

**MINUTES of the POLICY & RESOURCES COMMITTEE MEETING held in the Council Chamber on TUESDAY
15th February 2022 at 7.00pm**

Present Cllr Andy Kinsey *Committee Chairman*
Cllr Charlotte Blackman
Cllr Alan Crossley
Cllr Peter Edge
Cllr Phil Matthews
Cllr Gail Moore
Cllr Teresa Taylor

In Attendance Clare Churchill, *Town Clerk*, and Hugh Abel, *Minute Secretary*.

Also Present (on zoom) Cllr Alex Boyd, Maria la Femina, Paula Johnston & Susan Robinson

Cllr Kinsey in the chair

PR/01/22 Apologies

None had been received

It was noted that Cllr Boyd was attending on Zoom and Cllr Tonkin was absent from the meeting.

PR/02/22 Minutes

To approve the minutes of the P&R meeting held on 14th December 2021.

Resolved to approve the minutes of the P&R meeting held on 14th December 2021.

(Prop Cllr Moore sec Cllr Blackman – unanimous)

PR/03/22 To suspend Standing Orders

Cllr Kinsey proposed that Standing Orders be suspended. *(unanimous)*

Community Engagement

No items were presented during this time.

PR/04/22 To reinstate Standing Orders

Cllr Kinsey proposed that Standing Orders be reinstated. *(unanimous)*

PR/05/22 Declarations of Interest

- a. 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 received.
- b. Dispensation requests – none had been submitted

PR/06/22 Wilton HELP! CIC

A report following the grant awarded in November 2020 was due in May 2021, whilst a report was provided further detail was requested regarding the finances. To date this additional information has not been received. To agree the next steps to obtaining the information.

After discussion it was agreed to seek advice from WALC and to invite former Town Clerk, Steve Milton and Cllr Tonkin to an informal meeting with the Mayor and the Chair of Policy & Resources for information on the future plans of Wilton HELP! CIC. *(prop Cllr Edge, sec Cllr Moore – unanimous)*

PR/07/22 Shaftesbury Road Cemetery

- (i) To review the current application form and recommend changes.
After discussion it was Agreed that the following forms were adopted;
Application for Exclusive Right of Burial (draft 2)

Notice of Interment
Application for Memorials
Application for Assent of Executor or Administrator
Application for Assignment (Transfer) of Right of Burial
(*prop Cllr Matthews, sec Cllr Moore – unanimous*)

- (ii) To review the regulations for the cemetery.
Exclusive right of burial – presently the time allowed it is 99 years. It was agreed to change this to 50 years. (*prop Cllr Matthews, sec Cllr Moore – unanimous*)
Other clauses
Number of names on the Exclusive Right of Burial – it was agreed that this should read ‘up to three’
Interment is only allowed Monday to Friday between 10am and 4pm. – It was agreed to add ‘or by prior arrangement with the officers of the Council.’
Memorials – wording of these clauses was agreed.
Agree to accept these amendments and recommend the Policy to Full Council.
(*prop Cllr Matthews, sec Cllr Taylor – unanimous*)

The Assistant Clerk was thanked for producing the forms.
It was agreed to seek an alternative for the Solicitor’s letter currently required for existing graves without an ERoB where the family wish to open the grave.

PR/08/22

Policy Review

- (i) Standing Orders
To consider the revised version of Standing Orders based on the NALC model dated 2020
Cllr Crossley had revised the NALC model.
He explained his modifications and additions to the NALC model
It was agreed to make the period of notice for motions to 6 working days.
Resolved: to recommend that this revised version to Full Council for acceptance.
(*prop Cllr Taylor, sec Cllr Matthews – all in favour*)
Cllr Crossley was thanked for his work in reviewing the Standing Orders.
- (ii) **Mayor Making**
The Mayor Making procedure has been altered.
After discussion it was agreed that the format be as follows:-
First Meeting in May
The nominations and election of chair of the Council with the new Chair taking office immediately.
Second Meeting in May
The investiture of the new Mayor with Councillors wearing robes and the Mace to be present followed by a drinks reception provided by the new Mayor.
It was agreed that the Clerk be asked to set out the new procedure to be recommended to Full Council.
- (iii) **Suggested Policy**
Policy (or guide) for public participation at meetings including how the comments would be recorded in the minutes.
It was asked about how submitted questions were to be recorded. It was agreed that the topic was the part that should be entered in the minutes.
The Guide for Public participation should be included on the web site. The Clerk was asked to draft a policy document for this subject.
- (iv) **To note the list of Policies currently held.**

