

MINUTES of the ANNUAL MEETING of WILTON TOWN COUNCIL held in Room 2 at Wilton Community Centre on TUESDAY 18th May 2021 at 7.15pm

**Present**

Cllr Phil Matthews *Mayor of Wilton*  
Cllr Peter Edge *Deputy Mayor of Wilton*  
Cllr Charlotte Blackman  
Cllr Alex Boyd  
Cllr Pauline Church  
Cllr Andy Kinsey  
Cllr Jem Lester  
Cllr Gail Moore  
Cllr Bob Primmer  
Cllr Teresa Taylor  
Cllr Larissa Tonkin

**In Attendance** Mrs C Churchill, *Town Clerk* Mr M Bastick, *Assistant Clerk* and Mr H Abel, *Minute Secretary*.

**Also Present** Mrs Kinsey, Adrian Boyd, Keith Crockett, John Harris, Joanna Throp, Steve Taylor, Paula Johnston, Beth Doherty (New Valley News)

*Cllr Matthews in the chair*

**Community engagement**

- *Joanna Throp – (re land adjacent to 36 North Street)* She told the meeting that the land adjacent to her property was very unattractive and she would like to erect fencing to hide the bins stored there and make it look more presentable by placing some potted plants there so it could be used as a customer waiting area. She said that she was asking the Town Council for its view on the proposal.
- *Paula Johnston (re Town Council Standing Orders)* – she asked why the town council thinks it is OK to ignore its own rules and if there was a point to be made it should have been made as a point of order.
- *Keith Crockett – (re Naish site developer)* asked who is the developer for the Naish site. The Clerk told the meeting that the developer is Bellway Homes and all the details are on the Wiltshire Council website.
- *Keith Crockett – (re cemetery garden)* – said he would be writing a letter to the Town Council about the dreadful state of the cemetery garden.
- *Stephen Taylor – (re sheep fair field)* – asked if something could be done to resolve the situation regarding the sheep fair field which, he asserted, had been stolen from Wilton by Wiltshire Council.

Update from Wiltshire Councillor, Pauline Church  
Councillor Church reported on the following

- *Wilton Junction Station* – the bid is now complete and has been submitted. An answer from the DFT is expected later this month.
- *Redrow* – all paperwork and legal matters are now sorted with Highways England in relation to the A36 crossing. All that remains is for the documents to be engrossed and then work can start.
- *Wilton Hill and Erskine Park residents* – She will chair the next residents meeting towards the end of next month.

- *Millennium Gates* – there is a very complex section 106 agreement in relation to this development and the gates are tied up in this with an arts contribution. This is currently with the planning officers at present.
- *COVID 19* – she presented the current figure for the county which showed 14.8 cases per 100,000 (the national figure is 23 cases per 100,000). There have been 843 deaths in the county with Covid 19 on the death certificate up to 30th April. The highest rate is in the 10 to 14 age group where the rate of infection is 58.6 per 100,000.
- *Naish Felts* – The site has outline planning permission for 62 dwellings and commercial units which was agreed in 2018. The present application concerns the layout and landscaping. We don't have any choice about the number of dwellings but we can influence the look and make sure it fits in with the historic nature of Wilton. She urged as many people as possible to go on to the website and have their say about the design and layout of the development. The consultation period has been extended until Monday 14th June. If the Town Council wants to hold a meeting about this application, Savills would be happy to present details to the attendees.
- *Parking at the top of the Hollows* – this area has become popular with walkers who have been parking at the top of the Hollows and causing parking problems for residents. Wiltshire Council will be installing No Parking signs in the next few weeks.
- *Wiltshire Council* – the first meeting of the new administration has been held. Cllr Richard Clewer, the member for Downton, is the new leader. The deputy leader is Cllr Laura Mayes. Pauline Church has been appointed as cabinet member for finance, procurement, commissioning, commercialisation, digital and ICT

#### Questions for Cllr Church

*Cllr Taylor (re Hollows)* – asked about the delivery lorries visiting the shop at the school causing obstructions for local residents.

*Cllr Church* – told the meeting that the shop/mini supermarket was presently in the hands of planning enforcement.

*Cllr Edge (re Town Trail sign)* – This was taken down from its position near the gate and has yet to be re-erected. He asked when this was likely to happen.

*Cllr Church* – She said that this was something that Redrow had taken on and they needed to be prompted to get on with it.

