

MINUTES of a MEETING of WILTON TOWN COUNCIL held in Wilton Council Chamber

on TUESDAY 2nd May 2023 7.00pm

Present Cllr Andy Kinsey, *Mayor of Wilton*
Cllr Alex Boyd
Cllr Alan Crossley
Cllr Maria la Femina
Cllr Claire Forbes
Cllr Paula Johnston
Cllr Gail Moore
Cllr John Page
Cllr Teresa Taylor

In Attendance Mrs C Churchill, *Town Clerk* and
Mr P Cornish, *Locum Minute Secretary*.

Also Present Jason Barnes, Phil Matthews, Adrian Boyd, Angus Bramwell, Yvonne Crossley, Alexandra Kinsey

via ZOOM Cllr Charlotte Blackman (as a member of the public) and Susan Robinson.

Cllr Kinsey, Mayor of Wilton, in the chair opened the meeting.

67/23 Election of Chair of Wilton Town Council and install the Mayor of Wilton for the year 2023/2024

- a) Cllr Taylor nominated Cllr Kinsey to the role of Chair of Wilton Town Council and Mayor of Wilton for the Civic year 2023 – 2024. This was seconded by Cllr Moore.
- b) All Councillors voted in favour of Cllr Kinsey being elected Mayor of Wilton for the Civic year 2023-2024.
- c) The newly elected Mayor signed the Declaration of Acceptance of Office as Mayor of Wilton

68/23 Vote of thanks to the Outgoing Mayor

As Cllr Blackman had sent her apologies Cllr Crossley read out her vote of thanks –

I'd like to thank Cllr Kinsey for another year of his excellent leadership as Mayor. I'm sure my fellow Councillors will agree that he is a terrific ambassador for Wilton. He always has a kind and cheerful word for everyone in the Town and he is an ideal representative for us when he attends functions in other Wiltshire Parishes. He always appears calm and professional, taking everything in his stride - even the death of our Monarch. With the support of his family, he works hard to raise money for local charities and is an asset to Wilton and its people. Thank you Andy, for all that you've done for us.

69/23 To elect the Deputy Chair and install the Deputy Mayor of Wilton for the year 2023/2024

- a) Cllr Moore nominated Cllr Crossley to the role of Deputy Chair of Wilton Town Council and Deputy Mayor of Wilton for the Civic year 2023 – 2024. This was seconded by Cllr Forbes.
- b) All Councillors voted in favour of Cllr Crossley being elected Deputy Mayor of Wilton Town Council for the Civic year 2023-2024.
- c) The Deputy Mayor signed The Declaration of Acceptance of Office as Deputy Mayor of Wilton.

070/23 Apologies

Apologies were received from Cllr Blackman who was attending on Zoom.

Resolved: To approve the apologies.

Proposed: Cllr Forbes

Seconded: Cllr Taylor

All in favour

071/23 Minutes

Minutes of the meeting held on 4th April 2023.

Resolved: To approve the minutes with no changes.

Proposed: Cllr Taylor

Seconded: Cllr Boyd

All in favour with Cllrs Crossley

& Moore abstaining, having not attended the meeting.

72/23 Standing Orders were suspended at 7.06pm

Community Engagement

Mr Matthews asked Wilton Town Council to record his thanks to the Assistant Clerk for all his support at the cemetery. He also highlighted the importance of ensuring that the Edith Olivier portrait would be adequately insured and protected in transit – see 081/23.

Mr Barnes reported that the Community Centre had been refurbished with new carpets and ceilings. On Bank Holiday Monday 8th May and as part of Coronation Big Give he asked for volunteers to tend to the Community Garden from 2pm to 5pm bringing their own tools. Refreshments would be provided.

In response to social media comments Cllr Boyd wanted to know when the cemetery grass was going to be cut.

Cllr La Femina highlighted that with only 8 weeks before the Wilton Carnival there was concern over the whether the potholes in the gravel driveway at Castle Meadows would be fixed in time.

Response to Community Engagement

The Town Clerk said the cemetery grass would be cut in the week after the meeting. The Town Clerk again repeated their request that when Councillors spot an issue / comment on social media they should report it to the Town Clerk so action can be taken.

The Town Clerk had received a quote for work at Castle Meadow. It was expensive and they were looking for other quotes.

Report from the Unitary Councillor for Wilton

Cllr Pauline Church was not present at this time to give her report as she was at a Wiltshire Council meeting in Trowbridge and the Chair suggested we could accept her report if she arrived later.

