised for her absence because of another commitment.

Cllr Edge apologised for his absence because of another commitment.

Cllr Matthews stated Cllr Tonkin had sent apologies for family reasons.

Resolved: to accept apologies from Cllrs Blackman and Edge and the reasons for them.

Resolved: not to accept the apologies given by Cllr Tonkin via Cllr Matthews.

204/21 Declarations of Interest

a. Cllr Primmer declared an interest on a planning application for 18 Bulbridge Barns – this was not on the agenda.

b. Dispensation requests – none had been submitted

Resolved: to note

205/21 Minutes

To approve the minutes of the Full Council meeting held on 7th September 2021

The minutes were not approved, additional detail was required. (*prop Cllr Taylor sec Cllr Moore – nem con*)

206/21 Mayors Report

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

207/21 Community Engagement

re Shaftesbury Road SID – The Clerk told the meeting that at a previous meeting, it had been reported that this SID is operated by a private company and not Wilton Town Council. The company has undertaken to maintain it, Cllr Edge was the contact with the company that installed this SID.

re road closure at the Hollows at the end of October – it was not known re residents access during the road closure but the Clerk would check with Wessex Water. Cllr Crossley told the meeting that the work was intended to clear the sewerage system.

re fence at Castle Meadow – The Clerk told the meeting that fencing had already been agreed but not the two ropes requested by Maria le Femina. After discussion it was proposed that two ropes would be used.

Resolved to refer the item back to E&A committee with the recommendation to install two ropes in the fencing (prop Cllr Gail, sec Cllr Taylor – nem con)

re Bellway Homes contract – it was noted that Bellway Homes had pulled out of the contract to develop the Naish site. It was also noted that planning consent had already been granted and the current planning application had not been withdrawn so another contractor could in theory come along.

Re suspension of Standing Orders during Community Engagement discussions – this item will be referred to the Policy & Resources Committee.

Re YouTube channel – this item will be referred to the Policy & Resources Committee.

Re expertise in setting up hardware for zoom meetings – this item will be referred to the Policy & Resources Committee.

Re Cllr Matthews' handling matters at the September Full Council meeting – Cllr Matthews told the meeting that Paula Johnston had made a complaint to Wiltshire Council about his conduct and until the matter was dealt with, he wouldn't make any further comment.

Re Wilton Help accounts – another reminder will be sent.

Re Picnic in the Park – all recipients of Town Council grants have six months in which to produce a report on how the money was used. So, they have several months before this is due.

Re CCTV policy – this will be discussed at the next Policy & Resources Committee on Oct 19th.

Re Queen's Platinum Jubilee in 2022 – This will be discussed at the next E&A committee meeting.

Re moving traffic lights – Members supported the idea and it was agreed that a request to move the lights be made to Wiltshire Council.

Standing orders were suspended

Re Standing Orders – Paula Johnston said she believed that the issue of suspending Standing orders could be dealt with by Full Council rather than being referred to a committee.

Re her question to the Chairman about the September meeting – she asked Cllr Matthews why he could not answer her question earlier in the meeting. He repeated his earlier reply that he was not going to respond until the matter had been dealt with by the Standards Committee.

Standing orders were reimposed

re bench in North Street – it was agreed that the existence or otherwise of a bench at Pound Meadow be checked.

Re notice board in Market Square – the state and condition of the board would be checked.

208/21 Exclusion of the Press and Public

To agree any items to be dealt with after the public, including the press, have been excluded under *Public Bodies (Admissions to Meetings) Act 1960*

This would be to discuss agenda item 220 - To consider a matter regarding the Shaftesbury Road Cemetery.

Resolved: to agree item 220 would be dealt with after the exclusion of the public and press.

209/21 Committee Reports

From the Environment and Amenities Committee held on 21st September 2021.

EA/27/21. To recommend the grounds maintenance contract is advertised – see item 210/21

EA/28/21. To recommend the Wishford Rd play area contract is advertised – see item 210/21

EA/29/21 (iv) To authorise the cost of materials to install a cover between the two containers at Castle Meadow.

Resolved to go ahead with the cheaper option but to receive a detailed quote (*prop Cllr Taylor, sec Cllr Boyd – nem con*)

EA/22/21 (iv) To authorise employing a student to enter the cemetery records onto a computer spreadsheet in order to progress the digital service that Wilton TC has agreed to.

Resolved to agree (*prop Cllr Taylor, sec Cllr Kinsey – unanimous*)

From the Christmas Lighting event team (*please note this is not a committee of Wilton TC*).

To confirm the lights in the market square will remain on until March 2022.

Resolved: to confirm

To confirm the risk assessment for the Christmas Lighting event may be signed and submitted as required. Two minor changes were required to ensure consistency throughout the document.

Resolved: to confirm (*prop Cllr Taylor, sec Cllr Boyd – all in favour*)

210/21 Advertising of contracts

To confirm the following contracts may be advertised on the Government contracts finder and Wilton Town Council website.