*Cllr Edge (re footpaths from Wilton Hill down to the roundabout)* – He has received several complaints about the condition of these paths and there is a potential problem with safely using a wheelchair. The work has been going on for about five years now.

*Cllr Church* – the footpaths will have to be made good and brought up to highways standards before Wiltshire Council will adopt it. There is still much remediation work that needs to be done before it can be adopted. She agreed to put the matter on the Wiltshire app.

*Cllr Taylor – (trees on Naish site)* – She told the meeting that the planning application included the felling of some trees which were protected with TPOs.

*Cllr Church* – advised that she make a representation about the trees.

#### **111/21 Apologies**

None were received

#### **112/21 Declarations of Interest**

a. The Chairman reminded Members that they needed to check the register and make sure that any interests were formally registered.

b. Dispensation requests – none had been submitted

### 113/21 Minutes

**To approve the minutes of the Full Council meeting held on 27th April 2021.**

**Resolved** to approve the minutes of the Council meeting held on 27th April 2021

*(prop Cllr Kinsey sec Cllr Blackman – unanimous)*

### 114/21 Mayors Report for 2020/2021

Cllr Kinsey reported that the past year had been very quiet in view of the regulations surrounding Covid restrictions.

### 115/21 Community Engagement

- *Re land adjacent to 36 North Street* – It was agreed to refer this matter to the Policy & Resources Committee meeting on 25th May and invite Mrs Throp to attend.

- *Re Wilton Sheep Fair Field* – Cllr Edge told the meeting that in 1974 Wilton Borough Council was abolished and Salisbury District Council was created. All the assets of Wilton Borough Council were transferred unfettered to Salisbury District Council. A new Town Hall was found (where the Council's offices are now). The former Town Hall was sold to the Baptist Church. Wilton Town Council was also able to retain the open play areas.

In 2009, Salisbury District Council was abolished together with the other Wiltshire District Councils and Wiltshire County Council. The new unitary authority, Wiltshire Council acquired all the assets of the former District Councils unfettered. Since then, the car park and the public toilets have been transferred back to the Town Council. Application was made to have ownership of the Sheep Fair Field returned to Wilton but this has stalled for various reasons.

*Cllr Church* – told the meeting that Wilton Town Council will have a further opportunity to negotiate asset transfers with Wiltshire Council. There are no current plans for housing development in Wilton up until 2036. Some 2,800 houses have been or will be built within a 2 km radius of the town in the current ten-year period. She assured the meeting that Wiltshire Council had no plans to build on the Sheep Fair Field.

- *Re Breach of Council's Standing Orders in the matter of reversing a council decision before it has been in place for six months* – The Clerk told the meeting that, in her opinion, the Council had breached standing order 7.

*Cllr Edge* – stated that he did not believe there had been a breach of procedure or standing orders.

*Cllr Blackman* – was of the opinion that standing order 7 had been breached.

*Cllr Matthews* – ruled that there had not been a breach of standing orders.

### 116/21 Planning

- a. To confirm arrangements to respond to the planning application submitted for Naish Felts  
It was agreed to hold a public meeting on 8th June at the Community Centre with the doors open from 4.00pm.  
It was noted that the deadline for Cllr Church to call the application in was 31st May and that the consultation deadline was 12th June. Cllr Church will call the application in anyway and could then withdraw her objection if the public meeting is in favour of the plans.
- b. To confirm that current planning applications requiring a response will be dealt with at the Policy and Resources Committee meeting on 25th May.  
**Resolved:** to confirm

### 117/21 Review of Delegation arrangements to committees, sub committees, staff and other local authorities

Council to confirm the existing terms of reference as set out in the Scheme of Delegation and Terms of Reference for Committees.

