

MINUTES of a meeting of WILTON TOWN COUNCIL held in the COUNCIL CHAMBERS, KINGSBURY SQUARE, WILTON on TUESDAY 2nd July 2019 at 7.00pm

Present Cllr Ivan Seviour – Mayor of Wilton (in the Chair)
Cllr Andy Kinsey – Deputy Mayor of Wilton

Cllr Trevor Batchelder	Cllr Charlotte Blackman
Cllr Pauline Church	Cllr Peter Edge
Cllr Lee Glyde	Cllr Paula Johnston
Cllr Teresa Taylor	

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

Also Present Rachel Ashton Brown, Maria La Femina, John Harris and David Parker

Community Engagement session

Maria La Femina – told the meeting about conservation work being carried out in Wilton. She mentioned bumble bee walks and the discovery of rare beetle species including the black oil beetle and the rugged oil beetle. She raised the issue of cutting verges and pointed to the fact that this was not always beneficial as it could be destructive of habitat. She asked if it were possible for the Wilton Wildlife Group to undertake verge management in some of the places which included sensitive habitat. It was suggested that she speak to the Town Clerk to help identify which verges should be cut and when this was most beneficial to wild life.

David Parker – said he was growing anxious about the future of Wilton. He asked if there was a future plan and suggested that the Town Council could do more to communicate with the public. He expressed concern about potential traffic congestion when work began on the Naish site. This would, he predicted, see large vehicles trying to manoeuvre in the narrow Russell Street and Crow Lane. He asked if the Town Council could assure people and tell them exactly what the Council's plans were as the Town Team has still not met.

Cllr Seviour – told the meeting that there was to be a meeting of the Town Team on Thursday 11th July. Invitations have been sent out to those on the mailing list. The meeting would be an informal one to explore the future for the Town Team.

David Parker – asked if the Town Council would be prepared to support Valley News in conducting a survey of businesses in the Town. He was aware that councils in Shaftesbury, Warminster and Gillingham had developed strong relationships with their local businesses and felt that Wilton had lost so much and is not, at present, reaching out into the future.

Cllr Seviour – re the Toucan crossing in the Avenue, He thought that Redrow Homes Ltd had not been able to find a contractor to carry out this work

Cllr Matthews – asked it were possible for the Town Council to send a letter of good will to Baroness Scott on her retirement from the leadership of Wiltshire Council.

Wiltshire Councillor Pauline Church gave her report to the Town Council

- *Hollows footpath* – this is now having a maintenance cut.
- *Wilton Parking* – the next LET meeting is on 24 July.
- *Millennium Gates* – she has called in the planning application and is waiting for response from the Southern Area planning committee.

- *White lining schedule* – this has been brought forward and now included the Market Square and the area outside the Health Centre.
- *Cycle Lane in the Avenue* – This is now in progress..

93.19 Apologies for absence

Apologies for absence were received from Cllr Lyons owing to a prior engagement.

94.19 Community Engagement

Wilton Wildlife Group – it was noted that Wilton Rotary is keen to support Wilton in Bloom next year and the Litter Clearing Group are encouraging local folk to keep their streets clean and clear. It was agreed that the next step would be for a meeting to take place with Maria La Femina and the Town Clerk to see what action could be taken to move forward. Cllr Seviour offered to attend this meeting.

Council Communications – it was reported that the Town Council had been much more pro-active with its communications recently and this was being monitored regularly.

Naish Felts site – It was noted that the full planning application was still awaited and the Council would have an opportunity to make comments at that time. It was further noted that the management of local highways was the responsibility of Wiltshire Council but that representations would be made at the appropriate time.

Wilton looking forward – the Neighbourhood Plan is progressing, the Business Chamber meets regularly and Rotary Club covers Salisbury and Wilton. It was agreed to invite Anthony Rhind-Tutt to a future meeting to discuss how the Council may better support the local business community.

Thanks to Jane Scott – it was agreed to send a letter of thanks to Baroness Jane Scott for her work as leader of Wiltshire Council.

95.19 Declarations of Interest

Cllr Edge declared an interest in the matter set out under minute XXX below (Men's Shed), he spoke but did not vote upon the matter.

96.19 Minutes

Resolved: that, subject to the following amendments:

- a) Community Engagement – should read 'two camera signs' and not 'two cameras'.
- b) 91.19 – that the 20% increase in charges will not apply to organisations with a booking already in place but all new booking will be charged at the new rate.

the Minutes of the Town Council Meeting held on 4th June 2109 be approved and signed by the Chairman as a correct record.

97.19 Mayor's Updates

Cllr Seviour reported on the occasions during the past month when he had represented the Town as Mayor of Wilton. He also gave thanks to Ros Liddington for her part in the D Day reception and thanked Men's Shed volunteers for mending the public toilet seat.

98.19 Men's Shed

After a wide ranging discussion which touched on the legal, financial and practical aspects of the establishment of the Men's Shed, it was agreed to allow the construction of the modular building

to go ahead but not for the Men's Shed to become operational until the formal relationship with the Town Council is agreed - this was referred to Policy and Resources Committee for further consideration.

99.19 Committee Reports

The Council received the draft minutes of the following meetings and considered recommendations arising:

- a) *Environment & Amenities Committee – 18th June 2019*
- b) *Staffing Committee – 25th June 2019*

The committee had reviewed the following policies relating to the matters within its terms of reference:

- Equalities Policy
- Grievance Procedure
- Disciplinary Procedure
- Flexible Working Policy

The Committee recommends that the Town Council adopts these policies.

Resolved: to adopt the policies set out above.

The Town Council is asked to note the amended staffing budget

Resolved: To note

100/19 Policy Review

The Council is asked to consider a clarification to Standing Order 08 - added text shown in italics

SO 8 Voting on Committee Chairs and appointments

Once reconstituted by the Council, the standing committees at their first meeting, shall appoint a Chair and Vice Chair. The Mayor shall preside over the election of Chair. Where more than two persons have been nominated and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least votes shall be removed and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the Chair of the meeting.

Resolved: to adopt the revised SO 8 subject to the inclusion of the words; *'if for any reason the Mayor is unable to preside, the Committee shall select one from its membership to preside over the election of chair.'*

Policy & Procedures

The following were considered the following draft policies and procedures:

- Statement of Internal Control
- Data Protection Policy
- Press & Media Policy
- Community Grants Policy

Resolved: that the policies be adopted.

101/19 Financial Management

The Council considered the report of the Clerk and Responsible Financial Officer.

Resolved:

- a) To note the account balances and bank reconciliation at 31st May 2019;
- b) That supporting bank statements be submitted with bank reconciliation statements in future; and
- c) That the amended Annual Return (corrected following the discovery of a miscoded VAT item) be approved..

101/19 Cemetery Memorial Plaque

During the WW1 centenary commemorations the Town Council put up a temporary sign listing the names and dates of those servicemen buried in the Cemetery and marked by War Graves Commission memorials. The sign has deteriorated over time and it is considered that a more permanent sign should be erected. The Council's preferred provider has designed a commemorative board in the Town colours with crest. The cost of the plaque would be in the region of £2,200 and competitive quotes will be obtained. This could be met by contingencies or from the budget allocated for Chapel of Rest repairs. Members were asked to consider whether this should be commissioned.

Resolved: that, subject to the Clerk redrafting the wording, the plaque be commissioned.

102/19 Date of next meeting

Resolved: that the next meeting of the Council be held on Tuesday 6th August 2019 at 7.00pm in the Council Chamber.

103/19 To close the meeting

There being no further business, the chairman closed the meeting at 8.53pm

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.