

**MINUTES of a meeting of WILTON TOWN COUNCIL held in the COUNCIL CHAMBERS, KINGSBURY SQUARE, WILTON on TUESDAY 6th August 2019 at 7.00pm**

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

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

**Also Present** Rachel Ashton Brown, John Harris and Andy Rhind-Tutt

**Community Engagement session**

*Cllr Batchelder* – expressed concern about Wilton's Post Office. There was a notable lack of punctuality in the enterprise. It had been closed on recent occasions and he wondered if this might be because the the Post Office was minded to close it.

*Cllr Matthews* – said he understood that this had been closed due to illness.

*Cllr Edge* – suggested that the Business Chamber see if it could offer any assistance

*Cllr Church* – said that local Post Offices were being run by local businesses and perhaps the local Business Chamber or the Town Council could meet with them and try to find out what the plans are. Post Office Counters are very keen to have regional centres and perhaps another community site could be considered if needed.

*Andy Rhind-Tutt* – told the meeting about the recent merger of the Wilton and Salisbury Chambers of Commerce which took effect in April this year. He also reported on recent new members including Wilton Shopping Village.

The next breakfast meeting will be on 13th September at Alabare from 8 to 9 am and John Glenn will also be there.

*Andy Rhind-Tutt* – also reported on Wilton which has raised nearly £16.000 for local charities. The recent horse trials at Wilton House saw that 17 out the 30 volunteer stewards and helpers were Wiltonians. Next Christmas will see the sleigh being used to help encourage local charitable giving. The sleigh has been recently acquired and will be refurbished at the Wilton Men's Shed.

*Cllr Blackman* – raised the matter of lighting the Christmas tree. Views from local residents, and the Rector suggest that lighting up would be better on the Friday night rather than the Saturday.

*Cllr Seviour* – said that in the light of new evidence coming to light and the possibility that market traders would be available on a Friday but not on a Saturday he would like to support the lighting up time as the Friday night.

*Cllr Johnston* – expressed concerns about the seeking of affidavits concerning access to and use of the Sheep Fair Field. She said that the Town Council needs to really clear about Wilton Parkway and the Council's position on it. Thirdly she said that the Town Council needs to take a position on the registering of assets of community value.

*Rachael Ashton Brown (RAB)* – Flood Warden – Water Ditchampton Area

Reported on the following:-

- *Recent thunderstorms – heavy rain.* Flooding reported in the area around the Riding Stables. This resulted in a lot of mud on the road which has now been cleared up by Wiltshire Council.

- *Straw carrying lorries* – Past Wiltshire Council advice to Parish and Town Councils is to conduct an annual review of overhanging or low branches by the roads to help minimise straw being brushed off passing lorries. The Clerk has agreed to take this forward and look at pruning requirements.
- *Gully & Slot Drain cleaning* – recent Wiltshire Council gully cleaning has taken place around the bottom of Shaftesbury Road and the A30 by St Johns Square. The report shows that the gully by Kingston Antiques was missed but this will be dealt with on a future visit.
- *Updating Wilton's Flood Plan* – both RAB and the North Street Flood Warden are happy to advise on updating the existing plan.
- *Surface water drainage issues on Hillside Estate* - Philip, Olivier & Elizabeth Roads do not appear to have been reported. RAB will take this forward with Cllr Church's help

*Cllr Taylor* – expressed concerns about Wilton Market. There was a need to look for ways forward and the encouragement of more stallholders.

*Cllr Matthews* – stated that the Council needs to arrange a meeting with Wiltshire Council's markets officer.

