

**MINUTES OF THE FULL COUNCIL MEETING OF WILTON TOWN COUNCIL  
HELD IN WILTON COUNCIL CHAMBER ON TUESDAY 5<sup>th</sup> NOVEMBER 2024 7.00PM**

**Present** Councillor Alan Crossley, *Mayor of Wilton*  
Councillor Charlotte Blackman  
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 via ZOOM** 7 members of the public, 2 members of Wiltshire Police, Unitary Councillor Pauline Church.  
11 members of the public.

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

**195/24 Apologies**

- (i) Apologies for absence were received from Councillor Kinsey.
- (ii) The resignation of Alexandra Boyd was noted.
- (iii) **Resolved: To confirm that Wilton Town Council wishes for the provision of Poll Cards should an election be requested.**

**Proposed: Councillor Crossley**

**Seconded: Councillor Taylor**

**All in favour**

**196/24 Minutes**

**Resolved: To approve the Minutes of the meeting held on 1st October 2024.**

**Proposed: Councillor Taylor**

**Seconded: Councillor Whillock**

**All in favour**

**197/24 To suspend Standing Orders at 7:03pm**

Report from Wiltshire Police - Wilton Neighbourhood Policing.

Wiltshire Police provided a brief report on the key activities in the past month. They included another round of speed enforcement on the Avenue, work continuing on actions associated with anti-social behaviour. They highlighted that if members see e-scooters or mini bikes being ridden without helmets then please call 999 and that residents can also contact them with suggestions for roads to hold speed enforcement events on.

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. Please could the non tree Christmas lights be left on?
2. An update from Entrain Space which included a thank you to Councillor Whillock and an invitation for members of the council to attend a function from 7pm to 8:30pm on the 4<sup>th</sup> December.
3. Will Councillor Taylor apologise for her behaviour as now reported in the New Valley News?
4. Have the wild flower meadows been cut?
5. What are the plans for the noticeboards at Old St Mary's?
6. How will the historical information be displayed – could carved wooden signs be used?
7. Why is the council erecting a temporary noticeboard?
8. Are the Town Clerk's expenses included in the payment schedule this month?
9. Will the Town Council consider an accessible venue for its meetings?
10. How much of the s106 funds have been spent?
11. What progress has been made on the refurbishment of the toilets?
12. Could the Town Council examine its Zoom setup to ensure that it is working satisfactorily?

Report from the Unitary Councillor for Wilton.

Councillor Pauline Church to give a brief report highlighting the proposed joint bid by Wiltshire, Dorset and Somerset councils for a devolution deal, drain repairs in West Street, the winter vaccination campaign, Household Recycling Centres now opening to Winter hours, and the upgrade to the Informal Crossing. She agreed find out when the road hatching will be done.

**198/24 To reinstate Standing Orders at 735pm.**

**199/24 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. The Town Council will consider leaving the non tree Christmas lights on.
2. Thank you for the invitation.
3. Wilton Town Council has no statutory powers to investigate the alleged actions of a councillor, this is the duty of the Monitoring Officer. Councillor Moore made a statement in support of Councillor Taylor.
4. Not yet, the Town Council has a meeting with the contractor soon.
5. The Town Council will provide a response to this.
6. The historical information will be displayed on A3 sized panels.
7. The temporary noticeboard is needed to provide an adequate ?? whilst a more permanent solution can be approved by the relevant bodies eg Wiltshire Council and diocese. It could be redeployed.
8. No.
9. The Policy & Resources committee / Policy Working Group will look at the use of alternative accessible venues.
10. Originally there was approximately £291K available, there is now about £45K left which is likely to be spent on the playground equipment.
11. The Toilet Working Group will be progressing the refurbishment of the toilets.

**200/24 Declarations of Interest**

- (i) Councillor Blackman declared an interest in 207/24 (v)
- (ii) No Dispensation Requests were received by the Town Clerk.

