

**MINUTES OF THE FULL COUNCIL MEETING OF WILTON TOWN COUNCIL
HELD IN WILTON COUNCIL CHAMBER ON TUESDAY 7th JANUARY 2025 7.00PM**

Present Councillor Alan Crossley, *Mayor of Wilton*
Councillor Charlotte Blackman
Councillor Claire Forbes
Councillor Chris Harrison
Councillor Marti Hilliard
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 5 members of the public.

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

001/25 Apologies

Apologies for absence were received from Councillor Andy Kinsey, Unitary Councillor Church and also from Wiltshire Police.

002/25 Minutes – 3rd December 2024

Councillor Harrison stated that as the draft minutes had only just been published on the website then the members of the public had not had their full 5 days to review them. He proposed that approval be deferred to the next full council meeting.

003/25 To suspend Standing Orders at 7:02pm

There was no representative from Wiltshire Police.

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 could be answered in writing or may appear as an Agenda item for a future appropriate committee meeting. Members of the public raised the following points:

1 A member of the public indicated that they were willing to work for the Council on a short term paid basis, to help clear the backlog of outstanding work.

Thank you for holding the meeting in the Community Centre.

Cars often enter Market Square against the one way flow. Could the white lining be re-painted? And also adding a No Exit sign onto Main Road?

3 How long does it take for the draft minutes to be sent to the Town Clerk?

4 How much of the £126,000 R2 funding has not been spent?

5 What are the deadlines for the spending of the R2 funding?

6 Why is the meeting NOT being held in the Council Chamber?

7 After the Deputy Town Clerk left were any other candidates approached?

8 Would the Town Council consider not having any committees?

9 Concerns over the liquid soap dispensers in the public toilets

10 The Minutes state that retrospective planning consent is needed for the noticeboards – ie more than one.

11 Are any Councillors attending the meeting with the Architect?

12 Snow is forecast tomorrow – can the Town Council's salt spreaders be used?

13 Has the Heritage Working Group met and agreed its Terms of Reference?

14 Has the Heritage Working Group met to consider the safety of the Town's valuable and historic charters?

There was no report from the Unitary Councillor for Wilton. A member of the public asked for an update on the amalgamation of Somerset, Dorset and Wiltshire Councils and to put the elections back to 2026.

004/25 To reinstate Standing Orders at 7:12pm

005/25 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 member of the public was thanked for their offer of support. Two Councillors will form a small working group to progress this. See 015/25.

2 The Market Square white lining is apparently on the list with the Town Council's other requests. During the winter the white lining team is re-deployed onto winter related tasks.

3 We aim to provide them within a week.

4 The Town Clerk has already replied to the member of public. The Town Clerk will investigate further and copy in all councillors with the response.

Action: Town Clerk

5 The deadlines are published on the agenda.

6 The recent Health & Safety related assessments highlighted an accessibility issue with the toilets.

Meeting at the Community Centre was not a direct result of the reports but because the venue was available (it is normally booked on a Tuesday evening).

7 The Town Council had received over 50 applications for the Deputy Town Clerk role. Seven were invited to an interview, however one withdrew and so 6 were interviewed. Two offers were made and none of the other candidates were suitable.

8 The current Committee based structure (with alternating bi-monthly Committee meetings) has been in place since 2019. There are other options eg the use of Working Groups. This matter will be referred to the Policy & Resources Committee.

9 The Town Clerk will check the refilling of the soap dispensers with the cleaner.

Action: Town Clerk

10 The views of the Architect are being sought on all the noticeboards for completeness.

Action: Town Clerk

11 No Councillors are currently attending with the architect; however Councillor Crossley may be available.

12 Currently there are no volunteers to use the Town Council's salt spreaders

13 The Heritage Working Group has met and agreed its Terms of Reference

14 The concerns about the safety of the Town's charters is appreciated.

The question for the Unitary Councillor will be forwarded to them.

006/25 Declarations of Interest

(i) Councillor Forbes declared an interest in 009/25 (vii)

(ii) No Dispensation Requests had been received by the Town Clerk.

