

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

on TUESDAY 5TH JULY 2022 at 7.00pm

Present Cllr Andy Kinsey *Mayor of Wilton*
Cllr Alan Crossley *Deputy Mayor of Wilton*
Cllr Charlotte Blackman
Cllr Alex Boyd
Cllr Julia Hawkins
Cllr Teresa Taylor

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

Also Present, Unitary Cllr Pauline Church
Jason Barnes, Adrian Boyd, Tim Croall, Yvonne Crossley, Richard Ellis, Clare Forbes, Jason Forbes, Geoff Greenland, John Harris, Richard Hayes, Maria La Femina, John Page, Steve Taylor

via ZOOM; Rachel Ashton-Brown

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

113/22 Apologies

(a) Apologies with reasons were received from Cllrs Moore.
Resolved: Approve the Apologies **Proposed:** Cllr Blackman **Seconded:** Cllr Taylor All in favour

114/22 Minutes

(i) **To approve the Minutes of the Annual Meeting held on 7th June 2022.**
Resolved: Approve the Minutes with the amendment that Cllr Hawkins said that she did not vote on anything on the Agenda which she had not been party to prior to being co-opted.
Proposed: Cllr Taylor **Seconded:** Cllr Boyd All in favour

7.02pm

115/22 Standing Orders were suspended

Community Engagement

- Geoff Greenland asked what was holding up the progress of the installation of the Speed Indicator Device in The Avenue. He thanked the Council for purchasing the device over a year ago and offered his help in enabling it to be installed.
- Jason Barnes said that he wanted to make an observation and express his disappointment that the letter with 10 signatures requesting an election included those from the former mayor and deputy mayor which potentially could have led to considerable expenditure by the Council. He said he wished the new team well and that the Council will form a cohesive team.
- Cllr Hawkins said she wished the co-operation between Wilton Town Council and Wiltshire Council to be recorded as it led to prompt action from David Button of Wiltshire Highways in resolving the issue of the accident caused by the dropped kerb last week. The issue was acted on within an hour.
- Cllr Taylor said that she had two matters she wished to raise. The first was about the litter discovered in the churchyard at 6 am this morning. She said she knew the Council's contractor was off sick but she said she would have hoped that their colleagues would have seen it and removed it when they were in the churchyard later that day. The second matter she wished to raise was of her thanks to everyone who attended the opening of the Wishford Road play area which was a success and greatly enjoyed by the children.

Community Engagement Response

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

- On the matter of the Speed Indicator Device (SID), the Town Clerk said she was meeting a contractor to obtain a second quote for installing the NAL sockets the following day but she could not give an estimated installation time.
- CLlr Kinsey thanked the resident for offering to help but said that the installation of the SID could only now be done by trained and qualified staff.
- CLlr Kinsey accepted an interruption from Unitary CLlr Church who advised that Wiltshire Council had commissioned Atkins, its contractor, to carry out a speed limit assessment on The Avenue coming into Wilton and to install Gateway Signs on The Avenue at the entrance to the town which will hopefully reduce the speed of traffic along that road.
- CLlr Kinsey said he was happy to write a personal letter to David Button, the local highways engineer, to thank him for his prompt action on the issue with the dropped kerb.
- With regard to the litter in the churchyard, the Town Clerk said that she had a meeting with the contractor on 6th July 2022 and would raise the matter with them then. CLlr Kinsey asked Councillors that if anything of a similar nature occurred again that they contact the Town Clerk without delay.
- CLlr Kinsey said he had been very much enjoyed the opening of the Wishford Road play area.

Report from the Unitary Councillor for Wilton.

