

**MINUTES OF THE ANNUAL MEETING OF WILTON TOWN COUNCIL HELD IN WILTON COUNCIL CHAMBER
ON TUESDAY 2nd JULY 2024 7.00PM**

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

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

Also Present 6 members of the public.
via ZOOM 6 members of the public.

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

128/24 Apologies

The Town Clerk had received apologies from Councillor Hilliard due to illness and Councillor Moore due to work commitments.

Resolved: To accept the apologies with reasons offered.

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

Apologies were also received from Unitary Councillor Pauline Church and Wiltshire Police's representative.

129/24 Minutes

Resolved: To defer approval of the 4th June 2024 Minutes in order to consider how comments from members of the public were recorded.

Proposed: Councillor Crossley **Seconded:** Councillor Blackman **All in favour**

130/24 To suspend Standing Orders at 7:02pm

Report from Wiltshire Police - Wilton Neighbourhood Policing

Wiltshire Police had sent their apologies.

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. Why were 9 quotes sought for the Castle Meadow work?
2. Who met the contractors at Castle Meadow?
3. Why does Wilton Town Council not have a pre-approved contractor list?
4. Could the new Pavilion hire details sign be positioned on the wall above the wheel chair ramp?
5. Could the new Pavilion hire details sign have large writing on it?
6. Regarding Question 8 on the last Full Council minutes – why does the Council not think it is important to uphold the law and to provide equal access to all?
7. Why was the Union Flag not flying on the King's Birthday?
8. Why was the Union Flag not flying on Armed Forces Day?
9. Regarding the Public Spaces Protection Order – when are the signs going up?
10. Regarding the Public Spaces Protection Order – where are the signs going up?
11. In the 1980s the Local Fire Brigade had assessed the Town Council building for fire safety.
12. With Councillors taking the lead on placing orders how does the Town Council ensure compliance with its Financial Regulations?
13. It appears that partners of Town Councillors are doing practical work for the Town Council. Who would provide the insurance cover if for example a repaired bus shelter panel blew off and hit someone?
14. Will the Town Council do a sound check for its meetings?

15. There's an issue with using Zoom and asking questions via its functions – either by speaking or via the chat function.
16. Was the Environment and Amenities Committee meeting recorded on Zoom?

Report from the Unitary Councillor for Wilton.

Councillor Pauline Church has sent her apologies and asked for questions to be emailed to her.

A Member of the Public asked about the worn road hatching between the Baptist Church and the Cuckoo Café and asked for this to be forwarded to Unitary Councillor Church.

131/24 To reinstate Standing Orders at 7:21pm

132/24 Community Engagement

To respond to matters raised by the public. 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.

Councillor Crossley, supported by the Town Clerk and other Councillors provided the following responses (note during this session Standing Orders were occasionally suspended to allow further comment from the members of the public):

1. Quotes were sought from the contractors listed on the supplier's website. Surprisingly many of them provided quotes.
2. No one.
3. Very few contractors have applied to be on Wilton Town Council's pre-approved contractor list. It was agreed that the Policy and Resource Committee and/or the Policy Working Group would examine how to revise the Policy.
4. This will be considered.
5. This will be considered.
6. As noted under Response 9 in the June 2024 Minutes - The Mayor welcomed the suggestion [to assess the accessibility of its buildings] and asked for it to be taken forward by the Environment & Amenities Committee. At this meeting it was agreed that the Policy and Resource Committee would consider this request.
7. The nominated Councillor was unavailable due to a family bereavement
8. See #7.
9. The Town Clerk will contact Wiltshire Council / Police about the status of the PSPO signs.
10. See #9
11. Noted thank you
12. Councillor Blackman clarified that she had been working on gathering the data, eg type of post/sign fittings, required for the signs order. The relevant Committee would then decide and the Town Clerk would place the order as only they have the power.
13. Councillor Blackman clarified that that work done by partners of Town Councillors would be covered in the same way as other volunteers. They do not undertake high risk works.
14. The Town Council did a sound check for the July Full Council meeting.
15. There's an issue with using Zoom and asking questions via its functions – either by speaking or via the chat function.
16. The Environment and Amenities Committee meeting was not successfully recorded on Zoom.

133/24 Declarations of Interest

- (a) Cllr Blackman made a Declaration of Interest in item 138/24 (iii) due to personal association.
- (b) No Dispensation Requests had been received by the Town Clerk.

134/24 Exclusion of the Press and Public

No items were identified.

