

**MINUTES OF A MEETING OF WILTON TOWN COUNCIL HELD IN WILTON TOWN COUNCIL CHAMBER
ON TUESDAY 4th JUNE 2024 7.00PM**

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

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

Also Present 10 members of the public plus Unitary Councillor Pauline Church and PCSO Simon Ward.
via ZOOM 2 members of the public.

The Mayor of Wilton, Councillor Alan Crossley, opened the meeting

111/24 Apologies

The Town Clerk had received apologies from Councillor Mick Whillock due to a prior engagement.

Resolved: To accept the apologies with reasons offered.

Proposed: Councillor Crossley

Seconded: Councillor Kinsey

All in favour

112/24 Minutes

Resolved: To approve the Minutes of the meeting held on 7th May 2024.

Proposed: Councillor Crossley

Seconded: Councillor Page

All in favour

113/24 To suspend Standing Orders at 7:02pm

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. Where is the missing toddler swing in Minster Street?
2. How can the Town Council be in discussion with the Diocese if they are saying no one has contacted them?
3. Has the Faculty been applied for? If not why not?
4. Why have the locations of the Castle Meadow and Minster Street noticeboards not been decided?
5. Can the Mayor confirm the date that the street signs were ordered?
6. Can the Mayor explain why it has taken so long?
7. Where are the street signs?
8. Will the Town Council move its meetings to a fully accessible premises to comply with the Act and provide equal access for all?
9. Will the Mayor, Deputy Mayor and any other Councillors take up the opportunity to experience what access is like for a wheelchair user?
10. Will the Town Council commission an accessibility audit of its buildings ASAP?
11. Where is the Castle Meadow car park Regulations sign?
12. Is there an outcome from the consultation with Wiltshire Council on the Wishford Road noticeboard?
13. Has the R2 Funding all been allocated or spent?
14. Is there any chance the cracked paintwork on the play equipment in Minster Park could be sanded and re-painted? Also could a few more pieces of equipment be added and a public consultation carried out on what equipment they would like?
15. How many Heritage Trail maps were sold in the last 2 financial years?

16. Please explain why Wiltshire Council removed my comments on the planning application for 22 Shaftesbury Road
17. Does the Town Council know the minimum distance between dwellings?
18. They objected strongly to the 22 Shaftesbury Road planning application as it was out of character and only 12M from their back door.
19. They objected strongly to the 22 Shaftesbury Road planning application.
20. Can the Town Council find out who told the veterans they could not march in the 2023 Remembrance ceremony?
21. Please be aware that both of the cemetery gates are open.
22. Please confirm that Salisbury Museum have insured the loaned painting.
23. They expressed their support for a review of the Town Council Office accessibility.
24. Please could the Town Council look at the beech tree in the Lampard Terrace path as it is overgrowing their garden.

Report from Wiltshire Police - Wilton Neighbourhood Policing

PCSO 6025 Simon Ward made the following points:

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). A sample of Crimes & Occurrences in the month of May 2024 are shown below:

Motoring related offences

- Early in the month, a Burnt-out vehicle was located on Burcombe Lane in the early hours of the morning. Ford Focus. No details. No stolen report.
- Inconsiderate parking outside of the Wilton & Barford Primary School – Neighbourhood Officers have attended and will continue to do so on an opportunity basis.
- Two teenagers seen riding motorbikes around the Bulbridge Estate & Playing Field – No Helmets. One has a Green & White tank with No 2 displayed, second one is a smaller bike.

Suspicious Activity

- Early in the month, two males in dark clothing on a moped seen scoping garages in Marchmont Close. Spooked when a neighbour started to video them.

Theft

- A Green Plastic Boat leant against a Tree from St Johns Square. Unknown suspect believed to have taken the boat from the river side by wading across. No further lines of enquiry.
- Mid-month Shop lifting, 2 x mobile phones stolen from the Wilton Emporium - Good description and CCTV available – Enquiries ongoing.

Criminal Damage /ASB

- Wishford Road – 3 unknown suspects have kicked & damaged the IP's back door. Suspects identified, enquiry in progress.

Burglary

- Mid-Month, Unknown suspect has forced entry to a property at Fugglestone and stolen items from within. Investigation ongoing

Speed watch:

Below is a summary of speed enforcement activity.

Speed Enforcement caught 14 vehicles speeding on 14 May 2024 in Wilton on The Avenue over the course of a short enforcement session. This stretch of road has a clearly displayed speed limit of 30mph. The fastest vehicle was captured travelling at 45mph. On the day in question, it was bright and dry.

Depending on previous convictions and history: -

12 drivers will be offered a speed awareness course

2 drivers will receive a Fixed Penalty Notice and 3 points.

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

Report from the Unitary Councillor for Wilton

Councillor Pauline Church to give a brief report highlighting the marketing of the lease for City Hall, the new Mayor of Salisbury, a scheme to fund the revamping of septic tanks in the Wylde valley, a scheme to attract more swimming teachers and the introduction of more parking ticket machines in Salisbury.

