

MINUTES of a MEETING of WILTON TOWN COUNCIL - POLICY & RESOURCES COMMITTEE
held in Wilton Town Council Chamber on TUESDAY 16th May 2023 at 7.00pm

Present Cllr Charlotte Blackman
Cllr Alan Crossley
Cllr Claire Forbes
Cllr Andy Kinsey
Cllr Teresa Taylor

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

Also Present, Cllr Paula Johnston as a member of the public (for Community Engagement session only)
via ZOOM: Cllrs Alexandra Boyd, Paula Johnston and Maria La Femina (as members of the public) and Susan Robinson.

Cllr Crossley, opened the meeting.

PR/39/23 To Elect a Chairman for the Policy and Resources Committee
Cllr Blackman nominated Cllr Crossley. There were no other nominations.
Proposed: Cllr Blackman **Seconded:** Cllr Taylor All in favour

PR/40/23 To Elect a Vice - Chairman for the Policy and Resources Committee
Cllr Taylor nominated Cllr Blackman. There were no other nominations.
Proposed: Cllr Taylor **Seconded:** Cllr Forbes All in favour

PR/41/23 Apologies
Cllr Moore sent her apology due to family commitments. This was accepted. All in favour

PR/42/23 Minutes - Approval for 21st March 2023 Meeting
Proposed: Cllr Kinsey **Seconded:** Cllr Forbes All in favour

PR/43/23 Standing Orders were suspended at 7.03pm
Community engagement
Paula Johnston informed the Committee that she had been advised by Wiltshire Council's Planning Officer that they would have no issues with the flying of the Holocaust Memorial Day Flag. Paula Johnston questioned the Minutes of the previous meeting (PR/27/23 g) but aware the Minutes have now been approved.
Maria La Femina asked the Committee to provide details of its approved contractors – how many does it have and have their insurance / certificates been checked?
Alex Boyd spoke in support of the flying of the Holocaust Memorial Day Flag.
Community Response
The Holocaust Memorial Day Flag is covered under item PR/47/23 b.
The Town Clerk informed the Committee that the Council has two contractors who have completed the approved contractor form and that the selection of contractors is detailed in the Procurement Policy and its form.
Resolved: To review the Procurement Policy at the next Policy and Resources meeting.
Proposed: Cllr Crossley **Seconded:** Cllr Kinsey All in favour

PR/44/23 Standing Orders were reinstated at 7.13pm

PR/45/23 Declarations of Interest
Cllr Kinsey had three payments in the payment schedule – see PR/51/23 (i).
No dispensation requests had been received by the Town Clerk.

PR/46/23 Exclusion of the Press and Public

There were no items requiring the public, including the press, to be excluded under Public Bodies (Admissions to Meetings) Act 1960.

PR/47/23 Policy Review

To review the following adopted policies.

- a) Lone Workers Policy. Cllr Crossley suggested that the bullet points be replaced with lettered lists to facilitate cross referencing.
Resolved: To accept the highlighted changes and the minor amendment to the lists
Proposed: Cllr Crossley **Seconded:** Cllr Taylor In favour
Cllr Blackman abstained from voting.
- b) Flag Flying Policy To consider a request to add flying of the Union Flag (or Holocaust Memorial Flag) at half-mast on Holocaust Memorial Day.
Resolved: For the Town Clerk to ask Paula Johnston to forward the Wiltshire Council's Planning Officer's email to her. For the Town Clerk to seek the endorsement of the Unitary Councillor. For the Town Clerk to update the Flag Flying Policy to include the Holocaust Memorial Day flag. For Wilton Town Council to purchase a '3 yard' (or nearest available size) Holocaust Memorial Day flag and fly it at Full mast on Holocaust Memorial Day only.
Proposed: Cllr Crossley **Seconded:** Cllr Taylor 4 in favour
Cllr Blackman abstained
- c) Scheme of Delegation. The current Scheme of Delegation, originally adopted in 2019, delegates to Committees some elements of finances eg budgeting, expenditure approval and monitoring. However, COVID impacted the implementation.
Resolved: To set up a Policy Working Group to review the Scheme of Delegation. It should have a minimum of three members with Cllrs Crossley, Blackman and Kinsey proposed.
Proposed: Cllr Crossley **Seconded:** Cllr Blackman All in favour
- d) Mayor Making Procedure – This needs to be reviewed and updated to reflect what happens in election and non-election years.
Resolved: To ask the Policy Working Group to review the Procedure.
Proposed: Cllr Crossley **Seconded:** Cllr Taylor All in favour

PR/48/23 To consider the following proposal

Resolved: For Minutes to be received and their recommendations noted at Full Council and with the Minutes being approved at the following Committee meeting.
Proposed: Cllr Forbes **Seconded:** Cllr Taylor All in favour

PR/49/23 Planning

To respond to Wiltshire Council Planning on the following planning applications:

- (i) PL/2023/03396. 12 South Street - Fascia Signs.
Resolved: To support the application.
Proposed: Cllr Crossley **Seconded:** Cllr Taylor All in favour
- (ii) PL/2023/03527. 8 Russell Street - Proposed two storey rear extension and alterations.
It was noted that adjoining properties in Kingsbury Square were not notified and should have been.
Neighbouring properties have single storey extensions, a two storey could cause overlooking issues.
Resolved: To object on the basis of over-development and probable impact on street based car parking.
Proposed: Cllr Crossley **Seconded:** Cllr Kinsey All in favour
- (iii) PL/2023/01341. 50 Shaftesbury Road - Proposed widened access to front of property.
Resolved: To support the principle of off-street parking but to defer to the Wiltshire Council's Planning Officer and Highways department.
Proposed: Cllr Crossley **Seconded:** Cllr Taylor All in favour

PR/50/23 Men's Shed Lease

cabinet could be installed within the Chamber without reinforcing the floor and there maybe issues in getting a suitable fireproof cabinet into the Chamber.

So to ensure the safe storage it is recommended that these Charters and Seals are stored at the Wiltshire and Swindon History Centre in Chippenham. They would be stored in a fire suppressed room (gas system) which is accredited by the National Archive. They would be repackaged in acid free packaging and not stored in the current storage cabinet.

Resolved: For the Charters and Seals to remain as they are, located in the Council Chamber. Cllr Crossley to provide details of the proposed fire resistant cabinet to a structural engineer for them to calculate whether the floor can support the unit.

Proposed: Cllr Crossley

Seconded: Cllr Taylor

All in favour

PR/55/23 Wilton Town Council website

The Town Clerk will send the contact details for Vision ICT to Cllr Blackman for them to propose a new top level menu structure.

PR/56/23 Defibrillators

Currently there are four defibrillators within Wilton. A request has been made for one to be located in the Bulbridge area. It was agreed to meet with the requestor to discuss how they would like to progress their defibrillator. In the meantime, all Councillors were asked to survey their areas for locations of defibrillators – inside or outside buildings – so a complete list can be drafted.

PR/57/23 Correspondence received.

The Clerk provided details of correspondence received.

PR/58/23 Date of next meeting

The date of the next meeting is Tuesday 18th July 2023 at 7.00pm in the Council Chamber.

PR/59/23 The meeting was closed at 9.32pm

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.*