135/24 To receive the Minutes and agree the Recommendations of the Environment and Amenities Committee Meeting held on 18th June 2024

Councillor Moore was elected as Chair (EA/051/24) and Councillor Blackman elected as Vice Chair (EA/052/24) of this Committee. Councillor Blackman made the following recommendations, (with clarifications in italics):

- (a) EA/062/24(iii). To prepare a submission to Local Highways and Footpath Improvement Group (LHFIG) on the proposed 20mph limit within Wilton. An exhibition will be held at the Pavilion.

- (b) EA/060/24(iv). To investigate why the kerb was dropped and the bollard *was firstly installed and secondly* removed from outside 25 West Street.
- (c) EA/060/24(v). To request another Pedestrian crossing on The Avenue by the north bound bus stop via LHFIG.
- (d) EA/061/24(i). Location of the new Minster Street Noticeboard to be sited outside the railings, to the left of the gate into the play area so as not to obscure the view from the shelter of the play area.
- (e) EA//061/24(ii). The Old St Mary's Noticeboard to be sited within the Churchyard but closer to the boundary wall with the additional leg being closer to The Greyhound.
- (f) EA/061/24(iii). To replace the current damaged Noticeboard outside the Pavilion with a printed sign stating Contact details for hiring the Pavilion.
- (g) EA/062/24(i) To cancel the Cemetery sign and place the refurbished Town Council Noticeboard (previously outside the Council Offices) on the wall between the Storerooms and display the Cemetery Regulations on that.
- (h) EA/062/24(ii). To proceed with the revised Car Park Sign for Castle Meadow.
- (i) EA/063/24(i). Councillors will study the recent Play Area reports and report back to the Committee on any actions.
 - Minster Street – Councillors Boyd and Moore
 - Wishford Road – Councillor Taylor
 - Bulbridge – Councillor Blackman
 - Castle Meadow – Councillor Whillock
- (j) EA/062/24(ix) To note a service has been ordered for the Outdoor Gym at Castle Meadow.
- (k) EA/062/24(x) The following Councillors will be responsible for the following areas:
 - Bulbridge – Councillor Moore (*note at the Meeting this was Cllr Boyd but has since changed*)
 - Castle Meadow – Councillor Whillock
 - Minster Street – Councillors Boyd and Moore
 - Wishford Road – Councillor Taylor
- (l) EA/065/24. To permit Wilton Estate to use two car spaces to install a new Oil tank for use of the Michael Herbert Hall due to new regulations on the siting of tanks.
- (m) EA/070/24(i). To site (subject to Wiltshire Council Highways permission) a planter on either side of the Cemetery building (road side) which will be planted and maintained by the Friends of Shaftesbury Road Cemetery. The aim was for this to be delivered before the next Environment and Amenities Committee Meeting.
- (n) EA/070/24(ii). To site a planter on either side of the entrance to Wilton Community Centre with the Centre taking on the responsibility for planting and maintenance. The aim was for this to be delivered before the next Environment and Amenities Committee Meeting.
- (o) EA/072/24. That all Working Groups under the Environment and Amenities Committee will meet and set their Terms of Reference before the August Meeting.
- (p) EA/081/24. To note that making a formal representation to the Old Orchard Surgery regarding its catchment area is outside the remit of Wilton Town Council.
- (q) EA/082/24. To note that Members of the Public should use existing reporting methods regarding low flying aircraft over the Bulbridge area.
- (r) EA/066/24. To proceed with the Contractor doing work to the roof and gutter using equipment that allows the work to be completed from the front of the building.

Resolved: To accept the recommendations with updates as above.

Proposed: Councillor Blackman

Seconded: Councillor Whillock

All in favour

136/24 To receive the Minutes and agree the Recommendations of the Staffing Committee Meeting held on 25th June 2024

Councillor Forbes was elected as Chair (SC/044/24) and Councillor Harrison elected as Vice Chair (SC/045/24) of this Committee. Councillor Forbes made the following recommendations, (with clarifications in italics):

- (a) To look into a request about the opening of the office window.
- (b) SC/053/24. To note that migration from the current server to Sharepoint will take place w/c 8th July 2024.
- (c) SC/054/24. To accept the revised quote from Local Council Consultancy for the Review of Resource Needs.

- (d) SC/056/24(i). To note that the Town Clerk's Appraisal has been completed and the summary shared with Staffing Committee.
- (e) SC/056/24(ii). To increase the Town Clerk's hours by 2.5 hrs per week on a 6 month trial with effect from 1st July 2024. These additional hours are to cover evening meetings and ensure that no TOIL is accrued in future.

Councillor Forbes asked for comments on item 136/24 (e) from the members of the Town Council.

