

MINUTES of a MEETING of WILTON TOWN COUNCIL held in Wilton Council Chamber

on TUESDAY 2ND AUGUST 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 Tim Croall
Cllr Claire Forbes
Cllr Richard Hayes
Cllr Gail Moore
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, John Cutland, John Harris, John Page, Alexandra Kinsey, Steve Taylor

via ZOOM; Rachel Ashton-Brown, Maria La Femina, Paula Johnston, Susan Robinson

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

132/22 Apologies

- (a) No apologies were received.
- (b) The resignation of Julia Hawkins and that the vacancy was currently being advertised were noted.

Cllr Kinsey asked that his thanks to Mrs Hawkins be recorded for the work she did during the short time she was member of the Council.

133/22 Minutes

To approve the Minutes of the Ordinary Meeting held on 5th July 2022.

Resolved: Approve the Minutes with the amendment that the details recently received on the flood issues be added as an attachment to them.

Proposed: Cllr Blackman **Seconded:** Cllr Crossley *All in favour*

7.01pm

134/22 Standing Orders were suspended

Community Engagement

Mr Cutland raised two matters:

- The barley and oilseed rape growing on the highway and pedestrian refuge outside Saddlers Mead which he reported to the Council in June had not yet been removed and could block the gullies when the current period of hot weather was ended by torrential rain.
- Having spent over £1,000 to have a scrape on his car removed, could the Council advise whether there had been any progress on the widening of the car parking spaces in the Market Square.

Cllr Blackman said she would like to welcome warmly the new members to the Council. She said she was particularly pleased to see such a wealth of skills and expertise being brought to the table and looked forward to working with them.

Community Engagement Response

The Town Clerk advised that the removal of the barley and oilseed rape had been put on the list for the Sparkle team or Parish Steward visits and she would chase it up.

Cllr Kinsey advised that the matter of the widening of the Market Square car park would be put on the agenda for the P&R Committee for its meeting in September.

Report from the Unitary Councillor for Wilton.

Cllr Pauline Church gave a report as follows:

- She said she would like to welcome the new members of the Council and it was good to see such a great group of people representing Wilton.
- The A36 toucan crossing was now operational. It was her longest piece of casework which had taken 5 years to be actioned. Redrow would be carrying out a road safety audit on 9th August and once any issues were addressed, they would be able to place the crossing into maintenance which would ultimately become the responsibility of National Highways.
- Wilton Hill – Redrow has met with its contractor to book road space for the work to be done. This may mean that there will be partial closures of The Avenue and Oakley Road. Redrow will also do some outstanding work across the whole development including footways and cycleways which need tidying up.
- Naish Felts – there had been no progress on the planning application for the site, her call-in request was still valid and she will try to obtain an update on the planning officer on this.
- Flood Group – the group met in July and there is an ongoing task to establish a list of current issues and to bring the Flood Plan up to date. She has stepped down as Chair from that group due to work commitments but will remain an active member.
- A36 – The bus stop on the A36 but needs some repairs and the detritus has been removed from pavements all along the A36. The broken manhole cover at the Park Wall junction is scheduled for repair on the night of 16th August and sign on the Park & Ride roundabout will be straightened up in due course.
- Two New Planning issues - She wished to draw the Council's attention to 2 planning applications for the Wilton Hill site. One for Barchester Care Homes and a Deed of Variation for the Section 106 Agreement. Due to its complexity and the holiday period, she has requested an extension on the consultation period for the Section 106 Agreement and that all residents affected by the proposal are notified by letter. Wiltshire Council will incur additional cost for this but she said she had always wanted residents to be consulted on this.
- Cycling and Walking Scheme – Wiltshire Council was asking residents on cycling and walking schemes and she would encourage residents to submit their comments. The link was available via her Councillor Facebook account.
- A36 Low Bridge - She had written to National Highways and requested that they re-mark the white lines to help guide lorries and vehicles following another collision by a lorry with the low bridge on the A36. She had also asked they check whether the HGV warning signs were working and, better still, that they consider infrastructure changes to avoid these incidents happening again. This bridge was the ninth most hit bridge in the country.
- Salisbury Neighbourhood Plan – She encouraged residents to have their say on the Neighbourhood Plan which was currently under consultation or email their comments to the Chair, Cllr Annie Riddle. There was a risk of even more houses being built on the old quarry in Quidhampton and it was her view that Wilton cannot cope with any more houses being built so close to Salisbury.

