

**MINUTES OF THE ANNUAL MEETING OF WILTON TOWN COUNCIL HELD IN WILTON COUNCIL CHAMBER
ON TUESDAY 7th MAY 2024 7.00PM**

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

In Attendance Mrs Clare Churchill, *Town Clerk*
Mr P Cornish, *Minutes Secretary*

Also Present 7 members of the public plus Unitary Councillor Pauline Church.
via ZOOM 5 members of the public.

The Mayor of Wilton, Councillor Andrew Kinsey, opened the meeting.

80/24 Election of Chair of Wilton Town Council and install the Mayor of Wilton for the year 2024/2025

(a) Councillor Forbes nominated Councillor Crossley to the role of Chair of Wilton Town Council and Mayor of Wilton for the Civic year 2024 – 2025.

(b) To elect a Chair of Wilton Town Council and install the Mayor for the Civic year 2024-2025.

Resolved: To elect Councillor Crossley.

Proposed: Councillor Forbes **Seconded:** Councillor Whillock **All in favour**

(c) The newly elected Mayor signed the Declaration of Acceptance of Office as Mayor of Wilton

(d) The outgoing Mayor already had a previous Past Mayor's badge.

Please note that the address etc will be at the Mayor Making Ceremony on Tuesday 14th May.

81/24 Vote of thanks to the Outgoing Mayor

Councillor Taylor gave a vote of thanks to Councillor Kinsey on behalf of Wilton Town Council.

82/24 To elect the Deputy Chair and install the Deputy Mayor of Wilton for the year 2024/2025

(a) Councillor Moore nominated Councillor Blackman to the role of Deputy Chair of Wilton Town Council and Deputy Mayor of Wilton for the Civic year 2024 – 2025. Councillor Blackman had confirmed her acceptance of this nomination in a letter to the Town Clerk.

(b) **Resolved:** To elect Councillor Blackman as Deputy Mayor of Wilton Town Council for the Civic year 2024-2025

Proposed: Councillor Moore **Seconded:** Councillor Taylor **All in favour**

(c) The Deputy Mayor will sign the Declaration of Acceptance of Office as Deputy Mayor of Wilton.

83/24 Apologies

The Town Clerk had received apologies from Councillor Blackman with a reason given.

Resolved: To accept the apology for the reason given.

Proposed: Councillor Taylor **Seconded:** Councillor Kinsey **All in favour**

84/24 Minutes

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

Proposed: Councillor Page **Seconded:** Councillor Hilliard **All in favour**

85/24 To suspend Standing Orders at 7:06pm

Community Engagement

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.

Members of the public raised the following points:

1. Congratulations to the new Mayor and could the April Minutes be updated with the name of the recently deceased Mayor?
2. Has the Castle Meadow Regulation sign been ordered?
3. When will the Castle Meadow Wild Flower fence be erected?
4. What contractor is erecting the Castle Meadow Wild Flower fence?
5. When will the safety gates in Minster Street play area be fixed?
6. When will Castle Meadow car park be re-surfaced?
7. Will hanging baskets be put up in the Market Square?
8. Who is responsible for the derelict play area in Maple Crescent?
9. Have the street signs been ordered?

Report from the Unitary Councillor for Wilton.

Councillor Pauline Church gave their thanks to Councillor Kinsey and his family for all the work they've done especially for the fund raising. She highlighted that the £2 bus scheme has been extended to December 2024, a Techie Tea Party will be held at the Nadder Centre on the 15th May and that the sewer manholes in Silver Street will be fixed on the 8th May. Responding to questions she said that the yellow hatching at the Baptist Chapel will be done but there's no firm date yet and that there was no diversion for the Silver Street manhole work.

Report from Wiltshire Police

Councillor Crossley welcomed Wiltshire Police providing regular reports. The Wilton squad consists of PC 2968 Matthew Boon and PCSO 6025 Simon Ward. The report for April 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)

Motoring offences

- 2 youths were seen riding buggy bikes in an antisocial manner and were seized by police
- Road Rage incident – known suspect threatened to smash the window of a car whilst the victim was sat in it so that she would leave the vehicle.
- Unknown suspects have been driving past multiple houses revving their engines and sounding the horn for long periods of time.

Theft of motor vehicle

- Unknown suspects have stolen a Land Rover Discovery vehicle whilst parked on a driveway. This was along with 2 car seats and a pair of ray ban sunglasses.
- Theft of a motorbike from a front garden
- A motorbike was stolen overnight from a property

Criminal Damage

- An unknown suspect shattered a passenger side window of a van causing a small hole in a piece of glass.
- Unknown persons have used an implement to attempt to force open the door of the vehicle
- A known male was walking in a corridor with a baseball bat and damaged several entry doors.
- Unknown suspects have used a catapult to smash a conservatory window.