Resolved: *After some debate it was proposed that this item 136/24 (e) would be deferred to be considered at a future Staffing Committee meeting with the report from the Local Council Consultancy for the Review of Resource Needs and with the details from the Town Clerk on what tasks are being stopped with no additional TOIL being earned or additional Town Clerk hours worked. The impact of the Assistant Clerk vacancy is also to be considered.*

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

- (f) SC/056/24(iii). To sign up for 1 user to Rialtas Cloud access for remote access to the financial software. *This will migrate Rialtas onto the cloud thus enabling the withdrawal of the fileserver.*

- (g) SC/056/24(iv). To purchase an additional display screen for the Town Clerk to a maximum cost of £150.00 (exc VAT).

Resolved: To accept the recommendations (a) to (d), (f) and (g).

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

137/24 Managing the Council's Money

- (i) **Resolved:** To note the bank reconciliation dated 31st May 2024.

Proposed: Councillor Crossley **Seconded:** Councillor Blackman **All in favour**

- (ii) **Resolved:** To note the Income and Expenditure dated 31st May 2024.

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

- (iii) Councillor Blackman asked that the works on the pontoon be checked against the quote and drawings prior to payment. Councillor Whillock agreed to undertake the check and to let the Town Clerk know the outcome.

Resolved: To confirm payments as per payment schedule; noting that the pontoon payment is subject to confirmation from Councillor Whillock.

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

- (iv) Councillor Blackman informed the Town Council that the cost for the signs, posts and fittings was £11,163.11 excluding delivery and installation. The delivery is around 8 weeks.

Resolved: To accept the quote for street signs to include the required posts and fixings and for the Town Clerk to place the order.

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

138/24 Planning

- (i) **Resolved:** To note the following Certificate of Lawfulness for PL/2024/05396 - 2 Oak Ash Green. Certificate of Lawfulness single storey side extension to existing dwelling. Allowed under Permitted Development.

Proposed: Councillor Crossley **Seconded:** Councillor Blackman **All in favour**

- (ii) To respond to the following Planning Application. PL/2024/05714. 69 Shaftesbury Road. First floor conversion and ground floor alterations with a small side extension, demolition of existing roof to be replaced with a higher ridge. This is the second application with revised ceiling heights and the side extension going to the boundary.

Resolved: To Comment as follows:

- The proposed building is now very close to the boundary edge;
- The proposed building is now a 4 bed and it is unclear how the 3 car parking spaces can be accessed
- Concerns over the safe access onto the busy road.

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

- (iii) To note that revised plans have been submitted and respond if permitted. PL/2024/04166. 22 Shaftesbury Road. Detached Garden Building for use by Carer. The revisions include the re-orientation of the proposed building by 90 degrees.

Resolved: To make No Comment.

Proposed: Councillor Crossley **Seconded:** Councillor Kinsey
Councillor Blackman abstained, **Rest in favour**

139/24 To receive verbal reports from the Town Council's representatives

- (i) Wiltshire Association of Local Councils – Councillor Kinsey said the next meeting was on the 29th July.
- (ii) South West Wiltshire Area Board - Councillor Crossley said there had been no meeting.
- (iii) SWW Local Highways & Footway Improvement Groups (LHFIG) - Councillor Crossley said there had been no meeting.
- (iv) South Wiltshire Operational Flood Working Group – Councillor Crossley briefed the Town Council as follows:
The Environment agency are still trying to service the needs of over 100 communities and are arranging Flood Drop-in engagement events for the Upper Avon and Upper Bourne areas. Wiltshire Highways Drainage reported over 300 properties suffered internal flooding. Drainage CCTV survey units has now risen from one to three. Local Highways deal with maintaining existing drainage assets. LHFIG is used to make changes to the carriageway etc and the Parishes are expected to pay 25% of the costs. The ditching resource returns to this area on the 22nd July. Still awaiting large scale plans of the drainage infrastructure in Wilton. No update from AtkinsRealis on the Churchill Court CCTV and fitting of non-return valves.
- (v) Wilton Church of England Primary School – Councillor Boyd said there was nothing to report.
- (vi) Trustees of the Michael Herbert Hall - Councillor Blackman said there had been no meeting.
- (vii) Wilton United Charities - Councillor Blackman said there had been no meeting but that a lot of structural work was underway.

140/24 Town Clerk's Report – circulated to Cllrs

Noted.

141/24 Date of next meeting

- (i) To confirm the date of the next meeting of Wilton Town Council as Tuesday 6th August 2024 at 7pm in the Council Chamber.

142/24 To close the meeting at 8:53pm

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.*