



# Wilton Town Council

## Meeting of the Town Council

### AGENDA



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 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 5<sup>th</sup> NOVEMBER 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 895 2667 4057

Password 474135

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**

30<sup>th</sup> October 2024

		<b><u>The Mayor of Wilton, Councillor Alan Crossley, will open the meeting.</u></b>	7.00pm
195/24		<b><u>Apologies</u></b>	7.01pm
	(i)	To receive apologies for absence. (LGA 1972 Sch 12 s85(1)).	
	(ii)	To note the resignation of Alexandra Boyd. Wiltshire Council has been informed of the vacancy.	
	(iii)	To confirm whether Wilton Town Council wishes for the provision of Poll Cards should an election be requested.	
196/24		<b><u>Minutes</u></b>	7.02pm
		To approve the Minutes of the meeting held on 1 <sup>st</sup> October 2024.	
197/24		<b><u>To suspend Standing Orders</u></b>	7.03pm
		<b><u>Report from Wiltshire Police - Wilton Neighbourhood Policing.</u></b>	7.04pm
		To receive a written or verbal report from Wiltshire Police.	
		<b><u>Community Engagement</u></b>	7.08pm
		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.	
		<b><u>Report from the Unitary Councillor for Wilton.</u></b>	7.23pm
		Councillor Pauline Church to give a brief report followed by questions to Councillor Church.	
198/24		<b><u>To reinstate Standing Orders</u></b>	7.28pm
199/24		<b><u>Community Engagement</u></b>	7.29pm
		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).	
200/24		<b><u>Declarations of Interest</u></b>	7.34pm
	(i)	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.	
	(ii)	To consider any Dispensation Requests received by the Town Clerk.	
201/24		<b><u>Exclusion of the Press and Public.</u></b>	7.35pm
		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> .	
202/24		<b><u>Mayor's report</u></b>	7.37pm
		To receive a brief report of events and engagements attended by the Mayor of Wilton.	
		To receive notice of upcoming events.	

203/24	<b><u>To receive the Minutes and agree the Recommendations of the Staffing Committee Meeting held on 8<sup>th</sup> October 2024;</u></b>		7.42pm
	(i)	(SC/095/24). That the Town Clerk should attend Remembrance Sunday.	
	(ii)	SC//24) The draft documents for advertising the vacancy for the Deputy Town Clerk were agreed prior to confirmation at the following Staffing Committee.	
205/24	<b><u>To receive the Minutes and agree the Recommendations of the Environment and Amenities Committee Meeting held on 15<sup>th</sup> October 2024;</u></b>		7.47pm
	<b>To recommend the following items.</b>		
	(i)	(EA/123/24.i) To request costings for Options 1b and 2 for the South Street crossing.	
	(ii)	(EA/124/24.ii) To hold a second informal consultation on the proposed 20mph speed limit. This is arranged for Sunday 1 <sup>st</sup> December.	
	(iii)	(EA/124/24) To replace the current noticeboard in the Churchyard of Old St Mary's with a like for like noticeboard. To apply to Wiltshire Council for advertising consent for the new three bay noticeboard.	
	(iv)	(EA/124/24.iii) To upgrade the swings at Bulbridge and Minster Street.	
	(v)	(EA/127/24.ii). To repair the damaged section of the climbing wall at a cost of £1300.	
	(vi)	(EA/128.24.i) To repair the benches at the tennis court with a solid top and blocked in base.	
	(vii)	(EA/128.iv). To close the Minster St tennis courts from 1 <sup>st</sup> December to the 1 <sup>st</sup> March. The date of re-opening will be reviewed at the February E&A meeting.	
	(viii)	(EA/131/24.ii) To proceed with the contract for the hygiene bins at various locations managed by Wilton Town Council.	
203/24	<b><u>To receive the Minutes and agree the Recommendations of the Staffing Committee Meeting held on 22<sup>nd</sup> October 2024;</u></b>		7.57pm
	(i)	(SC/106/24.i) The Job Description and Candidate Specification were confirmed.	
	(ii)	(SC/106/24.ii) The recruitment timeline was confirmed.	
	(iii)	(SC/106/24.iii) Cllrs Crossley and Forbes will be on the interview panel with the Town Clerk.	
	(iv)	(SC/106/24.iv) The interviews will take place on Friday 22 <sup>nd</sup> November.	
	(v)	(SC/106/24.vi) The advert for the vacancy was confirmed and where it will be placed.	
	(vi)	(SC/106/24.vii) The application form was confirmed.	
	(vii)	(SC/106/24.viii) That neither the pre or post offer medical questionnaires will be used.	
	(viii)	(SC/106/24.v) Questions for the interviews were agreed but remain confidential.	
206/24	<b><u>Planning</u></b>		8.03pm
	To respond to the following Tree Applications		
		<a href="#">PL/2024/09441</a> . 13 Albany Terrace.	
	Sweet Chestnut - Reduce by a third		
		<a href="#">PL/2024/09476</a> . 23 West Street.	
	Cypress - Fell to ground level. Tree has grown too large for space.		
	To note the following application which has been determined as it was classified as Dead and Dangerous (DD).		
	26 West Street.		
	Remove Weeping Silver Birch (Died)		

207/24	<b><u>Managing the Council's Money</u></b>	8.10pm
	(i) To note the bank reconciliation dated 30 <sup>th</sup> September 2024.	
	(ii) To note the income and expenditure dated 30 <sup>th</sup> September 2024.	
	(iii) To note the report from the External Auditor for the financial year 2023/2024.	
	(iv) To agree to the purchase of replacement Christmas Lights at a cost of £800.00 plus VAT.	
	(v) To confirm payments as per payment schedule.	
	(vi) To note expenditure, if any, authorized by the Town Clerk using delegated powers:	
	(vii) To note the following developer contributions: R2 £45,045.82 to be allocated CIL £3,579.22 (received from WC for PL/2023/01740).	
208/24	<b><u>Performance Management Policy for Council Staff</u></b>	8.20pm
	To review the draft Performance Management Policy.	
209/24	<b><u>To receive verbal reports from the Town Council's representative to;</u></b>	8.25pm
	(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	
210/24	<b><u>Town Clerk's Report</u></b> – circulated	8.30pm
211/24	<b><u>Date of next meeting</u></b>	8.35pm
	To confirm the date of the next meeting of Wilton Town Council which will be held on Tuesday 3 <sup>rd</sup> December 2024 at 7pm in the Council Chamber.	
212/24	<b><u>To agree to undertake a work observation / time and motion study for Officer hours.</u></b>	8.36pm
213/24	<b><u>To close the meeting.</u></b>	8.37pm

#### **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](mailto:clerk@wiltontowncouncil.gov.uk) at least 48 hours before the meeting so that help may be provided.