

**MINUTES of the MAYOR MAKING and the ANNUAL MEETING of WILTON TOWN COUNCIL** held online on:  
TUESDAY 26th May 2020 at 7.00pm

### **Joining the Meeting online**

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

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

**Also Present** Julie Lane and Larissa Tonkin

### **MAYOR MAKING**

*Cllr Seviour in the Chair*

Cllr Edge raised a Point of Order. The Policy Document ‘High Consequence Infectious Diseases’ had been adopted at the Full Council Meeting on Monday 23rd March 2020. In his view, it would be contrary to standing order SO7 to proceed with Mayor Making at this time as the agreed policy has neither been rescinded nor modified. The Mayor asked the Clerk to advise on the matter. The Clerk responded that the decision taken on 23<sup>rd</sup> March had been to postpone the election of Mayor until the next available public meeting. However, as the Government had legislated to make online meetings lawful, this meeting was now the next public meeting of the Council and, therefore, the election of Mayor may proceed lawfully. The Mayor confirmed the position outlined by the Clerk and proceeded to the next item of business.

A motion was put to go ahead with the election of Mayor and Deputy Mayor. Voting was five in favour and five against with the Mayor abstaining. The Mayor declared the motion not carried and Mayor Making was postponed sine die.

### **ANNUAL MEETING of WILTON TOWN COUNCIL**

*Cllr Seviour in the Chair*

#### **Community Engagement session**

No matters were raised under this heading

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

- *Volunteer Groups* – She reported that these groups had worked very hard to support their communities for the past two months.
- *Wiltshire Council* – the Council has been working seven days a week and has had to re-deploy some 500 members of staff to help manage the COVID-19 crisis.
- *Wiltshire Wellbeing Hub* – this is working hard and producing incredible results, providing food boxes and support to shielded residents across the County.
- *Grants to Local Businesses* – Central government has given £106 million to the county of which £86 million has so far been distributed. The Council has had to set up a new department with 90 staff to administer this process.

- *Adult and Children's Social Care* – New ways of working are developing but children's social care is a concern with domestic abuse being much less apparent than when schools are open.
- *Amenity grass cutting* – starting up again as well as the amenity tips being opened.
- *Costs to Wiltshire Council* – if lock down carries on for 3 months it will cost £18 million, six months would cost £51 million – this was a cause for serious concern and discussions are ongoing with the Government.
- *Emergency works* – with so much less traffic, it has given highways and utility services to get on with work, some of which has been pending for several years.
- *Crow Lane planning application* – has been called in and rejected.

### **Questions for Cllr Church**

*Cllr Edge* – asked if the housing of some 28 homeless people on Wilton Hill at the Veterans Centre might have been having an impact on local problems with homelessness.

*Cllr Church* – replied that the Covid situation had led to the need to find accommodation for homeless people. Some of these had been locally and she was aware of public disturbance issues that had arisen. She has attended a briefing and measures are being put in place to manage the situation effectively.

*Cllr Edge* – asked how Wiltshire Council was going to deal with its £51 million deficit.

*Cllr Church* – told the meeting that Wiltshire Council was assessing the impact of the crisis on its finances. The level of deficit would depend on the duration of the restrictions. Every local authority in the country will have a deficit due to the current situation. It is mainly due to adult social care and most local authorities will not be able to recoup that amount quickly. Many of the Council's revenue streams have reduced significantly – business rates and parking revenue for example. We are also lobbying our local MPs to help access whatever may be available from central government.

*Cllr Matthews* – Could you comment on the application by Naish Felts to demolish the former coach works in and the strengthening/straightening of the bridge in North Street.

*Cllr Church* – told the meeting that Naish Felts have been granted planning consent to build a new factory at High Post. As you are aware, the application to build 61 houses on the Felt Mill's site in Wilton dates to 2003. If it were to lapse, there is little likelihood that another application for a similar development on the site would be granted because of updated regulations about building on flood zones. The planning officer is waiting for details from the Highways Department before going forward.

## **AGENDA**

### **33/20 Apologies**

None were offered.

### **34/20 Declarations of Interest**

- None were offered.
- Dispensation requests – none had been submitted

**Resolved:** to note

### **35/20 Minutes of the March Full Council Meeting and the Extraordinary Council Meeting**

The minutes of the Full Council Meeting held on March 3rd, 2020 were approved as a correct record.

**Proposed** Cllr Edge, sec Cllr Matthews, – nem con

The Minutes of Extraordinary Full Council Meeting held on Monday 23rd March were approved as a correct record

**Proposed** Cllr Edge, sec Cllr Matthews, – nem con

### **36/20 Community Engagement**

No matters had been raised under this heading

### **37/20 End of Year: Closure of Accounts and Annual Return 2019/20**

The internal auditor has concluded his review of the Council's accounts 2019/20 and provides assurance that the Council's financial management is sound. With this assurance in place the Clerk has prepared the statutory Annual Governance and Assurance Returns for submission to the external auditor. The return has been prepared in accordance with proper practices and accounting standards as set out in Joint Panel on Accountability and Governance (JPAG) guidance - Governance and Accountability for Smaller Authorities in England 2019. In accordance with JPAG guidance, this is the first year in which the accounts have been prepared on an income and expenditure basis.

The Council reviewed the documents submitted by the Clerk.

In accordance with Sections 25 to 27 of the Local Audit and Accountability Act 2014, once adopted, the Clerk and RFO is required to publish a notice of public rights giving interested persons and local government electors certain rights of inspection of the accounts and accounting records. Local government electors may also question the auditor about the accounting records and make an objection to the auditor. The draft notice is now available online this will be published following adoption of the AGAR documents.

