



# Wilton Town Council

## Town Council Meeting

### AGENDA



The Council Offices  
Kingsbury Square  
Wilton SP2 0BA



01722 742093



[Email the clerk](#)



[Wilton TC Website](#)

To: All Members of Wilton Town Council

You are summoned to attend a **MEETING** of **WILTON TOWN COUNCIL** to be held in the

**COUNCIL CHAMBER, COUNCIL OFFICES, KINGSBURY SQUARE, WILTON**

on:

**TUESDAY 6<sup>th</sup> JUNE 2023 at 7.00pm**

for the purpose of transacting the following business.

**This meeting is open to the Public and Press.** It is hoped to stream the meeting via ZOOM.

Any member of the public or press who wishes to ask a question or make a statement is invited to send this via email or in writing (posted through the letter box) to the Clerk before midday on the day of the meeting.

Please see the [Public Participation at Meetings Policy](#)

Wilton Town Council has signed the [Civility and Respect Pledge](#).

[Who has taken the Pledge](#)

Councillors are reminded of the Wilton Town Council [Code of Conduct](#)

**You should not attend if you feel unwell or show any COVID-19 symptoms.**

**You may be required to wear a mask during this meeting.**

**Please ensure you have a mask with you.**

It is planned to stream this meeting via the Zoom video conferencing platform.

Please [click here](#)

or use the following access details;

Meeting ID 838 0760 0727

Password 243703

You will be placed in a waiting area so please ensure arrival before the start of the meeting.

Yours faithfully

*Clare Churchill*

**Town Clerk**

31<sup>st</sup> May 2023

087/23	<p><b><u>Apologies</u></b></p> <p>(i) To receive apologies for absence and to approve the reason given. (LGA 1972 Sch 12 s85(1)). Please note that without a reason the apology can only be noted.</p>	7.00pm
088/23	<p><b><u>Minutes</u></b></p> <p>(i) To approve the Minutes of the Meeting held on <a href="#">2<sup>nd</sup> May 2023</a> (LGA 1972 sch 12 para 41).</p>	7.01pm
089/23	<p><b><u>To suspend Standing Orders</u></b></p> <p><b><u>Community Engagement</u></b></p> <p>15 minutes is set aside to allow local people to raise their issues and concerns. Questions and statements are restricted to 3 minutes. Questions not answered at the meeting will be answered in writing or may appear as an agenda item for the next appropriate committee meeting.</p> <p><b><u>Community Engagement</u></b></p> <p>To respond to matters raised by the public. No decisions may be taken on such matters at the meeting unless due notice has been provided.</p> <p>No decision can be taken during this session, but the Chairman may decide to refer any matters raised for further consideration.</p> <p>N.B Councils cannot lawfully decide items of business that is not specified in the summons/agenda (LGA1972 Sch 12, paras 10(2)(b) and Longfield Parish Council v Wright (1918) 88 LJ Ch 119).</p>	7.02pm
	<p><b><u>Report from the Unitary Councillor for Wilton.</u></b></p> <p>Cllr Pauline Church to give a brief report followed by questions to Cllr Church.</p>	7.20pm
090/23	<p><b><u>To reinstate Standing Orders</u></b></p>	7.30pm
091/23	<p><b><u>Declarations of Interest</u></b></p> <p>(a) To receive Declarations of Interest in matters contained in this agenda, in accordance with the provisions of the Local Government Act 1972 in respect of Officers and the Localism Act 2011(s33 b-e) in respect of Members.</p> <p>(b) To consider any Dispensation Requests received by the Town Clerk.</p>	7.31pm
092/23	<p><b><u>Exclusion of the Press and Public.</u></b></p> <p>To agree any items, if required, to be dealt with after the public, including the press, have been excluded under <i>Public Bodies (Admissions to Meetings) Act 1960</i>.</p>	7.32pm
093/23	<p><b><u>Mayor's report</u></b></p> <p>To receive a brief report of events and engagements attended by the Mayor of Wilton.</p>	7.33pm
094/23	<p><b><u>To receive the Minutes of the Policy and Resources Committee Meeting held on <a href="#">16th May 2023</a>.</u></b></p> <p>To note the following recommendations to Full Council;</p> <p>(i) Adoption of the revised Lone Worker Policy</p> <p>(ii) Adoption of the revised Flag Flying Policy</p> <p>(iii) Purchase of a Holocaust Memorial Day flag costing £75.00</p> <p>(iv) Establishment of a Policy Working Group to review the Scheme of Delegation and Mayor Making Procedure. This Working Group will report back to the Policy and Resources Committee.</p> <p>(v) In future, Minutes will be received by Full Council with a note of the recommendations but will be Ratified at the next Committee Meeting.</p> <p>(vi) Men's Shed Lease – see below</p>	7.38pm

- (vii) To delegate the selection of a Phone and Broadband provider to Cllrs Crossley and Forbes and the Town Clerk.
- (viii) To authorise additional visits from the Accounting Technician whilst the Assistant Clerk post is vacant.
- (ix) To proceed with cleaning and minor repairs of Clerk and Mace Bearer Robes.
- (x) To purchase a new replacement Mayor's Robe
- (xi) To complete an Evacuation Plan for the Council Chamber.
- (xii) That the Chairlift will be checked the morning of a meeting and if not working an alternative venue is considered.
- (xiii) To actively seek suitable fire resistant storage for the Town Charters and Seals currently stored in the Council Chamber so they remain in Wilton.  
The transfer to the Wilton and Swindon History Archive was not supported.