CLlr Pauline Church gave a report as follows:

- She said she would like to congratulate CLlr Julia Hawkins on her co-option last month and congratulate Tim Croall, Claire Forbes and Richard Hayes on their uncontested election and she looks forward to their joining what will be a renewed Town Council.
- The A36 toucan crossing was now installed but the lights were not yet operational. They are awaiting being signed off by National Highways as they would be taking on their maintenance. Redrow have a meeting with National Highways on Wednesday 6th July 2022.
- Wilton Hill – now that Redrow have received planning approval for the Millennium Gateway, they can now be reconfigured which will enable the opening of Buckeridge Road onto The Avenue. Redrow will also be re-marking the filter lane on The Avenue as part of the section 278 highways works.
- Naish Felts – there had been no progress on the planning application for the site. She still maintains that this is an overdeveloped proposition for the site and her call-in request for the application to the Southern Area Planning Committee still stands.
- Flood Group – the group met in June and the current task is to establish a list of current issues and to bring the Flood Plan up to date as it was out of date by 2-3 years.
- Cabinet Proposals – The next Cabinet meeting will be proposing to increase the funding for road markings and lining by £200k annually over the next 3 years to address the backlog and to make a difference to the appearance and safety on the road network. Highways improvements will include an increase to gully emptying, which will increase by £330k per year and will include the purchase of another gully emptying machine and traffic management to support it. The purchase of a fourth machine will enable the frequency of gully emptying to be increased. There will also be £150k for litter collection and this will include monitoring cameras and an awareness campaign.
- Energy Rebate on Council Tax for properties from Band A-D – Letters have been sent to 133,000 households and 42,000 on direct debit have been repaid. Those not on direct debit have been asked to submit their details.
- A36 – She walked the A36 between Park Wall Junction and Kingsway during the previous week and pointed out a number of issues which were reported to Wiltshire Council highways officers and these will be addressed throughout July.
- Waste Collection – Wiltshire Council services were still being disrupted because of staff shortages at the contractor, Hills. She advised residents to leave out their bins if they were not collected on the scheduled day and report it on the Wiltshire Council online form.
- Electric Bike and Car Scheme – Wiltshire Council was surveying Wilton, Quidhampton and Salisbury residents and local organisations about an electric bike and car hire scheme/club. There was a survey

link available via her Councillor Facebook account which she would encourage to complete and this will be open until 15th July.

Taking questions from the meeting:

Jason Barnes asked whether there was to be a safe cycle lane between Wilton and Salisbury, otherwise they will be taking their lives in their hands by riding on the A36. He also asked if there was a timescale for with the installation of the line markings will be completed.

Cllr Church said that she did not know the timescale for the road markings and she also took the point about the safety concerns regarding the A36. She said that the official cycle route will go from St Peter's Place, down to Wilton Hill, across the A36, down to Park Wall Junction and to Quidhampton but the section between Park Wall Junction and Quidhampton would have to be built.

Mr Taylor raised the issue of drainage work being done on the Wishford Road as far as the play area. He gave a detailed explanation about the blocking of part of the drainage ditch behind the bungalows and adjacent to the Wilton Riding School which needed to be dug out.

- On the matter of the ditch along Wishford Road, Cllr Kinsey said that this was a riparian ditch and was the responsibility of the landowners to clear it out. The Town Clerk advised that it was not as straightforward as just clearing out the ditch. Cllr Kinsey said this matter would remain with the Flood Group.

7.26pm

116/22 Standing Orders were reinstated.

117/22 Declarations of Interest

- (a) Cllr Boyd declared personal and non-pecuniary interests in relation to items on the agenda relating to Wilton Carnival.
- (b) Dispensation requests – none had been received.

118/22 Exclusion of the Press and Public.

No exclusion was requested.

119/22 Mayor's report

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

- Attended the Malmesbury Civic Service
- Spent the day at Wilton Carnival. Everyone was saying how good it was.
- Attended the Trowbridge Civic Service
- Attended the opening of Wishford Road play area.
- He also thanked Cllr Crossley for attending a Civic Service at Wareham on his behalf.

120/22 Declaration of Vacancy

The Local Government Act 1972 states that if a member of a local authority fails throughout a period of six consecutive months from the date of his last attendance to attend any meeting of the authority, he shall, unless the failure was due to some reason approved by the authority before the expiry of that period, cease to be a member of the authority.

To declare the automatic vacancy of a seat following a Councillor's non-attendance since 4th January 2022. The reasons for the absence were not approved by the Council.

