

**MINUTES OF A MEETING OF WILTON TOWN COUNCIL HELD IN WILTON COUNCIL CHAMBER  
ON TUESDAY 5<sup>th</sup> MARCH 2024 at 7.00PM**

**Present** Councillor Andy Kinsey, *Mayor of Wilton*  
Councillor Alan Crossley  
Councillor Alexandra Boyd  
Councillor Claire Forbes  
Councillor Chris Harrison  
Councillor Marti Hilliard  
Councillor Gail Moore  
Councillor John Page  
Councillor Teresa Taylor  
Councillor Mick Whillock

**In Attendance** Mrs Clare Churchill, *Town Clerk*  
Mr P Cornish, *Minutes Secretary*

**Also Present** 7 members of the public plus Unitary Councillor Pauline Church.  
**via ZOOM** 8 members of the public.

**038/24 Welcome and Apologies**

Councillor Kinsey, Mayor of Wilton, in the chair, opened the meeting. Apologies were received from Councillor Blackman.

**Resolved:** To approve the apologies with reason given.

**Proposed:** Councillor Forbes

**Seconded:** Councillor Moore

**All in favour**

**039/24 Minutes**

**Resolved:** To approve the minutes of the meeting held on 6th February 2024.

**Proposed:** Councillor Kinsey

**Seconded:** Councillor Boyd

**All in favour**

**040/24 To suspend Standing Orders at 7:01pm**

**Community Engagement**

Members of the public raised the following points:

1. The Wilton Carnival Committee is seeking a grant to cover support costs and to hire a multi function marquee.
2. Have the street name signs approved by the Environment & Amenities Committee in June 2023 been ordered?
3. Why is the payment schedule not published?
4. Why is the committed spend column blank?
5. Why has no tree work been paid for?
6. Please confirm the balances in the bank accounts.
7. The Pavilion electrical bill seems high.
8. They wished to object to Planning Application PL/2024/01916.
9. Dog faeces are an issue on the Castle Meadow playing field.
10. What's happened to the dozen wooden posts bought in 2022 for Minster Street?
11. When will work start on the pontoon dipping platform? Has the supplier ordered the long lead time items?
12. The format of the Annual Town Meeting has changed. How will non-electors be able to speak?
13. The last Wilton Market only had two stalls, what can Wilton Town Council do to ensure its survival?
14. Wilton Town Council need to understand the liabilities associated with assets being transferred to it?
15. The cost of the 'dog poo bags' at £5,000 seemed high.

**Report from the Unitary Councillor for Wilton**

Councillor Pauline Church to give an extensive report covering the following topics: Wiltshire Council Budget for 2024/25 was formally approved, A3094 Quidhampton Road was resurfaced, A30 Shaftesbury Road resurfacing works maybe done this year, the A360 may be closed for a maximum of 4 months from April, please never put batteries or electricals containing them in any of your bins, the Explore Wilton

Heritage App has been launched, the Fovant Foodbank has relocated to Wilton Community Centre and will now be known as the Fovant and Wilton Foodbank and there are Speed Monitoring devices located throughout Wilton as part of the assessment to establish whether a 20mph speed limit could be implemented in Wilton.

**041/24 To reinstate Standing Orders at 7:24pm**

**042/24 Community Engagement**

No decisions may be taken on such matters at the meeting unless due notice has been provided. Questions not answered at the meeting will be answered in writing or may appear as an agenda item for the next appropriate committee meeting. No decision can be taken during this session, but the Chairman may decide to refer any matters raised for further consideration.

Councillor Kinsey, supported by the Town Clerk and other Councillors provided the following responses:

1. Wilton Town Council expressed their thanks to the Wilton Carnival Committee for putting on a great carnival.
2. Yes.
3. The pay schedule is not published as it contains sensitive information.
4. An additional purchasing module would have to be purchased and then Purchase Orders raised to provide the required data.
5. Works have been done, it is believed they were paid for from an Ear Marked Reserve.
6. There are three bank accounts, the Business Instant account is a deposit account earning interest, balance £436,773.31, the Treasurers account is the current account, balance £8,999.55 and the Business Debit card account is for small items purchased using the debit card or direct debits balance £954.70.
7. Meter readings are taken monthly and provided to the supplier and accounts are updated quarterly. The Town Clerk has been chasing the supplier for a corrected bill or a credit note.
8. Noted.
9. Noted.
10. This will be investigated although it is believed the posts are in the cemetery store room.
11. Work will start, weather permitting, according to the Contractor's schedule. The Town Clerk will contact the Contractor.
12. Anyone can speak at the Annual Town Meeting however, only electors may vote.
13. It was noted that the weather was very bad, the Town Clerk will contact the Wiltshire Council officer.
14. This is why the transfer is being looked into.
15. The Town Clerk is exploring the option of purchasing cheaper bags.

**043/24 To note the following response to questions and statements made at the Wilton Town Council Meeting held on 6th February which were not answered at the Meeting**

The number related to the number listed on the Minutes of the Meeting when the statement was made.  
023/24 ii. The noticeboards have been ordered.

**044/24 Declarations of Interest**

- (a) Councillor Harrison declared an interest in items 051/24 to 053/24 inclusive.
- (b) No Dispensation Requests were received by the Town Clerk.
- (c) Wilton Town Councillors are reminded that it is their duty to ensure their Register of Interests is kept up to date.

**045/24 Exclusion of the Press and Public**

No items were identified.

**046/24 Mayor's report**

The Mayor had attended the Rule of Law service.

