

MINUTES of the POLICY & RESOURCES COMMITTEE MEETING held in the Council Chamber

on TUESDAY 20th July 2021 at 7.00

**Present**

Cllr Phil Matthews *Mayor of Wilton*  
Cllr Peter Edge *Deputy Mayor of Wilton*  
Cllr Charlotte Blackman  
Cllr Gail Moore  
Cllr Larissa Tonkin

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

**Also Present** Maria La Femina and Susan Robinson

*Cllr Matthews in the chair*

Cllr Kinsey, who is the elected Chair of the P&R Committee, has offered his apologies for not being able to attend tonight's meeting. Therefore, the Chair asked for nominations for Vice Chair of the P&R Committee. *This has resulted in renumbering of agenda items.*

**PR/16/21 To elect a Vice Chair of the Policy and Resources Committee**

Cllr Blackman (*prop Cllr Moore, sec Cllr Edge*) There being no other nominations, Cllr Blackman was declared Vice Chair of the Policy and Resources Committee.

*Cllr Blackman in the chair*

**Community engagement**

- *Maria La Femina – (re Fencing of the Wildflower area at Castle Meadow)* She told the meeting that what was required was new posts to replace the damaged and wobbly ones plus four trellis panels and some thick rope fixed to the posts to provide a marked boundary and also to be easily visible for cars reversing in the car park. She also told the meeting that Mr Batchelder had offered to keep an eye on the area and also to make a gate to mow the grass path.
- *Maria La Femina – (re recordings of Council Meetings being available to all)* She asked if it was possible to make recordings of council meetings which could be made available for anyone.

**AGENDA**

**PR/17/21 Apologies**

Cllr Kinsey apologised for his absence for health reasons

Cllr Taylor apologised for her absence for health reasons

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

**PR/18/21 Minutes**

**To approve the minutes of the P&R meeting held on 25th May 2021.**

**Resolved** to approve the minutes of the P&R meeting held on 25th May 2021.

*(Prop Cllr Moore sec Cllr Edge – unanimous)*

**PR/19/21 Declarations of Interest**

- To receive Declarations of Interest in matters contained in this agenda, in accordance with the provisions of the Local Government Act 1972 in respect of officers and the Localism Act 2011 in respect of members.  
None were declared.
- Dispensation requests – none had been submitted

### **PR/20/21 Community Engagement**

*The matter of fencing the wildflower area in Castle Meadow will be dealt with under Agenda item PR/21/21*

*The matter of public participation in Council meetings will be dealt with under Agenda item PR/27/21*

### **PR/21/21 Fencing of the Wildflower area at Castle Meadow**

Cllrs Edge and Primmer had measured the length of the border. They had concluded that 65 metres of rope and 11 posts would be needed together with four panels. After discussion it was agreed to recommend to Full Council that this work go ahead and also that the gate be sanctioned with the Town Council paying for the hinges and fastenings.

### **PR/22/21 Planning applications received**

**PL/2021/05849.** Bulbridge Farm, 21 Bulbridge Barns, Burcombe Lane. Single storey single room extension to rear of converted barn, with materials to match existing barn.

**Resolved** to support

**PL/2021/06560.** 31 St John's Sq, Wilton. Willow (W1) Reduce crown by c. 30%; overhanging property boundaries. Fir (F1) - fell because of excessive shading and overcrowding in narrow garden.

**Resolved** to support

### **PR/23/21 New premises application**

Unit 10B The Courtyard, The Guild, Wilton Supply of Alcohol, OFF Sales, Monday – Saturday 09:00hrs – 18:00hrs. Sunday 10:00hrs – 16:00h

**Resolved** to support

### **PR/24/21 Wilton Neighbourhood Plan**

To consider arrangements to call a meeting for the Wilton Neighbourhood Plan. The Clerk has emailed the contacts passed to her by Cllr Edge.

The Clerk reported that 7 responses had been received with some of the former committee members not wanting to continue with the project. Cllr Edge agreed to follow up with further contacts and report any progress. Members agreed that it would be a considerable waste of resources if the plan was not taken any further.

### **PR/25/21 Managing the Council's Money**

i. To approve terms of expenditure as detailed in the payment schedule.

**Resolved:** to approve

ii Update on signatories to the TC bank account.

