

**MINUTES OF A MEETING OF WILTON TOWN COUNCIL HELD IN WILTON COUNCIL CHAMBER  
ON TUESDAY 2<sup>nd</sup> APRIL 2024 7.00PM**

**Present** Councillor Andy Kinsey, *Mayor of Wilton*  
Councillor Charlotte Blackman  
Councillor Alan Crossley  
Councillor Claire Forbes  
Councillor Chris Harrison  
Councillor Marti Hilliard  
Councillor John Page  
Councillor Teresa Taylor  
Councillor Mick Whillock

**In Attendance** Mrs Clare Churchill, *Town Clerk*

**Also Present** 1 Member of the public plus Unitary Councillor Pauline Church.

**via ZOOM** 4 Members of the public and Mr P Cornish, *Minutes Secretary*

**063/24 Welcome and Apologies**

Councillor Kinsey, Mayor of Wilton, in the chair opened the meeting and announced that the former Wilton Town Councillor and Mayor, Mrs Nancy Morland, (in 1990 and again in 2000) had recently passed away. The funeral service will be on Friday 12<sup>th</sup> April at 11am in St Mary and St Nicholas church in Wilton. All Councillors and Members of the public then stood for a minute's silence.

(i) Apologies were received from Councillors Moore and Boyd due to conflicting social engagements.

**Resolved:** To approve the apologies with reasons given.

**Proposed:** Councillor Kinsey

**Seconded:** Councillor Whillock

**All in favour**

**064/24 Minutes**

**Resolved:** To approve the Minutes of the Meeting held on 5th March 2024.

**Proposed:** Councillor Crossley

**Seconded:** Councillor Forbes

**All in favour**

**065/24 To suspend Standing Orders at 7:02pm**

Community Engagement

Members of the public made the following points:

1. When will the second toilet roll holder be fitted?
2. Apparently there will be a new butcher in the market soon.
3. Has the Assistant Clerk resigned?
4. The Castle Meadow entrance is obstructed by branches.
5. The Fish trader has also said there will be another trader starting soon.
6. They'd like to express their thanks to Cllr Crossley and Mr Blackman for the work they did in the Minster Street recreation ground.

Report from Wiltshire Police – received by email.

The Wilton squad consists of PC 2968 Matthew Boon and PCSO 6025 Simon Ward. The report for March 2024 highlighted:

*Crimes and incidents* - Wiltshire Police record crimes and incidents by the National Crime and incident recording standards. Not all incidents that one would consider a crime are necessarily classified as a crime for recording purposes. NB- The statistics do not account for incidents that police respond to but do not need any follow up (Road traffic incidents, minor incidents of Anti-social behaviour).

*Theft of motor vehicle* – We are currently seeing a spike in theft of motorcycles and mopeds. It appears that these vehicles are being stolen overnight and located abandoned the following morning. We are asking that all motorcycle owners take precautions to ensure that their vehicles are left as secure as possible.

*Criminal Damage* – There has been a report of criminal damage to two wooden poles used to support part of the Children's Adventure Trail at the recreation area. It looks like they have been damaged with a sharp item. An unknown suspect has thrown a ball bearing towards a window causing the pain of glass to smash. Unknown suspects have caused damage to a victim's vehicle in Wilton Council car park.

*Speed watch* - Speed Enforcement caught 6 vehicles speeding on 28 March 2024 in Wilton on The Avenue

This stretch of road has a clearly displayed speed limit of 30mph. The fastest vehicle captured was travelling at 54mph in torrential rain. It is also worth noting here that though only 6 drivers were caught on this occasion, 5 were travelling at - or in excess of, 40mph - in torrential rain. On the day in question, enforcement had to be curtailed due to the atrocious weather conditions. Depending on previous convictions and history: -

3 drivers will be offered a speed awareness course

1 driver will receive a Fixed Penalty Notice and 3 points

2 drivers will be subject to court recovery.

Proceedings will now be undertaken to ensure the most appropriate outcome for the offenders takes place.

