

**MINUTES of a meeting of WILTON TOWN COUNCIL held in the COUNCIL CHAMBERS, KINGSBURY SQUARE, WILTON on TUESDAY 14th May 2019 at 7.00pm**

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

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

**Also Present** Rachel Ashton Brown, John Cutland, Colin Green, John Harris and Dan Kelly

**64.19 To receive apologies**

Cllr Lyons apologised for her absence owing to a prior engagement.

**Resolved:** to note.

***Community Engagement session***

*Dan Kelly (Chair, Wilton Men's Shed)* – outlined the benefits of the proposed Men's Shed and urged the Town Council to support the project and approve its establishment in Castle Meadow grounds.

*Rachel Ashton Brown (Flood Warden – Water Ditchampton)* reported on the following:-

- She asked for clear/accurate Council meeting details to be posted on the WTC website following confusion re Mayor Making on 7th May and Full Council on 14th May.
- EA modelling work on Salisbury and Wilton area – At a recent Operational Flood Working Group meeting, the Environment Agency (EA) suggested that more areas of Wilton were a risk of flooding than had been previously thought. Work is still ongoing and a revised Wilton Flood map will be published in due course.
- At a recent Operational Flood Working Group meeting, Bill Parker (WC) advised that additional gully cleaning capacity was available for non-priority gully flushing to be tackled. The local highways engineer would need to be advised of any gullies in this category.
- SSE funding application – both Rachel and the North Street flood warden emailed suggestions they would like Wilton Town Council to consider. The Town Council should also apply plan to apply when applications open again in 2020.
- Can WTC call a meeting of the Wilton Flood Group in the next four weeks (last meeting Nov 2018).

*Cllr Matthews* – told the meeting that Rebecca Twigg wanted to publish an article about her walk round in Wilton to do with help and advice on the wild flower garden. He suggested that it be passed to Cllr Blackman who accompanied Rebecca Twigg on the walk round.

*Cllr Blackman* – passed responsibility for a reply to Rebecca Twigg to the Mayor.

*Cllr Taylor* – reported that a resident of Castle Lane had needed to be taken to hospital by ambulance. The ambulance had been unable to turn round because of parked vehicles and because the gate to the meadow was locked shut. It therefore had to reverse out into North Street with difficulty. She asked if double yellow lines could be put on the roadway to stop cars parking in that area.

*Cllr Batchelder* – told the meeting that if anyone wanted access to Castle Meadow, if he was at home, he could open the gates. He also agreed that double yellow lines were needed.

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

- *Environment Agency* – is in process of appointing a new officer for this area.
- *Wilton Parkway* – a meeting took place on 8th April with Trans Wilts to explore ways of finding additional funding to get to GRP stage 3.
- *Parking in the Hollows* – Ringway have been tasked to cost up parking bays in the Hollows..
- *Millennium Gates* – she has called in the planning application and is waiting for a meeting.
- *Electric car charging points* – installation at the Park and Ride site is being explored.
- *Park & Ride* – this is being kept free to use until further notice.
- *Armed Forces Day* – tickets will be available from 15th May. They are free but only 40,000 are available.

*Cllr Matthews* – said that a Stakeholder’s meeting about Wilton Parkway is now overdue.

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

## **A G E N D A**

*Cllr Seviour in the chair*

### **65.19 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.

Cllr Edge declared an interest in an item on the Finance Schedule.

**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

### **66.19 Minutes**

- a. **Resolved:** that the Minutes of the Town Council Meeting held on 2nd April 2109 be approved and signed by the Chairman as a correct record without amendment.

### **67.19 Wilton Men’s Shed**

The Council has received a request from Wilton Men’s Shed for permission to site a workshop building to the rear of the Pavilion in Castle Meadow.

The Town Clerk had produced a report which concluded:-

*It is recommended:*

- That the Council agrees to the location of a shed to the rear of the Pavilion at Castle Meadow
- That the Council agrees a peppercorn rent for the land on which the shed is located
- That arrangements are made with the shed for use of the toilet facilities within the Pavilion
- That the shed will be responsible for all costs, permissions, utilities, connections associated with the shed
- That the shed is responsible for any reconfiguration of the compound behind the Pavilion to accommodate the shed –moving the containers if necessary.

The recommendations were put to the vote and carried by 5 votes (Cllrs Church, Edge, Glyde, Matthews & Tylor) to 4 (Cllrs Batchelder, Blackman, Johnston & Kinsey).

**Resolved:** to agree to the above recommendations.

### **68.19 Wilton Milk Dispenser**

Nunton Farm requested permission to site a whole milk dispenser in the Market Square.

Following a presentation by a representative of Nunton Farm, this request was approved subject to any necessary consents and licenses from Wiltshire Council. Wiltshire Council has refused permission for the dispenser at the preferred location due to its impact on the conservation area.

Since then, Nunton Farm has asked if the Council would consider granting approval to site the

facility in South Street Car Park. After discussion, Members unanimously voted to support this proposal.