Members of the Public expressed their support for the drain surveying in Shaftesbury Street and also disappointment that the proposed new Police station would not initially have a custody suite.

114/24 To reinstate Standing Orders at 7:32pm

115/24 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 (note during this session Standing Orders were suspended several times to allow further comment from the members of the public):

1. The Idverde Contracts Manager has apologised for the delay with the installation of the toddler swing; he had been let down by his supplier. Idverde has planned to complete the installation by 14th June.
2. The Town Council is in discussion with the Diocese.
3. An application has been made to the Diocese – at the moment it is not a Faculty application.
4. This is deferred to a future Environment & Amenities Committee.
Resolved: To propose the Castle Meadow location as per the photos and emails sent to all Councillors.
Proposed: Councillor Crossley **Seconded:** Councillor Harrison **All in favour**
5. The Town Clerk will check the details, and will then respond to the member of the public.
6. See question 5.
7. See question 5.
8. This is deferred to a future Environment and Amenities Committee
9. The Mayor welcomed the suggestion and asked for it to be take forward by the Environment and Amenities Committee.
10. This is deferred to a future Environment and Amenities Committee
11. The proof of the proposed sign is not as required and this is deferred to a future Environment and Amenities Committee
12. The Town Council is waiting for a response from Wiltshire Council
13. The Town Clerk will check the status of the R2 funding
14. This is deferred to a future Environment & Amenities Committee
15. The current stock of maps is in the order of 1200 from an initial order of 3000 in 2017. 1,800 maps have gone in the last six years, that equates to an annual revenue rate of about £300 per year.
16. This will be considered under item 122/24 (i)
17. This will be considered under item 122/24 (i)
18. This will be considered under item 122/24 (i).
19. This will be considered under item 122/24 (i).
20. The Mayor was surprised about this as it was the first time that Wilton Town Council was aware of this matter.
21. Wilton Town Council is aware.
22. Yes of course Salisbury Museum have insurance for the loaned painting; it's a condition of the loan. When the painting is back the condition of the frame will need to be assessed.
23. Noted.
24. Please could the details be passed to the Town Clerk.

116/24 Declarations of Interest

- (a) Cllr Blackman made a Declaration of Interest in item 122/24 (i) due to personal association.
- (b) No Dispensation Requests had been received by the Town Clerk.

117/24 Exclusion of the Press and Public

No items were identified.

118/24 To receive the Minutes and agree the Recommendations of the Policy and Resources Committee Meeting held on 21st May 2024

Councillor Crossley was Elected as Chair and Councillor Harrison Elected as Vice Chair of this Committee. Councillor Crossley recommended the following items:

- (a) To allow Wilton Neighbourhood Policing Team use the Mayor's Parlour as a drop down point. This would require the Police having a set of keys. The CCTV is located in the Mayor's Parlour so the Police would also confirm they would not watch this.
- (b) There are no current concerns with using Auditing Solutions and DCK Accounting but the provision for Internal Audit would be looked at in November 2024 for the year 2025-2026.
- (c) Confirmation of the new signage for the two Defibrillators.
- (d) Acceptance of a quote for fence repairs at Castle Meadow
- (e) Agreement to purchase a Poly Tunnel to replace the one damaged in the storm earlier in 2024.
- (f) To appoint Councillor Harrison to verify the Bank Reconciliations as required by Wilton Town Council's Financial Regulations 2.2.
- (g) To task the Policy Working Group to review the newly issued model Financial Regulations.
- (h) To adopt Terms of Reference points 1-14 (see Officer report) with points 2.1 – 2.10 to be completed by each Working Group and approved by the Sitting Committee.
- (i) That all Working Groups have a Standing Agenda item on every Agenda of the appropriate Committee.
- (j) Policy Working Group to review the current Wilton Town Council CCTV Policy.
- (k) Policy Working Group to consider options available for Procedures for Civic Event Processions.
- (l) To support the road closure application made by Wilton Community Carnival to Wiltshire Council.

Resolved: To accept the recommendations.

Proposed: Councillor Crossley

Seconded: Councillor Blackman

All in favour

119/24 Accounts for the year ending 31st March 2024

In accordance with the Local Audit and Accountability Act 2012 and the Accounts and Audit Regulations 2015 and the Practitioners Guide 2022, Wilton Town Council must approve the Annual Governance and Accountability Return for the year ending 31st March 2024, by 30th June 2024.

