

**MINUTES OF THE FULL COUNCIL MEETING OF WILTON TOWN COUNCIL
HELD IN WILTON COUNCIL CHAMBER ON TUESDAY 3rd SEPTEMBER 2024 7.00PM**

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

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

Also Present via ZOOM 6 members of the public, 2 members of Wiltshire Police, Unitary Councillor Pauline Church
6 members of the public.

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

158/24 Apologies

The Town Clerk had received apologies from Councillor Forbes.

159/24 Minutes

(i) **Resolved:** To approve the previously amended Minutes of the meeting held on 2nd July 2024 with no further amendments.

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

(ii) **Resolved:** To approve the Minutes of the meeting held on 6th August 2024 with no amendments.

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

160/24 To suspend Standing Orders at 7:01pm

Report from Wiltshire Police - Wilton Neighbourhood Policing

PCSO Simon Ward briefed the attendees on the results of the August Speed enforcement exercises (61 vehicles caught speeding, fastest speed was 52mph in a 30mph limit), the recent major operation to arrest suspected drug dealers and a focus on anti-social behaviour.

The Mayor expressed the Council's thanks for the work of PCSO Simon Ward and wished him a happy retirement.

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. The Chair of the Wilton Community Centre briefed the attendees on their activities. These included a major redecoration of the rooms, tasks to reduce the use of their car park by non users, to unblock the drains and to trim/lop trees. They expressed their thanks for the new defibrillator sign and highlighted the Salisbury Hospice charity bingo event on the 27th Sept at 7:30pm and their AGM on the 14th October at 7pm.
2. Is there any news on the transfer of the toilets from Wiltshire Council?
3. There are many working groups – are they overloading the councillors?
4. The Wild Flower meadow needs its end of season cut.

5. It is hard to hear the questions from members of the public. Can another microphone be purchased?
6. The website search box no longer works.
7. Councillor Blackman informed the attendees that the Town Council had raised two reports on MyWilts about trees obscuring traffic lights.

Report from the Unitary Councillor for Wilton

Unitary Councillor Pauline Church provided an update covering these points:

- Shaftesbury Road resurfacing
- A36 & A303 road cleansing
- Wessex Road
- Public toilet handover
- Excellent work by Wiltshire Police
- Your say is important - if you care about Wiltshire's rural landscape, please take part in the Governments Consultation on the National Planning Policy Framework, which closes on 24th of September - [Link to NPPF consultation.](#)
- West Street gully cleaning
- Thornton Crescent water leak travelling down The Avenue has been fixed. The gravel is a temporary fix which will be replaced.

Members of the Public raised questions (with responses) about:

- a) The cross hatching and road lining is being planned by Wiltshire Council.
- b) She will find out when the vector unit is scheduled for North Street.

161/24 To reinstate Standing Orders at 7:29pm

162/24 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. N.B Councils cannot lawfully decide items of business that is not specified in the summons/agenda

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. Noted.
2. Although Wiltshire Council had signed off on the asset transfer Wilton Town Council's solicitor was still waiting for formal notification of the transfer of the Title from Land Registry. Councillor Harrison asked that certainty over ownership was confirmed without doubt so that work could start on the re-development of the toilets. The Town Clerk will check the status on the Land Registry website to see what details are available for the Public Toilets.
3. The Working Groups are key to engaging with the community on specific tasks. After a site visit with a specialist the next steps for the Castle Meadow car park were left with its Working Group.
4. The Town Clerk will discuss this with the contractors.
5. The settings of the microphone will be studied and changed if required.
6. The website will be updated with guidance on how to do a search using Google Search.
7. Noted.

163/24 Declarations of Interest

- (i) No Declarations of Interest were received by the Town Clerk.
- (ii) No Dispensation Requests were received by the Town Clerk.

164/24 Exclusion of the Press and Public

No items required exclusion of Press or Public.

