# MINUTES of a MEETING of WILTON TOWN COUNCIL - POLICY & RESOURCES COMMITTEE held in Wilton Council Chamber on TUESDAY 17th JANUARY 2023 at 7.00pm

**Present** Cllr Charlotte Blackman

Cllr Alan Crossley - Chair

Cllr Claire Forbes
Cllr Gail Moore

In Attendance Mrs C Churchill, Town Clerk and

Mr P Cornish, Locum Minute Secretary.

Also Present, Cllr John Page

via ZOOM; Sue Willmets, Maria La Femina, Susan Robinson, Alex Boyd and Paula Johnston.

Cllr Crossley, in the chair opened the meeting.

# PR/01/23 Apologies

Apologies were received from Cllrs Hayes and Cllr Kinsey. Both were due to personal reasons.

**Resolved:** Cllr Crossley proposed to accept the apologies and the reasons given.

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

## PR/02/23 Minutes

To approve the minutes of the meeting held on 15th November 2022

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

# PR/03/23 To suspend Standing Orders

There were no questions raised by members of the public.

# PR/04/23 To reinstate Standing Orders

#### PR/05/23 Declarations of Interest

- (i) Cllrs Crossley and Moore raised a Declaration of Interest for item PR/07/23 (ii).
- (ii) To consider any dispensation requests received by the Town Clerk. None were received.

# PR/06/23 Exclusion of the Press and Public

No items for exclusion were identified.

# PR/07/23 Planning

To respond to the following applications:

(i) PL/2023/00157. 42 West St. Fell 1 x Pear Tree. There were no comments, the tree had out-grown its location.

**Resolved:** Cllr Crossley proposed to raise no objections.

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

(ii) PL/2022/05321. Former Erskine Barracks, The Avenue. Amended plans / additional information. Due to the two apologies for absence and the two Declarations of Interest for this item the Committee became inquorate.

**Resolved:** It was proposed that the Clerk request Wiltshire Council for a short extension so that the item could be considered by the next Full Council meeting.

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

# PR/08/23 Policy Review

To review the following adopted policies.

- (i) <u>Risk Management Policy</u> this would require updates to reflect the deployment of the SID, the legal aspects of lone working and the arrangements for litter pickers. This will be updated and brought back to a future P&R meeting.
- (ii) Complaints Policy This will be updated and brought back to a future P&R meeting.

- (iii) Lone Workers Policy This will be updated and brought back to a future P&R meeting.
- (iv) Flexible Working Policy No changes required.
- (v) Publication Scheme This was agreed with the minor editorial changes to be made.
- (vi) <u>High Consequence Infectious Diseases Policy</u> This was agreed with the minor editorial changes to be made.
- (vii) Volunteer Policy This would need to be updated to include arrangements for PPE and an update for Litter Pickers. It will be brought back to the next Full Council.
- (viii) Community Grants Policy No changes required.
- (ix) Community Grant Application Form No changes required.

All documents are to be placed onto a 4 yearly review cycle with the Clerk to schedule reviews to spread the reviews over several meetings.

**Resolved:** It was proposed that the polices that required no changes or only minor editorial changes are approved, with the others being updated and brought back to either the Full Council or the P&R Committee.

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

#### PR/09/23 Castle Meadow Pavilion

(i) To draft an agreement for accessing the Wilton TC containers. The contents of the containers had been rationalised and aligned. One contained only Wilton Town Council property with access required by Officers, Flood Wardens and the Environment Agency. The other contained items from a variety of organisations.

**Resolved**: It was proposed that another key safe and padlock be brought for the first container so as to segregate and control access.

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

(ii) Utilities. The broadband contract ends in January 2023. The current provider has offered a good level of service. Any future provider must be able to offer different levels of access to enable the CCTV to not be impacted by other users.

**Resolved:** It was proposed that the views of a Councillor be sought to identify suitable offerings with the final decision being driven by value for money and also the option to bundle the office broadband.