007/25 Exclusion of the Press and Public

Resolved: That the Press and the Public be excluded for 015/25 and that the Press, Public and employees be excluded from 016/25.

Proposed: Councillor Crossley

Seconded: Councillor Hilliard

All in favour

008/25 Mayor's report

The Mayor had been invited to and attended the following events and engagements:

4th December – Veteran's Support Project at Entrain Space

9th December – ribbon cutting at the first anniversary of Golden Acorn Nursery

12th December – Lord Lieutenants Carol Service

20th December – Winter Solstice at Stonehenge

22nd December – Reading at the Carol Service in St Marys and St Nicholas

On the 15th January 2025 the Mayor will be unveiling the Letters to Heaven Memory Post box at Chris White Funeral Directors.

009/25 To receive the Minutes and agree the Recommendations of the Environment and Amenities Committee Meeting held on 17th December 2024

Councillor Moore, as Chair of the E&AC recommended the following items:

- (i) (EA/152/24.i) Agreed to proceed with the 20mph request with the preferred start / finish as follows:
 - Minster St between Wilton House entrance and Statue;
 - A30 Shaftesbury Rd – preferably at the current end of the 30mph near the cemetery;
 - South Street – south of the entrance to the GP surgery and before the bridge over the River Nadder;
 - North Street – entire length to the junction with the A36;
 - Waterditchampton – from the junction with the A30 to west of the junction with The Hollows;
 - All roads off these roads to be included including Kingsbury Sq, Russell St, Penny’s Lane, Crow Lane, Saddlers Mead and Victoria Road.
 - (ii) (EA/153/24.ii) To hold an Extraordinary Full Council meeting on Tuesday 11th February to consider the assessments undertaken in November.
 - (iii) (EA/153/24.iii) To trial alternative venues within Wilton to hold meetings of Wilton Town Council.
 - (iv) (EA/156/24.iii) Clerk to confirm the safety gates have been ordered. The Town Clerk will order the safety gates on the 8th January.
 - (v) (EA/157/24.iv). Clerk to laminate signs for Dipping Platform and also Deep Water warning signs – the contractor will be tasked to put up the new signs..
 - (vi) (EA/157/24/vii) Castle Meadow Car Park WG to meet before early February to discuss a request for an additional container within the Compound. Cllr Whillock said that the meeting with Councillors Crossley, Whillock and Harrison will be arranged.
- Councillor Moore will oversee Minster St play area.
- (vii) (EA/159/24.i) To accept Quote 3 for the bench inside the shelter at the Tennis Courts. Councillor Blackman asked that the other shelter – the Gordon Hall Memorial – be on the next Environment and Amenities agenda.
 - (viii) (EA/159/24.iv) To open the Tennis Courts so they can be used throughout the year. Clerk to display the previously agreed sign which made Court usage in poor weather conditions etc a separate point.
 - (ix) (EA/160/24.iii) To seek quotes for work at Wishford Road play area. Councillor Blackman said that it is the collar for goalposts that need fixing not the actual goal posts.
 - (x) (EA/161/24.iii) To chase the removal of the unwanted stone.
 - (xi) (EA/161/24.iv) To order a skip to remove the items at the cemetery store.
 - (xii) (EA/124/162.ii) To keep the tree lights around the Market Sq car park on until 1st March 2025.
 - (xiii) (EA/162/24.iii) To accept Quote 2 for an Asbestos Management Survey for the following Council buildings:
 - Council Offices
 - Public Toilets
 - Cemetery Buildings
 - (xiv) (EA/162/24.iv) To appoint an Architect to draft and submit the retrospective planning application for the windows at the Council Offices and the Advertising Consent for the new noticeboards.
 - (xv) (EA/216/24) To support the application for a Premises Licence made by Wilton Carnival Committee for the Pavilion and Castle Meadow.
 - (xvi) To consider whether the Town Clerk should hold a licence for the Pavilion at Castle Meadow. To be discussed at a future meeting.
 - (xvii) Councillor Blackman stood down from the Toilet Working Group.

Resolved: to accept the recommendations.

