

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

**on TUESDAY 7<sup>th</sup> March 2023 7.00pm**

**Present** Cllr Andy Kinsey, *Mayor of Wilton*  
Cllr Alan Crossley, *Deputy Mayor of Wilton*  
Cllr Charlotte Blackman  
Cllr Teresa Taylor  
Cllr Gail Moore  
Cllr Alex Boyd  
Cllr Claire Forbes  
Cllr John Page  
Cllr Maria la Femina  
Cllr Paula Johnston

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

**Also Present** Unitary Cllr Pauline Church, Adrian Boyd, John Cutland, John Harris, Jill Crossley, Jason Barnes  
**via ZOOM** Susan Robinson, Rachael Ashton-Brown

*Cllr Kinsey, Mayor of Wilton, in the chair opened the meeting.*

**035/23 Apologies**

- (i) There were no apologies.

**036/23 Minutes**

- (i) Minutes of the meeting held on [7th February 2023](#)

**Resolved:** To approve the minutes with no changes.

**Proposed:** Cllr Crossley

**Seconded:** Cllr Taylor

**All in favour**

**7.02pm**

**037/23 Standing Orders were suspended**

**Community Engagement**

- 1) Mr Barnes gave an update on the Wilton Community Centre. They had replaced the carpet in the foyer and repaired the roof. They have a vacancy in their trustees. Their recent jumble sale raised £400.
- 2) Cllr Johnston asked whether the email from Sue Willmets had been responded to. She also confirmed that the Wheatsheaf had agreed that the North Street road sign can be attached to their property.
- 3) Cllr Boyd highlighted the amount of dog mess on Wilton Hill. She asked whether the Council would consider distributing dog mess bags on Wilton Hill.
- 4) Cllr Moore highlighted the risk to pedestrians crossing at the junction of Crow Lane and North Street.
- 5) Cllr Taylor requested that the grit bins on the Hollows needed topping up.
- 6) Mr Barnes said that when he had been litter picking he saw 40-50 dog poo bags that had been discarded from a car onto the verge.
- 7) Mr Cutland informed the meeting that the when the police did a speed check on the Avenue the highest speed detected was 59mph in the 30mph limit. He asked the Town Council to help recruit more volunteers for Community Speed Watch.
- 8) Cllr Kinsey read out a question that had been emailed to the Town Clerk:  
At a recent Wilton Town Council Meeting I heard the compound in Castle Meadow discussed. The access area of the metal containers was described as a muddy slope. This could be a health and safety issue. Apparently, the ground was flat prior to the building of

the Men's Shed so should not the Men's Shed pay to make the ground around the containers safe for users once again? Surely the Mens Shed has insurance that covers liability, damage and risk? This needs to be looked at urgently

#### **Response to Community Engagement**

- 1) Mr Barnes was thanked for his update.
- 2) The Town Clerk has replied to Sue Willmets. Having now obtained the agreement of the Wheatsheaf, the sign will be installed.
- 3) This is to be looked into by the Environment and Amenities Committee.
- 4) This is to be looked into by the Environment and Amenities Committee as it is highways related. Unitary Cllr Church asked to be kept informed when any items went to the Local Highway and Footway Improvement Group.
- 5) This will be progressed by the Mayor and Assistant Clerk.
- 6) This was noted.
- 7) It was proposed that a recruitment advert would be placed on social media when the Speed Indicator Device (SID) was functional.  
**Proposed:** Cllr Kinsey                      **Seconded** Cllr Moore                      **All in Favour**
- 8) This is to be looked into by the Environment and Amenities Committee.