Resolved To declare the automatic vacancy of a seat

Proposed Cllr Hawkins **Seconded** Cllr Blackman All in favour.

121/22 Minutes

To receive and ratify the Minutes of the:

Policy and Resources Committee held on 21st June 2022

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

To note the following items:

- PR/51/22 The grass area on the Park and Ride car park approach to be listed under the Wild about Wiltshire scheme.
- PR/52/22(ii) The Avenue roundabout to consider options available.
- PR/53/22 To encourage residents to complete the electric car and e bike survey.

Recommendations to Full Council for approval.

- PR/54/22(i) Mayor making procedure reviewed, no changes required. Review annually.
Risk Management Policy reviewed and amendments made.
Cemetery Policy reviewed and minor amendments made.
- PR/54/22(ii) General Reserves Policy
Investment Strategy Policy
Mayoral Allowance Policy
Use of Council debit card Policy.
Online banking payment Policy.
Co-option Policy
Public Participation at Meetings Policy
Streaming Meetings Policy.
Email Policy.
Social Media Policy.

Resolved Recommendations be approved by Full Council

Proposed Cllr Hawkins **Seconded** Cllr Taylor. All in favour.

122/22 Planning

(i) **PI/2022/04242. Mulberry House, 28 South Street, Wilton**

Alteration to footprint of approved garden room under PL/2021/04594.

Resolved No objection, subject to a condition that the new garden room should not be let or sold as a separate entity

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

(ii) **PL/2022/04654. 23 West Street, Wilton.**

Cypress sp. (T1) - trim sides to improve shape and reduce height by approx. 1.5 metres.

Resolved To fully support

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

123/22 To receive an update on the Transfer of the Public Toilets

This is now in the hands of Weller Hedleys, a firm based in Surrey that specialise in local councils. The quote for the work was the same as the approved local solicitor. The timescale is around 8-10 weeks.

124/22 To receive an update on the Men's Shed Licence.

The Town Clerk advised that this was an interesting matter but there was still a lot to uncover. Legal advice was being taken and it will be discussed at the next P&R Committee.

The current Chair of the Men's Shed suggested it be ripped up and the Council starts again.

125/22 Wilton TC newsletter

At the recent P&R Committee meeting it was agreed to publish a quarterly newsletter available online and available to collect from various locations within the town.

- (i) Councillors to provide material for the newsletter.
- (ii) To agree a date for publication of this newsletter.
- (iii) To confirm the lead Cllr for the Wilton Town Council Newsletter

Following a discussion, it was agreed that the compiling, content and frequency of the Newsletter should await the new Councillors joining the Council on 18th July to establish whether any of them would step forward to take it on. It was also agreed that a new newsletter should not be issued until the new vacancy had been filled.

126/22 Managing the Council's Money

- (i) The bank reconciliation was noted as outstanding.
- (ii) The current budget / actual spend was noted as outstanding.
- (iii) To confirm payments as per attached payment schedule and to include an additional invoice for the deposit for the office windows of £5833.20
Proposed Cllr Crossley **Seconded** Cllr Taylor. All in favour.
- (iv) A Request for further information from Wilton HELP! CIC with nothing yet being received was noted. Mr Milton has resigned as a Director, leaving one Director. A letter has been sent to the remaining Director reminding them of the outstanding information.

127/22 To receive verbal reports from the Town Council's representative to;

- (i) Wiltshire Association of Local Councils – No meeting held.

7.40 pm

Standing Orders suspended

Cllr Kinsey suspended standing orders to allow Unitary Cllr Church to give a brief report

- (ii) South West Wiltshire Area Board – A meeting was held. Cllr Church said that the Police & Crime Commissioner had attended the meeting and good reports had been provided by Wiltshire Police and Dorset & Wiltshire & Dorset Fire & Rescue Service and a well-received presentation from Entrain Space about the Veteran's accommodation in Wilton. She also said that Area Board was the highest profile meeting which the Town Council has the ability to get involved in and also where a lot of information was shared. She encouraged a representative from Wilton to attend as there were only four meetings annually.