**Resolved** to review at the next P&R sub-committee meeting.

**118/21 Review of the Terms of Reference for committees**

Council to confirm the existing terms of reference as set out in the Scheme of Delegation and Terms of Reference for Committees

**Resolved** to confirm

**119/21 Appointment of members to existing committees**

**a. Policy and Resources Committee**

The following opted to serve on the Policy & Resources Committee

Cllr Blackman  
Cllr Church  
Cllr Edge  
Cllr Kinsey  
Cllr Matthews (ex officio)  
Cllr Moore  
Cllr Taylor  
Cllr Tonkin

**b. Environment and Amenities Committee**

The following opted to serve on the Environment & Amenities Committee

Cllr Blackman  
Cllr Boyd  
Cllr Church  
Cllr Edge  
Cllr Lester  
Cllr Matthews (ex officio)  
Cllr Moore  
Cllr Primmer  
Cllr Tonkin

**c. Staffing Committee**

The following opted to serve on the Staffing Committee

*Membership will be confirmed after the committees have met as the Chair of each committee should be a member of the Staffing Committee.*

Cllr Church  
Cllr Edge  
Cllr Kinsey  
Cllr Lester  
Cllr Matthews (ex officio)

**120/21 Representation on or work with external bodies and arrangements for reporting back.**

- (a) Wiltshire Association of Local Councils (WALC) – Cllr Kinsey
- (b) South West Wiltshire Area Board (SWWAB) – Cllr Tonkin
- (c) Community Area Transport Group (part of SWWAB) – Cllr Primmer
- (d) Community Safety Group (part of SWWAB) ?
- (e) Wilton Neighbourhood Plan – Cllr Edge
- (f) Wilton Community Centre – Cllr Blackman
- (g) Wilton primary school – Cllr Boyd
- (h) Wilton Community Land Trust – Cllr Edge
- (i) Wilton Community Carnival – Cllr Edge
- (j) Local Business Chamber – Cllr Edge
- (k) South Wiltshire Operational Flood Working Group – Cllr Primmer
- (l) Flood Wardens – Rachael Ashton Brown, Anthony Brown-Hovelt, Cllr Edge.

- (m) Wilton United Charities – Cllr Edge  
(n) Trustees of the Michael Herbert Hall – Cllr Moore

**121/21 General Power of Competence**

To confirm that Wilton Town Council meets the criteria

- 100% of the council has been elected (2/3 elected being the criteria)
- The Town Clerk holds the appropriate qualification (CILCA) and is therefore eligible to adopt the General Power of Competence (GPC).

**Resolved** to confirm that Wilton Town Council meets the criteria in that 100% of the Council was elected and the Town Clerk holds the appropriate CILCA qualification.

*(Prop Cllr Blackman, sec Cllr Taylor – unanimous)*

**122/21 Confirmation of the Asset Register as approved at the last meeting**

**Resolved** to confirm the Asset Register as approved at the last meeting.

Special thanks were given to Mr Bastick, Assistant Clerk, for his work on this project.

**123/21 Review and adoption of the Standing Orders and Financial Regulations**

The Town Clerk advises one change; SO9.2 states that a motion mover must give at least 3 clear days before the meeting. This should be increased as the agenda must be published a minimum of 3 clear days before the meeting. After discussion it was agreed to amend SO9.2 to “a minimum of 6 clear days before the meeting.” *(prop Cllr Blackman, sec Cllr Kinsey – all in favour)*

**124/21 Review of the Council’s complaints procedure**

**Resolved:** to accept without change.

**125/21 Review of Council’s policies, procedures and practices in respect of its obligations**

**Resolved:** to accept without change

**126/21 Review of the Risk Management Policy**

**Resolved:** to accept without change

**127/21 Review of the Council’s policy for dealing with the Press / Media**

**Resolved:** to accept without change

**128/21 Review of the Council’s employment policies and procedures.**

- Dignity at Work
- Disciplinary
- Lone Working
- Flexible Working

**Resolved:** to accept without change

**129/21 Review of the Council’s subscriptions to other bodies**

**Resolved:** to accept without change

**130/21 Confirmation of the calendar of Council meetings until May 2022 (inc).**

**Resolved:** to confirm the published schedule

**131/21 Managing the Council’s Money**

- i. *To note the bank reconciliation dated 27th April 2021.*

**Resolved:** to note

- ii *To note the budget / actual spend.*

**Resolved:** to note

*iii To allocate Ear Marked Reserves*

Cllr Church asked about the £65,000 that has been transferred to Ear Marked Reserves And what elements made up that amount.

The Clerk reported the following:

- £1,500 allocated to training
- £5,000 allocated to Neighbourhood Plan
- £6,000 allocated to Council Offices
- £2,000 allocated to Civic Events
- £934 allocated to Wilton in Bloom
- £6,000 allocated to Bio diversity in parks and open spaces
- £1,500 allocated to flood prevention
- £4,500 allocated to public toilet refurbishment.
- £26,000 allocated to Wilton Junction

**Resolved** to confirm the allocation of reserves (*prop Cllr Tonkin, sec Cllr Blackman – nem con*)

*iv To confirm payments as per attached payment schedule*

It was agreed to refer this item to the next Policy and Resources meeting.