#### Report from the Unitary Councillor for Wilton

Unitary Councillor Pauline Church gave an extensive report covering the following topics:

- i. Vacant Commercial Units Grant – apply via <https://www.wiltshire.gov.uk/vibrant-wiltshire-grants> the deadline is 14 June 2024
- ii. Childcare Support is expanding - from April eligible working parents can receive extra help for their childcare costs.
- iii. Temporary Road Closure, Portfield Road from 13 - 20 May.
- iv. My Wilts App - a new iteration is due for release in the summer.
- v. Traffic Light Improvement Funding
- vi. Notification of a TTRO on the A360 - 4 month long scheduled closure of the A360 to run an electricity supply from the Wilton sub-station to A303.
- vii. A Personal Plug - On 1st June Unitary Councillor Pauline Church is doing a skydive at Old Sarum with Alabaré to commemorate the 80th Anniversary of the D-Day Landings and to support the Veterans - it's scary but the time is right! All donations gratefully received via her Just Giving page <https://www.justgiving.com/page/pauline-church-sky-dive>

Unitary Councillor Church was asked about the re-surfacing of Shaftesbury Road. Although the contractors had been out surveying there was no firm date for the works.

#### **066/24 To reinstate Standing Orders at 7:14pm**

#### **067/24 Community Engagement**

No decisions may be taken on such matters at the meeting unless due notice has been provided.

Questions not answered at the meeting will be answered in writing or may appear as an agenda item for the next appropriate committee meeting. No decision can be taken during this session, but the Chairman may decide to refer any matters raised for further consideration.

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

1. The work will be completed shortly.
2. Wilton Market is managed by Wiltshire Council. Unitary Councillor Church suggested that the Town Council write to Wiltshire Council requesting them to promote the market to potential traders and also customers and for Wiltshire Council to consider for example a six month fee waiver.
3. The Assistant Clerk resigned as they had found a role in a different business sector better suited to their preferences.
4. This will be referred to the Environment and Amenities committee.
5. Noted.
6. Cllr Crossley and Mr Pete Blackman had replaced all the glazing panels of the Glasdon Shelter in Minster Street recreation ground.

#### **068/24 To note the following response to questions and statements made at the Wilton Town Council Meeting held on 5th March 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.

- 5 Why has no tree work been paid for? Tree work was completed and paid for using an accrual as the work was authorized prior to the start of this financial year.
- 11 When will work start on the pontoon? Has the supplier ordered the long lead time items? The Contractor has visited the site and advised work cannot commence until the river level has receded by 400mm for its current level which was 200mm above the platform.

- 13 The last Wilton Market only had two stalls, what can Wilton Town Council do to ensure its survival? Wiltshire Council Markets Officer has been contacted and confirmed that one stallholder was unwell, another stall had joined with another stall and they are looking for a new Butcher. Another stall retired from Wilton as takings were insufficient to make it viable for them. If the public supported the traders more enthusiastically, there would be more traders! The number of active traders has diminished as has footfall on the high streets and in markets generally.

**069/24 Declarations of Interest**

- (a) No Declarations of Interest were received.
- (b) No Dispensation Requests were received by the Town Clerk.
- (c) Wilton Town Councillors are reminded that it is their duty to ensure their Register of Interests is kept up to date.

**070/24 Exclusion of the Press and Public**

No items required the exclusion of the public and the press.

**071/24 Mayor's report**

The Mayor also thanked those who had worked over the Easter weekend on improvements in Minster Street (referring to work on the Glasdon Shelter as per 067.6 above and also to previous work Mr Pete Blackman had done in repairing guttering on the tennis courts' shelter and fixing the tennis nets). Thank you to Wilton Men's Shed who had recently cleaned the Castle Meadow sign. The Mayor had attended the Trowbridge Civic Society dinner.

**072/24 To receive the Minutes of the Policy and Resources Committee Meeting held on 19th March 2024**

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

- (i) To adopt the revised Risk Management Policy
- (ii) To adopt the revised CCTV Policy
- (iii) To adopt the revised Mayor Making Procedure
- (iv) To adopt the new Trailer for Flood Equipment Policy
- (v) To vire funds totalling £2,000.00 from 400/4220 (repairs and maintenance) to 400/4485 (biodiversity)
- (vi) To make the following transfers from the current budget to Ear Marked Reserves.

