



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 5th MARCH 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 898 6451 8478

Password 343772

You will be placed in a waiting area so please ensure arrival at least 5 minutes before the start of the meeting. Please see the [Streaming Council Meetings Policy](#).

Yours faithfully

Clare Churchill

Town Clerk

27th February 2024

038/24	<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
039/24	<p><u>Minutes</u></p> <p>To approve the Minutes of the Meeting held on 6th February 2024. (LGA 1972 sch 12 para 41).</p>	7.01pm
040/24	<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>	7.02pm
	<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>	7.17pm
041/24	<p><u>To reinstate Standing Orders</u></p>	7.23pm
042/24	<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>	7.24pm
043/24	<p><u>To note the following response to questions and statements made at the Wilton Town Council Meeting held on 6th February 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>23/24 The noticeboards have been ordered.</p> <p>.ii</p>	7.30pm
044/24	<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>	7.31pm
045/24	<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>	7.32pm
046/24	<p><u>Mayor's report</u></p> <p>To receive a brief report of events and engagements attended by the Mayor of Wilton.</p>	7.33pm

047/24

To receive the Minutes of the Environment and Amenities Committee Meeting held on 20th February 2024.

7.37pm

To agree the following recommendations.

Further details in the Minutes of the Meeting.

- (i) To agree the contribution of £145.00 toward the installation of a traffic bollard outside 2 West Street.
- (ii) To obtain quotes for an item to replace the trampoline in Minster St – something similar.
- (iii) Cllrs Boyd and Moore will undertake a regular walk around of the Minster Street Play Area
- (iv) Cllr Hilliard will undertake a regular walk around of the Wishford Road Play Area
- (v) Cllr Kinsey will undertake a regular walk around of the Bulbridge Play Area
- (vi) Cllr Whillock will undertake a regular walk around of the Castle Meadow.
- (vii) To set up a Friends of Shaftesbury Road Cemetery group.
- (viii) That Cllr Crossley will take on a monitoring role of the Shaftesbury Road Cemetery to report matters to Wilton Town Council Office and the Environment and Amenities Committee.
- (ix) To note that the Events Working Group will meet the Christmas Lights Contractor on 27th February.
- (x) To pay the reduced invoice to Playforce for the trampoline repair at Bulbridge play area.
- (xi) To obtain quotes to replace the West St bus shelter and look into the addition of a perch style seat.
- (xii) To repair and subsequently clean the King Street Bus Shelter.
- (xiii) To look into the formal adoption of the King Street Bus Shelter.
- (xiv) To trail changing the time to lock the toilets to 6pm and to monitor future vandalism.
- (xv) To look at waste disposal options for the public toilets.
- (xvi) That the first issue of the new Newsletter will be online only.
- (xvii) To appoint Cllr Blackman as a liaison between Wilton Town Council and the Grounds Maintenance Contractor.

048/24

To agree a current Wilton Town Councillor taking on a liaising role with the Wiltshire Council Parish Steward.

7.45pm

The Parish Steward visits most months, the dates for the scheduled visits are in the Officer Report.

049/24

To establish a Toilet Working Group to look at the refurbishment of the current facility.

7.49pm

To note that the membership of this Working Group should be limited to 6.

Cllrs Blackman and Kinsey were on the previous Working Group and wish to continue.

Cllr Boyd also expressed an interest on being on this Working Group.

050/24

To receive the Minutes of the Staffing Committee Meeting held on 8th February 2024.

7.52pm

To agree the following recommendations.

- (i) To upgrade the current Staff MS365 licences from Basic to Standard.
- (ii) To purchase 4 MS365 licenses for 4 Cllrs (Chairs of Committees and Cllr Harrison).
- (iii) To Co-Opt Cllr Harrison onto the Wilton Town Council Staffing Committee.
- (iv) To create a list of current Cllrs willing to represent Wilton Town Council at Funerals and Interments.
- (v) A verbal report was given by the Town Clerk following attendance at the Practitioner's Conference.
- (vi) To pay the outstanding TOIL (previously agreed) in one lump sum.

051/24

To resolve to give Councillor Chris Harrison joint administration of Wilton Town Council's Virtual Private Network (VPN) in order for him to remotely carry out data migration to the Council's

7.56pm

newly upgraded Microsoft 365 accounts plus associated essential work in relation to the storage and security of such data.

052/24	<u>To resolve to appoint Councillor Chris Harrison to administer the Microsoft 365 accounts</u> during the migration period and then to appoint an independent professional Contractor to administer Wilton Town Council's Microsoft 365 accounts, once migration, storage and security work is complete.	7.58pm
053/24	<u>To resolve to investigate and if necessary refund</u> , a previous contractor for costs it wrongly incurred for domain management	8.00pm
054/24	<u>Managing the Council's Money</u> (i) Noting of the Bank Reconciliation dated 31 st January 2024 inc the detailed Balance Sheet and Income & Expenditure. (ii) To confirm payments as per attached payment schedule. (iii) To consider a Grant request for £500 from Wilton Community Carnival.	8.05pm
055/24	<u>To purchase 8 new panels for the Minster St Glasdon shelter and to agree the fitting by a Contractor.</u>	8.15pm
056/24	<u>To accept the quote for the refurbishment of the West Street bus shelter.</u>	8.18pm
057/24	<u>To accept the quote for the repair of the King Street bus shelter.</u>	8.21pm
058/24	<u>Planning. To respond to the following planning application.</u> PL/2024/01916 . 8 Russell Street. Proposed Two Storey Rear Extension and Alterations (Resubmission of PL/2023/03527) PL/2024/01741 . <u>23 St John's Square.</u> Willow Tree – re-pollard.	8.24pm
059/24	<u>To receive verbal reports from the Town Council's representatives</u>	8.30pm
060/24	<u>Town Clerk's Report</u> – circulated to Cllrs	8.35pm
061/23	<u>Date of next meeting</u> To confirm the date of the next meeting of Wilton Town Council, which will be on Tuesday 2 nd April 2024 at 7pm in the Council Chamber.	8.40pm
062/23	<u>To close the meeting.</u>	8.41pm