Taking questions from the meeting:

- Jason Barnes thanked Cllr Church for all the work she had been doing and the work she was doing on the cycle way.
- Steve Taylor said that he did appreciate that it wasn't Wiltshire Council's responsibility but years ago Network Rail had replaced a nearby bridge over a weekend so he did not understand why they could not do the same for the low bridge on the A36.

7.11 pm

135/22 Standing Orders were reinstated.

136/22 Declarations of Interest

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

137/22 Exclusion of the Press and Public.

No exclusion was requested.

138/22 Mayor's report

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

- Attended the Chippenham Civic Service.
- On 20th August he was holding a fundraising soiree at Wilton House which would include various activities.
- Starting this week his team had set up a Summer Trail around the town answering a quiz which may bring in visitors and was something for families to complete over the summer holidays. These could be picked up for free at Spectrum and the hardware shop.

139/22 To receive a brief report of Environment and Amenities Committee

Councillors noted the following item:

EA/82/22 (i) The safety check for memorials will take place on the changed date of Tuesday 23rd August at 10am.

EA/86/22(vii) To permit a caravan in the Castle Meadow car park (subject to conditions) whilst work is undertaken by the Men's Shed.
Following a lengthy discussion:

Resolved Not to permit a caravan in the Castle Meadow car park

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

Recommendations to Full Council for approval.

EA/76/(viii) To confirm the exact locations for the new benches
This was deferred.

EA/78/22(v) The next cycle liaison panel meeting is scheduled for 8th September at 5pm
Cllrs Boyd and Forbes confirmed that they could attend the online meeting.

EA/81/22(i) To adopt the revised Pesticide Policy – review in 3 years

EA/81/22(ii) To adopt the revised Tree Policy – review in 3 years

EA/81/22(iii) To adopt the Banner and Signage Policy – review in 4 years.

Resolved The three policies be approved with the removal of Clause 8 from the Banner and Signage Policy

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

140/22 Civility and Respect Pledge

- (i) To pass a resolution that Wilton Town Council signs up to the Civility and Respect Pledge

Resolved That Wilton Town Council signs up to the Civility and Respect Pledge

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

- (ii) To pass a resolution that all Wilton Town Council Councillors, Town Clerk and Assistant Clerk sign the Wiltshire Council Positive Conduct equals Positive Democracy Charter

Resolved all Wilton Town Council Councillors, Town Clerk and Assistant Clerk sign the Wiltshire Council Positive Conduct equals Positive Democracy Charter

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

7.35 pm

Standing Orders suspended

Cllr Kinsey suspended standing orders to allow Jason Barnes to address the Council.

Mr Barnes advised Councillors that they needed to be clear about what they were signing up to. As an HR professional, he would be happy to read the content of the documentation circulated and to provide training to ensure that everyone knows what they are signing up to.

Cllr Boyd said that she had attended the online training so some Councillors may be further along on the training process than others.

Cllr Church advised that all unitary Councillors have received training online and parish and town Councillors were invited to attend the same training session. She advised all Councillors to view the meeting which was available online to ensure that they are brought up to speed. If as a Council it wanted something different to that and someone from the community was offering to provide it, she would recommend that it be accepted.

Resolved all Wilton Town Council Councillors, Town Clerk and Assistant Clerk receive a briefing from Mr Jason Barnes in order to understand what they are signing up to in the Civility and Respect initiative. This was to be held on Tuesday 16th August at 7pm.

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

The Town Clerk agreed to send Mr Barnes the relevant papers. All Councillors were asked to watch the online training session before the meeting on 16th August.

7.43 pm

Standing Orders were reinstated

- (i) To pass a resolution to add a Bullying and Harassment statement to the Wilton Town Council website.

Bullying and Harassment Statement for the website

'We treat everyone with courtesy and respect and ask for the same in return.