#### **RESOLVED:**

1. That the Internal Auditor's Report 2019/20 be adopted.
2. That the Internal Audit Statement (AGAR) be approved
3. That the Annual Governance and Accountability Return 2019/20 be adopted and signed by the Mayor and the Clerk for submission to the External Auditor - PKF Littlejohn.
4. That the Explanation of Variances 2018/20 be approved
5. That the end of year bank reconciliation 2019/20 be approved
6. That the Council Balance Sheet 2019/20 be approved.

### **38/20 To appoint members onto the following committees**

The following were duly appointed

#### **a. Policy and Resources Committee (Mayor, County Councillor plus 5 others)**

1. Cllr Seviour (Mayor)
2. Cllr Church (County Councillor)
3. Cllr Batchelder
4. Cllr Blackman
5. Cllr Edge
6. Cllr Kinsey
7. To be confirmed

#### **b. Environment & Amenities Committee (Mayor, County Councillor plus 5 others)**

1. Cllr Seviour (Mayor)
2. Cllr Church (County Councillor)
3. Cllr Crossley

4. Cllr Glyde
5. Cllr Johnston
6. Cllr Matthews
7. Cllr Taylor

- c. **Staffing Committee** (Mayor, Chair of P&R Committee, Chair of E&A Committee plus 2 others)
1. Cllr Seviour (Mayor)
  2. To be confirmed
  3. To be confirmed
  4. To be confirmed
  5. To be confirmed

It was agreed that Committee places would be completed at a later date.

**39/20 To appoint members to serve on the following Working Groups**

- (a) Town Team – (2 members) – Cllrs Blackman and Edge
- (b) Budget Group (4 members the Mayor plus the Chairs of the main committees) – *to be appointed*
- (c) Wilton Flood Group (3 members plus the Flood Wardens) – Cllrs Church, Glyde & Kinsey (Cllr Edge to attend in his capacity as a Flood Warden)
- (d) Wilton Neighbourhood Plan Group (4 members) Cllrs Crossley, Johnston & Seviour

**40/20 To appoint members to serve on the following outside bodies:**

- (a) Wilton United Charities – Cllr Edge
- (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

**41/20 Committee Reports**

**Environment & Amenities Committee**

To receive the minutes of the Environment and Amenities Committee held on 17th March 2020.  
The Council has previously adopted the recommendations arising under minute 21/20 (Volunteering Policy)

**42/20 To review the Council asset register**

To receive the 2020/21 asset register

The Clerk reported that the only change to the register was the addition of the Solar Panels on the pavilion.

**Resolved** to note

**43/20 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

**44/20 Appointment of Internal Auditor**

To appoint Auditing Solutions Ltd as the Town Council's internal auditor for 2020/2021

**Resolved** to note

**45/20 Financial Management**

(a) To receive the bank account balances at 31st April 2020.  
The deposit account at 31st April stood at £217,494.24. This includes the first part of the precept paid by Wiltshire Council. The current account stood at £5,920.  
It was noted that some income should be shown on the deposit account rather than the current account – the Clerk undertook to sort out this historical anomaly.

(b) To note Financial monitoring and budget outturn report for 2019/20

**Resolved** to note

#### **46/20 Review of COVID-19 Response**

The Council's High Consequence Infectious Disease Policy remains in force until such time as the Government relaxes current social distancing restrictions. The Council will continue to follow the guidance issued by the Government, Public Health England and NHS.

The Clerk reported that the volunteers had been doing a fantastic job over the preceding 8 weeks and he paid tribute to their tireless efforts. Some 1,500 calls have been received and a thousand trips to collect or deliver have been made. Some funding has been received from the Community Foundation which can be put towards the call centre charges and some PPE for the volunteers. The call centre is now closed on Sundays but still operating six days a week from 9.00am to 1.00pm.

Lloyds Pharmacy has introduced a new company policy which only allows the release two prescriptions to each volunteer. This means more volunteers are needed. Presently, this is being looked at to see if it is possible to continue to deal with Lloyds. But, overall, the system is working very well and has made a real difference to lots of local people.

*Cllr Crossley* told the meeting that the issue of prescription collection is critical. Some 300 residents are reliant on the service. He hoped an agreement could be reached with Lloyds.

*Larissa Tonkin* said that the Lloyds issue could cause a real problem with some of the volunteers returning to work and not having as much available time as before. There is also an issue with management of controlled drugs and, wrong medication being issued on occasion. She has spoken to Lloyds quality manager about it and they are now aware of the problem.

The Mayor and Councillors joined to pay tribute to the work of Wilton HELP and the magnificent contribution they had made to the community during the time of crisis.

#### **47/20 Planning Applications**

To consider the following planning applications

- (a) **20/03406/VAR:** Variation of conditions 7 and 10 of planning application 16/07192/FUL to enable demolition of single building on site in advance of and to assist the completion of the bridge strengthening works, and in advance of the final approval of the full details of the replacement development on site - Naish Felts Ltd, Crow Lane, Wilton **Resolved:** to support
- (b) **20/03266/VAR:** Variation of condition 20 of planning permission S/2003/1006 to allow amendments to the requirement for a scheme for noise insulation before occupation of the site - Naish Felts Ltd, Crow Lane, Wilton. **Resolved:** to support
- (c) **20/03525/LBC:** Creation of an opening between ground floor rooms by insertion of concrete lintel, constituting an internal window (unglazed); Refurbishment of bathrooms and kitchen; Rearrangement of access to storage void under staircase - 57 North Street, Wilton.

**Resolved:** to support

**48.20 Date of next meeting**

To note that the next meeting will be held on Tuesday 7th July at 7.00pm – meeting format to be confirmed.

**49/20 To close the meeting**

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

**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.