

**MINUTES of a MEETING of WILTON TOWN COUNCIL held in Wilton Council Chamber
on TUESDAY 1st August 2023 7.00pm**

Present Cllr Andy Kinsey, *Mayor of Wilton*
Cllr Charlotte Blackman
Cllr Alex Boyd
Cllr Alan Crossley
Cllr Maria La Femina
Cllr Claire Forbes
Cllr John Page

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

Also Present via ZOOM Unitary Cllr Pauline Church and 11 members of the public.
Susan Robinson, Debbie Johnston and Tony.

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

126/23 Apologies

Apologies were received from Cllrs Ackroyd, Moore and Taylor.

Resolved: To approve the apologies with reasons.

Proposed: Cllr La Femina **Seconded:** Cllr Boyd

All in favour

127/23 Minutes of the meeting held on 4th July 2023

Resolved: To approve the minutes with no changes.

Proposed: Cllr Crossley **Seconded:** Cllr Page

All in favour

128/23 Standing Orders were suspended at 7.01pm

Community Engagement

Members of the public raised the following points:

- A. The Wilton Link is seeking more volunteers for drivers and especially co-ordinators. Could the Town Council help with the publicity?
- B. Thanks were expressed to Peter Blackman and Cllr Crossley for the work they did in clearing the drains at the cemetery. The Commonwealth War Graves plaque has fallen off the cemetery gate. The cemetery hedges are getting over-grown.
- C. Although this has been raised before the A frames beside the shops on West Street remain in position on the edge of the pavement. They are a hazard to partially sighted and less able pedestrians. Should they be reported to the Blind Association?
- D. Who is responsible for the pavements along West Street? They are of poor quality.
- E. When will the Castle Meadow car park potholes be filled?
- F. The Minister Park fountain appears to be overshooting and making the surrounding area muddy, the fountain is also threatened by river bank erosion.

Response to Community Engagement

Cllr Kinsey provided the following responses:

- A. Wilton Link was thanked for all the work they do for the community. The Town Clerk was asked to put their request onto the Town Council's Facebook page with all the councillors asked to like and share across the Facebook groups they are members of.
- B. Please could the Commonwealth War Graves plaque be returned to the Town Clerk who'll arrange for it to be re-affixed. The hedges are scheduled to be cut in the Autumn after the bird nesting season.
- C. This will be delegated to the E&A ctee with requests to look at the current regulations, assess whether there's any impact from the use of possibly larger modern motorised wheelchairs and to explore the possibility of Wiltshire Council undertaking an audit and/or enforcement action.
- D. Wiltshire Council is responsible for the pavements along West Street – all faults should be

reported to them via their Report It smart phone app or their webpage (<https://my.wiltshire.gov.uk/>).

- E. The filling in of Castle Meadow car park potholes is being scheduled.
- F. A working group will be setup to look at the issues in Minster Street Park

Report from the Unitary Councillor for Wilton

CLlr Pauline Church reported on the following issues: Pot Holes, Wilton Library Repairs, Invest in Wiltshire Business Grants, Household Support Fund, Electoral Register, Help Us to Recycle More, Bus Fare Promotion, Wilton Charter Fare, and Speeding Motorists. She highlighted two LHFIG requests which she is asking the Town Council to support:

- (i) Speed assessments in North St, South St and the A30 through Wilton to establish whether the town qualifies for considering 20mph speed limit.
- (ii) Bollard outside 2 West St due to a bus colliding with the building – frequently large vehicles are overhanging the pavement causing a risk to pedestrians.

More information is on her Facebook profile - <https://www.facebook.com/cllrpaulinechurch>. There were no questions for her.

129/23 Standing Orders were reinstated at 7.30pm

130/23 Declarations of Interest

- a) There were no Declarations of Interest.
- b) There were no Dispensation Requests received by the Town Clerk.

131/23 Exclusion of the Press and Public

Resolved: To exclude Press and Public from items 144/23 and 145/23 for the reason of Staff in Confidence.

Proposed: Cllr Kinsey

Seconded: Cllr Forbes

All in favour

132/23 Mayor's report

The Mayor highlighted that they had attended a number of events and ceremonies.

133/23 To receive the Minutes of the Policy and Resources Committee Meeting held on 18th July 2023

Cllr Crossley briefed the Town Council on the committee's recommendations:

- i. To adopt the revised Scheme of Delegation.

Resolved: With a slight amendment to paragraph 15 to adopt the revised Scheme of Delegation.

Proposed: Cllr Crossley

Seconded: Cllr Page

All in favour

- ii. To amend Standing Order 9b and 9d to 8 clear working days and to amend the Agenda Request Form to 8 clear working days as stated in Standing Order 9b and 9d.