Speed watch:

Speed Enforcement caught 35 vehicles speeding on 29 and 30 April 2024 in Wilton on the Avenue. This stretch of road has a clearly displayed speed limit of 30mph. Despite the road bearing much less by way of traffic volume due to the closure of the A360 just to the north, I was concerned on the 29th to witness some drivers showing a clear disregard for the posted speed limit and therefore returned on the

30th for a follow-up session. The fastest vehicle captured over the two visits was travelling at 59mph, and almost half of those captured were exceeding 40mph. On both days it was generally bright and dry.

Depending on previous convictions and history: -

24 drivers will be offered a speed awareness course

9 drivers 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.

86/24 To reinstate Standing Orders at 7:21pm

87/24 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 Crossley, supported by the Town Clerk and other councillors provided the following responses:

1. It was agreed to update the minutes to record the name of the recently deceased Mayor, Nancy Morland.
2. The Castle Meadow Regulation sign has been ordered and progress has been repeatedly chased by the Town Clerk.
3. The Castle Meadow Wild Flower fence will be erected on 3rd/4th June. The pot holes will also be repaired.
4. It is the same contractor.
5. The safety gates in Minster Street play area cannot be repaired and will need to be replaced.
6. See response 3 above.
7. This will be referred to the Environment and Amenities committee.
8. The smaller play area is Wiltshire Council's responsibility, the larger one is Ministry of Defence's.
9. The street signs have been ordered and progress has been repeatedly chased by the Town Clerk.

Standing Orders were briefly suspended to allow a Member of the Public to speak.

A Member of the Public wished for their displeasure at the slow progress of the Castle Meadow Regulation sign to be noted.

88/24 Declarations of Interest

- (a) Councillor Forbes declared an interest in item 91/24 (iv)
- (b) No Dispensation Requests were received by the Town Clerk.
- (c) Councillors confirmed that they have reviewed their Register of Interests and, if necessary, made any required changes.

89/24 Exclusion of the Press and Public.

No items were identified.

90/24 To receive the Minutes and agree the Recommendations

- (i) Environment and Amenities Committee held on 16th April 2024
Councillor Boyd, as the outgoing Chair of the Environment and Amenities Committee, recommended the following items:
 - (a) To not purchase more dog bags when the current stock is exhausted, to cover the bag dispensers and review the situation after three months.
 - (b) To accept the quote of £1,645.00 to replace the tiles at the Bulbridge Trampoline.
 - (c) To accept a quote of £2,156.00 to repair the Hip Hop (Bulbridge).
 - (d) To accept the Playsafety quote for annual inspection of the five play areas. In May or June 2024.
 - (e) To accept the quote of £531.00 for additional items for the Glasdon Shelter (Minster St).
 - (f) To replace the outside electrical box with a stainless steel unit which would also hold the consumer unit to be moved from inside the shelter at the Tennis Courts.

- (g) To continue allowing free use of the Tennis Courts for recreational tennis, coaching and other sports are not allowed without permission.
- (h) To undertake a survey of the use of the Tennis Courts.
- (i) To add the pothole at the pedestrian access to Castle Meadow to the Castle Meadow Car Park work.
- (j) To request a target date for the installation of the Wildflower Fence at Castle Meadow.
- (k) To form a Castle Meadow Car Park Working Group to oversee the requirements for the Car Park including whether the Planning Condition can be changed.
- (l) To Adopt a Memorial Safety Testing Policy – this will be considered by the Policy Working Group then reviewed by the Policy and Resources Committee.
- (m) To request a Structural Survey for the Cemetery buildings, connecting arch and path under the arch.
- (n) To purchase a 2.5 yard Official D-Day 80th Anniversary flag.
- (o) To refuse a request to start the Rotary Club of Wilton’s Annual Bike Ride from the South Street Car Park due to an event being held at the nearby hall on the same day.
- (p) To monitor rubbish at the Bench and Bin on South Street (between the bridge and the junction with Burcombe Lane) before making a decision to move either.
- (q) To request a refund from the Grounds Maintenance Contractor due to the lack of spiking of the Football Pitch which should have been completed six times during the season.

Resolved: To accept the recommendations.

