

MINUTES of a meeting of WILTON TOWN COUNCIL held in the COUNCIL CHAMBERS, KINGSBURY SQUARE, WILTON on TUESDAY 4th June 2019 at 7.00pm

Present Cllr Trevor Batchelder
Cllr Charlotte Blackman
Cllr Peter Edge
Cllr Lee Glyde
Cllr Paula Johnston
Cllr Andy Kinsey – Deputy Mayor of Wilton
Cllr Ivan Seviour – Mayor of Wilton
Cllr Teresa Taylor

In Attendance Mr Steve Milton, Town Clerk; Mr Hugh Abel, Minute Secretary.

Also Present Anthony Brown-Hovelt, John Cutland, John Harris and David Parker

Community Engagement session

Anthony Brown Hovelt – told the meeting that gullies and gutters on the A36 between Park Wall and Kingsway were in need of clearing some of the gullies were even filled with mud and incapable of working as effective drains. He asked the Council to get something done about this work.

Anthony Brown Hovelt – expressed concern about the deterioration of pavements in central Wilton leading to very uneven surfaces plus the ill designed ramps and slopes intended for wheelchairs and mobility scooters. He said it was virtually impossible to safely negotiate some areas by the A36 and the Avenue. There was even a damaged safety barrier which blocked access to a ramp in the Avenue. He asked that a survey be carried out to see what remedial works needed to be carried out.

John Cutland – asked what could be done about re-location accommodation for Youth now that the Youth Centre had been closed.

John Harris – said that Red Row had nearly completed its work on Wilton Hill and he asked what was happening about the bus stops in the Avenue.

David Parker – congratulated the Town Council on holding a reception to commemorate the planning of D Day in Wilton.

David Parker – told the meeting that it was important to keep informed about progress with Wilton Parkway.

David Parker – asked for assurances that the Town Council would support a Town Team in Wilton when it was re- founded.

Cllr Taylor – told the meeting that there were problems with the gullies in the Olivier Road area.

Cllr Taylor – asked why the Town toilets had been closed at 4.00pm on Monday 3rd June.

Cllr Edge – reported that the toilets had not been open on Sunday or Monday until Cllr Matthews had opened them today.

Cllr Edge – told the meeting that Cllr Church had been in contact with Red Row and the Highways department about the bus stops and about the Millennium gates at Wilton Hill. With regard to some of the problems raised by Anthony Brown Hovelt, these were Highways issues and needed to be referred.

Wiltshire Councillor Pauline Church gave her report to the Town Council

In her absence, Cllr Church had submitted a written report:-

- *Flood prevention at Water Ditchampton* – there will be a meeting with the EA in mid June
- *Parking in the Hollows* – a report is awaited.

- *Millennium Gates* – she has called in the planning application and is waiting for response from the Southern Area planning committee.
- *Electric car charging points* – installation at the Park and Ride site is being explored.
- *Armed Forces Day* – the flag will be raised on 27th June.
- *Wilton Police Station* – Wiltshire Council has refused the Town Council’s expression of interest.
- *Victoria Road* – discretionary road repairs and white lining have been carried out.

Cllr Edge – said that following the fly tipping incident, two CCTV cameras have gone up in Kingasway.

Cllr Church – said that she was working to get it arranged..

A G E N D A

Cllr Seviour in the chair

83.19 To receive apologies

Cllr Church apologised for her absence owing to attending South West Wiltshire Area Board.

Cllr Lyons apologised for her absence owing to her honeymoon.

Cllr Matthews apologised for his absence owing to attending South West Wiltshire Area Board

Resolved: to note.

84.19 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

85.19 Minutes

a. **Resolved:** that the Minutes of the Town Council Meeting held on 7th May 2109 be approved and signed by the Chairman as a correct record with one amendment. *67.19 – remove the word ‘peppercorn’.*

86.19 Mayor’s Updates

Cllr Seviour reported on the occasions during the past month when he had represented the Town as Mayor of Wilton.

Resolved: to note

87.19 Items raised in Community Engagement Session

Uneven pavements – these should be reported via the My Wiltshire App. It was suggested that an assessment of the areas of concern be undertaken.

Town Team – this item was raised and approved at the May Full Council meeting. The Town Clerk reported that the Council was in process of getting the Town Team moving again and a date for a preliminary meeting has yet to be agreed.

Wilton Town toilet – the process of changing the contract for opening and cleaning is in process.

Pedestrian Crossings – it was reported that Cllr Church is chasing this up.

