

**MINUTES OF A MEETING OF WILTON TOWN COUNCIL – POLICY & RESOURCES COMMITTEE
HELD IN WILTON COUNCIL CHAMBER ON TUESDAY 19TH SEPT 2023 7.00PM**

Present Cllr Alan Crossley
Cllr Claire Forbes
Cllr Gail Moore
Cllr Teresa Taylor

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

Also Present 3 members of the public including Cllr Whillock and Unitary Cllr Pauline Church.
via ZOOM 1 member of the public

Cllr Crossley, Chair of Policy and Resources Committee opened the meeting.

PR/78/23 Apologies

Apologies were received from Cllrs Kinsey and Blackman, both for prior personal commitments.

Resolved: To accept apologies for the reasons provided.

Proposed: Cllr Forbes **Seconded:** Cllr Moore

All in favour

PR/79/23 Minutes of the meeting held on 18th July 2023

Resolved: To approve the minutes with no changes.

Proposed: Cllr Taylor **Seconded:** Cllr Moore

All in favour

**PR/80/23 Standing Orders were suspended at 7.01pm
Community engagement**

Members of the public made no comments.

PR/81/23 To reinstate Standing Orders at 7.02pm

PR/82/23 Declarations of Interest

No Declarations of Interest were raised and no dispensation requests were received by the Town Clerk.

PR/83/23 Exclusion of the Press and Public

No items were identified.

PR/84/23 Policy Review

To review the following adopted policies:

- a [Procurement Policy](#) – This is outstanding and will be considered at the next P&R Policy Working Group meeting.
- b [Streaming of Council Meetings](#) - This will be considered at the next P&R Policy Working Group meeting.
- c [Data Protection Policy](#) - This is outstanding and will be considered at the next P&R Policy Working Group meeting.
- d [CCTV Policy](#) - This is outstanding and will be considered at the next P&R Policy Working Group meeting.
- e [Investment Strategy](#)

Resolved: Cllr Crossley proposed that 2.3 (iv) be amended to state: “(iv) All investments will be made in UK banks, building societies and high quality sterling denominated deposits and instruments.”

Proposed: Cllr Crossley

Seconded: Cllr Taylor

All in favour

PR/85/23 Planning

To respond to Wiltshire Council Planning on the following planning applications.

- (i) [PL/2023/06937. Fairfield House, King Street.](#) Install first floor bedroom window in side (east) elevation.

Resolved: To support the application.

PR/86/23 Men's Shed Lease

Standing Orders were suspended at 7.10pm to allow the Chair of the Men's shed to contribute to the discussion.

The Town Clerk had briefed the committee that the final draft had been sent to the Men's Shed who have questioned the term of the Lease. The Town Clerk had checked with the Solicitor and a Lease of 3 or more years must be up as a Deed and there are restrictions on who can draft a Deed. This has been confirmed by another Solicitor.

The Chair of Wilton Men's shed informed the committee that:

- 1 They agree to a three lease with it starting from 1st February 2024.
- 2 In the intervening period they would like to discuss the length of the lease with the Town Council's Solicitor.

The Town Clerk clarified that the lease must be LESS than three years so the term would be stated as three years less a day.

Standing Orders were reinstated at 7.13pm.

- i. To confirm the length of the Lease.
Resolved: The lease term would be three years less a day and it would start from 1st February 2024.
Proposed: Cllr Crossley **Seconded:** Cllr Forbes **All in favour**
- ii. To permit the Chairman of Wilton Men's Shed to contact the Town Council's Solicitor to discuss the issue regarding the term of the Lease.
Resolved: To agree to the Town Council's Solicitor's firm being contacted in the next four months ie before the new lease was due to start.
Proposed: Cllr Crossley **Seconded:** Cllr Moore **All in favour**
- iii. To confirm which party will pay any charges incurred should Council permit the Chair of Wilton Men's Shed to engage with the Council's Solicitor.
Resolved: That if the Council's Solicitor endorsed the Town Council's position then The Men's Shed would pay but if they endorsed the Men's Shed position then the Town Council would pay.
Proposed: Cllr Crossley **Seconded:** Cllr Moore **All in favour**

PR/87/23 Managing the Council's money

Resolved: To remove the item "Alan Crossley, Lightbulbs, £80.94" and to approve the remaining items.
Proposed: Cllr Crossley **Seconded:** Cllr Forbes **All in favour**

PR/88/23 Budget Working Group for the 2024-2025 Budget

Resolved: For the members of the working group to be Cllrs Kinsey (Mayor), Crossley (deputy Mayor and Chair P&R Committee), Boyd (Chair E&A Committee), Blackman (Chair Staffing Committee), the Town Clerk and the Assistant to the Town Clerk. The preferred meeting day would be a Tuesday and they would meet throughout October to November.