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

The arrangements for the electricity usage monitoring by the Men's Shed and subsequent billing would be amended to include photos of the meter being regularly sent to the Officers. The meter readings would also be photographed whenever there was a change in the tariff.

Proposed: Cllr Blackman Seconded: Cllr Moore All in favour

#### PR/10/23 Men's Shed Lease

A draft Lease has been prepared by ClIr Blackman. It will need an update to reflect the revised arrangements for electricity meter readings noted in PR/09/23. ClIr Crossley to provide a list of what items must not be put into the drainage system. The Clerk agreed to find the relevant legal references and insert these where appropriate.

**Resolved:** It was proposed that sections 1.2.9, 11, 16.2, 17 and 18 were not required; that the lease would then go to Full Council before discussing it with the Men's Shed; and that the Clerk was to ask local solicitors for their estimates to review the lease.

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

# PR/11/23 Matters raised at Full Council on 3rd January and referred to this committee

- (i) Lack of response from regarding the closure of Wilton Medical Centre. It was noted that this had been closed by default with no consultation with the residents.
- (ii) State of the road surface on Shaftesbury Road, Wilton. The potholes had just been filled in on the 17<sup>th</sup> January 2023; Unitary Councillor Church had indicated that this area was scheduled to be re-surfaced in 2023/24.

# PR/12/23 R2 financed projects

To receive an update on the Castle Meadow car park, replacement posts and fencing for the wildflower area. Since the last meeting it had been discovered that the Pavilion planning permission specified a gravel surface for the carpark. It was proposed that the Clerk is to review options for the car park surface and to also obtain revised quotations for the fencing work (posts, rope and panels).

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

# PR/13/23 Managing the Council's money

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

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

(ii) To consider and accept a quote for a full electrical survey at

The Cemetery buildings. It was proposed to accept Quote 1.

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

b Old St Mary's

No quotes were available for consideration.

c Public Toilets

No quotes were available for consideration.

- (iii) Access to the bank accounts using the Town Council address;
  - Wilton Neighbourhood Planning Group
     Cllr Crossley and some members of the public have access to the account.
  - b The Mayor of Wilton Appeal Account
- Clerk is to contact Mr Seviour about the progress of adding up to date signatories. (iv) To consider charges for utilities and current contracts

This has been addressed under other Agenda items.

# PR/14/23 Councillor Robes

To consider maintenance of the Robes, including repair or replacement - It was agreed that the Clerk would make enquiries of specialist robe suppliers.

## PR/15/23 Council office

- (i) Maintenance required A key item is the gutters. After some discussion it was agreed that the Clerk would write to the immediate neighbours and also would review options and costings.
- (ii) Decorating quotes for the Office building. This was handed to the E&A committee to consider as it lay within its remit.
- (iii) Disabled access to the building and the Chamber. This was handed to the E&A committee to consider as it lay within its remit.

At 20:58 it was proposed to extend the meeting.

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

#### PR/16/23 Coronation of King Charles III

The Coronation takes place on Saturday 6th May, an additional Bank Holiday is on Monday 8th May. Details of the event are not yet available. The Christmas Lighting working group will reform to plan an event for the Coronation.

# PR/17/23 Action Update of the Minutes held on 15th November 2022

101/22. Companies House has been informed of the current situation with Wilton Help and the application to strike-off has been suspended until June 2023. It is unlikely that the suspension will be repeated. It is unclear what will happen to any remaining funds.

# PR/18/23 Correspondence received

Request for Cllrs to attend a funeral of a parishioner in Robes, it was agreed that if Councillors wished to attend then they would not be able to wear robes. The Mayor could wear his Chain of Office but no robe.

# PR/19/23 Date of next meeting

To confirm the date of the next meeting on Tuesday 21st March 2023 at 7.00pm in the Council Chamber.

PR/20/23 The meeting was closed by Cllr Crossley at 21.11

# **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.