




 Council Offices
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Wilton SP2 0BA

 01722 742093

 [Email the clerk](#)

 [Wilton TC Website](#)

Wilton Town Council

Meeting of the Town Council

AGENDA

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 3rd SEPTEMBER 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 817 6260 6875

Password 314683

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

28TH August 2024

		<u>The Mayor of Wilton, Councillor Alan Crossley, will open the meeting.</u>	7.00pm
158/24		<u>Apologies</u>	7.01pm
		To receive apologies for absence. (LGA 1972 Sch 12 s85(1)).	

159/24	Minutes		7.02pm
	(i)	To approve the amended Minutes of the meeting held on 2 nd July 2024 (LGA 1972 sch 12 para 41).	
	(ii)	To approve the Minutes of the meeting held on 6 th August 2024. (LGA 1972 sch 12 para 41).	
160/24	<u>To suspend Standing Orders</u>		7.04pm
	<u>Report from Wiltshire Police - Wilton Neighbourhood Policing.</u>		7.05pm
	To receive a written or verbal report from Wiltshire Police.		
	<u>Community Engagement</u>		7.10pm
	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>		7.25pm
	Councillor Pauline Church to give a brief report followed by questions to Councillor Church.		
161/24	<u>To reinstate Standing Orders</u>		7.30pm
162/24	<u>Community Engagement</u>		7.31pm
	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).		
163/24	<u>Declarations of Interest</u>		7.36pm
	(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.	
164/24	<u>Exclusion of the Press and Public.</u>		7.38pm
	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> .		
165/24	<u>Mayor's report</u>		7.39pm
	To receive a brief report of events and engagements attended by the Mayor of Wilton.		
	To receive notice of upcoming events.		
166/24	<u>To receive the Minutes and agree the Recommendations of the Staffing Committee Meeting held on 13th July 2024;</u>		7.41pm
	(i)	(SC/066/24.iii) To use the email address admin@wiltontowncouncil.gov.uk on all signs, notices, website etc as this email goes to both clerk@ and assistantclerk@. Advice to be obtained from Cloudy re accessing Clerk emails due to unplanned absence.	

	(ii)	(SC/068/24.i) To recommend Councillor Training from Cloudy for the new Office 365 system at a cost of £325 plus VAT for a 1 hour session for all Councillors. The session would be recorded for those unable to attend.	
	(iii)	(SC/069/24.ii) To request the Policy Working Group draft new Staff Policies including: <ul style="list-style-type: none"> • Performance Management • Menopause • Maternity • Paternity all subject to HR advice.	
	(iv)	SC/070/24) To recommend that Wilton Town Councils accepts a proposal for HR Support to include Employment Law and Health and Safety.	
	(v)	(SC/071/24) To hold an additional Staffing Committee meeting to discuss the recent review completed by Local Council Consultancy.	
	(vi)	(SC/072/24.ii) To confirm that TOIL accrued by the Town Clerk should be taken the same week if possible, if not to be taken the following week and to be cleared with the Chair of Staffing and the Mayor.	
	(vii)	(SC/072/24.iii) That the Town Clerk should attend the SLCC National Conference as a Virtual Delegate at a cost of £150 plus VAT.	
167/24	<u>To receive the Minutes and agree the Recommendations of the Environment and Amenities Committee Meeting held on 20th August 2024;</u>		7.46pm
		To recommend the following items.	
	(i)	(EA/093/24.ii) To take no further action on the dropped kerb outside 25 West Street, the missing bollard will be replaced under Highway Maintenance.	
	(ii)	(EA/094/24.i.b.) To confirm the exact location for the Castle Meadow noticeboard following a site visit.	
	(iii)	(EA/094/24.i.c) To confirm the exact location of the Castle Meadow Car Park regulation sign following a site visit. This sign will be A2 and be separate to the Noticeboard.	
	(iv)	(EA/095/24.ii) The Hiring information sign for Castle Meadow Pavilion will be printed and displayed in a weatherproof A3 frame fixed to the wall located by the front door.	
	(v)	(EA/096/24.iii) To replace the damaged timber on the Minster St Adventure Trail at the same time as the work to other timbers is completed under warranty at a total cost of £4733.33.	
	(vi)	(EA/098/24.i) To undertake a full inspection to the exterior of the Council Office building.	
	(v)	(EA/099/24.ii) To accept a quote for hygiene bins to be located at Castle Meadow Pavilion (6), Public Toilets (6) and Council Office (2) at a cost of £ per annum.	
	(vi)	(EA/104/24) To agree to a three year extension on the Lease for South Street car park. Please note there is no increase proposed for the rent. The Agreement to Extend to be signed by the Mayor and Deputy Mayor.	
	(vii)	(EA/109/24) Town Clerk to request that the Cherry tree which lost a limb last year is assessed before the Christmas Lighting event).	
	The following arose after the meeting		
	(viii)	To replace two pedestrian gates at Bulbridge play area at a cost of £2,047 each.	
	(ix)	To seek quotes to replace the swings at Bulbridge play area with 1 unit of 2 x toddler, 2 x junior and 1 x basket – see Officer report.	
	(x)	To seek quotes to replace the junior swings at Minster Street.	
	(xi)	To seek quotes to replace the toddler swings at Minster Street.	

	(xii)	To authorize option 1 repairs to the Carousel at Minster Street or to seek quotes for option 2 repairs or to consider replacing the item.	
168/24	<u>Managing the Council's Money</u>		7.59pm
	(i)	To confirm payments as per payment schedule.	
	(ii)	To consider quotes for Rialtas financial support whilst the Office is understaffed.	
	(iii)	To note expenditure authorized by the Town Clerk using delegated powers: Inspect and fit a new spring to the gate by the Fountain (Minster St) at a cost of £180.00 Inspect the supporting components of the basket swing (Minster St) £250.00	
169/24	<u>To receive verbal reports from the Town Council's representative to;</u>		8.06pm
	(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	
170/24	<u>Town Clerk's Report</u> – circulated		8.15pm
171/24	<u>Date of next meeting</u>		8.20pm
	(i)	To confirm the date of the next meeting of Wilton Town Council which will be held on Tuesday 1 st October at 7pm in the Council Chamber.	
172/24	<u>To close the meeting.</u>		8.21pm

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 48 hours before the meeting so that help may be provided.