165/24 Mayor's report

Over the last month the Mayor and Mayoress:

- Attended the Wylve River Festival on the 22nd August
- Assisted with the Wilton Rotary Mammoth Car Boot sale 26th August
- Helped set up and attended a small Concert in Old Saint Mary's Church on 27th and 28th August
- and attended the Wilton Rotary Social Meeting yesterday 2nd September

To receive notice of upcoming events which will be:

- Attending the Great Wishford Bread Stone event on the 8th September
- Setting up and presenting at the Heritage Days talks on Old Saint Mary's 11th September
- Setting up and presenting at the Heritage Days Council Chamber open to the public event on the 14th September
- Arranging and attending the Wilton Mayor Civic Service for the Community on the 15th September in the Saint Mary and Saint Nicholas Church.

166/24 To receive the Minutes and agree the Recommendations of the Staffing Committee Meeting held on 13th August 2024

Councillor Harrison, as vice-chair, presented the following:

- (i) (SC/066/24.iii) To use the email address admin@wiltontowncouncil.gov.uk on all signs, notices, website etc as this email goes to both clerk@ and assistantclerk@. Advice to be obtained from CloudyIT re accessing Clerk emails due to unplanned absence.
- (ii) (SC/068/24.i) To recommend Councillor Training from CloudyIT for the new Office 365 system at a cost of £325 plus VAT for a 1 hour session for all Councillors. The session would be recorded for those unable to attend.
- (iii) (SC/069/24.ii) To request the Policy Working Group draft new Staff Policies including:
 - Performance Management
 - Menopause
 - Maternity
 - Paternityall subject to HR advice.
- (iv) (SC/070/24) To recommend that Wilton Town Council accepts a proposal for HR Support to include Employment Law and Health and Safety.
- (v) (SC/071/24) To hold an additional Staffing Committee meeting to discuss the recent review completed by Local Council Consultancy.
- (vi) (SC/072/24.ii) To confirm that TOIL accrued by the Town Clerk should be taken the same week if possible, if not to be taken the following week and to be cleared with the Chair of Staffing and the Mayor.
- (vii) (SC/072/24.iii) That the Town Clerk should attend the SLCC National Conference as a Virtual Delegate at a cost of £150 plus VAT.

Resolved: To accept Recommendations (i) to (vi).

Proposed: Councillor Crossley **Seconded:** Councillor Moore

Cllr Blackman abstained, Rest in favour

167/24 To receive the Minutes and agree the Recommendations of the Environment and Amenities Committee Meeting held on 20th August 2024

Councillor Moore as Chair of the Committee recommended the following items (with updates in italics):

- (i) (EA/093/24.ii) To take no further action on the dropped kerb outside 25 West Street, the missing bollard will be replaced under Highway Maintenance.
- (ii) (EA/094/24.i.b.) To confirm the exact location for the Castle Meadow noticeboard following a site visit. *The location was confirmed via a photograph shared with councillors.*
- (iii) (EA/094/24.i.c) To confirm the exact location of the Castle Meadow Regulation sign following a site visit. This sign will be A2 and be separate from the Noticeboard.

Councillor Moore informed the Councillors that there would be two signs, that the dog bag dispenser would be removed and that “Please pick up after your dog” would be added to the sign.

- (iv) (EA/095/24.ii) The Hiring information sign for Castle Meadow Pavilion will be printed and displayed in a weatherproof A3 frame fixed to the wall located by the front door.
- (v) (EA/096/24.iii) To replace the damaged timber on the Minster St Adventure Trail at the same time as the work to other timbers is completed under warranty at a total cost of £4,733.33.
- (vi) (EA/098/24.i) To undertake a full inspection to the exterior of the Council Office building.
- (v) (EA/099/24.ii) To accept a quote for hygiene bins to be located at Castle Meadow Pavilion (6), Public Toilets (6) and Council Office (2) at a cost of £ per annum. *The Town Clerk informed the Councillors that the cost would be £1,037.05 with fortnightly emptying.*
- (vi) (EA/104/24) To agree to a three year extension on the Lease for South Street car park. Please note there is no increase proposed for the rent. The Agreement to Extend to be signed by the Mayor and Deputy Mayor.
- (vii) (EA/109/24) Town Clerk to request that the Cherry tree which lost a limb last year is assessed before the Christmas Lighting event.

