MINUTES of a MEETING of WILTON TOWN COUNCIL held in Wilton Council Chamber

on TUESDAY 6th June 2023 7.00pm

Present Cllr Andy Kinsey, *Mayor of Wilton*
Cllr Alex Boyd
Cllr Charlotte Blackman
Cllr Alan Crossley
Cllr Maria La Femina
Cllr Paula Johnston
Cllr Gail Moore
Cllr Teresa Taylor

In Attendance Mrs C Churchill, *Town Clerk* and
Mr P Cornish, *Locum Minute Secretary*.

Also Present Cllr Pauline Church (Unitary Cllr for Wilton), Laura Twomey-Hunt, Marianne Coward, Jill Taylor, John Harris, Mark Blackburn, Sarah Ackroyd.
via ZOOM Susan Robinson.

Cllr Kinsey, Mayor of Wilton, in the chair opened the meeting.

087/23 Apologies
Apologies were received from Cllr Forbes who was unwell and Cllr Page for family commitments.
Resolved: To approve the apologies.
Proposed: Cllr Taylor **Seconded**: Cllr Boyd ***All in favour***

088/23 Minutes
Minutes of the meeting held on 2nd May 2023.
Resolved: To approve the minutes with no changes.
Proposed: Cllr Crossley **Seconded**: Cllr Blackman ***All in favour***

089/23 Standing Orders were suspended at 7.01pm

Community Engagement

A. Laura Twomey-Hunt provided an update on the preparations for the Wilton Carnival.
B. Ms Coward from Pembroke Court asked whether the shop owners were allowed to put 'A' boards outside their shops on the pavement.
C. Cllr Johnson asked with Wilton Town Council being responsible for not many areas why do activities take so long to progress? She expressed her concern over comments made during the items on the Holocaust Memorial Day flag. She is also waiting for a copy of the audio recording of the last Policy and Resources Committee meeting.
D. Cllr Boyd expressed her concern over comments made at the Policy and Resources Committee during the items on the Holocaust Memorial Day flag and the chair lift. She asked the Town Council to consider asking the Holocaust Memorial Day trust to make a presentation to the Town Council, for the Council to provide disability awareness training for Councillors, for the Town Council to develop an Evacuation Plan for the Council Chamber Building and for the Council Chamber to be equipped with an Evac chair.
E. Cllr La Femina highlighted that the kick wall at Castle Meadow was damaged and that when the Wishford Road road sign was re-aligned, as it was faded could it be replaced with a Heritage sign at the same time?

Response to Community Engagement

A. Cllr Kinsey thanked Laura for her update.
B. Unitary Cllr Church clarified that Highways permission was not need BUT the siting of the A boards must leave enough room on the pavement for a double buggy / wheel chair to pass by. Wiltshire Council Highways can remove signs if they are viewed as obstruction the pavement. If there were ongoing issues then either escalate them to her or to Wilton Town

Council. Cllr Kinsey would visit the shop to discuss the issue with them. Cllr La Femina highlighted that an Accessibility Audit had highlighted the issue of A boards.

C. Cllr Kinsey explained that the Town Council was required to get three quotes in order to be able to demonstrate value for money. This was especially the case for large amounts of spend.
D. Cllr Kinsey apologised if anyone had been offended. The Town Clerk was asked to look into the four requests made by Cllr Boyd.
E. Both the repair of the kick wall and the road sign would be considered by the Environment and Amenities Committee.

Report from the Unitary Councillor for Wilton

Cllr Pauline Church gave a report covering the following topics: Pot Holes, Road Resurfacing, Wilton Library Repairs, Kerbside Recycling, LHFIG (Local Highways Footway Improvement Group) and £2 Single Bus Fares. For more details please see her Councillor Facebook profile. Cllr Taylor highlighted the issue of potholes on The Avenue. Cllr La Femina highlighted that an Accessibility Audit had recently been undertaken and the report would be available soon. She also asked whether after roadside verges had been cut or sprayed could the debris be collected. Cllr Church suggested that the Town Council added those tasks to the Parish Steward's duties.

090/23 Standing Orders were reinstated at 7.45pm

091/23 Declarations of Interest & Dispensation Requests

a) There were no Declarations of Interest
b) There were no Dispensation Requests received by the Town Clerk.

092/23 Exclusion of the Press and Public.

Resolved: To exclude the Press and the public for item 106/23 due to staff confidentiality.
Proposed: Cllr Blackman **Seconded**: Cllr Boyd ***In favour except Cllr Johnson***

093/23 Mayor's report

The Mayor of Wilton had attended a variety of events and engagements associated with the start of the new Council year for many Councils. He had also attended two funerals for previous mayors and had also completed handing out the Coronation medals. The Coronation Picnic went well and followed up with requests to have an annual picnic / big lunch type event.

