

**MINUTES OF A MEETING OF WILTON TOWN COUNCIL – POLICY & RESOURCES COMMITTEE
HELD IN WILTON COUNCIL CHAMBER ON TUESDAY 21st MAY 2024 7.00PM**

- Present** Councillor Alan Crossley
Councillor Charlotte Blackman
Councillor Chris Harrison
- In Attendance** Mrs C Churchill, *Town Clerk*
Mr P Cornish, *Minutes Secretary*
- Also Present** 2 members of the public and Police Community Support Officers Simon Ward and Jennifer Moss of the Wilton Neighbourhood Policing Team.
- via ZOOM** 4 members of the public

Councillor Crossley, Chair of Policy and Resources committee opened the meeting.

- PR/047/24 To Elect a Chairman for the Policy and Resources Committee**
Resolved: To elect Councillor Crossley as Chairman for the Policy and Resources Committee for the civic year 2024 – 2025.
Proposed: Councillor Blackman Seconded: Councillor Harrison All in favour
- PR/048/24 To Elect a Vice - Chairman for the Policy and Resources Committee**
Resolved: To elect Councillor Harrison as Vice Chairman for the Policy and Resources Committee for the civic year 2024 – 2025.
Proposed: Councillor Crossley Seconded: Councillor Blackman All in favour
- PR/049/24 Apologies**
Apologies from Councillors Forbes and Kinsey due to work and other commitments respectively were accepted for the reasons given.
Proposed: Councillor Crossley Seconded: Councillor Harrison All in favour
- PR/050/24 Minutes**
To approve the minutes of the meeting held on:
(i) 19th March 2024.
Resolved: To approve the minutes with no changes.
Proposed: Councillor Crossley Seconded: Councillor Blackman All in favour
(ii) 28th March 2024.
Resolved: To approve the minutes with no changes.
Proposed: Councillor Blackman Seconded: Councillor Harrison All in favour
- PR/051/24 To suspend Standing Orders at 7:04pm**
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 meeting.
Members of the Public made the following comments:
A) Two members of the public raised objections against the planning application at 22 Shaftesbury Road, a three bedroom property, for carer’s accommodation which would be at the end of their garden.
B) Can the contract for grass cutting be amended so that the grass is cut and collected in spring / early summer?
C) The gym equipment is sticking – can it be given a service?
D) South Street car park Weeding

PR/052/24 To reinstate Standing Orders at 7:14pm

PR/053/24 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. The Chair of the Committee, supported by the Town Clerk and other councillors provided the following responses:

- A) This will be considered under item PR/066/24 (i).
- B) The Town Clerk will explore options which will be discussed at a future Environment and Amenities Committee meeting. It was recognised that the weather had increased grass growth. Other options included doing two passes of the lawn mowers to chop up the grass more finely.
- C) The Town Clerk will arrange an inspection to recommend work and this will then be discussed at a future Environment and Amenities Committee meeting.
- D) South Street car park weeding has already been raised with the contractor.

PR/054/24 Declarations of Interest

- (i) Councillor Blackman declared an interest in PR/066/24 (i)
- (ii) There were no dispensation requests received by the Town Clerk.

PR/055/24 Exclusion of the Press and Public

No items required the public, including the press, to be excluded under Public Bodies (Admissions to Meetings) Act 1960.

PR/056/24 Request from Wiltshire Police to use the Mayor's Parlour Standing Orders were suspended for this item.

To allow the Neighbourhood Policing Team (NPT) for Wilton and Harnham to use the Mayors Parlour at the Council Offices as a drop down point. The representatives of Wiltshire Police said that access would only be required by the three members of the Wilton NPT.

- (i) To agree to the request.
- (ii) To confirm that Wiltshire Police would be key holders for the front door and Mayor's Parlour and have an alarm fob. It was agreed at the meeting that only one set of keys would be provided with the Wilton NPT controlling access to the keys via their key safe.

Resolved: To agree to items (i) and (ii).

Proposed: Councillor Crossley

Seconded: Councillor Blackman

All in favour

- (iii) To agree any conditions if the request is agreed. The Town Clerk would explore options for access to Harvey & Snowden and assess any changes required to the CCTV Policy and equipment setup.

The following item was brought forward.

PR/066/24 Planning

To respond to the following Planning Application:

- (i) PL/2024/04166. 22 Shaftesbury Road, Wilton - Detached Garden building for use by carer. This flat roofed accommodation would be one metre from the boundary and 1m above it. Concern was expressed over future use for example as an AirBnB. With Councillor Blackman declaring an interest the meeting was not quorate and so this item was deferred to the next Full Council meeting on 4th June 2024 at 7pm.

PR/057/24 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 2023, by 30th June 2024. The Annual Governance and Accountability Return will be signed off by Wilton Town Council at its meeting scheduled for 4th June 2025.

- (i) Year end accounts

The year end accounts were confirmed at the Full Council meeting under item 091/24.

Councillor Harrison had a question regarding the expenditure accrual for the tree work delivered in the 2022/23 council year and why it did not show in the 2023/24 budget.