The Council's policies are displayed on the website. It was noted that Dignity has been removed and replaced with 'Dignity at Work' and 'Freedom of Information' has been removed but the Publication Scheme remains. The new CCTV policy has replaced the old one.

Resolved: to note

PR/09/22 Planning

(i) **PL/2022/00398. 19 Albany Terrace, North Street.** Extension of single storey rear extension. No details had been supplied. Clerk to contact WC Planning.

(ii) **PL/2022/00632. Wilton Garden Centre.** Proposed work to trees in a conservation area.

Resolved: to Support (*prop Cllr Crossley, sec Cllr Kinsey – unanimous*)

(iii) **PL/2022/00737. Wilton Shopping Village, Unit 13a.** 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 (resubmission of PL/2021/08553)

Resolved: to Support (*prop Cllr Edge, sec Cllr Crossley – unanimous*)

(iv) **PL/2022/00787. 7 Oak Ash Green.** Prior notification (larger home extension scheme) – single storey rear flat-roofed extension with rear projection of 4 metres with eaves height of 2.85 metres and maximum height of 3.68 metres.

Resolved: to Support (*prop Cllr Crossley, sec Cllr Blackman – unanimous*)

PR/10/22 Planning concerns at North Street

At the last Full Council meeting safety issues were raised. To agree to report the issues to Wiltshire Council Planning for enforcement action.

It was noted that when part of the Old Coach works was taken down, its side wall was left standing whilst this is not part of the neighbouring property which does not have a boundary fence of its own, it was left up to act as a boundary between the two properties.

After discussion it was agreed that Cllr Edge would speak to Mr Naish before the matter was referred to Wiltshire Council as a Health & Safety issue.

PR/11/22 R2 Financed projects

Approved

- Wishford Road Play Area
- Wildflower sign in Castle Meadow (because it is site specific)
- Castle Meadow car park re-surfacing but this will be subject to a tender process.

Still to be decided

- Cricket Wicket - The Cricket Club is still not sure what exactly is needed. The meeting agreed that quotes for covers for the wicket be sought.
- Jetty in Castle Meadow - The Clerk said that there had been no further quotes for this at all. Cllr Edge told the meeting that repairs to the jetty would be permissible but replacement of the whole thing would require a licence from the Environment Agency which could be difficult in view of the area's SSSI status.
It was agreed to seek quotes from other sources.
- Fencing in Castle Meadow – it was unclear if this had been confirmed.

Currently in discussion regarding the noticeboards.

The Clerk told the meeting that Wiltshire Council has proposed that it transfers all funds for approved projects to the Town Council. It was agreed that the Council accept this proposal provided it relates only to that amount of money currently available and not any future R2 money made available. (*prop Cllr Edge, sec Cllr Taylor – unanimous*)

PR/12/22 Approved Contractor list

Cllr Kinsey had circulated a revised form. It was agreed to add 'number of years trading' to the form. It was agreed to present the revised form to Full Council for approval.

To consider recent applications made for organisations to be on the approved contractor list.

The Clerk told the meeting that there had been two applications. One from the Handyman that the Council had been using and the second from the Men's Shed. Once the form had been approved by Full Council it would be sent for completion by these applicants.

PR/13/22 Access to WTC CCTV

The Clerk reported that there had been no recent requests for access. However, there were requests to establish historic access to the data. The contractor had said that this process would take a lot of time. She said that if the Council deemed this important enough to allocate additional hours of work for this process, then she would comply with the Council's wishes. After discussion, it was proposed that in the light of advice received, this would not be worth doing. *(prop Cllr Blackman, sec Cllr Kinsey – nem con)*

It was noted that it is only possible to view the CCTV data on the Council's own equipment which can only be accessed by the Clerk and Assistant Clerk. It is not possible to view with any mobile device.