We ask that you treat your Councillors and council staff courteously without violence, abuse or harassment. Councillors and Council staff have the right to carry out their civic duties and work without fear of being attacked or abused. Any behaviour whether that be verbal, physical or in writing, which causes either Councillors or Council staff to feel uncomfortable, embarrassed, or threatened, is totally unacceptable. The zero tolerance policy includes abuse, aggression or threats made in person, over the telephone or in written communication, including on social media. The Council considers threatening behaviour to be: Attempted or actual aggressive, or physical actions made towards any Councillor or member of staff. The use of aggressive, or abusive language, (including raising of the voice, swearing, shouting or in writing) which threatens or intimidates Councillors or Council staff. This policy applies throughout all Council meetings, but it also applies to any Councillor or Council staff away from Council meetings'.

Resolved To add a Bullying and Harassment statement to the Wilton Town Council website

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

141/22 Planning

(i) **PL/2022/04656 15B North Street, Wilton**

Replacement of all 5 existing sash windows with UPVC sash windows.

Resolved To support on the grounds that the application was compliant with policy

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

(ii) **PL/2022/04208 12 Russell Street, Wilton**

Alteration of existing garage door from an up and over metal door to a wooden black hinged doors.

Resolved To support

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

(iii) **PL/2022/05429. 54 Bulbridge Road, Wilton**

Proposed single storey rear extension and alterations.

Resolved To support

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

Cllr Crossley advised that two further applications had been received for which the deadline for the consultation and responses to be received was before the next Full Council meeting.

Resolved An extra ordinary meeting be held to consider planning matters only on 23rd August at 7 pm for the two applications and any other applications received before that date.

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

142/22 Christmas Lighting Event – Friday 2nd December

(i) The Council confirmed the setting up of a Working Party for this event.

(ii) To confirm which Councillors will be on the Working Party:

Cllrs Croall, Forbes, Kinsey and Taylor

(iii) The Council confirmed that the Working Party can report to either E&A or P&R Committees or to Full Council.

(iv) The Council confirmed the first meeting as Tuesday 23rd August after the extraordinary meeting.

143/22 Wilton Town Council Newsletter

To set up a Working Party for the Newsletter

Following a discussion, Cllr Kinsey said he would speak to the Deputy Clerk about whether he could take on the drafting and co-ordination of the Newsletter.

144/22 Pedestrian Crossing in South Street 8.08pm

Currently there is no safe crossing point in South Street near the car park.

(i) To confirm a request to Local Highways Footpath Improvement Group for a pedestrian crossing in South Street near the South Street car park:

Resolved To confirm a request to Local Highways Footpath Improvement Group for a pedestrian crossing in South Street near the South Street car park

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

(ii) Cllrs Boyd and Crossley confirmed that they can attend the next LHFIFG meeting on Wednesday 31st August at 2pm.

145/22 Managing the Council's Money

- (i) Councillors noted the bank reconciliation dated 30th June 2022. Cllr Kinsey signed the reconciliation and bank statements.
- (ii) Councillors noted the current budget / actual spend.
- (iii) To confirm the contractor to install the NAL sockets for the Speed Indicator Device:

Resolved To accept the first quote for £2,875 submitted for the installation of the NAL sockets

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

- (iv) To confirm payments as per attached payment schedule:

Resolved To confirm the payments of £5,930.19 as per the pay schedule

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

- (v) To confirm that should an election be requested, Wilton Town Council will require poll cards to be issued:

Resolved To confirm that poll cards be issued

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

- (vi) Councillors noted the report from the Wilton Carnival Committee following the grant awarded earlier in 2022. No further information was required.
- (vii) Request for further information from Wilton HELP! CIC. As yet nothing has been received. Reminder emails have been sent requesting the information. Councillors agreed that the Clerk send Ms Tonkin and Mr Milton a letter requesting further information.

Resolved To ask the Clerk to send a further letter to Ms Tonkin and Mr Milton a letter requesting further information.

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

- (viii) Councillors confirmed that the Town Clerk should bank a cheque for £928 from the Wilton Historical Society which may only be spent on heritage use only.