The Annual Town Meeting is on Monday 11<sup>th</sup> March at 7pm in Wilton Community Centre.

**047/24 To receive the Minutes of the Environment and Amenities Committee Meeting held on 20th February 2024**

Councillor Boyd, as Chair of the Environment and Amenities Committee, made the following recommendations to the Full Council:

- (i) To agree the contribution of £145.00 toward the installation of a traffic bollard outside 2 West Street.
- (ii) To obtain quotes for an item to replace the trampoline in Minster St – something similar.
- (iii) Councillors Boyd and Moore will undertake a regular walk around of the Minster Street Play Area
- (iv) Councillor Hilliard will undertake a regular walk around of the Wishford Road Play Area
- (v) Councillor Kinsey will undertake a regular walk around of the Bulbridge Play Area
- (vi) Councillor Whillock will undertake a regular walk around of the Castle Meadow.
- (vii) To set up a Friends of Shaftesbury Road Cemetery group.
- (viii) That Councillor Crossley will take on a monitoring role of the Shaftesbury Road Cemetery to report matters to Wilton Town Council Office and the Environment and Amenities Committee.
- (ix) To note that the Events Working Group will meet the Christmas Lights Contractor on 27th February.
- (x) To pay the reduced invoice to Playforce for the trampoline repair at Bulbridge play area.
- (xi) To obtain quotes to replace the West St bus shelter and look into the addition of a perch style seat.
- (xii) To repair and subsequently clean the King Street Bus Shelter.
- (xiii) To look into the formal adoption of the King Street Bus Shelter.
- (xiv) To trail changing the time to lock the toilets to 6pm and to monitor future vandalism.
- (xv) To look at waste disposal options for the public toilets.
- (xvi) That the first issue of the new Newsletter will be online only.
- (xvii) To appoint Councillor Blackman as a liaison between Wilton Town Council and the Grounds Maintenance Contractor.

**Resolved:** To approve the recommendations of the Environment and Amenities Committee, listed above.

**Proposed:** Councillor Boyd

**Seconded:** Councillor Whillock

**All in favour**

**048/24 To agree a current Wilton Town Councillor taking on a liaising role with the Wiltshire Council Parish Steward**

**Resolved:** To nominate Councillor Blackman.

**Proposed:** Councillor Kinsey

**Seconded:** Councillor Boyd

**All in favour**

**049/24 To establish a Toilet Working Group to look at the refurbishment of the current facility.**

To note that the membership of this Working Group should be limited to 6. Councillors Blackman and Kinsey were on the previous Working Group and wish to continue. Councillor Boyd also expressed an interest on being on this Working Group.

**Resolved:** To nominate Councillors Moore, Page, Forbes, Boyd, Kinsey and Blackman.

**Proposed:** Councillor Page

**Seconded:** Councillor Taylor

**All in favour**

**050/24 To receive the Minutes of the Staffing Committee Meeting held on 8th February 2024**

Councillor Moore, as Deputy Chair of the Staffing Committee, made the following recommendations to the full Council:

- (i) To upgrade the current Staff MS365 licences from Basic to Standard.
- (ii) To purchase 4 MS365 licenses for 4 Councillors (Chairs of Committees and Councillor Harrison).
- (iii) To Co-Opt Councillor Harrison onto the Wilton Town Council Staffing Committee.
- (iv) To create a list of current Councillors willing to represent Wilton Town Council at Funerals and Interments.
- (v) A verbal report was given by the Town Clerk following attendance at the Practitioner's Conference.
- (vi) To pay the outstanding TOIL (previously agreed) in one lump sum.

**Resolved:** To approve the recommendations of the Staffing committee listed above.

**Proposed:** Councillor Moore

**Seconded:** Councillor Crossley

**All in favour**

**051/24 To resolve to give Councillor Chris Harrison joint administration of Wilton Town Council's Virtual Private Network (VPN) in order for him to remotely carry out data migration to the Council's newly upgraded Microsoft 365 accounts plus associated essential work in relation to the storage and security of such data**

**Proposed:** Councillor Kinsey

**Seconded:** Councillor Forbes Councillor Harrison abstained, **rest in favour**



Councillor Crossley informed Wilton Town Council that he had attended a meeting of the Operational Flood Working Group South (OFWGS) who met in Warminster on the 21st February. Wiltshire Highways Drainage said that 250 Properties have flooded in the area and can access Government Funding support. Any urgent issues with surcharging gullies or sewers should be reported on MyWilts. Environment Agency said that October 2022 to December 2023 has been the wettest since 1871. Storm Henke dropped 60% of the total January rainfall. Wiltshire was the most badly affected County in this area. Wessex Water said that they needed to discourage residents from lifting Sewer Manholes to get rid of Surface Water as this causes major problems with surcharging. Wessex Water have a Customer Service number and Online Chat system for problem reporting. Councillor Crossley presented to the OFWGS meeting the Wilton Flood Group report he had given to the Environment and Amenities Committee

Councillor Boyd informed Wilton Town Council that she had attended a meeting of Wiltshire Council's Culture Plan and would be attending a follow-up workshop. Whilst visiting Minster Street play area she had received good feedback from the parents. The Environment & Amenities Committee will consider installing an Activity Wall.

**060/24 Town Clerk's Report – circulated to Councillors**

No questions were raised.

**061/23 Date of next meeting**

The date of the next meeting of Wilton Town Council, will be on Tuesday 2nd April 2024 at 7pm in the Council Chamber.

**062/23 To close the meeting at 8:04pm**

***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.*