PR/14/22 Managing the Council's money

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

Resolved: to approve *(prop Cllr Edge, sec Cllr Crossley – nem con)*

PR/15/22 Transfer of the Public Toilets

Wiltshire Council asked Wilton Town Council to complete the transfer that was started several years ago. The Clerk has contacted the Council's solicitor for a report regarding the previous contact regarding this but they cannot find any records relating to this. The transfer document and map have been circulated to Cllrs with this agenda. To confirm the next steps regarding the transfer. To agree a recommendation to full council regarding the transfer.

After discussion it was agreed to resend the documents to Bonallack & Bishop and instruct them proceed with the process.

(prop Cllr Kinsey, sec Cllr Blackman – all in favour)

PR/16/22 Public Participation at meetings

Currently meetings are held in the Council Chamber and streamed using Zoom but this needs additional equipment to set it up correctly.

- (i) To confirm that a Policy for Zoom attendance is required. The Clerk told the meeting that there was a protocol for remote meetings which was published by the government in May 2020. Councillors can attend remotely but this does not count towards their record of attendance unless their apology is accepted.
- (ii) To consider various options for purchasing equipment to use Zoom more effectively. The system being trialled at this meeting needed to be purchased separately but was better value for money than another system. Clerk will find out how well it performed for those attending remotely. It was agreed that if this response is positive then it should be put to Full Council that the equipment is bought.

PR/17/22 Wilton Newsletter

- (i) To confirm who will provide the material for the Newsletter
Several topics were mooted and it was agreed to ask Hugh Abel to take on the role of editor.
- (ii) Cllr Edge agreed to explore delivery possibilities and it was also agreed to circulate by publishing it on the website.

PR/18/22 Action Update of the Minutes of 14th December 2021

PR/59/21 Membership of the ICCM has been approved but as membership runs from April to April the application forms are yet to be completed.

PR/67/21 A meeting regarding plans for the Platinum Jubilee is being held on 16th February
All other actions appear as agenda items.

It was noted that the Platinum Jubilee meeting was facilitated by the Town Council but the event would be run by the community under the Steering Group (hopefully formed at the meeting on the 16th February). This was not a committee or sub committee of the Town Council.

PR/19/22 Cemetery Records and Storage

To confirm the purchase of a fire-resistant filing cabinet to be located in the office.

It was agreed that a fire proof lockable cabinet be purchased. Several options were available starting at £900 for a small basic cabinet but a four drawer cabinet would be more beneficial. The Clerk will liaise with Cllr Crossley about the purchase.

PR/20/22 Council Office and Equipment

To review the computer equipment used by staff.

It was suggested that two new 23" screens be purchased for use in the office together with a new laptop computer. The estimated cost for this was £560.

It was agreed to authorise the purchase of this equipment. (*prop Cllr Moore, sec Cllr Taylor – all in favour*)

PR/21/22 Council Records

To consider a professional scanning service to scan Minutes.

It was agreed to ask the Clerk to explore options and costs.

PR/22/22 Council Chamber

Currently the framed picture of Normandy Peasants by May Lancaster Lewis (valued at £3,000) is sited in front of a window. To enable contractors to see the window when quoting for new windows it needs to be moved. It was agreed to move the painting and place it in the Mayor's Parlour. (*prop Cllr Kinsey, sec Cllr Taylor – all in favour*)

PR/23/22 Correspondence received

- The Clerk reported on recent correspondence with a market trader about an incident concerning parking in the Market Square. The Clerk was asked to keep the Council informed.
- Wilton Link now have information with a local phone number rather than a Devizes one.
- Correspondence asking about the Town's facilities.

Resolved to note

PR/24/22 Date of next meeting

The date of the next meeting was confirmed as Tuesday 19th April 2022 at 7.00pm in the Council Chamber

PR/25/22 To close the meeting

There being no further business the Chairman closed the meeting at 9.10 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.