Proposed: Councillor Moore

Seconded: Councillor Whillock

Councillor Blackman against, rest in Favour

Councillor Blackman raised the following queries about Environment and Amenities matters:

- A) Has the contract for the hygiene bins been placed? The Town Clerk confirmed it had and the bins were in place.
- B) Has the order for the climbing wall been placed? The Town Clerk confirmed that it had.
- C) What's the status of the full inspection of the exterior of the Town Council Office. This is awaiting the drafting of the specification and there is no one available to write it.
- Cllr Hilliard will join the Toilet Working Group.

010/25 Planning

No new planning applications required a response before the next Policy and Resources Committee Meeting.

011/25 Managing the Council's Money

- (i) To note the bank reconciliation dated 30th November 2024. The balance in CCLA is £300K; the Bank Account is £19,689.58. They were noted and signed by the Mayor.
- (ii) To note the income and expenditure dated 30th November 2024. Councillor Harrison queried the actuals versus budget for the staff costs. With the Deputy Town Clerk not in post it was expected to be lower.
- (iii) To note the Interim Internal Audit report. Councillor Blackman stated that it appears that the Town Clerk had misled the auditor on matters related to the tendering and quotes for the street sign programme. Councillor Blackman was asked to send her 15 page timeline to the Town Clerk. The Town Clerk indicated that the Internal Auditor had been briefed on the times and amounts.

Action: Town Clerk

- (iv) The additional payment of £11.28 for the hip-hop bolt protector caps has been added to the table below, the payment was delayed due to an error on the invoice. Councillor Blackman stated she had spares in her kitchen cupboard.

| Date | Centre | Code | Payee | Description | Exc VAT | VAT | Total |
|--|--------|------|--------------------------|----------------------------------|------------------|-----------------|------------------|
| To be authorised. | | | | | | | |
| 07/01/2025 | 120 | 4070 | Wilton Hardware | Batteries | 4.99 | 1.00 | 5.99 |
| 07/01/2025 | 150 | 4300 | Wilton Hardware | Bin liners - Christmas lighting | 6.65 | 1.33 | 7.98 |
| 07/01/2025 | 120 | 4045 | Evotec Fire and Security | CCTV / Alarm maintenance | 180.00 | 36.00 | 216.00 |
| 07/01/2025 | 350 | 4045 | Evotec Fire and Security | CCTV / Alarm maintenance | 180.00 | 36.00 | 216.00 |
| 07/01/2025 | 400 | 4460 | ID Verde | Grounds maint - December | 3,603.96 | 720.79 | 4,324.75 |
| 07/01/2025 | 450 | 4600 | ID Verde | Toilet cleaning - December | 515.64 | 103.13 | 617.77 |
| 07/01/2025 | 150 | 4300 | Icthus | Christmas Lights | 8,700.00 | 1,740.00 | 10,440.00 |
| 07/01/2025 | 100 | 4031 | Sandra Silk | Payroll - December | 37.00 | 7.40 | 44.40 |
| 07/01/2025 | 110 | 4075 | Cloudy Ltd | 7 x MS365 | 57.68 | 14.42 | 72.10 |
| 07/01/2025 | 100 | 4100 | Cloudy Ltd | IT support - December | 76.42 | 12.40 | 88.82 |
| 07/01/2025 | 110 | 4041 | Community Heartbeat | Replacement pads - defibrillator | 53.95 | 10.79 | 64.74 |
| 07/01/2025 | 400 | 4220 | Play and Leisure | Caps for HipHop - Bulbridge | 9.40 | 1.88 | 11.28 |
| | | | | | 13,425.69 | 2,685.14 | 16,109.83 |
| Direct Debits / Debit card payments | | | | | | | |
| 30/11/2024 | 100 | 4004 | Indeed | Advertising vacancy | 119.00 | 0.00 | 119.00 |
| 24/12/2024 | 110 | 4075 | Microsoft | MS365 x 6 | 61.80 | 12.36 | 74.16 |
| 26/12/2024 | 120 | 4205 | SSE | Electric - Council Offices | 286.30 | 14.32 | 300.62 |
| 26/12/2024 | 250 | 4205 | SSE | Electric - Old St Mary's | 63.91 | 3.20 | 67.11 |
| 26/12/2024 | 200 | 4205 | SSE | Electric - Cemetery | 396.78 | 19.84 | 416.62 |
| 26/12/2024 | 350 | 4205 | SSE | Electric - Pavilion | 1,054.83 | 52.74 | 1,107.57 |
| 26/12/2024 | 450 | 4205 | SSE | Electric - Public toilets | 16.78 | 0.84 | 17.62 |
| 24/12/2024 | 550 | 4220 | Spectrum | Tennis court notice 2 x A3 | 10.00 | 0.00 | 10.00 |
| 13/12/2024 | 100 | 4080 | EE Ltd | Mobile phone - Clerk | 35.99 | 5.60 | 41.59 |
| TOTAL | | | | | 15,471.08 | 2,794.04 | 18,264.12 |