### **69.19 Committee Reports**

To receive the following committee reports and any recommendations arising:

*(a) Amenities and Planning Committee – 19th March 2019*

**Resolved:** that the Minutes of the Amenities & Planning Committee meeting held on 19th March 2019 be approved and signed by the Chairman as a correct record without amendment.

*(b) Finance & General Purposes Committee – 26th March 2019*

No matters had been referred to Full Council.

**Resolved:** that the Minutes of the Finance & General Purposes Committee meeting held on 26th March 2019 be approved and signed by the Chairman as a correct record without amendment.

### **70.19 To receive reports from:**

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

Cllr Seviour reported that there had been no WALC meeting since February.

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

Cllr Matthews said there was nothing to report.

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

Cllr Blackman said there was nothing to report.

#### **d. Wiltshire Market Towns Forum**

Cllr Edge reported that there had been no meeting held since the last Full Council meeting.

**Resolved:** to note

### **71.19 To Review the Scheme of Delegation and Terms of Reference of the Council's Committees**

A report by the Town Clerk had been circulated to Members for their consideration.

*Wilton Town Council has established committees to discharge certain functions on behalf of the Council. This report seeks to review, strengthen and simplify the existing scheme of delegation and to remove inherent duplication.*

The following matters are reserved to the Council for decision, notwithstanding that the appropriate committee(s) may make recommendations for the Council's consideration.

- a) Setting the Town Precept and adopting the Budget
- b) Approving any virement between budgets (exceeding £2,000)
- c) Borrowing money
- d) Setting fees and charges
- e) Making, amending or revoking Standing Orders, Financial Regulations or this Scheme of Delegation
- f) Making, amending or revoking by-laws
- g) Making of orders under any statutory powers
- h) Matters of principle or policy
- i) Nomination and appointment of representatives of the Council to any other authority,
- j) organisation or body (excepting approved conferences or meetings)
- k) Any proposed new undertakings
- l) Prosecution or defence in a court of law
- m) Nomination or appointment of representatives of the Council at any inquiry on matters affecting the Town, excluding those matters specific to a committee
- n) The adoption of a Neighbourhood Plan

There is some duplication between the Finance and General Purposes Committee and the Amenities and Planning Committee. Therefore it is recommended that a new scheme of delegation should be adopted to clarify the roles and responsibilities of each. To assist, it is proposed that the names of the Committees are changed to more clearly distinguish between them:

- a) Policy and Resources Committee (previously F&GP)
- b) Environment and Amenities Committee (previously A&P)
- c) Staffing Committee to remain unchanged

Certain functions shall be common to all committees:

- a) To be responsible for compiling its annual budget (subject to adoption by the Full Council)
- b) To assess and budget for future maintenance, replacement or upgrading of items for which it is responsible.
- c) Monitoring its annual budget to avoid over/underspends.
- d) To set aside 'ear-marked' funds for larger items of expenditure or future commitments.
- e) To authorise expenditure in accordance with the budget adopted by the Council
- f) Approving requirements within its approved budget up to a maximum of £2,000 per item.
- g) To keep under review those matters within its terms of reference including the policies and procedures adopted by the Council.
- h) To expedite decisions in accordance with the Council's ambitions and objectives
- i) To submit comments on planning applications.

#### **Policy & Resources Committee**

The Policy and Resources Committee shall have the following delegated functions:

- a) To oversee the financial and administrative management of the Council, including:
  - i. Preparation of the annual budget for adoption by the Council
  - ii. Audit and internal control
  - iii. Insurance and risk
  - iv. Performance management
  - v. Corporate governance
  - vi. Legal compliance
- b) To review Council policies and procedures and to make recommendations to the Council thereon.
- c) To review fees and charges and to make recommendations to the Council thereon.
- d) To keep under review electoral arrangements
- e) To seek to promote the local economy and support the economic development of the Town
- f) To promote community safety and address crime, disorder and anti-social behaviour
- g) To maintain strategic partnerships with local organisations and to promote partnership working.
- h) To oversee the preparation and adoption of the Wilton Neighbourhood Plan
- i) To promote community development through grants and financial assistance
- j) To oversee the Council's property portfolio, leases and assets and to oversee any negotiations with Wiltshire Council regarding the transfer of assets and services.
- k) To promote community engagement and maintain effective communications

#### **Environment and Amenities Committee**

The Environment and Amenities Committee shall have the following delegated functions:

- a) To manage the services and amenities provided by the Council, including:
  - i. Bulbridge, Minster Street and Wishford Road Recreation Grounds and associated play equipment, benches and shelters
  - ii. The Castle Meadow Recreation Ground and Sports Pavilion
  - iii. Old St Mary's Churchyard
  - iv. The Council Offices
  - v. The Cemetery
  - vi. The Market Place and South Street car parks
  - vii. Christmas Tree and Lights

- viii. Market Place hanging baskets and tubs
- ix. Public toilets in Greyhound Lane
- x. Allotments
- xi. Bus Shelters
- b) To manage the grounds maintenance and civic amenities contracts
- c) To operate and maintain the cemetery, burial responsibilities and associated duties
- d) To promote the health and wellbeing of residents in the Town
- e) To promote sports and leisure opportunities
- f) To be responsible for transport and highways matters
- g) To promote walking and cycling and to be responsible for footpaths and cycleways
- h) To be responsible for flooding and emergency planning
- i) To be responsible for green initiatives, including biodiversity, sustainability, climate change, litter, trees and wildlife areas
- j) To promote and be responsible for the Wilton in Bloom campaign
- k) To be responsible for festivals and public events promoted by the Council (including the Christmas Lights).

