

**MINUTES of a meeting of WILTON TOWN COUNCIL held in the COUNCIL CHAMBERS, KINGSBURY SQUARE, WILTON on TUESDAY 5th JUNE 2018 at 7.00pm**

**Present** Cllr Peter Edge (Mayor of Wilton)  
Cllr Ivan Seviour (Deputy Mayor of Wilton)  
Cllr Trevor Batchelder  
Cllr Charlotte Blackman  
Cllr Pauline Church  
Cllr Paula Johnston  
Cllr Andrew Kinsey  
Cllr Phil Matthews  
Cllr Teresa Taylor

**In Attendance** Mrs Catherine Purves, Town Clerk. Mr Hugh Abel, Minute Secretary.

**Also Present** 8 members of the public

Prior to the start of the meeting the Mayor presented money raised during his Mayoral Appeal in the year 2017 – 2018. £1,000 was presented to Wessex Cancer Research and £1,000 presented to Wilton & Barford School's Healthy Living Project.

*Cllr Blackman* – thanked Cllr Church and her Wiltshire Council colleagues for helping to facilitate the OVO cycle race in Salisbury. Participants had spoken about good crowd support and enthusiasm for this event.

*Cllr Matthews* – expressed concern about policing in Wilton. The Home Office's official figures showed crime levels in Wilton as follows: 2018 – January 15; February 12; March 17; April 22. He asked that the Town Council send a letter to the Chief Constable and the Crime Commissioner voicing the Council's concern.

*Cllr Seviour* – told the meeting that he had arranged a meeting for the Neighbourhood Plan (NP) on 14th July at the Sports Pavilion. The Wiltshire Council's link officer, Victoria Hodgson, will be there. A new flier for the NP has been designed and a website is being created and set up.

**Wiltshire Councillor Pauline Church gave her report to the Town Council**

- *Drains at Four Corners* – An extensive CCTV survey has been carried out to the drainage system at four corners. The drains were also cleaned. A copy of the report has been requested to ensure that it remains on record.
- *Parking at the Hollows* – She has been in contact with Wilton Estate to see if it is possible to create an area where visitors to Grovely Woods can park.
- *Hollows footpath* – She is still trying to find out which body is responsible for the upkeep and maintenance of this path.
- *B3094* – resurfacing work will take place on 28th and 29th June.
- *Russell Street potholes* – a ticket has been issued for this work to proceed..
- *Redrow play area* – this is still awaiting a RoSPA inspection report.
- *Wilton Parkway* – revised figures for the low cost development option are being sought and are due this month. The next stage will be to source funding for the project.

*Cllr Matthews* – noted that the cost of policing in Salisbury following the poisoning was estimated at some £7.5 million and asked if this would be taken from Wiltshire's policing budget.

*Cllr Church* – told the meeting that this was a national incident and would not be funded from either the Wiltshire Police budget or Wiltshire Council's resources.

*Cllr Matthews* – commented that repairs in Wilton had led to traffic disruption when temporary traffic lights had been left in operation on 23 May for three days when the work itself had been completed within just one day.

*Cllr Edge* – told the meeting that it was Southern Gas network that had carried out the work.

*Cllr Edge* – noted that the Salisbury Transport Strategy had only included Wilton Parkway on its ‘wish list’.

*Cllr Church* – commented that she was pleased to see that Wilton Parkway and works to the A36 had made themselves into the Transport Strategy. The reason for the status of the Parkway project, is that it does not have immediate funding and may be difficult to deliver.

## A G E N D A

*Cllr Edge in the chair*

### **108.18 To receive apologies**

None were received.

**Resolved:** to note.

### **109.18 Minutes**

a. **Resolved:** that the Minutes of the Full Council Meeting held on 6th March 2018 be approved and signed by the Chairman as a correct record with an amendment to remove reference in item 94.18 to the appointment of Cllr Johnston to the Town Team.

### **110.18 Declarations of Interest**

a. **To receive any Declarations of Interest** in respect of matters contained in this agenda in accordance with the provisions of the Local Government Act 1972 in respect of officers, and in accordance with the provisions of the Localism Act 2011 in respect of members.

None were declared.

**Resolved:** to note

b. **To consider any Dispensation Requests** received by the Town Clerk and not previously considered. - None had been requested.

**Resolved:** to note

### **111.18 To consider any candidates present for co-option to fill the casual vacancy created by Cllr Becky Perry's resignation**

The Clerk advised the meeting that two people had expressed an interest and she had advised them that they would need to make a formal approach to the Town Council.

One formal application has been received from Dr Rebecca Lyons. Cllr Edge proposed that she be co-opted to fill this vacancy. This was seconded by Cllr Blackman and unanimously approved by the meeting.

After reading and signing her declaration, Cllr Lyons was welcomed by the Mayor and took her seat at the council table

### **112.18 To consider any candidates present for co-option to fill the casual vacancy created by Cllr Sue van Leest's resignation**

The Clerk advised the meeting that whilst two people had expressed an interest and she had advised them that they would need to make a formal approach to the Town Council, to date, only one formal application had been received (see 111.18)

### **113.18 Exclusion of the press and public.** To agree any items to be dealt with after the public, including the press, have been excluded under the Public Bodies (Admissions to Meetings) Act 1960 and Local Government Act 1972 ss100.