146/22 To receive verbal reports from the Town Council's representative to:

- (i) Wiltshire Association of Local Councils – meeting to be held on 3rd August
- (ii) South West Wiltshire Area Board – not met
- (iii) SWW Local Highways & Footway Improvement Groups (LHFIG) (previously Community Area Transport Group) – not met
- (iv) South Wiltshire Operational Flood Working Group – not met
- (v) Wilton Community Centre – next meeting is 8th August.
Cllr Blackman said that she was delighted to advise that 3 members of the community had expressed an interest in becoming trustees in October.
- (vi) Wilton C of E Primary School
Cllr Boyd gave a brief report on end of term activities and said she wished to thank Sarah Green and Rachel Robinson who had been running the PTA since 2017 and were both stepping down. It was yet to be decided how the PTA would be taken forward in the coming year.
- (vii) Trustees of the Michael Herbert Hall
Cllr Moore reported that a meeting had been held on 20th July but she had not been able to attend. She said reading from the minutes the Hall had made a loss £6k due to £13k needing to be spent on maintenance and the high cost of electricity charges due to the use by the NHS and with the nursery not making a contribution towards the cost of electricity. Bookings

were slow and they were considering advertising the venue more widely. The next meeting is in June 2023.

(viii) Wilton United Charities – not met

147/22 Action Update from the Minutes dated 5th July 2022

The Council noted the following actions:

120/22 The vacancy created is currently being advertised.

121/22 All new policies are now online.

124/22 The Men's Shed licence will be discussed at the next P & R Committee.

126/11 The deposit for the windows has been made and a final measure completed.

148/22 Town Clerk's Report

The Council noted the Town Clerk's Report:

Office

New display screens are now in use.

New laptop (Assistant Clerk) is also in use.

Painting has been hung in the Mayor's Parlour.

Noticeboard from the Mayor's Parlour has been moved into the office.

New blinds have been purchased for the office as light (and heat) streams through the new eastern windows.

Contractor has visited and the final measure for the Chamber windows has been completed.

Chair lift key is now kept in the keysafe by the chairlift control – code has been circulated by email.

Flood matters

The Flood Plan was being updated by Ms Hawkins, now she has resigned a new person is required to update this.

Ms Hawkins was made Chair of the Flood Group on 12th July but resigned on 15th July, a new Chair is required.

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. The booking form needs to be reviewed by the E&A Committee.

Issue with main hall lights not working, electrician called and issue was resolved.

Big Dug shelving has been delivered and put up.

Quotes for new storage in the main hall are being sourced with 1 received.

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 on Thursday 25th August.

Some tributes and pots were removed from beside a grave (they were not being used just stored) but the family retrieved them and put them back beside the grave. They have now been removed and stored in the building so can only be accessed with a keyholder.

Flag flying

The Ukraine flag was flown until Tuesday 26th when the St George's flag was flown to support the Women's football team in their semi-final, as they won it will be flown from Friday 29th July (this also covers the start of the Commonwealth Games).

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. The other quote has been chased.

Public Toilets. No complaints received.

Minster Street cycle path - No further update.

Meetings

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 Wilts area board meet on 14th September 2022.

Correspondence

Enquiry about CCTV in South St following an incident. Policy and form emailed but no response yet.

Request from Police for CCTV, request form sent but as yet not received back.

Verbal enquiry about use of the chapel at the Cemetery and if it would be available in future years.

Local resident rang re a wasps nest, it became apparent the person was struggling so the Clerk rang WC and asked them to contact the resident.

WC briefing note re streetscene contract – the current contractor was the successful tenderer.

Market Towns Action – various emails regarding this, suggest a small group of Cllrs look at the information and complete a SWOT analysis before the next FC meeting (the deadline for the SWOT analysis is 23rd Sept).

Inspection report from the new playground, one issue that the contractors have resolved and another regarding overhanging trees.

The Clerk asked whether the Council could agree to the purchase of shelving for the demountables in the container following the recent E&A meeting due to the increase in prices

Resolved To agree that the shelving be purchased

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

149/22 Date of next meeting

Cllr Kinsey confirmed the date of the next meeting of Wilton Town Council as Tuesday 6th September 2022 at 7pm in the Council Chamber.

150/22 To close the meeting

There being no further business the Mayor closed the meeting at 8.18 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.