Resolved: To amend Standing Order 9b and 9d and the Agenda Request Form

Proposed: Cllr Crossley

Seconded: Cllr Blackman

All in favour

- iii. To accept a quote for the repair of the kick wall at Castle Meadow.

Resolved: To accept the quote.

Proposed: Cllr Crossley

Seconded: Cllr Forbes

All in favour

- iv. To make the following changes to Ear Marked Reserves:

- a) To vire £10,000 from Open Spaces to Public Toilet Upgrade;
- b) To combine Public Conveniences with Public Toilet Upgrade;
- c) To rename Jubilee Event to Wilton Community Event Support;
- d) To rename Staff Training as Training.

Resolved: To make the changes listed above to the Ear Marked Reserves.

Proposed: Cllr Crossley

Seconded: Cllr Boyd

All in favour

- v. To invest £300,000 of Wilton Town Council funds (Reserves) with CCLA (Churches, Charities and Local Authorities). Cllr Crossley informed the Town Council that the CCLA had provided satisfactory answers to the Policy and Resources Committee questions. It was also highlighted that the CCLA as an investment scheme was not covered by the Financial Services Compensation Scheme.

Resolved: To invest £300,000 with the CCLA.

Proposed: Cllr Crossley **Seconded:** Cllr Page **Cllr La Femina abstained, rest in favour**

- vi. To purchase a Hospital Ski Pad as an evacuation system for the Council Chamber. In addition a blanket, pillow and first aid kit will also be purchased and stored with the ski pad.
- vii. To request a visit from the County Conservator to advise on the storage of the Charters and Seals at a cost of £250 plus travel.
- viii. To form a Working Group to review and update the Wilton Town Council website. This WG will consist of Cllrs Blackman and Forbes and the Minutes Secretary.
- ix. To appoint Cllr Forbes to monitor the Wilton Town Council's website.
- x. To agree to a request to loan the portrait of Ms Edith Olivier by Salisbury Museum for an exhibition in May 2024 subject to the confirmation of insurance.
- xi. To confirm the issuing of Poll Cards for the election called for Thursday 31st August.
- xii. To discuss in more detail a request regarding the current CCTV system and that the Town Clerk is to be the point of contact.

Resolved: To accept recommendations vi to xii as per above.

Proposed: Cllr Crossley

Seconded: Cllr Boyd

All in favour

134/23 To receive the Minutes of the Staffing Committee Meeting held on:

- i. 6th July 2023
- ii. 17th July 2023

Resolved: To receive the minutes i and ii noting that 24th July minutes had yet to be circulated.

Proposed: Cllr Blackman

Seconded: Cllr Forbes

All in favour

135/23 To adopt the revised Grievance Policy after review by Staffing Committee

Resolved: To adopt the Grievance Policy.

Proposed: Cllr Blackman

Seconded: Cllr Page

All in favour

136/23 Managing the Council's Money

- i. Noting of the Bank Reconciliation dated 30th June 2023 including the detailed Balance Sheet and Income & Expenditure. The Town Clerk explained that 'noting' meant receiving the item and having no questions about it.

Resolved: To note the Bank Reconciliation.

Proposed: Cllr Kinsey

Seconded: Cllr Boyd

All in favour

- ii. To confirm payments as per attached payment schedule.

Resolved: To confirm payments.

Proposed: Cllr Crossley

Seconded: Cllr Forbes

All in favour

- iii. To confirm the existing bank signatories and agree to additional signatories if required.

Resolved: To confirm the existing bank signatories and to nominate Cllr Boyd as an additional signatory.

Proposed: Cllr Blackman

Seconded: Cllr Page

All in favour

- iv. To confirm the new telephone and broadband contracts for Wilton Town Council which would merge the two separate contracts into a single 5 year contract at saving almost half the current cost.

Resolved: To confirm the new 5 year contract.

Proposed: Cllr Forbes

Seconded: Cllr Page

All in favour

- v. To confirm the submission of a grant application from Wilton Town Council for a trailer to move the Flood Barriers.

Resolved: To confirm the submission of a grant application.

Proposed: Cllr Crossley

Seconded: Cllr Boyd

All in favour

137/23 Councillor Training

- i. Councillor training for all current Councillors will be held on Tuesday 22nd August 2023 at 6.30pm in the Council chamber.
- ii. All Councillors may undertake the "Introduction to Local Councils", an online course costing £120 plus VAT per participant. It has 5 modules that must be completed within 12 months of starting the first module.

