

MINUTES of the ANNUAL MEETING of WILTON TOWN COUNCIL held in Wilton Council Chamber

on TUESDAY 3rd May 2022 at 7.00pm

Present Cllr Peter Edge *Deputy Mayor of Wilton*
Cllr Charlotte Blackman
Cllr Alex Boyd
Cllr Alan Crossley
Cllr Andy Kinsey
Cllr Gail Moore
Cllr Teresa Taylor

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

Also Present, Cllr P Church (WC), Adrian Boyd, Julia Hawkins, Jason Barnes, John Harris, Steve Taylor,
Maria La Femina, Susan Robinson, Steve Taylor, Rachael Ashton Brown,
via ZOOM; Tom Corbin, Paula Johnson, Hugh Abel, Alexandra Kinsey.

Cllr Edge, Deputy Mayor of Wilton, in the chair to open the meeting

68/22 Election of Chair of Wilton Town Council and Mayor for the Civic Year 2022-3

Nominated: Cllr Kinsey **Proposed** Cllr Blackman **Seconded** Cllr Taylor

There being no other nominations, Cllr Kinsey is duly elected

Cllr Kinsey signed the Declaration of Acceptance of Office as Mayor of Wilton. He took the chair.

There was no presentation of Past Mayor's badge to Cllr Matthews as he was awarded one previously.

69/22 Vote of Thanks to the Outgoing Mayor

Cllr Edge spoke of over fifty years of dedicated service by Cllr Matthews at both District and Town Council level, during which he had been Mayor of Wilton four times and successfully raised money for many local charities.

70/22 Election of Deputy Chair of Wilton Town Council and Deputy Mayor for the Civic Year 2022-3

Nominated Cllr Crossley **Proposed** Cllr Moore **Seconded** Cllr Boyd

There being no other nominations, Cllr Crossley is duly elected.

Cllr Crossley signed the Declaration of Acceptance of Office as Deputy Mayor of Wilton.

71/22 Apologies

Cllr Matthews sent his apologies and reasons which were fully accepted.

Cllrs Lester and Tonkin sent apologies and reasons. Several Councillors voiced their objections to the Mayor's proposal to accept these apologies. Councillors then voted – 4 to reject them, 3 to accept them. Cllr Edge wished his dissent to be recorded.

72/22 Minutes. To approve the Minutes of the meeting held on 5th April 2022 (LGA 1972 sch 12 para 41)

Cllr Edge disputed the draft Minute 59/22, it was agreed that the items (i) – (vi) were voted for en bloc.

Cllr Blackman abstained.

Resolved; to approve the Minutes after amending 59/22.

7.10pm

73/22 Standing Orders were suspended

Community engagement

- *Mr Barnes* raised a query as to whether the Directors of Wilton HELP had met with the Mayor. The Clerk said there was no further update on this.

- *Ms Johnson (via Zoom)* asked what reasons were given when Cllr Matthews resigned as Mayor in April. The Clerk said there were none.
- *Cllr Taylor* wished to know the whereabouts of a vandalised sign. The Clerk said this had been reported and action taken the same day by Grounds Maintenance to remove it for safekeeping.
- *Mrs La Femina* asked whether the quotation for providing a sign at the Wildflower Meadow had been revised. The Clerk reported that this was yet to be done.
- *Rachael Ashton Brown (Flood Warden for Ditchampton)* drew the Council's attention to the SEN Resilient Communities Fund, urging them to make an application (closing date 1 June 2022). This is to be put on the E & A Flood Group agenda for discussion.

Update from Wiltshire Councillor, Pauline Church

Cllr Church reported on the following:

- The completion of the Toucan Crossing should be completed by Siemens this week
- The resurfacing of the A30 (Shaftesbury Road to Ditchampton) has been scheduled.
- The Naish Felts site is still under discussion.
- There has been progress in offering homes to Ukrainian refugees in Wiltshire.
- The term 'Local Highways and Footway Improvement Group' (LHFIG) now replaces the term 'Community Area Transport Group' (CATG)
- The Council is processing the Government scheme for Energy Rebates.
- Wilton has been listed in the top ten 'Best Places to Live' for the past three years.

Questions for Cllr Church

Cllr Edge asked about the parking machine that is out of order in Salisbury. Cllr Church advised him to ask Cllr Sample about progress to repair it.

7.28pm

74/22 Standing Orders were re-instated.

75/22 Declarations of Interest

- There were no changes
- Dispensation requests – none had been submitted

76/22 Exclusion of the Public and the Press

No exclusion was requested

77/22 Minutes

To approve the Minutes of the Staffing Committee meeting held on 5th April 2022.

Resolved to approve the minutes **Proposed** Cllr Blackman **Seconded** Cllr Kinsey. All in favour.

To approve the Minutes of the Policy and Resources Committee meeting held on 19th April 2022.