**Resolved:** That there was no agenda item for which this provision needed to be exercised.

### **114.18 To consider any urgent business raised by the public in public discussion, and any other urgent matters or items of information from councillors, for referral to the appropriate committee.**

*i Policing in Wilton* – *Cllr Church* – told the meeting the recent poisoning in Salisbury had led to police resources being stretched. She suggested that the Town Council should write to the Chief Constable and the Crime Commissioner.

After discussion it was agreed to write the letters now.

**Resolved:** to write to the Chief Constable and the Crime Commissioner expressing the Council's concern at the rising crime rate in Wilton. **Action:** The Clerk

*ii Neighbourhood Plan* – Cllr Seviour suggested that the Neighbourhood Plan be publicised at the Carnival on June 8th. He would like a tent or gazebo on the Carnival site with details about the NP and what it could mean to Wilton. This was agreed and it was also suggested that the Town Council purchase a gazebo for use at future occasions.

**Resolved:** to purchase a gazebo for use at the carnival and on future occasions.

*Cllr Edge* – told the meeting that as this expenditure was not on the meeting's agenda, he would buy the gazebo with the Mayor's expense allowance.

*iii Councillor's places on Town Council sub Committees* – Cllr Johnston raised the issue of Council Member's representation on the sub committees. She stated that it was, in her view, unfair.

*Cllr Edge* – told the meeting that his premise for the make-up of sub committees was to allow Members to opt for the sub committee of their choice and this is what had happened at the beginning of the current Mayoral year.

After discussion it was agreed to re-visit the allocation of sub-committee places and seek the individual views and preferences of each councillor.

#### **115.18 To receive reports from:**

##### **a. Wiltshire Association of Local Councils and Community First**

Cllr Seviour reported that the Association's next meeting would be held on July 2nd.

##### **b. The South West Wiltshire Area Board**

Cllr Matthews reported that:

- the Board elected Cllr Josie Green as chair and Cllr Tony Dean as vice chair.
- The meeting had had a report on the changes to the waste collection service which would come into force from 3rd July.
- The Here to Help scheme would introduce Creche facilities.
- An electoral review was heralded. Wiltshire Council's proposal is to increase the number of councillors from 98 to 99. However, it was thought likely that the Electoral Commission would want to reduce the overall number.
- The Police and Neighbourhood teams are recruiting.
- Chalke Valley is to be equipped with a micro calls system which will facilitate true roaming.

##### **c. Wilton Community Centre**

Cllr Blackman told the meeting that the next meeting would be on Monday 11th June.

##### **d. Wilton and District Chamber of Commerce**

Cllr Edge reported that the Chamber was seeking to recruit a new manager and there was to be a Gin fest on 4th August in the Shopping Village.

Cllr Matthews told the meeting that Lloyds Bank had admitted mis-reporting the figures of customers using Wilton branch. According to an article in the Daily Mail, instead of 27 customers a week, the true figure was 260.

##### **e. To receive and note an update about the Wilton Parkway Station project**

There was nothing further to report.

**f. To receive an update from the Flood Warden for Water Ditchampton** - a comprehensive report had been circulated for information to the Flood Group, and was noted.

**g. Our Wilton Project** – The Town Council has received a request to consider donating £5000 for the complete fitting out of the veteran's rooms at the Veteran's Centre.

The Town Council has also received a request to consider buying a "There, Not There" sculpture for £750.00 to be installed at Erskine Park to commemorate the 100th anniversary of the end of World War I.

Both these items will be included on the next F&GP agenda.

The build continues to progress at speed following a successful Topping Out Ceremony held at the end of the month, attended by John Glen MP, who has been supportive of the project since its inception.

Salisbury Armed Forces Veterans' Breakfast Club hosted a fund-raiser for the fit-out of the flats and raised over £300.

Further grants from the Diocesan Forces Welfare Trust, Tesco and Clothworkers Guild are supporting our campaign to sponsor the fit out of each flat.

We continue to build positive partnerships with key stakeholders and are looking forward to starting the build of the enterprise hub as soon as we have secured funding in full.

Saturday site tours for local residents with Sue and Zoe continue to be well-attended and positive, with the next one planned for 14th July at 10am.

**Resolved:** to note these reports

**116.18 To resolve to receive and ratify the minutes of:**

**a. The Amenities & Planning Committee meeting held on Tuesday 15th May**

It was noted that an illegal decision had been made in the election of the Chair by virtue of a non-member of the sub-committee casting a vote. Whilst this had been done in good faith it was agreed it could not stand.

**Resolved:** to hold this matter over until the next meeting of the sub-committee

**b. The Staffing Committee meeting - no meeting held**

**c. The Finance & General Purposes Committee held on Tuesday 22nd May 2018**

**Resolved:** that the Minutes of the Finance & General Purposes Committee held on Tuesday 22nd May 2018 be approved and signed by the Chairman as a correct record without amendment

**117.18 To resolve to receive the minutes of: The Town Team Working Group meeting - no meeting held**

**118.18 Finance**

**a. To resolve to confirm and authorise a schedule of accounts in the sum of £10,841.48**

It was noted that the finance schedule had not been circulated to Members owing to technical difficulties. It was therefore agreed to pay salaries and pension payments but to defer all other payments until the next F&GPC Meeting in three week's time.