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

- *Hollows footpath* – the maintenance work has been delayed by the discovery of slow worms.
- *Wilton Parkway* – the LET meeting is on 24 July learnt that Wilton Parkway was one of the recommended stations in the report. The next stage is to apply for funding for GRP stage 3.
- *Millennium Gates* – she has called in the planning application and is waiting for response from the Southern Area planning committee.
- *White lining* – White and Yellow lining has been carried out in the market place and outside the Health Centre.
- *Pedestrian crossing* – A section 278 enforcement will be issued to Red Row re the crossing and A36 works.
- *Boundary Commission Review* – lots of changes have been recommended. Wilton Division will consist of Wilton, Quidhampton and Netherhaddon but not South Newton.
- *Wiltshire Council Leadership* – following Cllr Jane Scott's resignation, Cllr Phillip Whitehead has been elected leader and Cllr Richard Clewer deputy leader.

### **AGENDA**

*Cllr Seviour in the chair*

#### **104/19 Apologies**

Cllr Glyde apologised for his absence owing to a prior commitment

Cllr Lyons apologised for her absence owing to a prior commitment

**Resolved:** to accept these apologies and the reasons for them

#### **105/19 Community Engagement**

*Post Office* – It was suggested that the Clerk write to the manager of Wilton Coop and suggest a meeting to discuss the Post Office. Cllrs Church and Seviour expressed their willingness to be included in such a meeting.

*Christmas Lights* – *Cllr Edge* proposed that the Council agree to the Lighting up taking place on Friday 6th December 2019. The motion was seconded by Cllr Batchelder and unanimously approved.

*Sheep Fair Field*

*Cllr Johnston* expressed the view that it was wrong for the Policy & Resources Committee to take a decision about asking local residents for affidavits about use and access to the sheep fair field since that item was not specifically on the agenda.

*Cllr Batchelder* said that it was perfectly correct because the sheep fair field was an agenda item. *Cllr Church* told the meeting that the field was presently owned by Wiltshire Council and it was protecting its asset. All of this land is close to Wilton Parkway and the Town Council should agree on its position.

*Cllr Batchelder* proposed that the issue of the Sheep Fair Field be discussed at the next P&R Committee meeting and a report presented to Full Council. This proposal was seconded by Cllr Seviour.

*Cllr Johnston* said that she wanted to see Wilton Parkway delivered and therefore didn't want the Town Council to put any obstacles in its way.

*Cllr Edge* said that the Neighbourhood Plan was likely to have a view on the Sheep Fair Field situation and it would be wrong to prejudice any potential outcome.

#### *Thursday Market*

*Cllr Church* – told the meeting that she had already written to Wiltshire Council's officer telling him that the market was now down to just three stalls and asking for his advice. She said that Salisbury offered various incentives to traders and wondered if the Town Team had any ideas about the market's future.

*Cllr Edge* – said that the Market Towns Initiative meeting had heard from Tom Ince (Wiltshire Council's Officer) and it would be worth listening to what he had to say.

#### *Assets of Community Value*

The Town Clerk suggested that January was the time when the register of assets and services was updated and it might be best for the Town Council to do it then.

*Cllr Church* told the meeting that the area needed affordable housing and that there were a couple of sites in Wilton where Wiltshire Council is considering building Council houses.

#### **106/19 Declarations of Interest**

- a. Cllr Matthews declared a pecuniary interest in a travel claim he had submitted.
- b. Dispensation requests – none had been submitted

**Resolved:** to note

#### **107/19 Minutes of the last Full Council Meeting**

The minutes of the Full Council Meeting held on July 2nd 2019 were approved as a correct record with two amendments: -

that LET be corrected to LEP and that Pakway be corrected to read Parkway.

**Proposed** Cllr Seviour, sec Cllr Taylor – all in favour

#### **108/19 Mayor's Updates**

Cllr Seviour, Mayor of Wilton told the meeting of the recent occasions when he had represented Wilton

#### **109/19 Report of the Policy & Resources Committee held on 23rd July**

To receive the minutes of the Policy & Resources Committee held on 23rd July and to consider the following recommendations:-

##### **a. Wilton Men's Shed (minute 61/19)**

The Council has agreed to allow Wilton Men's Shed to site its workshop in the compound at the rear of the Sports Pavilion in Castle Meadow. The Charity has carried out preliminary works – clearing scrub and consolidating a base.