- PR/33/22 Charge for transfer of Exclusive Rights of Burial
Proposed Cllr Taylor **Seconded** Cllr Blackman. Approved.
- PR/33/22 To confirm Mayor making procedure
Proposed Cllr Crossley **Seconded** Cllr Kinsey. Approved.
- PR33/22 There was no update on the transfer of the Public Toilets from WC
- PR/38/22 To confirm the replacement of four windows in the Chamber and one in the Parlour
Proposed Cllr Taylor **Seconded** Cllr Crossley. Approved.
Cllr Kinsey abstained as he is acting on behalf of the Council.

78/22 To receive and note the Minutes of the 'Jubilations' sub-committee

- The proposed budget included a charge of £150 for electrical cabling which was queried. There was no further comment.
Proposed Cllr Edge **Seconded** Cllr Crossley. Approved
- The 'Tree at Three' Risk Assessment **Proposed** Cllr Crossley **Seconded** Cllr Blackman. Approved

- iii Councillors to attend 'Tree at Three': Cllr Boyd (no robe) Cllr Kinsey (Mayoral Robe)
- iv No Insurance or Risk Assessment details have been received for the Barn Dance and Decades Disco
- v Insurance or Risk Assessment details have been received for the Jubilee Celebration on 4th June
- vi The allocation of £2,500 was approved at an earlier meeting but not minuted.
- vii The process to pay Invoices for the celebrations was proposed to be adopted
Proposed Cllr Crossley **Seconded** Cllr Kinsey. Approved.

79/22 Verbal Reports from Town Council Representatives

- i Wiltshire Association of Local Councils has not met.
- ii SW Wiltshire Area Board has not met
- iii SW Wiltshire CATG / LHFIG has not met
- iv S Wiltshire Operational Flood Working Group. Cllr Crossley is to stand in as representative
- v Wilton Community Centre.
Cllr Blackman (Chair of Trustees) reported that the car park wall is being repainted.
There are many activities planned there for the 'Jubilations' .
Cllr Blackman intends standing down as Chair and Trustee at the October AGM after eleven years.
- vi Neighbourhood Plan. Cllr Edge said there is nothing further to add.
- vii Wilton Community Carnival. Cllr Edge said there had been a good response from local businesses and over £3000 has already been raised in sponsorship. £233 was raised at the first of the Carnival Pub Quizzes at the Bear Inn and similar is to follow. 30 stalls have already been booked.
The shortened Procession will lead from the Market Place, up North Street and along Castle Lane and residents affected will be kept informed.
- viii Wilton Community Land Trust. Cllr Edge had nothing further to add.
- ix Wilton C of E Primary School. Cllr Boyd has received the following Report from the PTFA:

Sponsor 2022 A number of children have taken part raising close to £250 so far. The closing date for participants is June 22. Children have been challenged to raise '£20.22 for 2022' by any sponsorship means, e.g. sponsored runs, sponsored cycles, sponsored 'clean your room' 'clean your shoes' etc, help your neighbour. Families are encouraged to involve their wider community and family which weaves in with the school's values of kindness, respect, love, perseverance, and courage. Funds are to go towards a school reflection garden. All children who participate and donate receive a certificate and badge for taking part. We are also hopeful that some external donations may come from individuals or businesses in the wider community to go towards the garden.

Secondly the PTFA have funded a Queen's Jubilee Commemorative badge for each child in the school as a keepsake from the Queen's Jubilee.

Following the last OFSTED visit, Cllr Boyd reported that good progress in improvement has been made, particularly in the SEND department.

- x The Michael Herbert Hall Trustees have not met.
- xi The Clerk to the Wilton United Charities, Mrs Matthews, was permitted to speak regarding Town Council appointments to the Trustees (known as Nominative Trustees). Cllr Blackman will end her current four year term at the end of November 2022 and Ms Rebecca Perry in May 2023. The Clerk to the Trustees will inform the Town Clerk when the vacancies arise for their decision to reappoint them (if willing) or to elect new Trustees from within or outside the Town Council. Cllr Edge expressed his willingness to become a Trustee again. Cllr Kinsey is now an Ex-Officio Trustee and will receive a New Trustees pack before the AGM on 19th May.

80/22 The Dates and Times of ordinary meetings of the Council and Committees were noted.

Councillors submitted their preferences for Committees to the Town Clerk

81/22 Appointment of Auditing Solutions Ltd as Auditors for 2022/3 Approved

82/22 Representatives of the Town Council:

Cllr Kinsey – Wiltshire Association of Local Councils
Cllr Moore – SWW Area Board

Cllr Crossley – LHFIG
Cllr Crossley – S Wiltshire Operational Flood Working Group
Cllr Crossley – Neighbourhood Plan
Cllr Moore – Michael Herbert Hall Trustees
Cllr Kinsey – Ex Officio Trustee to Wilton United Charities (see above)
NB Other boards etc. do not need new appointments at present.