**Resolved:** to approve for payment salary and pension payments but to defer all other payments until the next F&GPC meeting.

**119.18 To resolve to sign the novation agreements in respect of the independent CCTV now operational in Wilton**

**Resolved:** to sign the agreements

**120.18 To consider quotations from the existing contractor for the necessary fire alarm works and to take over and upgrade the intruder alarm system in connection with the office move downstairs**

Wessex Fire & Security, the Town Council's current contractor, have provided the following quotes:  
Supply and installation of an intruder alarm system - £1094.00 plus VAT

Supply and installation of a fire alarm system - £1478.00 plus VAT

The Town Council's Financial Regulations allow that normal procedures of obtaining 3 quotes for work valued between £500 and £3000 need not apply where "work to be executed or goods or materials to be supplied ...constitute an extension of an existing contract by the Council.

Contracts Item 11.1.a.iv) refers

**Resolved:** to accept the quotations.

**121.18 To resolve to adopt the following draft policies and privacy notice in connection with GDPR requirements, to supersede any existing policies in place:**

The draft policies have been drawn up by the Society of Local Council Clerks and solicitors from both the Society and the National Association of Local Councils have reviewed them as well. Some parts won't apply to the Town Council, but it is recommended that the Town Council adopts them as they are, just in case and to cover any future developments eg the Social Media & Electronic Communication policy refers to Twitter, Skype and texting, which the Town Council currently does not use.

Note that the Information & Data Protection Policy states the Town Council will appoint a Data Protection Officer. There is no legal requirement for this, it is a "may", not a "must", but once all the Council's records and systems have been reviewed, it is recommended that a DPO is appointed to check them, and then invited back every three to five years as Best Practice. The DPO needs to be independent of the Council, trained and qualified as a DPO and thus very knowledgeable about GDPR and Data Protection.

- a. The Management of Transferable Data
  - bi. Retention and Disposal
  - bii. Appendix A List of document for retention or disposal
- c. Social Media & Electronic Communication
- d. Information & Data Protection
- e. Privacy Notice

**Resolved** : to adopt these draft policies without amendment.

**122.18 To consider a response to a Planning Application received from Wiltshire Council:**

- a. **18/04720/TCA** - prune 1 x yew tree by upto 20% at Wilton Shopping Village, King St, Wilton  
**Resolved:** to support
- b. **18/04737/TPO** - canopy reduction 1 x yew by upto 40% at 5 Kings Gate, Wilton  
**Resolved:** to support
- c. **18/04852/TCA** - raise canopy by 30% and reshape 1 x yew at The Michael Herbert Hall, South St, Wilton  
**Resolved:** to support

**123.18 Chairman's Report.**

Cllr Edge reported on his Mayoral activities during March. He told the meeting that he had attended a meeting of Wiltshire Mayors during which it emerged that different parishes in the county were being treated in entirely different ways by Wiltshire Council. It was agreed that this should be an agenda item at the next F&GP meeting

**Resolved:** to note

**124.18 Town Clerk's Report**

The Town Clerk reported on the following:-

- *Flooding issues* - the next WC Operational Flood Working Group meeting is in Wednesday 13th June at 10.00am in the Nadder Centre, Tisbury.
- *Internal Audit* - the end of year internal audit will take place on Friday 15th June.
- *The RNL Annual Garden party* - this will be held on Thursday 21st June from 6.30 to 8.00pm at Wilton House, tickets are £17.50
- *Wiltshire Council/Society of Local Council Clerks Joint Event* - a reminder that WC and the SLCC are holding another joint mutual information event for Town & Parish Councils on Friday 15th June from 10.00 to 4.00pm at the Civic Centre, Trowbridge. Two representatives are invited from each Town or Parish Council, it is free to attend.
- *SLCC Wiltshire Branch Secretary* – The Clerk has stepped down from this role at the last Branch meeting in May after 6 years in post.
- *Fovant Badges Drum head service* – this will be held on Sunday 1st July at 2.30pm
- *Trans Wilts Conference* – will be held on 20th June at Trowbridge from 9.30 to 3.00.
- *Appointments made at Staffing Meeting* – Two appointments have been made:
  - Assistant Town Clerk – Mark Bastick who will take office from 10th July
  - Toilet Cleaning and Opening – Steven OwenBoth the creation and filling of these roles will be ratified at the July Full Council Meeting.

**125.18 To confirm the date of the next meeting of the Full Council as Tuesday 3rd July 2018 at 7.00pm in the Council Chamber** **Resolved:** to confirm this date.

**126.18 To close the meeting**

There being no further business, the Chairman closed the meeting at 8.30 pm.

Members of the Council considered the foregoing matters in consideration of their duties: Equal Opportunities (race, gender, sexual orientation, marital status and any disability); Crime and Disorder; health and Safety, and Human Rights.