Amount - £s	From (Nominal)	To EMR Ref
14,307	Repairs and Maintenance 120/4220	Council Offices 326
5,000	Capital Repairs 120/4235	Council Offices 326
1,428	Xmas Lights 150/4300	Xmas Lights 340
1,793	Civic Events 150/4300	Civic Events 331
1,200	IT Hardware and Software 100/4100	IT equipment 336
9,000	Contribution to Reserves 100/4130	Wilton Historical 344
2,414	Repairs and Maintenance 200/4220	Cemetery 320
500	Tree surgery 200/4350	Tree Surgery 345
1,500	Tree surgery 250/4360	Tree Surgery 345
1,500	Car Park Maintenance & Repairs 300/4200	Car Parks 321
1,000	Repairs and Maintenance 400/4220	Open Spaces 322
1,000	Playground Equipment 400/4232	Open Spaces 322
1,000	Shelters 400/4455	Open Spaces 322
2,000	Street Furniture / Bins 400/4465	Street Furniture 341

The Town Clerk informed the Town Council that several last minute invoices had been received after the Policy and Resources Committee Meeting held on 19th March 2024, that the payment of these could impact some of transfers and that the Councillors would be informed of the revised figures.

- (vii) To accept the quote for work at St Andrew's Close and Wishford Road bus shelters.
- (viii) To agree to provide signage similar to the Market Square defibrillator at the Castle Meadow and Community Centre defibrillators.
- (ix) To purchase a smart phone on a contract for the Town Clerk.
- (x) To purchase a remote timer to operate the heating at Castle Meadow Pavilion.

- (xi) To hold the Annual Town Meeting at Wilton Community Centre on Monday 10th March 2025. By law, this cannot start before 6pm.

**Resolved:** To accept the recommendations.

**Proposed:** Councillor Crossley

**Seconded:** Councillor Taylor

**All in favour**

**073/24 To receive the Minutes of the Policy and Resources Committee Meeting held on 28th March 2024**

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

**Resolved:** To accept the quote for Wilton Town Council Insurance for £6,247.10 from Zurich for one year.

**Proposed:** Councillor Crossley

**Seconded:** Councillor Forbes

**All in favour**

**074/24 Managing the Council's Money**

- (i) **Resolved:** To note the Bank Reconciliation dated 29th February 2024 including the detailed Balance Sheet and Income & Expenditure.

**Proposed:** Councillor Kinsey

**Seconded:** Councillor Blackman

**All in favour**

- (ii) **Resolved:** To confirm payments as per attached payment schedule

**Proposed:** Councillor Kinsey

**Seconded:** Councillor Taylor

**All in favour**

- (iii) **Resolved:** To note the report from the Interim Internal Audit completed on 12th March 2024 with the Town Clerk to circulate the list of unpaid invoices to Councillors.

**Proposed:** Councillor Blackman

**Seconded:** Councillor Kinsey

**All in favour**

**075/24 Planning**

- (i) PL/2024/02831. Wilton Place, 27 West Street. T1 - Ash - Reduce One Secondary Limb Towards Neighbouring Property By 2m, Back To Suitable Growth Points. Reduce Two Low Limbs Encroaching into Neighbouring Garden By 2m, Back To Suitable Growth Points.

**Resolved:** To support this Application, in particular the phrase 'back to suitable growth points', as this is essential to retain good form for the tree.

**Proposed:** Councillor Crossley

**Seconded:** Councillor Whillock

**All in favour**

- (ii) To consider how to respond to any applications received after the publication of this agenda. No applications had been received.

**076/24 To receive verbal reports from the Town Council's representatives**

Councillor Crossley informed the Town Council that the South West Wiltshire Local Highways and Footpath Improvement Group (SWWLHFIG) had not met since February's report.

Councillor Crossley informed the Town Council that the Operational Flood Working Group South (OFWG South) had not met since February's report. Cllr Crossley had been in contact with the Environment Agency with regard to when the Crow Lane Flood Barrier should be dismantled and their advice was to leave in place for a little while longer whilst we are still in the re-charge period.

**077/24 Town Clerk's Report – circulated to Councillors.** There were no questions.

**078/23 Date of next meeting**

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

**079/23 To close the meeting at 7:31pm.**

**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.*