Minster Street Fountain – Cllr Edge told the meeting that he had turned it off pending a visit by specialist contractors to conduct minor repairs.

88.19 Committee Reports

To receive the following committee reports and any recommendations arising:

(a) Amenities and Planning Committee – 21st May 2019

Resolved: that the Minutes of the Amenities & Planning Committee meeting held on 21st May 2019 be approved and signed by the Chairman as a correct record without amendment.

1 Policies and Procedures *(minute 47.19)*

Recommended to Council:

1. that the Clerk continues to undertake bank reconciliations each month and that Cllr Church is appointed as the Council's nominated counter signatory.

Resolved: to adopt Policy and Procedures recommendation 1.

2. That subject to the amendment of Financial Regulations as set out in 1 above, and further amendments that reflect the new names of the Committees, the following documents be adopted:

- Financial Regulations
- Procurement Policy
- Risk Management Policy

Resolved: to adopt Policy and Procedures recommendation 2.

2. End of Year: Closure of Accounts and Annual Return 2018/19 *(minute 48.19)*

Recommended to Council:

that the following documents be approved:

- Budget Outturn 2018/19
- Annual Governance and Accountability Return 2018/19
- End of year reconciliation 2018/19
- Accounts Statement 2018/19
- Explanation of Variances 2018/19

Resolved: to approve the above documents for signature by the Chair and that the Notice of Public Rights be advertised for 30 days during which time the electors of Wilton may question and challenge the accounts.

3. Wilton Neighbourhood Plan *(Minute 49.19)*

Recommended to the Council:

1. That the Wilton Neighbourhood Plan Group (WNPG) is formally recognised as the lead body for the preparation of the NP

2. That, subject to the establishment of WNPG as a community organisation with its own bank account, constitution and website, the Council agrees to the phased release of its earmarked NP funds (£25,000) to WNPG as required, subject to the approval of the Chair of the Committee and the Clerk upon applications made by the group.

3. That the Council supports the procurement of planning consultants to assist with the work of WNPG

4. That the Town Clerk allocates sufficient time (up to a maximum of 3 hours per week) to support the NPWG and to maintain effective collaboration between the Group and the Council.

5. That progress reports are submitted by WNPG to each future meeting of the P&R Committee, attending to provide updates as required. 6. That a press release be issued by the Council explaining the change of emphasis.

Resolved: to adopt these recommendations.

89/19 To review and reconfirm the Council's policies and procedure documents.

The following policies and procedures are currently available on the Council's website. Those indicated with a ✓ have been reviewed in 2019, but the Council may wish to request the Policy and Resources Committee to undertake a review of some, or all, of the remaining policies.

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| (a) Standing Orders ✓ | (l) CCTV Policy |
| (b) Financial Regulations ✓ | (m) Equalities Policy |
| (c) Code of Conduct ✓ | (n) Grievance Procedure |
| (d) Procurement Policy ✓ | (o) Disciplinary Policy |
| (e) Scheme of Delegation ✓ | (p) Flexible Working Policy |
| (f) Statement of Internal Control | (q) Flag Policy |
| (g) Data Protection Policy | (r) Cemetery Policy ✓ |
| (h) Risk Management Policy ✓ | (s) Complaints Policy |
| (i) Press and Media Policy | (t) Lone Working Policy |
| (j) Community Grants Policy | (u) Freedom of Information Policy |
| (k) Complaints Procedure | |

Resolved: to instruct the Council's committees to review the following policies:

- (f) Statement of Internal Control
- (g) Data Protection Policy
- (i) Press and Media Policy

90/19 Financial Management

(a) To approve a schedule of payments for June 2019

Resolved: to approve the schedule of payments with the addition of £75 payment to RBL.

(b) To note the account balances and bank reconciliation at 31st May 2019

Reconciliation was not available at this time.

Resolved: to note

91/19 To consider the schedule of fees and charges and to agree charges to be applied for the remainder of the year

After discussion, it was agreed to increase the cemetery fees by 20%, Castle Meadow costs should also be increased by 20%. Pavilion hire costs should be reviewed by the Town Clerk (presently £28 for half a day and £33 for a full day). Commercial hire of the gym equipment should be set at £15 per hour and commercial advertising banners on Minster Street fencing should be raised by 50% to £45 per week and time limited.

92/19 Date of next meeting

To confirm that the date of the next meeting of the Full Council on Tuesday 9th July 2019 at 7.00pm in the Council Chamber.

Resolved: to confirm this

93/19 To close the meeting

There being no further business, the chairman closed the meeting at 8.08pm

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.