

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

on TUESDAY 7<sup>TH</sup> JUNE 2022 at 7.00pm

**Present** Cllr Andy Kinsey *Mayor of Wilton*  
Cllr Alex Boyd  
Cllr Julia Hawkins  
Cllr Gail Moore  
Cllr Teresa Taylor

**In Attendance** Mrs C Churchill, *Town Clerk* and  
Mrs B Cornish *Locum Minute Secretary*.

**Also Present,** John Cutland, Keith Crocket, John Harris, Richard Hayes, Susan Robinson, Steve Taylor

**via ZOOM;** Maria La Femina, Mark Bastick,

*Cllr Kinsey, Mayor of Wilton, in the chair to open the meeting*

**93/22 Apologies**

(a) Apologies with reasons were received from Cllrs Crossley, Blackman and Tonkin.

**Resolved:** Accept the Apologies **Proposed:** Cllr Taylor **Seconded:** Cllr Moore

(b) The Council noted the resignations of Peter Edge, Jemma Lester and Phil Matthews, that Wiltshire Council had been notified and that the vacancies were being advertised.

**94/22 Minutes**

(i) **To approve the Minutes of the Annual Meeting held on 3<sup>rd</sup> May 2022.**

**Resolved:** Approve the Minutes **Proposed:** Cllr Boyd **Seconded:** Cllr Moore

(ii) **To approve the Minutes of the Extraordinary Meeting held on 10<sup>th</sup> May 2022.**

**Resolved:** Approve the Minutes **Proposed:** Cllr Moore **Seconded:** Cllr Boyd

**7.02pm**

**95/22 Standing Orders were suspended**

**Community Engagement**

- Mr Cutland asked whether:
  - (i) Those councillors who had resigned were going to be thanked for their service;
  - (ii) Former Cllr Edge would continue to maintain the fountain in a voluntary capacity or would the Council take on the maintenance itself; and
  - (iii) The barley and oilseed rape grown on the highway and pedestrian refuge outside Saddlers Mead could be removed before it blocks the drains.
- Mr Crocket thanked the Town Clerk for her response to his letter about the blooms for the Jubilee which he thought looked excellent. He also asked whether anything was going to be done about the poor state of the Old Coachworks site which he had raised at a previous meeting. He made a further statement advising that he had been pleased to hear about one of the recent resignations, referencing the past behaviour of a former councillor and citing several examples. He implored the Council not to have them back as a member of the Council again.
- Mr Taylor expressed his concerns about the size of the parking spaces in the Market Square and generally in Wilton which were not fit for the size of modern vehicles. He said he did not have a solution but did provide an example of what the local golf club did, which was to sacrifice some parking spaces and provide an overflow car park, which he said he knew was not possible.

- Maria La Femina raised the matter of the promotion of more wildflowers at the Wilton Park & Ride which, with a different cutting and maintenance regime, could be amazing for flora and fauna due to the perfect conditions prevailing at the site. Following advice received from Unitary Cllr Pauline Church who had referred her to the 'Wild About Wiltshire' initiative, she asked whether the Town Council could write to Wiltshire Council with the aim of taking her idea forward as there were no current sites in the Salisbury and southern Wiltshire areas. She said this would involve no cost for the Town Council as this would be done in voluntary capacity and she had received support for the idea from Seeds of Success. The initiative could also involve the Wilton wildlife group.
- Mrs Hawkins responded to the earlier comment about the parking in the Market Square. She said that the ability to park was not helped by large transit vans being parked all day adjacent to properties which were having work done. She asked if the Parking Monitor could be encouraged to enforce the 2 hour parking rule and to ensure that vehicles park correctly and do not take up 2 parking spaces.
- Cllr Taylor commented on the recent Facebook posts regarding the Wilton Carnival and their proposed grant to the RDA. She said that Wilton Carnival should be reserving some monies for future years and not giving all the monies raised to one organisation.
- Cllr Moore said that she was supportive of wildflowers but the grass on the roundabout as you enter Wilton was very high. She said she had some suggestions from her recent visit to Yorkshire and was happy to share them.