Proposed: Councillor Boyd

Seconded: Councillor Whillock

All in favour

(ii) Staffing Committee held on 25th April 2024

Councillor Moore, as the outgoing vice Chair of the Staffing Committee, recommended the following items:

- (a) To purchase 7 additional MS 365 licenses so all Wilton Town Councillors have a license. It was noted the licenses would remain property of Wilton Town Council.
- (b) To increase the Office opening hours to 9am – 2pm on Wednesdays and Thursdays.
- (c) To ask Wilton Men’s Shed to undertake smaller tasks for Wilton Town Council.
- (d) To note the Resignation of the Assistant to the Town Clerk.
- (e) To vary the contract of the Assistant to the Town Clerk from 15hrs pw to 5 hrs per week with effect from 27th March 2024.
- (f) To simplify the auto response on the Town Clerk’s email.
- (g) That the majority of the Town Clerk’s hours are in the Office with the exception of Tuesday when there is an evening meeting or by prior approval.
- (h) That TOIL accrued from evening meetings will be taken as soon as possible, preferably the Friday of that week.

Resolved: To amend (d) to add “Town Clerk to provide a list of duties that will not be fulfilled as a result of there being vacancy for Assistant Clerk, this is so that the council may find mitigation for these items”.

Proposed: Councillor Harrison

Seconded: Councillor Moore

All in favour

Resolved: To accept all the recommendations including the amendment.

Proposed: Councillor Moore

Seconded: Councillor Boyd

All in favour

91/24 Managing the Council’s Money

- (i) To note the bank reconciliation dated 31st March 2024. This was made before the funds were transferred to the investment account.

Resolved: To note the bank reconciliation dated 31st March 2024

Proposed: Councillor Crossley

Seconded: Councillor Harrison

All in favour

- (ii) **Resolved:** To note the income and expenditure dated 31st March 2024.

Proposed: Councillor Crossley

Seconded: Councillor Page

All in favour

- (iii) **Resolved:** To confirm monies to be set aside as ear marked reserves as of 31st March 2024.

Proposed: Councillor Crossley

Seconded: Councillor Boyd

All in favour

- (iv) **Resolved:** To confirm payments as per payment schedule.

Proposed: Councillor Kinsey

Seconded: Councillor Page

Councillor Forbes abstained, rest in

favour.

92/24 To Confirm the Insurance cover for Wilton Town Council

This was considered by the Policy and Resources committee on 28th March and the Full Council on 2nd April. **Resolved:** To confirm the Insurance cover for Wilton Town Council with Zurich.

Proposed: Councillor Crossley

Seconded: Councillor Moore

All in favour

93/24 To Confirm the Asset Register dated 31st March 2024 as correct

Resolved: To confirm the Asset Register dated 31st March 2024 as correct noting that updates will be done from June to September.

Proposed: Councillor Crossley

Seconded: Councillor Kinsey

All in favour

94/24 To receive verbal reports from the Town Council's representative to:

- (i) Wiltshire Association of Local Councils – Councillor Kinsey was unable to attend however the Town Clerk did attend. The next meeting will be on the 29th July, the AGM on the 28th October, and the Annual Conference will be held in September or October. Wiltshire Council will be holding a review of whether Town/Parish councillors should receive a basic allowance.
- (ii) South West Wiltshire Area Board – has not met since last Full Council.
- (iii) SWW Local Highways & Footway Improvement Groups (LHFIG) – has not met since last Full Council.
- (iv) South Wiltshire Operational Flood Working Group – Councillor Crossley briefed the Council of its meeting on the 17th April. The winter was the wettest for 75 years with over 100 communities impacted. Over 100 communities have experienced flooding. An extra £1m has been provided for gully cleaning and maintenance. The Vactor will be in South Wiltshire for one 1 week in 3. KaarbonTec are mapping all road gullies in Wiltshire, but for position only. I have requested latest A0 plans of the Highways Drainage assets in Wilton.
- (v) Wilton Community Centre Group – Councillor Boyd briefed the Council and Councillor Kinsey expressed their thanks for use of the Community Centre for the picnic in the park event.
- (vi) Wilton Church of England Primary School – nothing to report.
- (vii) Trustees of the Michael Herbert Hall – has not met since last Full Council.
- (viii) Wilton United Charities – has not met since last Full Council.

95/24 To confirm the following Policies:

- | | |
|--|---|
| (i) Standing Orders | (xxii) Community Grants Policy |
| (ii) Code of Conduct | (xxiii) Grant app |
| (iii) Financial regulations | (xxiv) Flag Flying Policy |
| (iv) Risk Management Policy | (xxv) Mayor Making |
| (v) Scheme of Delegation | (xxvi) Health and Safety Policy |
| (vi) Statement of Internal Control | (xxvii) Pesticide Policy |
| (vii) Procurement Policy | (xxviii) Safeguarding Policy |
| (viii) Data Protection Policy | (xxix) Tree Policy |
| (ix) Equality Policy | (xxx) Sickness Policy |
| (x) Press and Media Policy | (xxxi) Expenses Policy |
| (xi) Complaints Policy | (xxxii) General Reserves Policy |
| (xii) Grievance Policy | (xxxiii) Investment Strategy |
| (xiii) Disciplinary Policy | (xxxiv) Mayoral Allowance Policy |
| (xiv) Dignity for All Policy | (xxxv) Council Debit Card Policy |
| (xv) Cemetery Policy | (xxxvi) Online Banking Payment Policy |
| (xvi) CCTV | (xxxvii) Co-option Policy |
| (xvii) Lone Worker Policy | (xxxviii) Public Participation at Meetings Policy |
| (xviii) Flexible | (xxxix) Streaming of Meetings Policy |
| (xix) Publication Scheme | (xl) Email Policy |
| (xx) High Consequence Infectious Disease | (xli) Social Media Policy |
| (xxi) Volunteer | (xlii) Banner and Sign Policy |
| | (xlili) Biodiversity Policy |

Resolved: To confirm that there have been no changes in the above policies since the last Full Council meeting.

Proposed: Councillor Crossley

Seconded: Councillor Kinsey

All in favour

96/24 To Confirm the Membership of Wilton Town Council Committees

- (i) Environment and Amenities Committee
After consultation with Councillor Blackman, Councillor Crossley proposed that Councillors: Blackman, Boyd, Crossley, Hilliard, Moore, Page, Taylor and Whillock will serve on the Environment and Amenities Committee
- (ii) Policy and Resources Committee
Councillor Crossley proposed that Councillors: Blackman, Crossley, Forbes, Harrison, and Kinsey will serve on the Policy and Resources Committee
- (iii) Staffing Committee
Councillor Crossley proposed that Councillors: Blackman, Crossley, Forbes, Harrison, and Moore will serve on the Staffing Committee

Resolved: To confirm the above memberships.

Proposed: Councillor Crossley

Seconded: Councillor Page

All in favour

97/24 To Confirm the Membership of Wilton Town Council Working Groups

The Mayor confirmed Membership of the following Working Groups.

- (i) Castle Meadow Car Park Working Group - Councillors: Crossley, Harrison and Whillock (EA/032/24 (xiii))
- (ii) Events Working Group - Councillors: Crossley, Forbes, Kinsey, Hilliard and Taylor and 3 members of the Community (EA/014/24 (iv))
- (iii) Heritage Working Group - Councillors: Crossley, Hilliard, Whillock, Boyd and Unitary Councillor Church and 1 member of the Community. (EA/115/23 (i) and (ii))
- (iv) Newsletter Working Group - Councillors: Boyd, Moore and Harrison. (EA/146/23 then FC 014/24)
- (v) Policy Working Group - Councillors: Blackman, Crossley and Kinsey. (PR/47/23 d))
- (vi) Speed Indicator Device Working Group - Councillor: Crossley and 4 members of the Community (EA/12/22 Lead Councillors)
- (vii) Toilet Working Group - Councillors: Blackman, Forbes, Kinsey, Page, Boyd and Moore (See FC 049/24)

98/24 To confirm the Membership of the Wilton Town Flood Group

Please note this is an independent Group, not a Working Group of Wilton Town Council. Councillors: Crossley, Whillock and Unitary Councillor Church and 10 members of the Community.

Resolved: To confirm the above membership.

Proposed: Councillor Crossley

Seconded: Councillor Whillock

All in favour

99/24 To confirm the arrangements of Representation on External Bodies and the arrangements for reporting back to Wilton Town Council

Wilton Educational Trust - Mrs Kinsey is the Wilton Town Council representative.

Neighbourhood Development Plan – Councillors Crossley, Blackman and Hilliard, as the Environment & Amenities representative, are the Wilton Town Council representatives.

100/24 To appoint Auditing Solutions Limited as the Town Council's Internal Auditor for 2024/2025

This was considered by the Policy and Resources committee in November and the Full Council in December. Councillor Harrison objected as the Directors of the Auditors had also been the Directors of the Town Council's accountants possibly compromising their independence. The Town Clerk indicated that these were directors who had resigned from one of the Companies.

Resolved: To appoint Auditing Solutions Limited.

Proposed: Councillor Crossley **Seconded:** Councillor Kinsey. Councillor Harrison objected, **rest in favour**

101/24 To confirm the dates and times of ordinary meetings of the Council and Committees for the ensuing year

These were confirmed with Councillor Forbes asking that the Staffing Committee meeting date be moved to the 25th June.

102/24 To Confirm Wilton Town Council's subscriptions to other bodies (to include Staff subscriptions)

This was deferred to the Policy and Resources committee.

- *Data Protection (GDPR)*
- *Health & Safety*
- *Human Rights.*

DRAFT