

**MINUTES OF A MEETING OF WILTON TOWN COUNCIL HELD IN WILTON COUNCIL CHAMBER
ON TUESDAY 6th FEBRUARY 2024 7.00PM**

Present Cllr Andy Kinsey, *Mayor of Wilton*
Cllr Alan Crossley
Cllr Charlotte Blackman
Cllr Alexandra Boyd
Cllr Claire Forbes
Cllr Chris Harrison
Cllr Gail Moore
Cllr John Page
Cllr Teresa Taylor
Cllr Mick Whillock

In Attendance Mrs Clare Churchill, *Town Clerk*

Also Present 8 members of the public plus unitary Cllr Pauline Church.
via ZOOM 4 members of the public and Mr P Cornish, Minutes Secretary.

019/24 Welcome and Apologies

Councillor Kinsey, Mayor of Wilton, in the chair opened the meeting. Apologies were received from Councillor Hilliard for personal reasons.

Resolved: To approve the apologies for the reason given.

Proposed: Cllr Forbes

Seconded: Cllr Taylor

All in favour

020/24 Minutes

Resolved: To approve the minutes of the meeting held on 2nd January 2024.

Proposed: Cllr Page

Seconded: Cllr Whillock

All in favour

021/24 Standing Orders were suspended at 7:02pm

Community Engagement

Members of the public raised the following points:

- i. Why is the 'Response to the Community Engagement' agenda item now held after Standing Orders have been restored?
- ii. Have the noticeboards been ordered?
- iii. They'd like to thank Councillor Crossley and Peter Blackman for all their flood warden work
- iv. When the CAT scan was done for the interpretive sign in the flower meadows was it for a 5m stretch or the entire fence line?
- v. Has the R2 funding been confirmed for the rope fence?
- vi. The Environment and Amenities Committee minutes have the answers for 16 and 17 the wrong way round.
- vii. A thank you for filling in the pot holes in The Hollows, and hope Shaftesbury Road will be repaired soon.
- viii. What are the metal hoops near The Greyhound for? Unsightly clutter and perhaps this could be a good site for electric car charging.
- ix. Has money been set aside to upgrade the cemetery toilets?
- x. The Policy and Resources Committee minutes highlighted that the Wilton Town Council has invested £300,000.00 CCLA. As a wealthy Council could they invest in the town?
- xi. To recommend that former Councillors and members of the public keep off social media
- xii. To highlight that members of the public post items of concern on social media. Feel that previous statement is very unfair and offensive as some of the comments are not trivial.
- xiii. A member of the public emailed the following questions to the Town Clerk: At the Environment and Amenities Meeting on 15 August 2023 EA/95/23 the Committee voted to accept Quote 2 for the installation of a fence in the Castle Meadow Wild Flower Area using oak posts.
 - a. As the quote was accepted nearly 6 months ago is the fitting price still valid?
 - b. Does the quote state how long it is valid for?
 - c. The Quote 2 option was for installation only by the Company with Wilton Town Council buying the 5 foot oak posts and the thick ropes. Have they been purchased?

- d. When will the fence in Castle Meadow be put in place?

Report from the Unitary Councillor for Wilton.

Councillor Pauline Church reported the Town Sign on The Avenue had been re-instated; that Wiltshire Council had started a campaign against litter; there was a Traffic Regulation Order consultation underway about the 20mph speed limit zone. Key dates for the Local Highways and Footpath Improvement Group (LHFIG) meeting on the 7th February in the Nadder Centre and the South West Wiltshire Area Board was meeting in the Wilton Community Centre at 6pm on the 28th February.

022/24 Reinstatement Standing Orders at 7:18pm

023/24 Community Engagement - Response

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.

Cllr Kinsey, supported by the Town Clerk and other councillors provided the following responses:

- i. The change was made to enable better management of the interactions at Wilton Town Council meetings.
- ii. The noticeboards will be ordered this week.
- iii. The Town Clerk will pass on your thanks.
- iv. The Town Clerk will check what was done.
- v. This project was agreed with R2. The posts and rope have been ordered. They are on a two to three week delivery and will be installed weather permitting.
- vi. The Town Clerk will update the Minutes.
- vii. Noted.
- viii. The metal hoops in Greyhound Lane are bike stands. They are owned by Wiltshire Council.
- ix. An Ear Marked Reserve has been created for improvements to the public toilets. This currently stands at £34K. The reinstating of the Toilet Working Group.
- x. The Policy and Resources committee minutes highlighted that the Wilton Town Council invested £300,000.00 in to CCLA. Wilton Town Council has a number of Ear Marked Reserves for improvements to the Town.
- xi. Social Media has pros and cons.
- xii. Noted but it is more effective to email the Chair and Town Clerk who can progress resolution of issues.
- xiii.
 - a. The price remained the same.
 - b. The items have been ordered.
 - c. The items have been ordered.
 - d. The fence in Castle Meadow will be installed weather permitting.

024/24 To note the following response to questions and statements made at the Wilton Town Council Meeting held on 2nd January which were not answered at the Meeting

The number related to the number listed on the Minutes of the Meeting when the statement was made.

- 2 All Minutes have been checked and updated, now it is only the Draft Minutes showing Draft.