### **Community Engagement Response**

Cllr Kinsey responded to the questions and comments made as follows:

- The Council will be responding to the resignations received from councillors thanking them for their service.
- Wiltshire Highways would be asked to remove the barley and oilseed rape from the highway near Saddlers Mead.
- The flower boxes were planted up by a member of the public who lives near the office and who very kindly offered when it was discovered that they were not going to be planted up. She was assisted in the planting up the hanging baskets by another member of the public. It was agreed that a letter of thanks be sent to them.
- The Council will write to Naish Felts about the poor state of the Old Coachworks site and to ask them about the plans they have for the site.
- Councillors were here to work together with members of the public and to serve the community so he hoped that there would not be a recurrence of previous issues.
- The matter of car parking will be added to the agenda for consideration at the next meeting of the Policy and Resources Committee. The Town Clerk advised that the Parking Monitor had been contacted already to make more visits.
- The matter of the Park and Ride and Wild About Wiltshire will be added to the agenda for consideration at the next meeting of the Policy and Resources Committee.
- Wilton Carnival was encouraged to keep some monies in reserve for future years so that it could become self-sufficient and not reliant on grants from other organisations to fund the event.
- The matter of the roundabout planting will be added to the agenda for consideration at the next meeting of the Policy and Resources Committee.
- The Council would seek confirmation from Mr Peter Edge that he was happy to continue maintaining the fountain, following Cllr Moore's comment that at a previous meeting Mr Edge had said that he was happy to do it when no longer a member of the Council.

### **Report from the Unitary Councillor for Wilton.**

Cllr Pauline Church had sent her apologies for the meeting.

**7.17pm**

**96/22 Standing Orders were reinstated.**

### **97/22 Co-option of Councillor**

The Council considered the verbal application from Mrs Julia Hawkins and, when co-opted, she signed her declaration of acceptance of office. Cllr Kinsey welcomed her to the Council.

**Resolved:** Co-opt Mrs Hawkins to the Council **Proposed:** Cllr Taylor **Seconded:** Cllr Boyd  
Cllr Hawkins stated that having only just been co-opted onto the Council she would not participate in any voting at this meeting.

### **98/22 Declarations of Interest**

(a) Cllrs Boyd and Moore declared personal and non-pecuniary interests in relation to items on the agenda relating to Wilton Carnival.  
Cllr Boyd declared a personal and non-pecuniary interest in relation to items on the agenda relating to Wilton Jubilations.

(b) Dispensation requests – none had been received.

### **99/22 Exclusion of the Press and Public.**

No exclusion was requested.

### **100/22 Mayor's report**

Cllr Kinsey gave a brief report on the events and engagements he had attended as the Mayor of Wilton:

- Royal Wootton Bassett Mayor Making
- Salisbury Mayor Making
- Chippenham Mayor Making
- Wilton Brownie Fete and Bake Off
- Senior Persons Lunch as part of the Jubilee celebrations
- Wilton Scouts beacon lighting with Bear Grylls
- Tree planning in the Play Area
- Gave out medals in the Community Centre
- Thanksgiving Church Service

As this was Volunteer Week, Cllr Kinsey said he would like to thank all of the volunteers in the town without whom nothing would happen in the town. He was particularly thinking of the litter pickers, the Carnival and Wilton Jubilations volunteers, the U3A, the scouts and guides.

### **101/22 Minutes**

**To receive and ratify the Minutes of the:**

**Environment and Amenities Committee held on 17<sup>th</sup> May 2022**

**Resolved** Ratify the Minutes **Proposed** Cllr Taylor **Seconded** Cllr Moore. All in favour.

The following items were noted;

- |                |  |
|----------------|--|
| EA/52/22 (i)   | Purchase of green fencing at Castle Meadow wildflower area.                                |
| EA/52/22 (ii)  | Approval of Wildflower sign at Castle Meadow   |
| EA/52/22(v)    | Purchase of 5 new information boards   |
| EA/52/22(vi)   | Purchase of new signage for WTC facilities   |
| EA/52/22(viii) | Repair of the cricket wicket at Castle Meadow.   |
| EA/52/22(x)    | Purchase of three new benches  |
| EA/53/22       | Priorities for use of future S106 sports provision funds.                                  |
| EA/55/22       | Confirmation for the Solicitor to proceed with the transfer for the Public Toilets.        |
| EA/56/22       | To store the demountables in the container with all the other flood equipment.             |
| EA/57/22 (iv)  | To complete a memorial safety check at the Shaftesbury Rd cemetery.                        |
| EA/56/22(vi)   | Confirm that Mr P Matthews will continue to represent Wilton TC at burials and interments. |
| EA/58/22       | The Christmas Lights will be switched on, on Friday 2 <sup>nd</sup> December.              |

EA/59/22(i)	An increase in the annual rent for Wishford Road play area was agreed.
EA/60/22(i)	The purchase order for replacing the arched windows upstairs has been placed.
EA/60/22(iii)	The bench on the Mayoral Dias will be levelled so it is user friendly.
EA/60/22(vi)	Some of the Council Office locks will be changed.
EA/61/22	To keep the tennis courts free of charge (and monitor) for the time being.
EA/62/22	Regular users may store items in the container at their own risk.