**201/24 Exclusion of the Press and Public.**

**Resolved: That Item 212/24 due to staff in confidence would be a councillor only session with a councillor taking the minutes.**

**Proposed: Councillor Harrison**

**Seconded: Councillor Moore**

**All in favour**

**202/24 Mayor's report**

The Mayor had attended a RNLI Fund Raiser, the Royal Wootton Bassett Civic Service and the opening of the RDA outside arena by Lord Pembroke.

He will attending the Remembrance Service, Armistice Day event, the Christmas light switch on the 29<sup>th</sup> November and the Mayor's Fund Raising Barn Dance on the 14<sup>th</sup> December.

**203/24 To receive the Minutes and agree the Recommendations of the Staffing Committee Meeting held on 8th October 2024**

**Resolved: Councillor Forbes recommended the following items:**

- (i) (SC/095/24). That the Town Clerk should attend Remembrance Sunday.
- (ii) (SC/096/24) The draft documents for advertising the vacancy for the Deputy Town Clerk were agreed prior to confirmation at the following Staffing Committee.

**Proposed: Councillor Forbes**

**Seconded: Councillor Moore**

**All in favour**

**204/24 To receive the Minutes and agree the Recommendations of the Environment and Amenities Committee Meeting held on 15th October 2024**

**Resolved: Councillor Moore recommended the following items (*updates in italics*):**

- (i) (EA/123/24.i) To request costings for Options 1b and 2 for the South Street crossing.
- (ii) (EA/124/24.ii) To hold a second informal consultation on the proposed 20mph speed limit. This is arranged for Sunday 1st December.
- (iii) (EA/124/24) To replace the current noticeboard in the Churchyard of Old St Mary's with a like for like noticeboard. To apply to Wiltshire Council for advertising consent for the new three bay noticeboard. *The temporary noticeboard is being purchased as it is recognised that obtaining Wiltshire Council approval and the diocesan faculty could take some time.*
- (iv) (EA/124/24.iii) To upgrade the swings at Bulbridge and Minster Street. *Councillor Blackman presented the quote that the Clerk had omitted from the E&A meeting As a result it was resolved to upgrade the swings at Bulbridge at a cost of £15,967 and to upgrade the junior swings and toddler swings at Minster Street at a cost of £10,864.*  
**Proposed: Councillor Blackman      Seconded: Councillor Moore      All in favour**
- (v) (EA/127/24.ii). To repair the damaged section of the climbing wall at a cost of £1300.
- (vi) (EA/128.24.i) To repair the benches at the tennis court with a solid top and blocked in base.
- (vii) (EA/128.iv). To close the Minster St tennis courts from 1st December to the 1st March. The date of re-opening will be reviewed at the *December and February* E&A meetings.
- (viii) (EA/131/24.ii) To proceed with the contract for the hygiene bins at various locations managed by Wilton Town Council.  
**Proposed: Councillor Moore      Seconded: Councillor Taylor      All in favour**

**205/24 To receive the Minutes and agree the Recommendations of the Staffing Committee Meeting held on 22nd October 2024**

**Resolved: Councillor Forbes recommended the following items (*updates in italics*):**

- (i) (SC/106/24.i) The Job Description and Candidate Specification were confirmed.
- (ii) (SC/106/24.ii) The recruitment timeline was confirmed.
- (iii) (SC/106/24.iii) *was amended to state that* Councillors Crossley and Forbes will be on the interview panel.
- (iv) (SC/106/24.iv) The interviews will take place on Friday 22nd November.
- (v) (SC/106/24.vi) The advert for the vacancy was confirmed and where it will be placed.
- (vi) (SC/106/24.vii) The application form was confirmed.
- (vii) (SC/106/24.viii) That neither the pre or post offer medical questionnaires will be used.
- (viii) (SC/106/24.v) Questions for the interviews were agreed but remain confidential.

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

**206/24 Planning**

To respond to the following Tree Applications:

PL/2024/09441. 13 Albany Terrace. Sweet Chestnut - Reduce by a third

**Resolved: Support**

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

PL/2024/09476. 23 West Street. Cypress - Fell to ground level. Tree has grown too large for space.