025/24 Declarations of Interest

- (a) Councillor Kinsey declared an interest in 031/24 (ii) as he had allowances to be paid.
- (b) No Dispensation Requests were received by the Town Clerk.
- (c) Wilton Town Councillors were reminded that it is their duty to ensure their Register of Interests is kept up to date.

026/24 Exclusion of the Press and Public

No items were to be dealt with after the public, including the press, have been excluded under Public Bodies (Admissions to Meetings) Act 1960.

027/24 Mayor's report

The main event was the raising of the Holocaust Memorial Flag on the 27th January 2024. Thank you to Councillor Boyd who gave a short speech with prayers.

028/24 To receive the Minutes of the Policy and Resources Committee Meeting held on 23rd January 2024

Councillor Crossley, as Chair of the Policy and Resources Committee, made the following recommendations to the full Council:

- (i) To adopt the minor amendments made to Financial Regulations and to undertake a full review in September 2024 after the updated Financial Regulations have been published by NALC.
- (ii) To adopt the changes made to the Statement of Internal Control.
- (iii) To adopt the changes made to the Procurement Policy.
- (iv) To adopt the changes made to the Volunteer Policy.
- (v) To adopt the changes made to the Flag Flying Policy
- (vi) To adopt the change made to the footer of the Co-Option Policy
- (vii) To adopt the minor changes made to the Publication Scheme.
- (viii) To agree that links in the policies would be removed to prevent accessing out of date documents.
- (ix) To support the proposed 20mph zone at Wilton Hill and Erskine Park.
- (x) To approve the purchase of MS Office for a Councillor (one off payment). This item is to be deferred until the recent IT audit has been considered.
- (xi) The current budget was looked at and an explanation of the VAT control account given.
- (xii) The status of the two loans held by Wilton Town Council was reviewed.
- (xiii) To establish a small Working Group to look at the pros and cons of developing a Neighbourhood Plan for Wilton. A representative from the Environment and Amenities Committee is sought.
- (xiv) To hold the Annual Town Meeting on Monday 11th March at 7pm at Wilton Community Centre (see 033/24 below).

Other Policies will be reviewed by the Policy Working Group before the next Policy and Resources Committee meeting.

Resolved: To approve the recommendations of the Policy and Resources Committee, listed above, except item (x).

Proposed: Cllr Crossley

Seconded: Cllr Boyd

All in favour

029/24 To receive the Minutes of the Staffing Committee Meeting held on 18th January 2024

Councillor Blackman, as Chair of the Staffing Committee made the following recommendations to the full Council:

- (i) The upgrade the Town Clerk's and Assistant to the Town Clerk's MS Office 365 to standard (currently on basic) needs to be discussed further to make sure this is the best thing to do.
- (ii) To keep the Town Clerk's hours at 30 hours per week.
- (iii) To pay the historical TOIL accrued since 1st February 2021 until 31st January 2023.

Resolved: To approve the recommendations (ii) and (iii) of the Staffing Committee.

Proposed: Cllr Blackman

Seconded: Cllr Crossley

All in favour

030/24 To appoint a Trustee to Wilton United Charities

Wilton Town Council has two Trustees and the Mayor is an ex officio Trustee. Councillor Blackman has been a Trustee and her term ended on 31st December 2023. Ms Becky Perry is the second Trustee, her term runs until 2027.

Resolved: To confirm Councillor Blackman as the second Trustee for Wilton United Charities.

Proposed: Cllr Kinsey

Seconded: Cllr Taylor

All in favour

031/24 Managing the Council's Money

- (i) Noting of the Bank Reconciliation dated 31st December 2023 including the detailed Balance Sheet and Income & Expenditure.

Resolved: Noted with no questions or comments.

Proposed: Cllr Kinsey

Seconded: Cllr Blackman

All in favour

- (ii) To confirm payments as per attached payment schedule. Note that the previously raised issue with the Christmas lights were on the Old St Mary's Church and not the Christmas tree.

Resolved: To confirm payments.

Proposed: Cllr Page

Seconded: Cllr Harrison **Cllr Kinsey abstained, rest in favour**

032/24 Planning

PL/2023/10578 Cuckoo Cafe, 2 Silver Street, Wilton. Installation of a commercial kitchen extraction/ventilation system with external ducting fitted to the rear elevation of the property.

Resolved: To support the retrospective application.

Proposed: Cllr Crossley

Seconded: Cllr Boyd

All in favour

033/24 The Annual Town Meeting

This will be held at Wilton Community Centre on Monday 11th March 2024 starting at 7pm. This is not a Town Council meeting but a meeting of the Electors which is arranged by Wilton Town Council. It is hoped many of the Community Groups within Wilton will be able to attend and make a short presentation. Councillor Boyd suggested that Wilton Town Council made a three minute presentation on its plans for the coming year and had its own table where members of the public could make suggestions.

Resolved: To note the date and time of the meeting.

Proposed: Cllr Kinsey

Seconded: Cllr Forbes

All in favour

034/24 To receive verbal reports from the Town Council's representatives

The Mayor and the Town Clerk had attended a counter terrorism briefing at Chippenham. The Town Clerk will share the notes with Councillors.

035/24 Town Clerk's Report – circulated to Cllrs

No questions or comments.

036/23 Date of next meeting

The date of the next meeting of Wilton Town Council, will be on Tuesday 5th March 2024 at 7pm in the Council Chamber.

037/23 To close the meeting at 7:36pm.

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.*