(i) Grounds Maintenance Contract

Resolved: to confirm (*prop Cllr Crossley, sec Cllr Primmer – all in favour*)

(ii) Wishford Road Play Area Contract

Resolved: to confirm (*prop Cllr Crossley, sec Cllr Primmer – all in favour*)

211/21 Planning

(i) **PL/2021/06604 1 Olivier Rd, Wilton**, Proposed new detached dwelling at land adjacent to 1 Olivier Road with off street parking for both the proposed and existing dwelling with associated drop kerbs. Amended plans. **Resolved** to object (*prop Cllr Taylor sec Cllr Crossley – nem con*)

(ii) **PL/2021/08553 The Wilton Shopping Village, Unit 13a King Street**. Reconfiguration and refurbishment of Unit 13a/14/15 to include internal alterations to ground floor retail space and first floor office space, alongside external alterations and minor reconfiguration of existing car park - The Guild, Wiltshire, formerly known as Wilton Shopping Village

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

(iii) **PL/2021/08744. Wilton Estate, Wilton**. Refurbishment and extension of Laundry Bungalow building. New double garage detailed to match.

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

(iv) **PL/2021/08499. Wilton Place Care Home, Buckeridge Rd** Installation of six post mounted directional signs, one set of individual letters and one flag pole/flag.

Resolved to object (*prop Cllr Crossley, sec Cllr Primmer – nem con*)

212/21 Budget Working Party

To agree a Budget WP to prepare the budget for the year 2022/2023 and to recommend a Precept to Wilton Town Council. The Precept has to be agreed at the January FC meeting.

Cllrs Blackman, Crossley, Edge & Kinsey were appointed.

213/21 Section 106 Funding

To agree a working party to look at options to use this specific funding.

Cllrs Crossley, Kinsey, Lester, Moore & Primmer were appointed.

214/21 Managing the Council's Money

(i) To note the current bank reconciliation. The Clerk told the meeting that this would follow.

Resolved; To note

(ii) To authorise the cost of a new Union flag and repair to the Wilton flag. The Clerk told the meeting that the Wilton Flag had been made by a company called Red Dragon and the repair would be £30 and a further £30 for an anti-fray border.

Resolved; To authorise

A new Union Flag with traditional stitch would cost £326.

Resolved; To authorise purchase

(iii) To confirm payments as per attached payment schedule. The Clerk added additional payments to the schedule. Making a total of £9,124.67 (inc VAT).

Resolved; To confirm

(iv) Opening of a new bank account with a debit card – no update available

(v) To consider the response from Wilton Help! CIC (if received). - no response received.

(vi) Bank signatories. The mandate for Cllr Lester will be delivered to Lloyds on Friday.

It was agreed to confirm the existing signatories; Cllrs Edge, Kinsey, Lester, Moore & Taylor. The authorisation for Cllr Taylor to use the online account was signed and will be sent to Lloyds.

215/21 Remembrance Sunday

To note the following arrangements.

(i) Marshalls for the road closure have been booked and confirmed.

(ii) The risk assessment has been completed.

(iii) The road closure application has been submitted.

(iv) The parade will gather in the Market Square to leave at 10.20am

(v) The invitations are ready to be sent out once the Mayor has confirmed the details. The Mayor added that there would not be refreshments served after the service.

Resolved; To note

216/21 Reports to Wilton Town Council

(a) Wiltshire Association of Local Councils

Cllr Kinsey reported that Katie Fielding was working with NALC to get the law changed so that Cllrs would be able to vote when attending remotely on zoom or similar media.

(b) South West Wiltshire Area Board

Cllr Boyd reported that the new Police Commissioner had attended and laid out his plans.

(c) South Wilts Area Transport Group

Not met since the last FC meeting.

(d) South Wiltshire Operation Flood Working Group

Cllr Primmer reported that the next meeting would be on 20th October

(e) Wilton Community Centre – No report available.

(f) Neighbourhood Plan – No report available.

(g) Wilton Community Carnival – No report available.

(h) Wilton Community Land Trust– No report available.

217/21 Town Clerk's updates

Minster Street cycle path - No further update.

Platinum Jubilee of HM The Queen – This event will be celebrated in June 2022

Training – Mark Bastick is attending cemetery training on 5th & 6th October.

The SLCC October National conference has only a couple of sessions applicable to Wilton so the Clerk will not be attending.

Councillor training date – Tuesday 12th or 26th – date to be confirmed.

Pavilion/Castle Meadow – Increase in regular bookings

Grounds Maintenance – A full tree survey has been requested with maps of the locations provided.

Correspondence – request for a recording of September FC meeting – provided.

Litter Bins – The damaged bin in West Street will be replaced by Wiltshire Council, in the meantime the door has been removed for H&S reasons.

The dog bins at Bulbridge have been replaced.

A dog bin at Flouse Hole has been replaced.

Grounds Maintenance have been asked for a complete audit of all the litter bins. The Town Council is only responsible for the ones in the recreation and play areas plus the one at Old St Mary's. The remainder are the responsibility of Wiltshire Council.

Meetings

WTC Policy & Resources committee – 19th October

WTC Full Council – 2nd November

Environment & Amenities committee – 9th November (*to consider tenders received*)

Environment & Amenities committee – 15th November

WTC Full Council – 7th December

WTC Policy & Resources committee – 14th December (*note – one week earlier than normal*)

WTC Full Council – 5th January 2022 (*meeting must agree the precept to meet the deadline set by Wiltshire Council*)

218/21 Committee Meeting Dates

To confirm that the Policy & Resources Committee will meet on 14th December

Resolved to confirm this meeting date.

219/21 Date of next meeting

To note that the next meeting will be held on Tuesday 2nd November at 7.00pm

The Press and public were asked to leave the meeting to allow discussion of a confidential matter regarding the Shaftesbury Road Cemetery.

220/21 Cemetery Matter.

Resolved that the interment could proceed on the receipt of a solicitor's letter confirming

221/21 To close the meeting

There being no further business, the Chairman closed the meeting at 8.46pm

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.