- ii) Internal Audit report for 2023/24.

The Internal Audit has been completed.

Resolved: To note the Internal Audit report including all the conclusions. There were no recommendations.

Proposed: Councillor Blackman

Seconded: Councillor Harrison

All in favour

- (iii) Internal Auditor's Statement on the Annual Governance and Return (AGAR)

Resolved: To note the Internal Audit Report statement on the AGAR (page 3).

- Proposed: Councillor Crossley Seconded: Councillor Harrison All in favour**
- (iv) Annual Governance Statement
Each assertion on the Annual Governance Statement was answered with a Yes, this forms Page 4 of the AGAR. The completed Annual Governance Statement will to be signed at the meeting of Wilton Town Council on 4th June.
Resolved: To note the completed Annual Governance Statement and to recommend that it is signed at the meeting of Wilton Town Council on 4th June.
- Proposed: Councillor Crossley Seconded: Councillor Blackman All in favour**
- (v) Accounting Statement
Resolved: To confirm the Accounting Statement and to recommend that it is signed at the meeting of Wilton Town Council on 4th June.
- Proposed: Councillor Crossley Seconded: Councillor Harrison All in favour**
- (vi) Explanation of Variances
Resolved: To confirm the Explanation of Variances.
- Proposed: Councillor Crossley Seconded: Councillor Blackman All in favour**
- (vii) Public notice of electors rights.
Resolved: To confirm the period for the electors rights. The dates are Monday 3rd June to Friday 12th July inclusive. By appointment only.
- Proposed: Councillor Crossley Seconded: Councillor Blackman All in favour**
- (viii) To confirm the revised Asset Register
This was considered at the Annual Meeting of Wilton Town Council on 7th May 2024.
Resolved: To confirm the revised Asset Register.
- Proposed: Councillor Crossley Seconded: Councillor Harrison All in favour**

PR/058/24 To Clarify the Directors of Auditing Solutions (Internal Auditor) and DCK Accounting (Accounts Support) used by Wilton Town Council

At the last meeting of Wilton Town Council it was raised that both companies have the same Directors. One of the current Directors and 1 recent Director (resigned Sept 2020) of DCK Accounting Solutions Ltd were also Directors of Auditing Solutions but resigned as Directors of Auditing Solutions prior to November 2006. Auditing Solutions was selected as they provide a more comprehensive report.
Resolved: To confirm that the Wilton Town Council has no concerns in using these companies for the present and would like to start reviewing options in November 2024 with decision by this Committee in March 2025 and confirmation by the Full Council in May 2025.

Proposed: Cllr Crossley Seconded: Cllr Blackman Cllr Harrison objected, the rest were in favour

PR/059/24 Managing the Council's money

- (i) To approve terms of expenditure as detailed in the payment schedule.
Resolved: To approve the payment schedule with three adjustments – Royal British Legion is deferred to Full Council until the invoice query has been addressed. Two additional invoices were received after the agenda was circulated. These items have been approved by the relevant committee and payment is required before the next council meeting. Payment will also ensure delivery. Boswell Brothers for the provision of scalings for Castle Meadow Car park pothole repairs and Golden Larch for post-fix for the Castle Meadow wild flower fence.
Proposed: Councillor Blackman Seconded: Councillor Crossley All in favour
- (ii) The review of the current budget (Income and Expenditure) and agreement of any virements should they be required was deferred due to Rialtas issues.
- (iii) **Resolved:** To agree the new signage for the two Wilton Town Council Defibrillators at an expected cost of £50 each plus shipping of £15.
Proposed: Councillor Crossley Seconded: Councillor Harrison All in favour
- (iv) To consider quotes for the repair of the fence at Castle Meadow following damage by Wilton Town Council trees in early 2024.
Resolved: To confirm the following:
- a) The preference was, in decreasing order – Quote 4 at £1600, then Quote 2 and then Quote 6.
Wilton Town Council will pay for all work that is done to the 'specification'.
 - b) The Contractor may discuss optional elements with the property owner. These would be paid for by the property owner.

Proposed: Councillor Crossley Seconded: Councillor Harrison All in favour

c) **Resolved:** To include Quote 2 for the poly-tunnel replacement.

Proposed: Councillor Blackman

Seconded: Councillor Harrison

All in favour

PR/060/24 To appoint a Councillor to verify Bank Reconciliation as required in Wilton Town Council's Financial Regulations 2.2

To note that this Councillor may not be the Mayor or a Cheque Signatory.

Resolved: To appoint Councillor Harrison.

Proposed: Councillor Crossley

Seconded: Councillor Blackman

All in favour

PR/061/24 Model Financial Regulations

To note that NALC has now issued the 2024 revised model Financial Regulations for Local Councils and that these will be considered by the Policy Working Group prior to approval by this Committee.

Resolved: To task the Policy Working Group to consider the revised 2024 revised model Financial Regulations.