#### **Report from the Unitary Councillor for Wilton** – Cllr Pauline Church

- 1) The Avenue, Wilton Speed Enforcement - As part of Project Zero, Speed Enforcement caught 51 vehicles speeding on 15 February 2023 at The Avenue in Wilton. The roads are clearly signposted with a 30mph speed limit. The fastest vehicle was captured travelling at 58mph. In total, 32 vehicles were caught travelling at or in excess of 40mph. Depending on previous convictions and history:
  - 29 will be offered a speed awareness course.
  - 16 will be given £100 fine and receive 3 points.
  - 6 will be subject to court recovery.Proceedings will now be undertaken to ensure the most appropriate outcome for the offenders takes place.
- 2) Low Railway Bridge A36 – Unitary Cllr Church has had a telephone conversation with the National Highways Route Manager to discuss the challenges and early warning mitigation measures they are looking to installed for the low bridge. She also expressed her concern that there is very little space for high sided vehicles to turn around and this needs to be factored into any proposals as does the junction with the industrial estate
- 3) Wilton Hill - No update as yet regarding the S106 variation and when it will be heard at the Southern Area Planning Committee – legal officers remain focused on scrutinising the details.
- 4) Temporary Road Closure Quidhampton - Contractors were diverted to flooding and cold weather maintenance activities due to the extreme weather in January resulting in the delayed completion of the drainage and highways improvements on Lower Road. A further road closure from 27th March to 6th April will be in place to complete the work
- 5) King's Coronation – Wiltshire Council are encouraging communities to come together and celebrate the coronation of His Majesty the King. Please follow the link on her Facebook page on this subject to consider whether a special licence or road closure is required and ensure any application is made in good time
- 6) Toucan Crossing A36 - A completion certificate for a third party funded scheme has been issued from National Highways. This confirms the scheme has been completed to the satisfaction of National Highways and is acceptable for inclusion into the Highway Network
- 7) £2 per trip Bus Promotion - The government funded and WC subsidised £2 single bus fare promotion has been extended from 31 March until 30 June, so residents can enjoy cheap and convenient travel until early summer
- 8) She asked that if residents have an issue, then email [pauline.church@wiltshire.gov.uk](mailto:pauline.church@wiltshire.gov.uk)  
Unitary Cllr Church was then asked the following questions:

- A) Cllr Johnston expressed her thanks for the new crossing, it had apparently taken 5 years of effort. The structure of the Old Coach works was becoming dangerous and she'd informed Wiltshire Council's Enforcement Officer. They had undertaken a survey and identified actions for the owner to take.
- B) Mr Barnes said that he'd reported the holes in The Avenue via the MyWilts app but they had been closed without being addressed and can motorists claim for car damage? Unitary Cllr Church said that The Avenue is not in the programme but she has asked for it to be done sooner. She also confirmed motorists can submit claims.
- C) Cllr La Femina expressed her thanks for Water Ditchampton being swept of flood debris and mud twice. She was concerned over the worn yellow lines near the The Grovely Riding Stables. Unitary Cllr Church said to report it via the MyWilts app but as these roads were due to be re-surfaced it may be more cost effective to wait until after that.
- D) Cllr Blackman asked about the s106 and the planning application. She thought it was very unlikely that councillors (who are not experts in this field) would be able to understand the s106 Head of Terms sufficiently well to comment on them. Unitary Cllr Church recommended that the Town Council agrees a statement as when it goes to the Southern Area Planning Committee they will expect the Town Council to make a statement. She could arrange support and a briefing from a Wiltshire Council Planning Officer if the Town Council required that.

**038/23 Standing Orders were re-instated**

**039/23 Declarations of Interest**

- (a) There were no Declarations of Interest
- (b) The Town Clerk had received no Dispensation Requests

**040/23 Exclusion of the Press and Public.**

There were no items to exclude the public and the press from.

**041/23 Mayor's report**

The Mayor highlighted that were still some tickets left for the Mayor's Ball which will be held on 1<sup>st</sup> April 2023.

**042/23 To receive the Minutes of the Environment and Amenities Committee**

Cllr Boyd, as Chair of the Environment and Amenities Committee recommended the following to the Council for approval:

- (i) *To permit the local U3A gardening group to maintain the Garden of Remembrance at the Cemetery subject to appropriate Health & Safety documents and Risk Assessment.*  
**Approved.**
- (ii) *To increase the interment charges for cremation plots to £125 for a resident and £230 for non-residents. Resident status is determined by the Officers at Wilton Town Council.* Cllr Johnston asked about the criteria used by the Officers to determine residency. The Town Clerk said there were no hard and fast rules as they had to look at durations and timings of events. Also, the amount should be £250 and not £230. Cllr Johnston would prefer written criteria. **With the change in the amount this was approved.**
- (iii) *To make no changes to the other charges at the Cemetery.* **Approved.**
- (iv) *To make no changes to the current booking form and charges for Castle Meadow Pavilion.*  
**Approved.**
- (v) *To permit Wilton Men's Shed to use the covered area between the two containers for storage – to be reviewed annually. This will not be included on the new Lease.* **Referred back to Environment and Amenities Committee.**
- (vi) *To permit Wilton Men's Shed to store items within the compound currently stored at the rear of the Men's Shed unit. No other storage in any area of the compound will be permitted.* This was clarified as only storing the two existing large items that are already in

the compound. Wood will only be stored in the covered area. **Referred back to Environment and Amenities Committee.**

- (vii) *To erect the new Wildflower sign at Castle Meadow.* **Approved.**
- (viii) *To ask Wiltshire Council to reposition one of the existing bins in the Market Square to near the bus stop so there are two bins at that location.* Cllr Blackman observed that as the existing bin was in poor condition then maybe the council should buy a new double bin with it sited in a different position. Cllr Johnston asked that the Council taking on responsibility for all bins and to purchase new bins with the Town Crest on them. **Referred back to Environment and Amenities Committee and for Town Clerk to obtain quotes for single and double bins and to confirm Wiltshire Council's policy on moving and emptying bins.**
- (ix) *To agree the wording for the following information part of the new noticeboards:*
- *Old St Mary's Churchyard.* **Approved.**
  - *Council Offices* **Approved.**
  - *Castle Meadow* **Approved.**
  - *Minster Street* **Approved.**
- (x) *To purchase / print notices displaying the Dog Safety Code / Dog information. To confirm the preferred option.* **Referred back to Environment and Amenities Committee to agree attention-grabbing wording and revised locations including Hare Warren, Flouse Hole.**
- (xi) *To photograph all existing Memorials at the Cemetery and attach to the electronic records.* **Approved.**
- (xii) *To add a line to the interment application form asking for confirmation of existing memorials.* Cllr Johnston asked for clarification. The Town Clerk replied that it was referring to 'existing headstones'. **With this change it was approved.**

It was proposed to approve or refer back to the Environment and Amenities Committee the recommendations from the Environment and Amenities Committee Minutes as shown above.

**Proposed:** Cllr Crossley

**Seconded** Cllr Boyd

**All in Favour**

Cllr Johnston observed that in some of the items in the Environment and Amenities Committee minutes it was hard to determine if a decision had been taken or how the debate on an item had concluded.

#### **043/23 The Coronation of His Majesty King Charles III and Her Majesty The Queen Consort**

The actual Coronation will be on Saturday 6th May 2023. There will be an event at Castle Meadow on Sunday 7th May from 12 – 3pm This will be a Bring Your Own Lunch community event with competitions and games including fancy dress (Royal theme) and a Coronation Cake Bake Off. Wilton Town Council will provide Medals to all children under the age of 18 (registration required). A Coronation Flag will be purchased and flown at the Market Square starting a week before the coronation and ending a week after. The town will be decorated with bunting including plans for all residents to contribute and all businesses will be asked to decorate windows for the occasion. Cllr Johnston asked whether this could re-use the bunting purchased for last year's Jubilee.

#### **044/23 Managing the Council's Money**

(i) To note the bank reconciliation dated 31st January 2023.

(ii) To note the current income and expenditure.

The Town Clerk explained that items (i) and (ii) were not available as access was lost to Rialtas (the Council's accounting package) when the Town Clerk had scheduled the preparation of the reports.

(iii) To confirm payments as per attached payment schedule.

The Town Clerk clarified that whilst the Wild Flower sign total was correct the VAT breakdown was not.

It was proposed to approve the payments.

**Proposed:** Cllr Crossley

**Seconded** Cllr Boyd

**1 abstained, rest in Favour**

(iv) To consider a grant application from the Wiltshire Citizens Advice. Cllr Moore noted that Citizen's Advice had also applied to other councils. Cllr Boyd highlighted that Wilton residents were only 92 out of 14,192 sessions which was a low percentage. The Town Clerk

confirmed that they had sufficient unspent budget in the Grants nominal to fund this request.