At its meeting on 2nd July, the Council considered draft heads of terms for the lease of the land. However, there were some concerns about the terms proposed –particularly the rent and the relationship with the Charity through the proposed 'handyman' service. The Council asked the Clerk to report further to this Committee with clarification and amendments to the proposed agreement. The Clerk had prepared a draft 'licence to occupy land' for consideration

by the Council. It is considered that a licence rather than a lease may be a better approach in the first instance -a longer term lease may be agreed thereafter if necessary. This covers only the use of the land and not any voluntary service arrangement between the charity and the Council.

A licence is a contractual agreement between the Council and the Men's Shed that binds both parties to the terms of the agreement. A licence does not confer any proprietary or tenancy rights, it cannot be assigned, and it does not survive any change in the ownership of the freehold interest. The suggested licence fee is £100 pa –comparable to the Bowls Club and Wishford Road leases. In order to avoid unnecessary legal costs, the Committee is asked to consider this matter further and to make recommendations to the Council before the matter is placed in the hands of the Council's Solicitors. The Committee supported the Clerk's proposals and:

**Recommended to the Full Council:** that the licence agreement (with modifications as requested) and annual licence fee of £100 pa be approved and the matter be now placed in the hands of the Council's Solicitors for conclusion.

After discussion it was agreed that any licence should be subject to a two year review.

**Resolved:** to accept the recommendation of the P&R Committee and put the matter in the hands of the Council's Solicitors for conclusion.  
(prop Cllr Matthews, sec Cllr Batchelder – nem con)

b. **Wilton Town Council Policy Review** (minute 63/19)

The Council had asked the Committee to review the following policies:

- Statement of Internal Control
- Data Protection Policy
- Press and Media Policy
- Community Grants Policy
- Complaints Procedure

Members considered the documents now submitted, and:

**Recommended to the Full Council:**

that the policies be adopted (subject to the use of gender neutral titles for office holders).

**Resolved:** to adopt these policies as recommended by P&R Committee  
(prop Cllr Seviour, sec Cllr Batchelder – unanimous)

## **110/19 Reports from Local Organisations**

- a. *Wiltshire Association of Local Councils*. Cllr Seviour reported that there had been no meeting since the last Full Council Meeting
- b. *South West Wiltshire Area Board* – Cllr Church reported that there had been nothing of relevance to Wilton at the last Area Board meeting.
- c. *South West Wiltshire Community Area Transport Groups* – Cllr Matthews reported that the committee had considered the dropped kerb at the Methodist Church, The obscured sign at Pennys Lane. There had also been a £25,000 underspend in the past year.
- d. *Wilton Neighbourhood Planning Group* – Cllr Johnston reported that Gazelle Steering group gave a presentation which helped enormously. The Steering Group will now be moving in the right direction.
- e. *Wilton Community Centre* – Cllr Blackman told the meeting that a new kitchen floor had been fitted and there was some work being carried out on some of the Centre's wooden soffits.
- f. *Wilton Town Team* – Cllr Matthews said that an initial meeting had been held and the next one would be in the early autumn.

**111/19 Looking after the Council's Money**

The schedule of payments had been circulated. The electric account showed a 20% VAT charge when it should only be charged at 5%. It was agreed that this should be challenged.

**112/19 Planning Application**

To consider the following planning application and to make recommendations to Wiltshire Council as appropriate:

(a)**19/06516/FUL**: Erection of single garage -16 Maple Crescent, Wilton, SP2 0BW

It was noted that the Council had already agreed to support this application.

**113/19 Date of Next Meeting**

To confirm the date of the next Full Council Meeting as Tuesday 3rd September 2019 at 7.00pm in the Council Chamber.

**114/19 To close the meeting**

There being no further business, the Chairman closed the meeting at 8.27pm

**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.