The Clerk reported that Cllr Moore's application was now active. Cllrs Lester's and Cllr Taylor's had not yet been completed

**Resolved:** to note

### **PR/26/21 Policy Review**

To review the following policies currently on the Wilton TC website

#### **(i) Community Grants Policy**

To consider the grant criteria as there has been recent confusion on what needs to be reported to Wilton TC within 6 months of the grant being awarded. It was agreed that the wording on the application form and the conditions needed to be clearer. The Clerk would circulate a modified version for Members' approval. It was also agreed that the clause about use of the Town Council's logo be removed.

#### **(ii) Procurement Policy**

It was agreed that £10,000,000 public liability insurance should only apply to contracts in excess of £25,000 and contracts below that figure would require a minimum public liability insurance of £5,000,000.

It was also confirmed that the procurement/contract section of Standing Orders and Financial Regulations do not require additional information but that all policies need to be consistent.

**(iii) Freedom of Information Policy**

It was agreed to remove this policy since all its provisions are included in the publication scheme.

**(iv) Publication Scheme**

This is currently displayed on the TC website and was last reviewed in July 2019. It was agreed that no changes were necessary.

**(v) Dignity at Work Policy**

It was agreed to include volunteers in the policy and ensure that it was understood to be Dignity for All.

**PR/27/21 New Policies Required**

**i. Pesticide Policy or Pesticide Statement**

It was agreed that this was necessary. The Clerk would prepare the text based on what had been agreed in discussion and circulate it for approval. It would then be presented to the Full Council meeting on 3rd August for adoption.

**ii. Tree Management Policy**

It was noted that there had never been a comprehensive survey of the trees on TC managed land. The Clerk had sought quotes for an inspection and survey of all trees on Town Council land and three had been submitted. It was agreed to award the contract for a thorough survey to the current ground maintenance contractor who tender was £300 plus VAT. It was also agreed to model the TC Tree Management Policy on the example from Salisbury which could fit into the existing grounds maintenance policy. The policy would then be presented to the Full Council meeting on 3rd August for adoption.

**iii. Safeguarding Policy**

It was noted that the Town Council was not responsible for any children. Cllr Blackman expressed the view that, of the four example policies studied by Members, policy version 4 was sufficient for the TC's needs. The policy would then be presented to the Full Council meeting on 3rd August for adoption.

**PR/28/21 Public Participation at meetings**

From April 2020 to May 2021, the Town Council's meetings were held using the Zoom video conferencing platform which enabled members of the public to attend without them needing to leave home. To consider whether to stream future meetings in a similar way. It was noted that Cllrs would still have to attend meetings in person until the legislation is changed. Cllr Moore told the meeting that one alternative would be for each Councillor to have a device in front of them and for somebody to control access and switch between speakers. She also told the meeting about the way clinical meetings are conducted at the hospital using a circular microphone.

It was thought that it could help with local residents being reticent about attending meetings in person

Cllr Edge agreed to explore possible ways in which this could be done.

**PR/29/21 Wilton Town Council Flags**

Currently Wilton has a flagpole in the market square and two flags. The Union flag that is flown continuously and the Wilton flag that is flown on special occasions.

There is also a St George flag but this is not designed to be flown from the flagpole.

It was agreed that the Wilton flag be repaired and quotes for a new sewn Union flag be sought.

**PR/29/21 Christmas Lights**

It is planned to switch on the Christmas lights on Friday 3rd December starting at 5pm. The committee's next meeting will be on 24th August. It had been confirmed that there was a budget of £2,000 available for the event.

**PR/30/21 Wilton Newsletter**

It was agreed that a Wilton Newsletter be prepared for publication in November.

**PR/31/21 Correspondence**

The Clerk reported that there had been no requests for an election following the resignation of Pauline Church as a Wilton Councillor. Therefore a notice will be posted for a co-option in September.

**PR/32/21 Date of next meeting**

To note that the next meeting will be held on Tuesday 19th October 2021 at 7.00 in the Council Chamber

**PR/33/21 Exclusion of the Public and Press.**

Members resolved that due to the nature of the following item the public and press should be excluded for reasons of staff in confidence.

Both members of the public had already left the meeting.

**PR/34/21 To consider correspondence received by the Town Clerk regarding a meeting held in July 2020**

Members discussed the points raised in the letter and asked the Town Clerk to respond.

**PR/35/21 To close the meeting**

There being no further business the Chairman closed the meeting at 9.00 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.