7.42 pm

Standing Orders were reinstated

- (iii) SWW Local Highways & Footway Improvement Groups (LHFIG) (previously Community Area Transport Group) – Cllr Hawkins gave a detailed report of a meeting she attended with the Clerk on 8th June as follows:
 - Four meetings would be each year with the first meeting in May/June to would deal with the allocation of funds and future meetings would deal with progress reports plus any projects proposed for following year.
 - The budget was set at £34,582 but as at 8th June but the Group had an unallocated sum of £49,337.25.
 - The meeting allocated all but around £1-2,000 of the monies available so any applications from Wilton will need to be submitted by 31st August. No grants will be awarded unless there is representation at the meeting from the applicants.

- David Button provided a highways update on his area advising that the 5 year rolling road resurfacing programme was full, grass cutting and gulley clearing and any issues must be reported on the MyWilts App.

(iv) South Wiltshire Operational Flood Working Group - Cllr Hawkins gave a detailed report of a meeting she attended with Cllr Crossley and she wasn't sure how positive a meeting it was. It was attended by towns and parishes affected by flooding and Wiltshire Council, Environment Agency and Wessex Water.

- The agencies reported that there had very few reports of flooding so far this year but stressed that due to change in the weather patterns the area was subject to flash flooding and plans needed be made accordingly for this. All reports should be submitted through the MyWilts App.
- The drainage engineer reported that they were looking at surveying drains around the county using CCTV.
- The EA was focused on a flood project in Salisbury. There were also a number of complaints from towns and parishes that they had not received responses from the EA for which the EA representative apologised.
- Wessex Water was spending time in Amesbury due to further infrastructure being put in place for another 2,000 houses.
- Wilton reported that it had submitted a grant to SSE for equipment.

7.47 pm

Standing Orders were suspended

Cllr Kinsey suspended standing orders to allow Unitary Cllr Church to speak.

Cllr Church said that she had fed back her frustration about the South Wiltshire Operational Flood Working Group meeting to the portfolio holder as she was not convinced about the effectiveness of the Flood Groups and that they had become a talking shop with no real action on matters raised and no issues being tracked or resolved. She also said that there had been under-representation from both Wiltshire Council and the Environment Agency at the meeting.

7.49 pm

Standing Orders were reinstated

(v) Wilton Community Centre – Cllr Blackman gave a brief report on the Centre and firstly proposed that a letter of thanks be sent to the Carnival Committee for such an excellent day.

She said that the centre had a newly painted wall.

The three batik hangings will be returned to their original location having been temporarily removed.

Room 3 would be having new blackout blinds due to the impact of the sun on fitness and other classes.

There was the issue of black bags being put by the noticeboard by somebody unrelated to the Community Centre. They are not sure how to solve the problem but if the bin is overweight, the centre gets charged for the additional weight.

New trustees had recently joined the team and she and Gary Nunn were stepping down in October. If anyone was interested, please could they contact her or Jason Barnes.

(vi) Neighbourhood Plan – Cllr Kinsey reported that at the Wilton Carnival event Mr Barnes came forward as a volunteer and he hoped that more volunteers would be found to help with the Neighbourhood Plan.

(vii) Wilton Community Carnival – Cllr Boyd gave a brief report on the Carnival. She said it was rather overwhelming. The committee had received so many comments about it being good and being

back to how it used to be many years ago. She had to await a report from the chairman as to the money made.

Cllr Blackman offered some feedback for the wash up meeting which was that there was great opportunity for another caterer and one which provided coffee as she felt that this was something attendees would pay for.

Cllr Hawkins recalled past discussions that the Carnival Committee should set aside monies for next year rather than expect to get grants from other bodies.

