



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 2nd JANUARY 2024 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 865 2842 7279

Password 459977

You will be placed in a waiting area so please ensure arrival at least 5 minutes before the start of the meeting.

Yours faithfully

Clare Churchill
Town Clerk

22nd December 2023

001/24	<p><u>Welcome and Apologies</u></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
002/24	<p><u>Minutes</u></p> <p>To approve the Minutes of the Meeting held on (LGA 1972 sch 12 para 41).</p>	7.01pm
003/24	<p><u>To suspend Standing Orders</u></p> <p><u>Community Engagement</u></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><u>Report from the Unitary Councillor for Wilton.</u></p> <p>Cllr Pauline Church to give a brief report followed by questions to Cllr Church.</p>	7.02pm
004/24	<p><u>To reinstate Standing Orders</u></p>	7.17pm
005/24	<p><u>Community Engagement</u></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. No decision can be taken during this session, but the Chairman may decide to refer any matters raised for further consideration. 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>	7.27pm
006/24	<p><u>To note the following response to questions and statements made at the Wilton Town Council Meeting held on 5th December which were not answered at the Meeting.</u></p> <p>The number related to the number listed on the Minutes of the Meeting when the statement was made.</p> <p>5 Grit Bins. The grit bins are filled by Wiltshire Council, should any person notice a damaged bin or one in need of refilling then this should be reported to Wiltshire Council preferably via the MyWilts app using the weather emergencies option.</p>	7.27pm
007/24	<p><u>Declarations of Interest</u></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> <p>(c) Wilton Town Councillors are reminded that it is their duty to ensure their Register of Interests is kept up to date.</p>	7.32pm
008/24	<p><u>Exclusion of the Press and Public.</u></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>	7.34pm
009/24	<p><u>Mayor's report</u></p> <p>To receive a brief report of events and engagements attended by the Mayor of Wilton.</p>	7.35pm

010/24	<p><u>To receive the Minutes of the Environment and Amenities Committee Meeting held on 19th December 2023.</u></p> <p>Cllr Whillock was elected as Vice Chair of this Committee.</p> <p>To agree to the following recommendations to Full Council, please note details are in the Minutes of the Meeting;</p> <ul style="list-style-type: none"> (i) To contribute £471.25 towards the improvement to the A30 crossing point in Minster St. (ii) To contribute £725.00 towards the Speed Limit Assessment. (iii) To confirm the locations for the Speed Limit Assessment. (iv) To refer Wilton Town Council representation at interments to the Staffing Committee. (v) To send the Town Clerk and Assistant to the Town Clerk for Memorial safety testing in March 2024. (vi) To adopt the Biodiversity Policy. (vii) To refer the newly adopted Biodiversity Policy to the Policy Working Group for further development particularly the deleted section on reduced cutting. (viii) To set up a Working Group to look into publishing and distributing a newsletter. (ix) To rename the Christmas Lights Working Group as Events Working Group to cover all planned Wilton Town Council events. (x) To accept Quote 1 for the guttering and roofing work subject to access via the neighbours property. 	7.38pm
011/24	<p><u>To receive written applications for the office of Town Councillor and to consider co-opting two candidates to fill the existing vacancies.</u></p> <p>Wilton Town Council currently has two vacancies, both of which have been advertised and no requests for an election were made.</p> <p>The Vacancies may now be filled by Co-option.</p> <p>The vacancies have been advertised on the Town Council noticeboard, website and Facebook.</p> <p>In accordance with the Wilton Town Council Co-option Policy, four applications have been received.</p> <ul style="list-style-type: none"> (i) To suspend Standing Orders to allow each Candidate 3 Minutes to speak. (ii) To reinstate Standing Orders. (iii) To Exclude Members of the Public and Press to discuss the applicants. (iv) To reopen the Meeting to Members of the Public and Press. (v) To vote to co-opt two Candidates onto Wilton Town Council (vi) The successful Candidates to sign the Declaration of Acceptance of Office and join Wilton Town Council. 	7.45pm
012/23	<p><u>Signing of the Lease between Wilton Town Council and Wilton Men’s Shed.</u></p> <p>The Draft Lease was agreed at the Policy and Resources Committee meeting on September 2023 (Minute ref PR/86/23(i)). The Chair of the Men’s Shed has been contacted but not responded to emails regarding contacting the Solicitor re the term of the Lease.</p> <p>To sign the Lease with a start date of 1st February 2024 and ending on 30th January 2027.</p>	8.10pm
013/23	<p><u>Managing the Council’s Money</u></p> <ul style="list-style-type: none"> (i) Noting of the Bank Reconciliation dated 30th November 2023 inc the detailed Balance Sheet and Income & Expenditure. (ii) To confirm payments as per attached payment schedule. 	8.15pm
014/23	<p><u>Newsletter Working Group</u></p> <p>To agree the Cllrs who will join this group to look at publishing and distributing a newsletter for</p>	8.20pm

Wilton Town Council.

This Working Group should include Members of the Public as well as Councillors.

015/23	<u>To receive verbal reports from the Town Council's representatives</u>	8.25pm
016/23	<u>Town Clerk's Report</u> – circulated to Cllrs	8.29pm
017/23	<u>Date of next meeting</u> To confirm the date of the next meeting of Wilton Town Council, which will be on Tuesday 5 th February 2024 at 7pm in the Council Chamber.	8.33pm
018/23	<u>To close the meeting.</u>	8.34pm