Resolved: To confirm payments as per payment schedule.

Proposed: Councillor Crossley

Seconded: Councillor Moore

All in Favour

- (v) To note expenditure, if any, authorized by the Town Clerk using delegated powers: Tennis Court Notice from Spectrum, see above.
- (vi) To note the following developer contributions:
- R2 £46,872.34 to be allocated

- £1,826.52 (exp 14/04/2025)
- £45,045.82 (exp 10/06/2025)

An application for the swing upgrade has been submitted, this totals £32,125 CIL £3,579.22 (received from WC for PL/2023/01740).

012/25 To receive verbal reports from the Town Council's representative to;

- (i) Wiltshire Association of Local Councils – Councillor Kinsey not present.
- (ii) South West Wiltshire Area Board – Nothing to report.
- (iii) SWW Local Highways & Footway Improvement Groups (LHFIG) – Nothing to report
- (iv) South Wiltshire Operational Flood Working Group – Councillor Crossley reported that there had been significant flooding in North Wiltshire, residents are encouraged to use the My Wilts app to report issues despite there being widespread concern about the reasons being cited to close issues. In Spring 2025 the Environment Agency will be issuing a revised flood mapping. Wessex Water are concerned about ground water ingress into their pipes and are continuing their programme of relining. The Flood Plan needs to be updated in order to secure PEAS resources.
- (v) Wilton Church of England Primary School – Councillor Moore will be the new representative.
- (vi) Trustees of the Michael Herbert Hall – this was covered in the last meeting.
- (vii) Wilton United Charities – this was covered in the last meeting.

013/25 Town Clerk's Report – circulated

No comments.

014/25 Date of next meeting

To note that there will be an Extraordinary Meeting of Wilton Town Council on Tuesday 21st January at 6pm to fill the current Councillor vacancy by Co-Option. Note if there are no applicants this meeting will be cancelled. Venue is Wilton Community Centre.

The date of the next meeting of Wilton Town Council which will be held on Tuesday 4th February 2025 at 7pm. Venue is Wilton Community Centre.

To note that there will be an Extraordinary Meeting of Wilton Town Council on Tuesday 11th February to consider the reports from the recent Audits and Assessments. Venue to be confirmed.

EXEMPT SESSION MEMBERS OF THE PUBLIC AND PRESS WERE ASKED TO LEAVE

015/25 Office Support

Resolved: To appoint Paula Johnson on a rolling one month contract, day to day management from Councillors Blackman and Harrison, working 16 hours per week Proposed: Councillor Harrison

Seconded: Councillor Whillock

Councillor Taylor abstained, rest in Favour

Resolved: For Councillors Forbes and Harrison to draft the contract and have it checked by WorkNest.

Proposed: Councillor Forbes

Seconded: Councillor Moore

All in Favour

Action: Cllrs Forbes and Harrison

8.44pm EXEMPT SESSION – EMPLOYEES AND MEMBERS OF THE PUBLIC AND PRESS WERE ASKED TO LEAVE

016/25 Staffing Matters

Item requested by Councillor Harrison, no further information received.

017/25 To close the meeting at