Proposed: Councillor Crossley

Seconded: Councillor Blackman

All in favour

It was proposed to extend the meeting by 45 minutes

Proposed: Councillor Crossley

Seconded: Councillor Harrison

All in favour

PR/062/24 Terms of Reference for Wilton Town Council Working Groups

To adopt generic Terms of Reference for all Wilton Town Council Working Groups.

Each Working Group will then confirm its Objectives and a timeframe which is to be approved by the Committee under which that Working Group sits.

Resolved: To confirm the following:

- a) To adopt Appendix 2 paragraphs 1 to 14 and points 1 to 10 from the Officers Report.
- b) A Councillor will be appointed to report back to the parent committee.
- c) Committee agendas to have a standing item to cover reports from its Working Groups.
- d) Recommendations from Working Groups would first go to their parent committee and then to the Full Council in line with Wilton Town Council's Committee structure.

Proposed: Councillor Crossley

Seconded: Councillor Harrison

All in favour

PR/063/24 Wilton CCTV

To consider upgrading the current CCTV to reduce vandalism and erratic driving. The Committee felt that the purpose of the CCTV was unclear – was it a deterrent or an evidence collection system? Does it protect Wilton Town Council assets? Could Wiltshire Police be asked for advice?

Resolved: To task the Policy Working Group to review the CCTV Policy and also the technical limitations in the current setup.

Proposed: Councillor Crossley

Seconded: Councillor Harrison

All in favour

PR/064/24 Policy for Civic Event Processions

To draft a Policy to clearly outline the following:

- (i) Order of Procession – to clearly define the order in which Councillors walk to avoid confusion and ensure smooth movement.
- (ii) Route. To specify the route taken to and from the venue and to take into consideration dropped kerbs.
- (iii) Accommodation at Venues – Establish procedures for storing mobility aids and agreeing seating areas for those with mobility issues.
- (iv) Post ceremony arrangements to cover where Council Members should stand when exiting the venue to facilitate easy movement through crowds and to designated spaces.

Resolved: To task the Policy Working Group to consider drafting a Policy for Civic Event Processions

Proposed: Councillor Crossley

Seconded: Councillor Blackman

All in favour

PR/065/24 Update on the report concerning the Wilton Charters

The Town clerk briefed the Committee on the purchase of high quality facsimile copies of the Wilton Charters. These would need to be A1 or A0 sized and use high quality paper. There was no update on the costs of moving, preparing for archive and ongoing storage of the Wilton Charters.

PR/066/24 Planning

To respond to the following Planning Applications:

- (i) PL/2024/04166. 22 Shaftesbury Road, Wilton – already covered after item PR/056/24 above.
- (ii) PL/2023/10578. Cuckoo Café, Silver Street - Installation of a commercial kitchen extraction/ventilation system with external ducting fitted to the rear elevation of the property.

Resolved: To support this application

Proposed: Councillor Blackman Seconded: Councillor Crossley All in favour

- (iii) PL/2024/00932. 1 Olivier Road, Wilton - 2 x new 3 bedroom semi detached properties. Revised plans. The plans have been amended again with the door being moved.

Resolved: To object on the basis of over-development.

Proposed: Councillor Crossley Seconded: Councillor Harrison All in favour

- (iv) PL/2024/02555. Diocesan Education Centre, The Avenue - Removal of lean-to roof and erection of single storey storage room.

Resolved: To support this application

Proposed: Councillor Crossley Seconded: Councillor Blackman All in favour

PR/067/24 To note the road closure application for Wilton Community Carnival

An application has been made to close the Market Sq (from the junction with Penny's Lane to the North Street junction) and North St (from Four Corners traffic lights to Castle Lane) and Castle Lane on Saturday 6th July between 10am and 2pm for parked vehicles (giving time to ensure they have vacated the Square) and 12 – 2pm for all traffic.

Resolved: To support this application

Proposed: Councillor Crossley Seconded: Councillor Harrison All in favour

PR/068/24 Wilton Town Council website

With Councillor Forbes absent there was no verbal report from the Website Working Group. Councillor Harrison suggested that the Working Group consider the new Microsoft 365 platform.

PR/069/24 Update of Actions from the last Meetings

To receive an update of any actions not listed on this Agenda.

- (i) (PR/026/24) The Policy Working Group will meet before the next meeting (July).
- (ii) (PR/032/24) Purchase of a Mobile Phone is outstanding.
- (iii) (PR/033/24) The remote timer for the Pavilion has been ordered, the intention is to fit it in June.
- (iv) (PR/035/24) Wilton Community Centre has been booked on the 10th March for the Annual Town Meeting in 2025.
- (v) (PR/044/24) The Insurance Cover has been confirmed, invoice paid and documents received.

A new Reinstatement of Buildings is in progress.

A new valuation of Assets is planned for June 2024 and the Asset Register reflecting Local Authority practice contains all assets with their value not being depreciated.

PR/070/24 Town Clerk's Report

There were no comments on the circulated report.

PR/071/24 Date of next meeting

To confirm the date of the next meeting as Tuesday 16th July 2024 at 7.00pm in the Council Chamber.

PR/072/24 To close the meeting at 9:38pm.

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.*