The following arose after the meeting:

- (viii) To replace two pedestrian gates at Bulbridge play area at a cost of £2,047 each. *Councillor Blackman will check the condition of the double swings at Wishford Road. Councillor Blackman informed the councillors that the following three items: (ix); (x) and (xi), were installed in the 1970s and the manufacturer had confirmed to her that it did not have spares*
- (ix) To seek quotes to replace the swings at Bulbridge play area with 1 unit of 2 x toddler, 2 x junior and 1 x basket – see Officer report.
- (x) To seek quotes to replace the junior swings at Minster Street.
- (xi) To seek quotes to replace the toddler swings at Minster Street.
- (xii) To authorize option 1 repairs, (*adjust bolts*), to the Carousel at Minster Street or to seek quotes for option 2 repairs, (*replace bearing unit*), or to consider replacing the item. *The carousel has an 8+mm gap which could be a finger trap issue.*

Resolved: To accept Recommendations (i) to (xi) and for (xii) to ask the Town Clerk to ascertain if the manufacturer could inspect the Carousel and to obtain more quotes for option 2 – Repairs.

Proposed: Councillor Crossley

Seconded: Councillor Boyd

All in favour

168/24 Managing the Council’s Money

- (i) **Resolved:** To confirm payments as per payment schedule, with the Toilet replacement payment to be confirmed prior to payment.

Date	Centre	Code	Payee	Description	Total (inc VAT)
03/09/2024	400	4460	ID Verde	Grounds maintenance - July	£4,324.75
03/09/2024	450	4600	ID Verde	Public Toilets - July	£618.77
03/09/2024	100	4031	Sandra Silk	Monthly payroll	£38.40
03/09/2024	450	4220	RJ Electrical	Replacement toilet - Ladies and call out for blocked sink - Gents.	£634.44
03/09/2024	120	4045	Evotec	Alarm check and new fobs	£124.80
03/09/2024	200	4200	Wiltshire Council	NNDR - Cemetery	£548.00
03/09/2024	300	4200	Wiltshire Council	NNDR - South St Car Park	£1,383.00
03/09/2024	120	4200	Wiltshire Council	NNDR - Council Offices	£2,104.00
02/09/2024	120	4215	Wessex Water	Water - Council Offices	£114.56
22/07/2024	110	4075	Microsoft	6 x MS365 accounts	£74.16
14/09/2024	100	4080	Mainstream	Office - Broadband	£41.40
14/09/2024	100	4080	Mainstream	Office - phone	£31.80
14/09/2024	350	4080	Mainstream	Pavilion - Broadband	£41.40
12/09/2024	100	4063	Lloyds Bank	Account charges	£7.00
				TOTAL	£10,086.48

Proposed: Councillor Crossley

Seconded: Councillor Kinsey

All in favour

- (ii) To consider quotes for Rialtas financial support whilst the Office is understaffed.
Resolved: For the Town Clerk to provide details of the tasks required, and using those obtain updated quotes from the possible providers. The quotes to be reviewed at an Extraordinary Town Council meeting on the 10th September at 6pm.
Proposed: Councillor Crossley Seconded: Councillor Whillock All in favour
- (iii) To note expenditure authorised by the Town Clerk using delegated powers:
- Inspect and fit a new spring to the gate by the Fountain (Minster St) at a cost of £180.00
 - Inspect the supporting components of the basket swing (Minster St) £250.00

169/24 To receive verbal reports from the Town Council's representative to;