*v Access to the bank account to enable BACS payments*

Cllr Edge confirmed that this had been done and that the Clerk now has delegated powers access the Town Council's bank account.

It was agreed to decide on the Town Council's bank signatories at the next P&R meeting.

*vi Closure of the Pay Pal account*

The Clerk reported that she had not closed the Pay Pal account but had stopped the Smarty payments so this has not been paid for the current month.

*vii Opening of a new bank account with a debit card.*

The Clerk was authorised to proceed with opening the agreed bank account which would have a debit card and use it for miscellaneous payments including the Smarty account.

**132/21 To confirm the arrangements for the Internal Audit and approval of the Annual Governance and Accountability Return**

The Internal Audit is scheduled to be carried out on 17th June for approval at the Extraordinary Full Council Meeting to be held on 29<sup>th</sup> June 2021.

**133/21 Reports to Wilton Town Council**

To receive reports and updates from the following organisations, if available.

*(a) Wiltshire Association of Local Councils:*

Cllr Kinsey reported that there had not been a meeting since the one reported to the December Full Council.

*(b) South West Wiltshire Area Board:*

Cllr Church reported that there had not been a meeting since the last Full Council meeting.

*(c) SWW Community Area Transport Group*

Cllr Matthews reported that there had not been a meeting since the last Full Council meeting.

*(d) Wilton Community Centre:*

Cllr Blackman reported that the Centre was working on a phased return as government regulations allow.

*(e) Wilton Neighbourhood Plan.*

It was agreed that the Neighbourhood Plan needs the Council's input to revive it.

### **134/21 Town Clerk's Report**

The Fire Risk Assessment was undertaken on 10<sup>th</sup> May, the report will be presented to the P&R committee. An incident of graffiti was reported to the police and removed by grounds maintenance.

The speed indicator device has been ordered, payment is not due until delivery.

The windows have been confirmed and a date arranged for the survey prior to installation.

The induction pack was completed and has been circulated.

The newly adopted code of conduct is now on the WTC website and a copy circulated to all Cllrs.

The play equipment installation at Bulbridge has been completed, one issue was the lock had to be cut off leaving the area unlockable, this was rectified by a replacement lock.

Assistant Clerk has completed the tender document for Wishford Rd, this is now online. The deadline is 3<sup>rd</sup> June so all tenders can be considered by the E&A comm at their June meeting.

Email regarding property in North Street, this will be circulated and the author will be attending the meeting on Tuesday.

Email re yellow lines in Russell Street, this will be placed on the E&A comm meeting.

Email re cycle path in Minster St.

Notice of temporary Traffic Regulation Order for The Avenue.

Issues with some of the play areas have been reported and attended to.

The original SID has reappeared. It was put up without notice by the supplier.

Continuing to chase Grounds Maintenance on;

- Replacing the Perspex in the Burcombe Lane bus shelter
- Installation of the benches in South St (") and The Avenue (1)
- Potholes at Castle Meadow
- Tree report

The Clerk and Assistant Clerk visited the cemetery with Cllr Matthews, some issues were raised which will be placed on the next E&A agenda.

Wiltshire Council meetings

18<sup>th</sup> May Full Council – available to view online

20<sup>th</sup> May Climate strategy engagement meeting – SWWAB. 1 rep may attend.

16<sup>th</sup> June Operational Flood working group.

30<sup>th</sup> June SWWAB. All welcome.

Clerk will attend (virtually) a session by the insurance company regarding post covid.

Clerk and Assistant Clerk will attend a virtual branch meeting of Wiltshire SLCC.

Cllr Edge said that there was confusion about the SID that had been installed at the top of Shaftesbury Road which seems to have come from Quidhampton. It doesn't appear to be working properly. The battery lasts for 14 days but it doesn't yet have any solar panels attached.

### **135/21 Date of next meeting**

To note that the next meeting will be held on Tuesday 1st June 2021 at 7.00 in the Community Centre.

### **136/21 To close the meeting**

There being no further business the Chairman closed the meeting at 8.58 pm.

### **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.