- (i) Internal Audit report for 2023/24
The Internal Audit has been completed. There were no recommendations.
Resolved: To note the report including all the conclusions.
Proposed: Councillor Crossley **Seconded:** Councillor Kinsey **All in favour**
- (ii) Internal Auditor's Statement on the Annual Governance and Return (AGAR)
Resolved: To note the Internal Audit Report statement on the AGAR.
Proposed: Councillor Crossley **Seconded:** Councillor Blackman **All in favour**
- (iii) Annual Governance Statement
Each assertion on the Annual Governance Statement was completed at the Policy and Resources Committee Meeting held on 21st May 2024. Page 4 of the AGAR
Resolved: To sign the AGAR.
Proposed: Councillor Crossley **Seconded:** Councillor Page **All in favour**
The Chair of the Meeting and the Town Clerk signed the Annual Governance Statement
- (iv) Accounting Statement
To confirm the Accounting Statement. Page 5 of the AGAR.
Resolved: To sign the Accounting Statement.
Proposed: Councillor Crossley **Seconded:** Councillor Forbes **All in favour**
The Chair of the Meeting signed the Accounting Statement
- (v) Explanation of Variances
Resolved: To approve the Explanation of Variances.
Proposed: Councillor Crossley **Seconded:** Councillor Harrison **All in favour**
- (vi) Public notice of Electors rights
The dates are Monday 3rd June to Friday 12th July inc. By appointment only
Resolved: To confirm the period for the electors rights.
Proposed: Councillor Crossley **Seconded:** Councillor Harrison **All in favour**

120/24 Managing the Council's Money

- (i) **Resolved:** To note the bank reconciliation dated 30th April 2024.
Proposed: Councillor Crossley **Seconded:** Councillor Hilliard **All in favour**
- (ii) **Resolved:** To note the income and expenditure dated 30th April 2024.
Proposed: Councillor Crossley **Seconded:** Councillor Forbes

Councillor Harrison abstained, Rest in favour

- (iii) **Resolved:** To confirm payments as per payment schedule with the following additions:
PlaySafety of £540 and GW Shelter Solutions of £797.23.
Proposed: Councillor Crossley **Seconded:** Councillor Hilliard *All in favour*
The Town Clerk clarified that the Royal British Legion payment will be paid from Civic Events and was classed as Civic Events expenditure.
- (iv) **Resolved** To confirm the refund of £743.20 paid to Wilton Town Council in error.
Proposed: Councillor Crossley **Seconded:** Councillor Blackman *All in favour*

121/24 To support a request from Wilton Community Land Trust that Wilton Town Council confirms it supports the Wilton Sunrise Project and the renovation of St Peter's Church, Fugglestone

Resolved: To support in principle their application to the Heritage Fund.
Wilton Town Council, in principle, supports the Wilton Sunrise Project and the renovation of St. Peter's Church, Fugglestone
Proposed: Councillor Crossley **Seconded:** Councillor Page
Councillors Boyd and Hilliard abstained, Rest in favour

122/24 Planning

To respond to the following Planning Application.

- (i) PL/2024/04166. 22 Shaftesbury Road, Wilton. Detached Garden building for use by carer. It was felt that there was a danger of this application setting a precedent for back garden development.
Resolved: To object on the basis as the siting of the detached garden building and its impact on the surrounding properties resulting in a loss of Amenity.
Proposed: Councillor Crossley **Seconded:** Councillor Hilliard
Councillors Blackman and Harrison abstained, rest in favour
- (ii) PL/2024/04646. St Mary and St Nicholas Church West Street, 2 x Yew trees - cut back to clear Church building
Resolved: To support the application.
Proposed: Councillor Crossley **Seconded:** Councillor Moore *All in favour*

123/24 To confirm which Councillors will partake in the Carnival procession, wearing Council Robes, on 6th July 2024

The Robes will be stored in Councillor Boyd's car after the Procession. Wearing of the Robes will be dependent on suitable weather.
Resolved: Councillors Blackman, Boyd, Hilliard, Kinsey, Hilliard as well as the Mayor and Mayoress will take part.
Proposed: Councillor Crossley **Seconded:** Councillor Boyd *All in favour*

124/24 To receive verbal reports from the Town Council's representative to:

- (i) Wiltshire Association of Local Councils – no meeting
(ii) South West Wiltshire Area Board – no one attended
(iii) SWW Local Highways & Footway Improvement Groups (LHFIG) – no one attended
(iv) South Wiltshire Operational Flood Working Group – next meeting is 26th June
(v) Wilton Community Centre - next meeting is 10th June
(vi) Wilton Church of England Primary School – Councillor Boyd reported that the school had just recovered from a flood.
(vii) Trustees of the Michael Herbert Hall – Councillor Blackman reported that they meet annually. The donation of £2,000 from the Burnbake Trust will probably be spent on tables and chairs.
(viii) Wilton United Charities – Councillor Blackman briefed the Town Council on the history of the charity and its Almshouses. They are currently replacing the windows and the roof.

125/24 Town Clerk's Report – circulated to Cllrs

Councillor Harrison highlighted that he has ongoing queries with the Town Clerk and Rialtas.

126/24 Date of next meeting

The date of the next meeting of Wilton Town Council will be held on Tuesday 2nd July 2024 at 7pm in the Council Chamber.

127/22 To close the meeting at 8:29pm

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.*

DRAFT amended