- (i) Wiltshire Association of Local Councils - Councillor Kinsey reported that there had been no meeting. Their AGM will be held on the 25th September.
- (ii) South West Wiltshire Area Board – The next meeting will be on 11th September in East Knoyle.
- (iii) SWW Local Highways & Footway Improvement Groups (LHFIG) - Councillor Crossley reported that this had met on the 28th August. This meeting addressed some difficult choices due to new project bids significantly outweighing the allocated budget. Wilton had no new submissions to this meeting but all previous approved Wilton projects are being timetabled by Milestone for implementation. Outstanding Wilton projects include reviewing the details of the pedestrian Crossing facility in South Street (which we have just received from the Officer) and the request for a 20mph speed limit for the Centre of Wilton. The Town Council is expecting the 20mph speed limit full assessment report in September and a date in October is being sought in conjunction with the Highways Engineer for the 'drop in' public consultation. This will be at the Pavilion. There is now no money left in the LHFIG 2024-2025 budget and the costs for a Substantive Bid in Fovant have been transferred into next year's allocation.
- (iv) South Wiltshire Operational Flood Working Group - Councillor Crossley informed the attendees that he had reported to the Operational Flood Working Group that Wilton still had not seen any activity, after two years, on the CCTV surveying and fitting of non-return valves on the highway outfall pipes into the Wylve at Churchill Court. Whilst the improvements to Shaftesbury Road have been very welcome he has concerns already that the Highway Drainage system in the area, through Saint John's Priory and into the Wylve is not working adequately. The Wiltshire Council Principal Drainage Engineer asked for details of the location and problem, copied also to the Area Highways Engineer. The Wiltshire Council Portfolio Holder for Flooding indicated there was a lot more money now being made available, due to the flooding over the past two years and more opportunity for Town and Parish Councils to approach Wiltshire Council to advise of problems. There were a number of comments to the Highway Officers by the Group representatives at the meeting that gully emptying and MyWilts feedback on completed works are not as effective as they would like to see, even though the resources have been increased to tackle this issue. There are still too many long-term blocked road gullies in Wilton and across the Area in general.
- (v) Wilton Church of England Primary School - Councillor Boyd reported that the school had accepted the offer to look after one the Town Council planters.
- (vi) Trustees of the Michael Herbert Hall - Councillor Blackman reported that there had been no meeting.
- (vii) Wilton United Charities - Councillor Blackman reported that the major works on the roof and windows is almost complete.

170/24 Town Clerk's Report – circulated and included:

Enquiries from members of the public from 1st – 28th August inclusive:

Tennis courts	3
Cemetery	10 – memorials and records.
Pavilion	8
Dog bins	1
CCTV	1
Wiltshire Council	3 (enquiries that were WC responsibilities)
Other enquiries	5

Correspondence

Road Closures;

- Silver St with effect on 27th September from 7pm until 11pm.
- Market Sq and surrounding area (as in previous years) from 3pm on 10th – 14th October for Wilton Charter Fair – the bus stop will be relocated for the duration.

Various Wiltshire Council updates, circulated by email including details of the current consultations:

- WC Gypsy and Traveller sites
- Government National Planning Policy Framework (a webinar was held on 14th August by Wiltshire Council)

Clr Crossley has collected the money (now banked) and refilled the maps from two of the Town Trail dispensers, the remainder will be checked before the 7th of October.

WALC training update, circulated by email with a variety of courses available

NALC newsletter circulated by email

Police and Crime Commissioner update, circulated by email.

WALC newsletter circulated by email

Utility costs circulated to members of the Policy and Resources Committee

Cloud access for Rialtas accounting software has been confirmed and should be operational in early September.

Councillor Moore informed the Town Council that the work of the Newsletter Working Group is being paused.

171/24 Date of next meeting

- (i) The date of the next meeting of Wilton Town Council will be held on 10th September at 6pm and the one after that will be on Tuesday 1st October at 7pm, both in the Council Chamber.

172/24 To close the meeting at 8:38pm