Proposed: Cllr Blackman

Seconded: Cllr Crossley

All in favour

- iii. To consider preferences for future training. Cllr Boyd reminded the Council about the equality awareness training it had agreed to; the identification of a course would need to be considered by the Staffing Ctee.

138/23 Notice of Election

Following the vacancy advertised in June 2023, an Election has been requested. This election, if contested, will take place on Thursday 31st August 2023. Wiltshire Council will issue all the notices for the election. Should the election be contested then all residents wishing to vote must have a valid form of voter ID. Details of what constitutes valid forms of ID can be found on the Wiltshire Council website. The decision for providing Poll Cards for this election was required by 26th July. At the last request for an election, it was agreed to provide Poll Cards and so the Town Clerk has confirmed Poll Cards will be required.

139/23 Planning

- i. PL/2023/06098. 81A North Street. Galvanised metal staircase at front of building to access first floor flat.

Resolved: To make No Objection subject to a condition that the applicant provides the 4 car parking spaces.

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

- ii. PL/2023/05810. 12 South Street. Proposed non-illuminated fascia sign. The Council supported a previous application which was then withdrawn. The updated application is an improvement.

Resolved: To Support the application.

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

140/23 To receive verbal reports from the Town Council's representative to:

- i. Cllr Kinsey reported that the Wiltshire Association of Local Councils have decided that the Good Councillors Guide will be migrated to the web and that their AGM is on the 25th October 2023.

141/23 Action Update from the Minutes dated 4th July 2023

To note the following:

The Town Clerk has contacted the Churches Conservation Trust and is waiting on dates for a site visit.

The Town Clerk has authorised Elliot from Wiltshire Wildlife Trust to undertake the project management for the Pontoon at Castle Meadow (repair, replace or removal).

The Chair of Wilton Men's Shed has questioned the length of the proposed Lease being less than three years. This was checked with the Solicitor and any Leases of 3 or more years must be drawn up by a Solicitor. Wilton Town Council accepted the advice of the Solicitor in May 2023 and in doing so agreed that the Lease would not be longer than 3 years.

The application for development at Crow Lane was not on the Southern Area Planning Committee's agenda for 27th July. As yet there is no decision on the Wiltshire Council website so it maybe on the August agenda (Thursday 24th August at 3pm).

142/23 Town Clerk's Report – circulated to Cllrs

The provision of Poll Cards for the election scheduled on 31st August has been agreed.

A letter from Wilton Link has been circulated to all Wilton Town Councillors.

Resilience Day at Tidworth – emailed to Flood Working Group, no cost to the Town Council but places must be booked. This is a full day event covering various emergency scenarios.

Confirmation that the banners that were removed from the Minster St railings were removed by a local resident, he has refused to say who authorised the removal. The same person has also reported the breach of the policy by displaying the STARS Walk for Wards banner and the Salisbury Country Fair banner.

Wilton Charter Fair – notification of road closure for this event from Thursday 21st to Sunday 24th September. The closure is from 3pm on Thursday 21st so the market should still take place. The

closure is from the junction with Penny's Lane to the junction with North St (opposite One Stop) and the junction with Silver Street (opposite Cuckoo coffee shop).

Email regarding an article in the Wilton edition of New Valley News (July). The article stated that the Mayor had lost his casting vote and despite several requests for information relating to the legislation on this statement nothing has been received. The article also alleged that one of the recent vacancies had not been reported to Wiltshire Council (as required by law). The Town Clerk can confirm that all vacancies since May 2021 have been reported to Wiltshire Council and the relevant Notice of Vacancy has been displayed, co-options have only taken place once WC has confirmed the vacancy may be filled by co-option.

Emails regarding the Mayor's Appeal account and transfer of money. Please note this is not a Town Council account but an account for use by the Mayor at the time in relation to fundraising. Whilst it is not a WTC account it does use the Council Office address.

Correspondence circulated by email – WALC newsletter and NALC updates.

143/23 Date of next meeting

The date of the next meeting of Wilton Town Council will be on Tuesday 5th September 2023 at 7pm in the Council Chamber.

In line with item "131/23 Exclusion of the Press and Public" above the Press and Public were excluded.

144/23 To confirm the appointment of an Assistant to the Town Clerk

To confirm that Liz Holland was the successful candidate for the position contracted to 15 hours per week starting with a three month trial.

Proposed: Cllr Blackman

Seconded: Cllr Boyd

All in favour

145/23 To confirm the temporary increase in the Town Clerk's contracted hours.

To increase the weekly hours from 25 to 30 hours per week on a six month trial, reviewed by the Staffing Committee in four months.

Proposed: Cllr Kinsey

Seconded: Cllr Page

All in favour

146/23 To close the meeting at 8.14pm.

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.*