095/23 **To receive the Minutes of the Staffing Committee Meeting held on 19th April 2023 .** 7.42pm  
The recommendations were agreed at the previous Meeting of Wilton Town Council.

096/23 **To receive the Minutes of the Staffing Committee Meeting held on** 7.43pm  
These Minutes will be circulated as soon as possible.  
An advert for the Assistant to the Town Clerk vacancy is being advertised shortly. Please note the job title will be Assistant to the Town Clerk.  
To confirm Locum cover whilst in the process of recruiting.

097/23 **Accounts for the year ending 31<sup>st</sup> March 2022.** 7.45pm  
In accordance with the Local Audit and Accountability Act 2012 and the Accounts and Audit Regulations 2015 and the Practitioners Guide 2022, Wilton Town Council must approve the Annual Governance and Accountability Return for the year ending 31<sup>st</sup> March 2023, by 30<sup>th</sup> June 2022.

- (i) **Year end accounts**  
To approve the year end accounts
- (ii) **Internal Audit report for 2022/23.**  
The Internal Audit has been completed.  
To note the report including all conclusions and recommendations.
- (iii) **Internal Auditor's Statement on the Annual Governance and Return (AGAR)**  
To note the Internal Audit Report statement on the AGAR.
- (iv) **Annual Governance Statement**  
To complete each assertion on the Annual Governance Statement. Page 4 of the AGAR  
The Chair of the Meeting and Town Clerk to sign the Annual Governance Statement
- (v) **Accounting Statements**  
To approve the Accounting Statement. Page 5 of the AGAR  
The Chair of the Meeting to sign the Accounting Statement
- (vi) **Explanation of Variances**  
To agree the Explanation of Variances
- (vii) **Public notice of electors rights.**  
To confirm the period for the electors rights.  
The dates are Friday 30<sup>th</sup> June to Friday 11<sup>th</sup> August inc. By appointment only

(viii) **To confirm the revised Asset Register**

The Asset Register approved on 21<sup>st</sup> March 2023 contained several errors. Please see detailed explanation on the Officer report circulated to Cllrs.

098/23

**Managing the Council's Money**

8.00pm

- (i) Noting of the Bank Reconciliation dated 3 inc the detailed Balance Sheet and Income & Expenditure.
- (ii) To confirm payments as per attached payment schedule.
- (iii) To confirm the purchase of a fire resistant cabinet to store the Wilton Charters and Seals.

099/23

**Men's Shed Lease**

8.05pm

The query regarding the has been sent to the Town Council's Solicitor who has responded;

- (i) Change Clause 16 to cover the security of tenure
- (ii) The term of the Lease must be less than three years.
- (iii) The address of the Tenant must be a home address of either the Chair, Secretary or a Trustee.

To confirm the Lease between Wilton Town Council and Wilton Men's Shed is in its final draft and can be sent to the Wilton Men's Shed.

100/23

**Planning**

8.10pm

- (i) **PL/2023/03726. The Moat House, 23 North Street.**

Addition of solar panels to an outbuilding

To respond to Wiltshire Council Planning on this application.

- (ii) **PL/2023/01114. The Moat House, 23 North Street. Listed Building Application.**

Addition of solar panels to an outbuilding

To respond to Wiltshire Council Planning on this application.

- (iii) **PL/2021/03251. Land and Buildings at EV Naish, Crow Lane and 51/53 North St, Wilton.**

Reserved matters application seeking consent for layout, scale, appearance and landscaping pursuant to planning application S/2003/1016 (Demolition of existing buildings and the erection of 62 dwellings two commercial (B1) units and one retail unit)

To confirm a Councillor to represent Wilton Town Council at the Southern Area Planning Committee when this application is considered.

To confirm the current view of Wilton Town Council remains as per the objections already submitted.

Please note that Wilton Town Council has previously responded to this application, details of the objection can be found on the Wiltshire Council website.

101/23

**Co-option of a Wilton Town Councillor**

8.15pm

Following the resignation of Mr Richard Hayes, the vacancy has been advertised and as no request was made for an election, the vacancy may now be filled by co-option. The Vacancy has been advertised by Wilton Town Council.

One person has completed the Co-option form and confirms they are Eligible for Office as they meet the qualification criteria and are not disqualified according to the Local Government Act 1972 s 79 and 80.

102/23

**To receive verbal reports from the Town Council's representative to;**

8.20pm

- (i) Wiltshire Association of Local Councils – Cllr Kinsey to report
- (ii) Wilton Town Flood Group – Cllr Crossley to report

- (iii) Local Highways and Footpath Improvement Group – Cllr Crossley to report
- (iv) Wilton Link AGM – Cllr Boyd to report

103/23	<b><u>Action Update from the Minutes dated 2<sup>nd</sup> May 2023.</u></b> To note the following; 81/23 The Woolstore confirmed the insurance and borrowed the portrait which has been returned with grateful thanks. 82/23 The make up of the Town Council’s Committee has been confirmed and circulated to all Cllrs.	8.24pm
104/23	<b><u>Town Clerk’s Report</u></b> – circulated to Cllrs	8.26pm
105/23	<b><u>Date of next meeting</u></b> To confirm the date of the next meeting of Wilton Town Council, which will be on Tuesday 4 <sup>th</sup> July 2023 at 7pm in the Council Chamber.	8.29pm
106/23	<b><u>Appointment of a Minutes Secretary for Wilton Town Council</u></b> To confirm the appointment of the Wilton Town Council Minutes Secretary as recommended by the Staffing Committee.	8.30pm
107/23	<b><u>To close the meeting.</u></b>	8.35pm