



Wilton Town Council

Meeting of the Town Council

AGENDA



The Council Offices
Kingsbury Square
Wilton SP2 0BA



01722 742093



[Email the clerk](#)



[Wilton TC Website](#)

To: All Members of Wilton Town Council

Cllr Blackman	Cllr Boyd	Cllr Crossley	Cllr Forbes
Cllr Harrison	Cllr Hilliard	Cllr Kinsey	Cllr Moore
Cllr Page	Cllr Taylor	Cllr Whillock	

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 JULY 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.

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](#)

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

Please [click here](#) or use the following access details;

Meeting ID 850 5151 1153

Password 007559

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

25th June 2024

	<u>The Mayor of Wilton, Councillor Alan Crossley, will open the meeting.</u>	7.00pm
128/24	<u>Apologies</u> 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.	7.01pm
129/24	<u>Minutes</u> To approve the Minutes of the meeting held on 4th June 2024 . (LGA 1972 sch 12 para 41).	7.02pm
130/24	<u>To suspend Standing Orders</u>	7.03pm
	<u>Report from Wiltshire Police - Wilton Neighbourhood Policing.</u> To receive a written or verbal report from Wiltshire Police.	
	<u>Community Engagement</u> 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.	
	<u>Report from the Unitary Councillor for Wilton.</u> Councillor Pauline Church to give a brief report followed by questions to Councillor Church.	7.20pm
131/24	<u>To reinstate Standing Orders</u>	7.23pm
132/24	<u>Community Engagement</u> 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).	7.24pm
133/24	<u>Declarations of Interest</u> (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. (b) To consider any Dispensation Requests received by the Town Clerk.	7.30pm
134/24	<u>Exclusion of the Press and Public.</u> 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> .	7.31pm
135/24	<u>To receive the Minutes and agree the Recommendations of the Environment and Amenities Committee Meeting held on 18th June 2024;</u> Councillor Moore was Elected as Chair (EA/051/24) and Councillor Blackman elected as Vice Chair (EA/052/24) of this Committee. To recommend the following items. (a) EA/062/24(iii). To prepare a submission to Local Highways and Footpath Improvement Group (LHFIG) on the proposed 20mph limit within Wilton. An exhibition will be held at the Pavilion.	7.32pm

- (b) EA/060/24(iv). To investigate why the kerb was dropped and the bollard was removed from outside 25 West Street.
- (c) EA/060/24(v). To request another Pedestrian crossing on The Avenue by the north bound bus stop via LHFIFG.
- (d) EA/061/24(i). Location of the new Minster Street Noticeboard to be sited outside the railings, to the left of the gate into the play area so as not to obscure the view from the shelter of the play area.
- (e) EA//061/24(ii). The Old St Maty's Noticeboard to be sited within the Churchyard but closer to the boundary wall with the additional leg being closer to The Greyhound.
- (f) EA/061/24(iii). To replace the current damaged Noticeboard outside the Pavilion with a printed sign stating Contact details for hiring the Pavilion.
- (g) EA/062/24(i) To cancel the Cemetery sign and place the refurbished Town Council Noticeboard (previously outside the Council Offices) on the wall between the Storerooms and display the Cemetery Regulations on that.
- (h) EA/062/24(ii). To proceed with the revised Car Park Sign for Castle Meadow.
- (i) EA/063/24(i). Councillors will study the recent Play Area reports and report back to the Committee on any actions.
Minster Street – Councillors Boyd and Moore
Wishford Road – Councillor Taylor
Bulbridge – Councillor Blackman
Castle Meadow – Councillor Whillock
- (j) EA/062/24(ix) To note a service has been ordered for the Outdoor Gym at Castle Meadow.
- (k) EA/062/24(x) The following Councillors will be responsible for the following areas:
Bulbridge – Councillor Boyd
Castle Meadow – Councillor Whillock
Minster Street – Councillors Boyd and Moore
Wishford Road – Councillor Taylor
- (l) EA/065/24. To permit Wilton Estate to use two car spaces to install a new Oil tank for use of the Michael Herbert Hall due to new regulations on the siting of tanks.
- (j) EA/070/24(i). To site (subject to Wiltshire Council Highways permission) a planter on either side of the Cemetery building (road side) which will be planted and maintained by the Friends of Shaftesbury Road Cemetery.
- (k) EA/070/24(ii). To site a planter on either side of the entrance to Wilton Community Centre with the Centre taking on the responsibility for planting and maintenance.
- (l) EA/072/24. That all Working Groups under the Environment and Amenities Committee will meet and set their Terms of Reference.
- (m) EA/081/24. To note that making a formal representation to the Old Orchard Surgery regarding its catchment area is outside of Wilton Town Council's remit.
- (n) EA/082/24. To note that Members of the Public should use existing reporting methods regarding low flying aircraft over the Bulbridge area.
- (o) EA/066/24. To proceed with the Contractor doing work to the roof and gutter using equipment that allows the work to be completed from the front of the building.