It was proposed to approve the grant application.

**Proposed:** Cllr Johnston

**Seconded** Cllr Page

**7 in favour, 3 against**

**045/23 Request to use the grounds at Old St Mary's for a Flower Festival in May 2023**

A request has been received to permit the use of the Churchyard for an event on Saturday 20th May. It was proposed to approve the request.

**Proposed:** Cllr Johnston

**Seconded** Cllr Crossley

**All in Favour**

**046/23 To receive verbal reports from the Town Council's representative to:**

- (i) Wiltshire Association of Local Councils. The Mayor will provide an update after the next meeting.
- (ii) Wilton Town Flood Group – Cllr Crossley provided an update as follows:
  - The last meeting was held on the 16th February
  - They confirmed most of the remaining items, whilst keeping within the SSEN Grant Budget:
  - The updating of the Flood Plan will now Include Critical/Vulnerable Gully List & Cascade Alert System. Out of date online Flood Plans have been removed from the web site.
  - There will be a second First Aid course in the Summer
  - Replacement GelSac bags and Bagged Salt will be requested through the PEAS scheme, if available.
  - The January Flood Report has been started with a collation of photos from WhatsApp and individuals.
  - They had discussed the renewal of the Environment Agency Flood Risk notification letter to residents and felt that it should also include an invitation to an open session with the Environment Agency demonstrating examples of home resilience equipment and assistance with personal flood plans.
  - The Multi-Agency engagement for short and long term proposals to improve Flood Resilience in Wilton is going well and volunteer Pete Blackman and Cllr Crossley had a meeting on site in Churchill Court/Riverside on the 10th February with four Agencies.

Cllr Taylor raised an issue over the Environment Agency knocking on doors of elderly residents late at night. Cllr Crossley highlighted that Wilton had the worst flood incident in the whole of Wiltshire. This required a multi-agency response and the Environment Agency have a duty in those circumstances to immediately confirm the location and status of vulnerable people in the impacted areas.

**047/23 Action Update from the Minutes**

To note the following:

- 018/23 The matters raised were discussed at Environment and Amenities Committee or will be on the Policy and Resources agenda.
- 027/23 Cllr Johnston has a Councillor email, Wiltshire Council has been informed and her photo has been taken for the website. The Mayor welcomed Cllr Johnston to the Council.
- 028/23 Planning responses have been submitted.
- 032/23 The report following the speed limit assessment for The Avenue has been circulated. The criteria used was the latest Department of Transport Setting Local Speed Limits 2013.

**048/23 Town Clerk's Report – circulated to Cllrs**

Cllr Taylor asked when will the tennis courts be open. The Town Clerk replied 1<sup>st</sup> April.

Cllr Page asked for an update on the medical centre.

Cllr Johnston queried whether the Clerk's Report and the financial reports should be provided to members of the public before the meeting. It was agreed to refer these topics to the Policy & Resources committee.

Cllr Johnston observed that the Council appeared to be using the Men's Shed for many of its tasks when there were probably suitable commercial contractors nearby. She was concerned by the use of a voluntary organisation. It was agreed to refer this topic to the Policy & Resources committee.

It was agreed to **suspend Standing Orders** so that Unitary Cllr Church could provide an update regarding the medical centre.

Unitary Cllr Church stated that the Medical Centre had been closed with patients being offered either Salisbury Medical Practice or Orchard Surgery (the latter has capacity). The Centre is now being used for other purposes by the NHS.

Cllr Johnston state she had sent a Freedom of Information request to the NHS whose reply had confirmed that up to 45 employees work there. This permanent workforce would have a knock on impact on scarce parking in Wilton.

Cllr Blackman asked for an update on the inventory of the Christmas lights. The Town Clerk said it was underway.

**Standing Orders were re-instated.**

**049/23 Date of next meeting**

The date of the next meeting of Wilton Town Council was confirmed as Tuesday 4th April 2023 at 7pm in the Council Chamber.

This will be a meeting that follows the Annual Town Meeting for Wilton.

**050/23** The meeting was closed by the Mayor at 8:27pm.

**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.*