**Resolved:**

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

It was noted that the following application has been determined as it was classified as Dead and Dangerous (DD). 26 West Street. Remove Weeping Silver Birch (Died)

**207/24 Managing the Council's Money**

- (i) The bank reconciliation dated 30th September 2024 was noted.
- (ii) The income and expenditure dated 30th September 2024 was noted, there were no questions.
- (iii) The report from the External Auditor for the financial year 2023/2024 was noted.
- (iv) **Resolved: To agree to the purchase of replacement Christmas Lights at a cost of £800.00 plus VAT.**

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

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

Date	Centre	Code	Payee	Description	Exc VAT	VAT	Total
05/11/2024	350	4605	Wilton Hardware	Pavilion cleaning items	29.52	5.90	35.42
05/11/2024	100	4031	Sandra Silk	Payroll	32.00	6.40	38.40
05/11/2024	140	4125	P Blackman	Replace lost clamp	37.94	0.00	37.94
05/11/2024	110	4075	Vision ICT	2 x Cllr email	40.00	8.00	48.00
05/11/2024	100	4095	Vision ICT	SSL certificate renewal	50.00	10.00	60.00
05/11/2024	100	4060	Abacus Repro Ltd	Printer paper	21.36	4.27	21.36
05/11/2024	110	4075	Cloudy IT	MS365 x 7	57.68	14.42	72.10
05/11/2024	100	4100	Cloudy IT	IT support	76.42	12.40	88.82
					344.92	61.39	402.04
01/11/2024	300	4220	Galvanised Specialists Ltd	Replacement parts for hanging baskets	53.68	10.74	64.42

**Proposed: Councillor Crossley      Seconded: Councillor Moore      One abstention, rest in favour**

- (vi) To note expenditure, if any, authorized by the Town Clerk using delegated powers: galvanised items for hanging baskets as detailed in the payment schedule.
- (vii) To note the following developer contributions:  
R2 £45,045.82 to be allocated  
CIL £3,579.22 (received from WC for PL/2023/01740).  
The Town Clerk was asked to provide the deadline dates for these funds

**208/24 Performance Management Policy for Council Staff**

Councillor Harrison briefed the Town Council on the draft Policy. This needed to be in place before the Deputy Clerk started. WorkNest has reviewed the policy and said it was acceptable.

**Resolved: To adopt the Performance and Development Review Policy**

**Proposed: Councillor Crossley      Seconded: Councillor Harrison**  
**Councillors Hilliard and Taylor abstained as they had not seen the policy, rest in favour**

**209/24 To receive verbal reports from the Town Council's representative to;**

- (i) Wiltshire Association of Local Councils – Councillor Kinsey had sent their apologies.
- (ii) South West Wiltshire Area Board – the next meeting was after the Full Council.
- (iii) SWW Local Highways & Footway Improvement Groups (LHFIG) – the next meeting was after the Full Council.
- (iv) South Wiltshire Operational Flood Working Group – Councillor Crossley said that the river levels were 6 weeks ahead of where they had been last year and also expressed his thanks to Councillor Blackman and the Parish Steward.
- (v) Wilton Church of England Primary School – The Town Council has no appointed representative.
- (vi) Trustees of the Michael Herbert Hall - the next meeting was after the Full Council.
- (vii) Wilton United Charities – Councillors Crossley and Blackman had surveyed the flats and provided a report.

**210/24 Town Clerk's Report – circulated**

Noted, there were no questions.

**211/24 Date of next meeting**

The date of the next meeting of Wilton Town Council will be held on Tuesday 3rd December 2024 at 7pm in the Council Chamber.

**EXEMPT SESSION – Councillor Page left the meeting**

**Town Clerk and Minutes Secretary left the meeting.**

**212/24 To agree to undertake a work observation / time and motion study for Officer hours.**

**Resolved: Defer until after the appointment of the Deputy Town Clerk.**

Proposed: Councillor Harrison      Seconded: Councillor Blackman

Councillors Hilliard and Taylor abstained.

*Rest in favour*

**213/24 To close the meeting at**