136/24

To receive the Minutes and agree the Recommendations of the Staffing Committee Meeting held on 25th June 2024;

Councillor Forbes was elected as Chair (SC/044/24) and Councillor Harrison elected as Vice Chair (SC/045/24) of this Committee.

To recommend the following items.

7.45pm

- (a) To look into a request about the opening of the office window.
- (b) SC/053/24. To note that migration from the current server to Sharepoint will take place w/c 8th July 2024.
- (c) SC/054/24. To accept the revised quote from Local Council Consultancy for the Review of Resource Needs.
- (d) SC/056/24(i). To note that the Town Clerk's Appraisal has been completed and the summary shared with Staffing Committee.
- (e) SC/056/24(ii). To increase the Town Clerk's hours by 2.5 hrs per week on a 6 month trial with effect from 1st July 2024. These additional hours are to cover evening meetings and ensure that no TOIL is accrued in future.
- (f) SC/056/24(iii). To sign up for 1 user to Rialtas Cloud access for remote access to the financial software.
- (g) SC/056/24(iv). To purchase an additional display screen for the Town Clerk to a maximum cost of £150.00 (exc VAT).

137/24

Managing the Council's Money

7.55pm

- (i) To note the bank reconciliation dated 31st May 2024.
- (ii) To note the income and expenditure dated 31st May 2024.
- (iii) To confirm payments as per payment schedule.
- (iv) To accept the quote for street signs to include the required posts and fixings.

138/24

Planning

8.05pm

- (i) To note the following Certificate of Lawfulness.

PL/2024/05396. 2 Oak Ash Green.

Certificate of Lawfulness single storey side extension to existing dwelling.
Allowed under Permitted Development.

- (ii) To respond to the following Planning Application.

PL/2024/05714. 69 Shaftesbury Road.

First floor conversion and ground floor alterations with a small side extension, demolition of existing roof to be replaced with a higher ridge.

- (iii) To note that revised plans have been submitted and respond if permitted.

PL/2024/04166. 22 Shaftesbury Road.

Detached Garden Building for use by Carer

139/24

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

8.15pm

- (i) Wiltshire Association of Local Councils
- (ii) South West Wiltshire Area Board
- (iii) SWW Local Highways & Footway Improvement Groups (LHFIG)
- (iv) South Wiltshire Operational Flood Working Group
- (v) Wilton Church of England Primary School
- (vi) Trustees of the Michael Herbert Hall
- (vii) Wilton United Charities

140/24

Town Clerk's Report – circulated to Cllrs

8.20pm

141/24

Date of next meeting

8.25pm

- (i) To confirm the date of the next meeting of Wilton Town Council which will be held on Tuesday 6th August 2024 at 7pm in the Council Chamber.

Wilton Town Council is committed to equality:

In the exercise of their functions, Wilton Town Councillors and staff take full regard of the following:

- Equal Opportunities (age, race, gender, sexual orientation, marital status and any disability)
- Data Protection
- Health & Safety
- Human Rights.

Anyone who may have difficulty with access to these papers or with access to the meeting is asked to contact the Clerk (01722 742093) or clerk@wiltontowncouncil.gov.uk at least 24 hours before the meeting so that help may be provided.