### **102/22 Report of the Jubilations events from the Jubilations Sub Committee.**

Cllr Boyd gave a short verbal report on the recent events held for the Platinum Jubilee. She said the Committee would like to thank everyone who volunteered and everyone who participated in the events, including the Mayor and Mayoress. She said the accounts will be passed to the Town Clerk.

Cllr Kinsey offered a vote of thanks to Mr Gary Nunn for all he did to make the Platinum Jubilee events a great success.

### **103/22 Planning**

The Council noted that the following application had been withdrawn by the applicant.

PL/2022/03636. Wilton Place Care Home, Buckeridge Road. Installation of 4 x single sided post signs, 3 x individual letters and 2 x flags.

### **104/22 Wilton HELP! CIC**

The Council confirmed that Wilton TC will write to Companies House to object to the proposed strike off the register due to the continued non answer of a request regarding a grant awarded to the organisation.

**Proposed** Cllr Boyd **Seconded** Cllr Kinsey. All in favour.

### **105/22 SSEN Resilience Grant application**

The Council confirmed that the grant application had been submitted to SSEN prior to the deadline of 1st June.

### **106/22 Accounts for the year ending 31st March 2022.**

In accordance with the Local Audit and Accountability Act 2012 and the Accounts and Audit Regulations 2015 and the Practitioners Guide 2021, Wilton Town Council must approve the Annual Governance and Accountability Return for the year ending 31st March 2022, by 30th June 2022.

#### **(i) Year end accounts**

To approve the year end accounts

**Resolved** Approve the year end accounts **Proposed** Cllr Boyd **Seconded** Cllr Moore.

#### **(ii) Internal Audit report for 2021/22.**

The Internal Audit has been completed.

To note the report including all conclusions and recommendations.

**Resolved** Approve the Internal Audit Report **Proposed** Cllr Taylor **Seconded** Cllr Boyd.

#### **(iii) Internal Auditor's Statement on the Annual Governance and Return (AGAR)**

To note the Internal Audit Report statement on the AGAR.

**Resolved** Note the Internal Audit Report on the AGAR **Proposed** Cllr Moore **Seconded** Cllr Taylor.

#### **(iv) Annual Governance Statement**

To complete each assertion on the Annual Governance Statement

**Resolved** Approve the Annual Governance Statement (following each statement being read out)

**Proposed** Cllr Boyd **Seconded** Cllr Moore.

Cllr Kinsey signed the Annual Governance Statement.

**(v) Accounting Statements**

**To approve the Accounting Statement**

**Resolved** Approve the Accounting Statements **Proposed** Cllr Taylor **Seconded** Cllr Moore.  
Cllr Kinsey signed the Accounting Statements.

**(vi) Explanation of Variances**

**To agree the Explanation of Variances**

**Resolved** Agree the Explanation of Variances **Proposed** Cllr Moore **Seconded** Cllr Boyd.

**(vii) Public notice of electors rights.**

**To confirm the period for the electors rights**

**Resolved** Agree the Period for Electors Rights **Proposed** Cllr Kinsey **Seconded** Cllr Boyd.  
The dates are Monday 20<sup>th</sup> June to Friday 29<sup>th</sup> July inc. By appointment only.

**107/22 Managing the Council's Money**

- (i) The bank reconciliation dated 30<sup>th</sup> April 2022 was noted.
- (ii) The current budget / actual spend was noted.
- (iii) The payments as per payment schedule were confirmed as £7,422.45 including an invoice received on the day of the meeting for the Internal Audit for the sum of £553:  
**Proposed** Cllr Kinsey **Seconded** Cllr Moore. All in favour.
- (iv) The opening of a new bank account with a debit card, and that the second card has now been received was noted.
- (v) Contested election and issuing of poll cards.  
The Council noted that an election had been requested for the three vacancies, this would be held on Thursday 14<sup>th</sup> July 2022.  
Following consideration of the costs of £268 for the issuing of Poll Cards and £1300 for Royal Mail postage  
**Resolved** Agree to the sending of Poll Cards **Proposed** Cllr Taylor **Seconded** Cllr Moore.  
It was also noted that the cost of the Election if it were to go ahead would be £10,667.01.