### **Staffing Committee**

The Staffing Committee shall have the following delegated functions:

- a) To deal with personnel matters including those allocated to the committee by the Council's Grievance and Disciplinary Procedures.
- b) To operate the Council's flexible working policy and to consider requests received from staff.
- c) To appoint staff (other than the Clerk) and determine and review their terms and conditions of employment.
- d) To undertake an annual salary review for Town Council employees, giving due regard to staff development and NALC guidelines.
- e) To review and recommend training of staff as appropriate in order for them to fulfil their duties
- f) To prepare a staff induction and training programme for new Councillors

### **Town Clerk and Responsible Financial Officer**

The Responsible Financial Officer to the Council shall be responsible for the Town Council's accounting procedures in accordance with the Accounts and Audit Regulations

The Town Clerk shall be the Proper Officer of the Council and as such is specifically authorised to:

- a) To receive declarations of acceptance of office.
- b) To receive and record notices disclosing personal and prejudicial interests.
- c) To receive and retain plans and documents.
- d) To sign notices or other documents on behalf of the Council.
- e) To receive copies of by-laws made by the unitary authority.
- f) To certify copies of by-laws made by the Council.
- g) To sign summonses to attend meetings of the Council.

In addition, the Town Clerk has the delegated authority to undertake the following matters on behalf of the Council:

- a) The day to day administration of services, together with routine inspection and control.
- b) Day to day supervision and control of all staff employed by the Council.
- c) Authorisation of routine expenditure within the agreed budget.
- d) Emergency expenditure up to £20,000 outside the agreed budget.

The delegated actions of the Town Clerk shall be in accordance with Standing Orders, Financial Regulations and this Scheme of Delegation and with directions given by the Council from time to time.

**Resolved:** to adopt the Scheme of Delegation and Terms of Reference of the Council's Committees

**72.19 To appoint members to serve on Committees:**

**a) Policy and Resources Committee**

Cllrs Batchelder, Blackman, Church, Edge, Kinsey, Lyons, the Mayor

**b) Environment and Amenities Committee**

Cllrs Church, Edge, Glyde, Johnston, Matthews, Taylor, the Mayor

**c) Staffing Committee**

Cllrs Batchelder, Edge, Matthews, the Mayor

**73.19 To appoint members to serve on the following Working Groups:**

(a) Town Team – Cllrs Blackman, Church, Edge, Matthews.

(b) Finance – Committee Chairs, Cllr Batchelder, the Mayor

(c) Wilton Flood Group – Cllrs Church, Glyde, Kinsey, plus the Flood Wardens

(d) Neighbourhood Plan – Cllrs Church, Glyde, Johnston

**74.19 To appoint members to serve on the following outside bodies:**

(a) Wilton United Charities – Cllrs Blackman, Edge and Seviour

(b) South West Wiltshire Area Board – Cllr Matthews

(c) South West Wiltshire Community Area Transport Group (CATG) – Cllr Matthews

(d) The Trustees of the Michael Herbert Hall – Cllr Kinsey

(e) Wiltshire Association of Local Councils and Community First – Cllr Seviour

(f) Wilton Community Land Trust – Cllr Edge

(g) Wilton Community Centre – Cllr Blackman

(h) Wilton & Barford Primary School – Cllr Seviour

**75.19 To review and reconfirm the Council's policies and procedure documents:**

It was agreed to ask the Clerk for a priority list of policies and procedures to review.

The following were highlighted:

- Financial Regulations
- Procurement Policy
- Risk Management
- Grievance procedure

Cllr Matthews undertook to review and report on the Council's Cemetery Policy.

**76.19 To review the Council asset register**

The Clerk reported that there several alterations to make including removal of a photocopier and adding the pavilion solar panels. The Register was agreed.

**77.19 Council Insurance.**

To note that the Council's insurance policy has been renewed through Came and Company with AXA Insurance UK Ltd (Policy No.RGBDX6962034)

**Resolved:** to note

**78.19 To appoint Auditing Solutions Ltd as the Town Council's internal auditor for 2019/2020**

**Resolved:** to appoint Auditing Solutions as internal auditor 2019/2010.

**79/19 Financial Management**

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

**Resolved:** to approve schedule of payments for April 2019 (Cllr Edge abstained)

(b) To note the bank account balances at 1st April 2019

**Resolved:** to note

**80/19 Financial monitoring report**

**Resolved:** To note the budget outturn report for 2018/19

**81.19 Date of next meeting**

To confirm that the date of the next meeting of the Full Council will be on Tuesday 4<sup>th</sup> June 2019 at 7.00pm in the Council Chamber.

**Resolved:** to confirm this.

**82.19 To close the meeting**

There being no further business, the Chairman closed the meeting at 8.20 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.