73/23 Standing Orders were reinstated 7.12pm

74/23 Declarations of Interest

- a) There were no Declarations of Interest
- b) There were no Dispensation Requests received by the Town Clerk.

75/23 Exclusion of the Press and Public

There were no items that required the exclusion of the public, including the press.

76/23 To receive and ratify the Minutes of the:

- i. Environment and Amenities Committee held on 18th April 2023.
Cllr Boyd stated that the Environment and Amenities Committee had recommended the following items:
 - a) To allow Wilton Men's Shed use of the area between the two containers for a maximum of 6 months to allow them time to sort out alternative storage.
 - b) To allow Wilton Men's Shed to store two items within the Compound adjacent to the boundary with the neighbouring property.
 - c) To accept a quote to refurbish the bench nearest the One Stop in Old St Mary's Churchyard. The Town Clerk clarified that the preferred option was for the cheaper, refurbishment option, with a cost of £60.
 - d) To refer to the Local Highways and Footpath Improvement Group the issues with the junction of Crow Lane and North Street.
 - e) To refer to the Local Highways and Footpath Improvement Group the issue with the drainage outside numbers 23 – 25 South Street.
 - f) To request a traffic survey on the A36 near the traffic lights by The Guild.
 - g) To replace the North Street sign at the A36 end of North St, this will be the new heritage style design.
 - h) To request an additional No Entry sign at the A36 end of North Street for traffic coming from the West.

Cllr Johnston questioned why the minutes were being ratified by the Full Council when they would also be ratified by the Environment and Amenities Committee. It appeared at odds with the Scheme of Delegation. The Mayor suggested that this issue was taken to the next Policy and Resources Committee. Cllr Johnston was asked to send the details of her issue to the Town Clerk.

Resolved: To approve the recommendations.

Proposed: Cllr Boyd

Seconded: Cllr Crossley

**All in favour with
Cllr Johnston abstaining**

- ii. Staffing Committee held on 19th April 2023. Cllr Kinsey as Vice-Chair stated that the Committee had made the following recommendations:

- a) To re-adopt the Expenses Policy without amendment.
- b) To re-adopt the Flexible Working Policy without amendment.
- c) To adopt the amended Sickness Policy.
- d) To re-adopt the Disciplinary Policy without amendment.
- e) To re-adopt the Health and Safety Policy without amendment.
- f) To re-adopt the Dignity for All Policy without amendment.
- g) To acknowledge the resignation of the Assistant Clerk
- h) To acknowledge the resignation of the Town Council Litter Picker.

Resolved: To approve the recommendations.

Proposed: Cllr Kinsey

Seconded: Cllr Crossley

All in favour

77/23 To receive verbal reports from the Town Council's representative to:

- i. Wiltshire Association of Local Councils – Cllr Kinsey had nothing to report as there had been no meeting.
- ii. South West Wiltshire Area Board – Cllr Crossley said this had been covered the previous Full Council meeting
- iii. SWW Local Highways & Footway Improvement Groups (LHFIG) – Cllr Crossley did not attend as he had been told there was nothing relevant to Wilton.
- iv. South Wiltshire Operational Flood Working Group – Cllr Crossley said no meeting had been held.
- v. Wilton Community Centre – see update from Mr Barnes in 72/23 above.
- vi. Wilton C of E Primary School – Cllr Boyd provided some key highlights:
 - a) Good Ofsted outcome in November 2022 which everyone is very proud of
 - b) Year 4 pupils visited Salisbury cathedral and joined in with over 400 children from across the trust singing
 - c) Pupils have been involved in the Christmas lights switch on
 - d) We have made links to the new Barchester care home - Wilton Place and visit on a regular basis.
 - e) There is a new PTFA (Parent, Teacher and Friends Association) who are creating upcoming school events - Summer fete will be the 14th July.
 - f) Pupil numbers are increasing, we still have more space in all classes.
 - g) Church - School links are strong.
 - h) We would like to get involved in as many community events as possible, please let us know
 - i) We are holding a coronation celebration on the 5th May.
 - j) We will be involved with Wilton Carnival.
- vii. Trustees of the Michael Herbert Hall – Cllr Moore said the next meeting is on the 13th June.
- viii. Wilton United Charities – Cllr Kinsey was unable to attend.

The Mayor proposed to move item 81/23 to this point.