Proposed: Cllr Crossley **Seconded:** Cllr Taylor **All in favour**

PR/89/23 To confirm items to be included in the 2024/25 Budget

Resolved: Cllrs were welcome to submit items for consideration by the Budget Working Group however they must be submitted to the relevant Committee Chair for them to bring to the Budget Working Group for discussion.

Proposed: Cllr Crossley **Seconded:** Cllr Taylor **All in favour**

PR/90/23 To agree to withdraw the application to vary the consent ADA5710 relating to works on the Riparian Ditch in Water Ditchampton

Wilton Town Council holds the permit ADA5710 to oversee complicated work on the Riparian Ditch that runs through a number of properties in Water Ditchampton. In 2017 an application was submitted to The Environment Agency to vary permit ADA5710 to allow further excavation of the Riparian Ditch beyond the existing hard bed. There were certain conditions associated with The

Environment Agency approving the variation to the consent. As no work requiring digging beyond the existing hard bed has happened over the past 6 years the Environment Agency must now close this variation. Wilton Town Council has been informed that should any future excavation work beyond the existing hard bed become necessary then a new variation of permit ADA5710 can be applied for quite quickly, at a modest cost of some £65.

Resolved: To agree to the withdrawal of the variation, note that the permit ADA5710 remains valid.

Proposed: Cllr Crossley

Seconded: Cllr Forbes

All in favour

PR/91/23 Wilton Town Council website

Cllr Forbes briefed the Committee on progress to date. The Wilton Town Council website Working Group has met once where it reviewed the existing page structure (as shown in the website menu bar tabs) and contents (ie the pages displayed). A new structure has been developed and existing and new pages allocated. Support has been sought and obtained from Vision ICT who provide and manage the technology on which the website runs. The next steps are to:

- 1 Review and agree the revised structure and pages;
- 2 Ask Vision ICT to update the structure – this is likely to be chargeable;
- 3 Working Group will then update/create pages as required;
- 4 There would then be some follow up work eg to update the Local Information section.

It is possible to add maps published from Wilton Town Council data held in Parish Online eg bins, street furniture etc. This could also include a map of all footpaths. These would be automatically updated whenever the Parish Online data is changed.

It has been noted that the current website is accessed over an unsecure connection. It is recommended that the website be upgraded to make it secure. Vision ICT must do this with the following costs: £125 - Set up and year 1, and then £50 - year 2 onwards, (all prices are ex VAT). It was agreed that these will be submitted to the Full Council for approval.

PR/92/23 Historic Assets of Wilton Town Council

The Town Clerk is waiting for a date for the visit from the Conservator. The company providing the cabinets has yet to provide a fire test certificate.

PR/93/23 CCTV

The Town Clerk informed the Committee that she had met with the representative from Salisbury City Council CCTV, however, the budget has been reduced from £1M to £20,000 and so the proposal was reduced considerably. Salisbury City Council is not willing to enter into any agreement allowing them access to Wilton TC's CCTV.

No further action.

PR/94/23 Update of Actions from the last Meeting

- i. Scheme of Delegation has been approved.
- ii. Standing Orders amendments approved.
- iii. Kick wall quote has been accepted and a site visit by the contractor has taken place – waiting to hear back.
- iv. Telephone and Broadband contract – the new router was installed on the 18th September but is not live yet.
- v. The approved Ear Marked Reserves changes have been actioned.
- vi. The investment of £300,000 with Churches, Charities and Local Authorities (CCLA) Investment Management Limited is in progress following approval at Full Council.
- vii. The Evacuation ski pad has been purchased and is in the Chamber along with a small first aid kit and a blanket. The Councillors present decided to do a trial run with the Evacuation ski pad after the meeting, with another after the Full Council so everybody knew what to do and how to do it.

PR/95/23 Correspondence received

The Town Clerk had received a bulletin from the Environment Agency about their Community Drop-In event. Cllr Forbes agreed to publish it on the Town Council's social media.

PR/96/23 Date of next meeting Tuesday 21st November 2023 at 7.00pm in the Council Chamber

PR/97/23 To close the meeting at 7.37pm.

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.*

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