**108/22 To receive verbal reports from the Town Council's representative to;**

- (i) Wiltshire Association of Local Councils has not met.
- (ii) South West Wiltshire Area Board – next meeting 29<sup>th</sup> June.
- (iii) SWW Local Highways & Footway Improvement Groups (LHFIG) (previously Community Area. Transport Group) - Next meeting 8<sup>th</sup> June.
- (iv) South Wiltshire Operational Flood Working Group – next meeting 22<sup>nd</sup> June.
- (v) Wilton Community Centre – No report.
- (vi) Neighbourhood Plan – The Mayor will have a stall at the Carnival to seek volunteers for the neighbourhood plan assisted by the Town Clerk and other councillors.
- (vii) Wilton Community Carnival – Cllr Moore said that plans was progressing well. She confirmed that she would look at the accounts and report back to the Council.
- (viii) Wilton Community Land Trust has not met – Cllr Boyd suggested that the Council should ask Cllr Crossley about the current status of the Land Trust.
- (ix) Wilton C of E Primary School – Cllr Boyd reported that the school held a fabulous Jubilee Tea Party and the Year 6s were preparing to go to secondary school.
- (x) Trustees of the Michael Herbert Hall have not met.
- (xi) Wilton United Charities – Trustees meeting on Thursday 9<sup>th</sup> June.

**109/22 Action Update from the Minutes dated 3<sup>rd</sup> May 2022.**

The Council noted the following actions and the Town Clerk's Report:

83/22 Planning responses were submitted.

- 84/22(iii) Transfer to Ear Marked Reserves was completed at the meeting on 10<sup>th</sup> May 2022.  
84/22 (v) The second payment card has been received.  
84/22 (vi) Please see agenda item 104/22.

**110/22 Town Clerk's Report** – circulated to Cllrs

**Town Clerk's report**

Attended a meeting at Trowbridge organized by WC with the Mayor.

- New rules for Area Board grants.
- Wiltshire Towns programme – high streets including ideas for empty shops.
- Asset transfers – revised WC Policy to go to Cabinet in July 2022.
- Presentations on Devizes community, climate change and asset transfer experience.
- General WC information including the energy rebate (£13 million issued already), staffing at WC (4500 members of staff), Ukraine families update
- Visited the Veterans Van and felt this would be appropriate at Wilton Market, it is unlikely it would be available for any of the events planned this summer.
- Wiltshire and Swindon Local History Centre would like to visit Wilton and look at historical items held at the Chamber.
- Registered an interest in service devolution for the Sheep Fair Field.

Also attended (with Assistant Clerk) the SLCC branch meeting, presentation on process for national events.

**Office**

Meeting with window company and Cllr Kinsey took place, and the order confirmed.

Fire resistant safe has arrived and in use.

New display screens have arrived, slight issue with connection to existing desktops.

New laptop (Assistant Clerk) was collected but deemed faulty so returned.

Offer from IT support offering to take on Cllr emails and hosting the website, requested costs but nothing received yet. Currently the website and emails are hosted by a company in Devon.

**Christmas Lights**

The lighting event will be on 2nd December, as agreed at E&A Committee.

Following information from the insurance company this event will need to be organized under either a committee or sub committee of WTC rather than an independent steering group.

**Flood matters**

The Flood Plan requires updating.

Still trying to locate the agreement regarding the deployment of the barriers, the Clerk at the time confirmed it was kept as a hard copy. Also asked the EA if they have a copy.

**Pavilion / Castle Meadow**

Regular bookings continue.

**Grounds maintenance**

The monthly meetings with the contractor and clerk are continuing.

**Cemetery**

Interments and burials continue with Mr Matthews representing the Council.

A notice has been put up informing visitors of a memorial safety check will be undertaken by the end of July. A date for this needs to be arranged.

**Flag flying**

The Ukraine flag is still being flown except on 10th May when the Wilton flag was flown (Mayor Making) and 2-6th June when the Union flag was flown for the Jubilee.

**Mayor Making**

The process will be reviewed at P&R in June.

**Speed Indicator Device**

No change

**Public Toilets**

No complaints received.

### **Minster Street cycle path**

No further update.

### **Meetings**

WTC P&R Committee to be held 21st 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.

### **Correspondence**

Informed that the Jubilations committee were unable to plant the market square planters, spoke to Mrs Lord and she kindly agreed to get them done.

Request for the hanging baskets to be done for the Jubilee. The Jubilations Committee offered a number of plants left over from their planting.

Received the second bank debit card.

Bill from Good Energy, crediting payments made and then issuing invoices for the same dates. Requires considerable time sorting it out – the bill totals about 100 pages. Work on this has started!

Request for a recording of the meeting held 3rd May.

Information re the election – circulated.

WC Briefing note re Area Boards

Request for a recording of the meeting held on 9th May – there was no meeting so this is not possible.

### **111/22 Date of next meeting**

Cllr Kinsey confirmed the date of the next meeting of Wilton Town Council as Tuesday 5th July 2022 at 7pm in the Council Chamber.

### **112/22 To close the meeting.**

There being no further business the Mayor closed the meeting at 7.55 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.