Proposed: Cllr Kinsey

Seconded: Cllr Boyd

All in Favour

81/23 Request from The Woolstore Theatre at Codford to borrow the Edith Olivier portrait from Wilton Town Council

The Woolstore Theatre has a production titled Darling Edith on the single night of 12th May and has asked to borrow the portrait by Rex Whistler for the production. Cllr Crossley endorsed the views expressed by Mr Matthews in the Public Session around confirming adequate insurance.

The portrait's value in 2018 was £40k, and would it need transport protection. The Mayor opened the meeting so that Angus Bramwell, Director of the Woolstore Theatre, could speak. Angus Bramwell said he will personally transport the picture, it would be with him at all times – either at his home under his personal insurance or at the Theatre. He aimed to collect it on the 11th May. The insurance cover would be arranged once the value was known. Cllr Taylor proposed that Wilton Town Council agree to the request.

Proposed: Cllr Taylor

Seconded: Cllr Moore

All in Favour

78/23 Managing the Council's Money

- i. To note the bank reconciliation dated 31st March 2023.
- ii. To note the income and expenditure dated 31st March 2023.
To note items 78/23 i) and ii).

Proposed: Cllr Kinsey

Seconded: Cllr Taylor

All in Favour

- iii. To agree transfers from Ear Marked Reserves to the Budget as of 31st March 2023. The Town Clerk explained that the transfers covered overspends (transfers from reserves, shown in blue) and underspends (transfers to reserves, shown in red). Item iii) was for overspends ie transfers from reserves.

Proposed: Cllr Kinsey

Seconded: Cllr Crossley

All in Favour

- iv. To confirm monies to be set aside as ear marked reserves as of 31st March 2023. These reflect underspends and are shown in red. Cllr Crossley proposed that the £9,200 should remain part of a 'Parks & Open Spaces' heading, and that the underspends on litter picking and Jubilee event headings are transferred to the toilet upgrade heading.

Proposed: Cllr Crossley

Seconded: Cllr Moore

All in Favour

- v. To confirm payments as per attached payment schedule

Proposed: Cllr Crossley

Seconded: Cllr Boyd

All in Favour

At 7.33pm Standing Orders were suspended so Unitary Cllr Church could provide her report

Unitary Cllr Church had no report to give but she was willing to take questions. There were no questions.

At 7.34pm Standing Orders were reinstated.

79/23 To appoint Auditing Solutions Limited as the Town Council's Internal Auditor for 2023/2024

Proposed: Cllr Boyd

Seconded: Cllr Page

All in Favour

80/23 To confirm the dates and times of ordinary meetings of the Council and Committees for the ensuing year.

All Cllrs were requested to confirm which committees they wish to sit on and inform the Town Clerk. The requests will be considered by the Mayor and Deputy Mayor and Cllrs will be informed of the decision by the end of the week.

82/23 Wilton Town Council representatives were appointed as follows:

- i. Wiltshire Association of Local Councils – Cllr Kinsey
- ii. South West Wiltshire Area Board – Cllr Moore
- iii. South West Wiltshire Local Highways and Footpath Improvement Group – Cllr Crossley
- iv. South Wiltshire Operational Flood Working Group and Wilton Flood Group – Cllr Crossley
- v. Wilton C of E Primary School – Cllr Boyd
- vi. Trustees of the Michael Herbert Hall – Cllr Page
- vii. Wilton United Charities – It was agreed that Becky Perry would continue in this role.

Proposed: Cllr Kinsey

Seconded: Cllr Taylor

All in Favour

83/22 Planning

PL/2023/03150. 14 Chantry Rd - Certificate of Lawfulness for proposed single storey rear extension to existing chalet bungalow. No Planning Permission is required. This was noted by Wilton Town Council.

84/22 Town Clerk's Report – circulated to Cllrs.

There were no questions.

85/22 Date of next meeting

- i. The date of the next meeting of Wilton Town Council, was confirmed as Tuesday 9th May 2023 and this will be the Mayor Making Ceremony of Wilton Town Council at 7.00pm. Robes are to be worn.
- ii. The next Full Council meeting will be held on Tuesday 6th June 2023 at 7pm in the Council Chamber.

86/22 The meeting was closed at 7.40pm.

Equality Statement

In the exercise of their responsibilities, Wilton Town Councillors have committed to uphold the Code of Conduct and to have full regard of the following in decision making:

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