83/22 Planning

- i Tree felling at Wilton House Garden Centre
Proposed Cllr Crossley **Seconded** Cllr Taylor Approved.
- ii Tree felling, coppicing and removal of branches at Pembroke Arms Hotel
Proposed Cllr Boyd **Seconded** Cllr Moore Approved

84/22 Managing the Council's Money

- i The bank reconciliation was noted.
- ii *The current budget/actual spend*
- iii *The ear marked Reserves as of March 2022*
This item will go before the Council at an Extraordinary Finance Meeting to be held at 6.00pm on Tuesday 10th May 2022
- iv Confirmation of Payment Schedule
Proposed Cllr Crossley **Seconded** Cllr Edge. Approved
- v The new Bank Account. The bank denies having received the form so no other debit card has been sent. The Town Clerk is to resolve this
- vi There has still been no progress on agreeing a date between WTC and the Directors of Wilton HELP CIC.

85/22 Action Update from the Minutes of 5th April.

The decision notice re Complaints have been emailed to all Councillors.

60/22 Planning Response has been submitted

61/22 The dates for the External Audit have been added to the appendices.

61/22 The equipment has been received.

The Asset Register document should go on Parish Online but this will be done over time.

62/22 The Castle Meadows tender is online.

86/22 Town Clerk's Report

Wilton HELP! CIC email from Mr Milton confirming he is willing to meet via ZOOM, waiting to hear from Cllr Tonkin to agree a suitable date. As of 26th April, no financial information has been received despite it being promised shortly in November 2021.

Audit – the internal audit has been rearranged and now takes place on Monday 6th June.

Information regarding complaints made to the Monitoring Officer has been circulated. There is no requirement to report the complaint at a meeting of Wilton TC.

Correspondence

Several emails regarding complaints and the outcome, asking why these weren't an agenda item.

Invitation for the Mayor to attend SCC Mayor Making. This will be confirmed on 4th May (the RSVP date was 28/4). The event is on 14th May. Invitations for the new Mayor will be forwarded once the new Mayor has been elected. WC event on 27th May at Trowbridge for Mayor and Clerk.

Email regarding issues with a crossing in Minster St being dangerous. This was f/w to WC and copied to Pauline Church with advice that this is a Highways matter.

Email offering to complete an audit of disability access in the town, f/w to Cllr Boyd who is arranging the audit of dropped kerbs.

A complaint was received regarding the April FC meeting starting ahead of the advertised time.

The response to the question regarding Cllr Matthews' medal was sent to the person who raised it.

The decision notice for the complaints made in September have been received and circulated to all Cllrs. Report of abandoned car in the cemetery layby. Report of abandoned car in South Street car park – to be discussed at E&A committee.

Discussions on expenses and allowances with Cllrs.

The locations for the SID have been approved but still waiting on the cost of the NAL sockets.

Public Toilets. One complaint received which was passed onto the Contractor. A report of a tap not switching off is being looked into, as nothing had been reported by the contractor.

Platinum Jubilee of HM The Queen. Events taking place over three days (2nd – 4th June inc.).

The event at Castle Meadow on the Sunday has been cancelled. The Mayor and Cllrs should attend the Tree Planting if they can. It is hoped the Mayor can attend the event on Saturday 4th.

Office Meeting with window company and Cllr Kinsey booked for early May. Fire resistant safe has been ordered. New display screens have been ordered. New laptop (Assistant Clerk) sourced and ordered.

Christmas Lights The lights in the market square have been taken down. A meeting was held with the lady who installs the lights and TC Officers which will be reported to E&A. The date for the switching on of the lights in 2022 needs to be agreed. Following information from the insurance company this event will need to be organized under either a committee or sub committee of WTC.

The Flood Plan requires updating.

Pavilion / Castle Meadow Regular bookings continue. Issue regarding a group failing to book the facility and using it has led to reports of issues when the facility has been used in the past.

Grounds maintenance The monthly meetings with the contractor and clerk are continuing.

Cemetery Interments and burials continue with Cllr Matthews representing the Council. An issue with a car left in the layby is now resolved but would have been a serious problem had a funeral been scheduled at the time. The new forms are now on the website.

Disabled access / dropped kerbs. A request has been made via Facebook and the website for interested parties to contact Cllr Boyd.

Meetings Mayor Making ceremony – 10th May. Robes to be worn. There is no business at this meeting as the Mayor and Deputy will be elected on 3rd May.

WTC E&A comm 17th May Local Highways & Footway Improvement Groups (LHFIG) meet on 8th June SW OFWG will meet on 22nd June and 24th August 2022

South West Wilts area board will meet on 29th June and 14th September 2022.

87/22 Date of next meeting

To note that the next meeting will be held on Tuesday 10th May 2022 at 6.00 pm in the Council Chamber. Cllr Edge stated he would not be attending and then announced his resignation, to be effective immediately.

88/22 To close the meeting

There being no further business the Chairman closed the meeting at 8.06 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.