- (viii) Wilton Community Land Trust – No meeting held.
- (ix) Wilton C of E Primary School – Cllr Boyd gave a report which included the official opening of the new play area which was opened by the new Bishop of Salisbury. This had been part-funded by the parent teacher and friends association and was one of many projects it had helped to fund over many years. On 2nd July the school attended the Carnival and they won first prize. She also advised the Council about the school bus provided by the Salisbury Reds 603 service to save on fuel for parents and this was free for children but there was a charge for adults. This was available by emailing office@wilton.dsat.org.uk
- (x) Trustees of the Michael Herbert Hall – the next meeting is on 20th July.
- (xi) Wilton United Charities – Cllr Kinsey gave a brief report on the AGM at which Ivan Seviour was voted on as Chairman but Peter Gale had stepped down, although Mr Seviour was in discussions with others about joining the charity.

128/22 Action Update from the Minutes dated 7th June 2022.

The Council noted the following actions:

- 93/22 An election was requested. However, three nominations for three vacant seats meant all three candidates were elected without the need for an election. The three new candidates take their seats on 18th July.
- 101/22 The green fencing has been put up and looked a lot better. Thanks to Cllr Crossley, Tim Lashley, Maria La Femina and Susan Robinson.
- 104/22 A letter of objection was sent to Companies House re the application to strike off Wilton HELP! CIC. The objection has been accepted and strike off action deferred for 6 months.
- 106/22 The annual Audit paperwork has been submitted to PKF Littlejohn (appointed External Auditor)

129/22 Town Clerk's Report

The Council noted the Town Clerk's Report with further recommendation from her that Councillors should attend the Wiltshire Council Positive Conduct campaign webinar on 7th July at 5pm at which Jackie Weaver will be present

Attended a meeting organised by Cranborne Chase Area of Outstanding Natural Beauty (AONB) about external lighting the International Dark Skies Reserve (IDSR). This is one of only 17 in the World.

Attended the Local Highway and Footway Improvement Group (LHFIG) meeting and spoke to Highways re the Town Trail markers.

Met with Rev Wood and The Mayor.

Attended Wilton Carnival to try and gather interest to form a Steering Group for the Wilton Town Council Neighbourhood Plan. One volunteer.

The installation of the Wishford Road play area is complete.

Office: New display screens are not yet in use, thank you to Cllr Crossley for assistance re connectors but it is an issue with the graphics card.

New laptop (Assistant Clerk) back in the office following its return to the supplier.

Flood matters: The Flood Plan is being updated. 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

Environment Agency if they have a copy. The verbal report from the Environment Agency a few months ago stated the option of a wall in Crow Lane is no longer an option, this is following the objections to the bund in Castle Meadow. The funding for the wall has been reallocated.

Pavilion / Castle Meadow: Regular bookings continue. The booking form needs to be reviewed by the Environment & Amenities Committee.

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

Cemetery: Interments and burials continue with Mr Matthews representing Wilton Town 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 14th June when the Union flag was flown (end of the Falklands Conflict).

Speed Indicator Device: The utility checks for each location have been received, f/w to Cllr Crossley. The cost of installing the NAL sockets (4) and pole has been received from one contractor. Waiting for the other quote.

Public Toilets: No complaints received.

Minster Street cycle path: No further update.

Meetings:

Wilton Town Council Environment & Amenities Committee comm 19th July

South Wiltshire Operational Flood Working Group (SW OFWG) will meet on 24th August 2022

Local Highways & Footway Improvement Groups (LHFIG) (formally South West Wilts CATG) will meet on 31st August.

South West Wiltshire Area Board meet on 14th September 2022.

Correspondence:

Report that ashes were scattered in Old St Mary's, these were gathered up and re-scattered in the Garden of Remembrance. It is not known who scattered the ashes in Old St Mary's.

Complaint re access into Wilton due to works at The Guild.

Request for CCTV following car damage, advised of procedure and not heard back yet.

Another comment on Wilton Chat re another incident of damage in the car park but no contact made to Wilton Town Council.

Resident reported highway issue which was reported to WC and local depot informed – WC Highways visited the location straight away.

An odd message on the phone asking why is no one there but no contact details left.

130/22 Date of next meeting

Cllr Kinsey confirmed the date of the next meeting of Wilton Town Council as Tuesday 2nd August 2022 at 7pm in the Council Chamber.

131/22 To close the meeting

There being no further business the Mayor closed the meeting at 8.59 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.