094/23 To receive the Minutes of the Policy and Resources Committee Meeting held on 16th May

Cllr Crossley asked the Full Council to note the following recommendations:

i. Adoption of the revised Lone Worker Policy
ii. Adoption of the revised Flag Flying Policy
iii. Purchase of a Holocaust Memorial Day flag costing £75.00
iv. Establishment of a Policy Working Group to review the Scheme of Delegation and Mayor Making Procedure. This Working Group will report back to the Policy and Resources Committee.
v. In future, Minutes will be received by Full Council with a note of the recommendations but will be Ratified at the next Committee Meeting.
vi. Men's Shed Lease – see below
vii. To delegate the selection of a Phone and Broadband provider to Cllrs Crossley and Forbes and the Town Clerk.
viii. To authorise additional visits from the Accounting Technician whilst the Assistant Clerk post is vacant.
ix. To proceed with cleaning and minor repairs of Clerk and Mace Bearer Robes.
x. To purchase a new replacement Mayor's Robe
xi. To complete an Evacuation Plan for the Council Chamber.
xii. That the Chairlift will be checked the morning of a meeting and if not working an alternative venue is considered.
xiii. To actively seek suitable fire resistant storage for the Town Charters and Seals currently stored in the Council Chamber so they remain in Wilton. The transfer to the Wiltshire and Swindon History Archive was not supported.

Following a query from Cllr Johnson the Town Clerk clarified that the minutes were received by the Full Council so that all Councillors were aware of the activities of the other committees.
Resolved: To receive the minutes.
Proposed: Cllr Crossley **Seconded**: Cllr Taylor ***All in favour***

095/23 To receive the Minutes of the Staffing Committee Meeting held on 19th April 2023.
Resolved: To receive the minutes.
Proposed: Cllr Blackman **Seconded**: Cllr Crossley ***All in favour***
The recommendations were agreed at the previous Meeting of Wilton Town Council.

096/23 To receive the Minutes of the Staffing Committee Meeting held on 18th May 2023
These Minutes will be circulated as soon as possible.

097/23 Accounts for the year ending 31st March 2022
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 2023.

i. Year end accounts - To approve the year end accounts
Resolved; To approve the year end accounts.
Proposed: Cllr Kinsey **Seconded**: Cllr Crossley ***All in favour***
The Town Clerk again reminded Councillors that if they had any questions or queries it is far more effective and efficient if the Councillors send them to the Town Clerk in advance of the meeting. This will give her time to understand the query, investigate the data and provide a reply to the Councillor.

ii. Internal Audit report for 2022/23. The Internal Audit has been completed. To note the report including all conclusions and recommendations.
Cllr Johnston questioned some of the figures on the Income & Expenditure including Election cost. Clerk confirmed that as an Election had been called there was a charge of £809 from Wiltshire Council to cover administration costs incurred. The Election did not take place as three candidates stood for the three vacant seats.
Resolved; to note the report including the conclusions and recommendations.
Proposed: Cllr Blackman **Seconded**: Cllr Kinsey ***All in favour***

iii. Internal Auditor's Statement on the Annual Governance and Return (AGAR)
To note the Internal Audit Report statement on the AGAR.
Resolved; To note the Internal Auditor's Statement in the AGAR.
Proposed: Cllr Kinsey **Seconded**: Cllr La Femina ***All in favour***

iv. Annual Governance Statement
Cllr Kinsey read through each assertion on the Annual Governance Statement and the Council indicated its acceptance. The Chair of the Meeting and Town Clerk then signed the Annual Governance Statement.
Resolved; To answer each ascertain in section 1 of the AGAR.
Proposed: Cllr Taylor **Seconded**: Cllr Crossley ***All in favour***

v. Accounting Statements
To approve the Accounting Statement. The Chair of the Meeting signed the Accounting Statement
Resolved; To approve the Accounting Statement (section 2) of the AGAR.
Proposed: Cllr Boyd **Seconded**: Cllr Crossley ***All in favour***

vi. Explanation of Variances
To agree the Explanation of Variances
Resolved: To agree the reasons provided in the Explanation of Variances.
Proposed: Cllr Kinsey **Seconded**: Cllr Blackman ***All in favour***

vii. Public notice of electors rights.
To confirm the period for the electors rights. The dates are Friday 30th June to Friday 11th August inclusive. By appointment only
Resolved; To agree the dates for the Electors rights.
Proposed: Cllr Blackman **Seconded**: Cllr Kinsey ***All in favour***

viii. To confirm the revised Asset Register
The Asset Register approved on 21st March 2023 contained several errors, these have been corrected.
Resolved: For the Asset register to be updated to link with formulas the summary sheet to the sub-totals on each detail sheet and to confirm the Asset Register.
Proposed: Cllr Crossley **Seconded**: Cllr Kinsey ***All in favour***

098/23 Managing the Council's Money

i. Noting of the Bank Reconciliation dated 30th April 2023, including the detailed Balance Sheet and Income & Expenditure. Cllr Johnson was asked to email her questions to the Town Clerk.
Resolved; To note the Bank Reconciliation dated 30th April, including the Balance Sheet and detailed Income and Expenditure.
Proposed: Cllr Kinsey **Seconded**: Cllr Taylor ***All in favour***

ii. To confirm payments as per attached payment schedule.
Resolved; To authorise payments listed on the schedule.
Proposed: Cllr Blackman **Seconded**: Cllr Crossley ***All in favour***

iii. Cllr Crossley informed the Town Council that the purchase of a fire resistant cabinet to store and display the Wilton Charters and Seals in the Council chamber could cost between £3,000 and £39,000. Given the wide range in costs he proposed the setting up of a Working Group of Cllrs Kinsey and Crossley to examine options and costs.
Resolved; Cllrs Crossley and Kinsey to form a Working Group to look at the options and costs.
Proposed: Cllr Boyd **Seconded**: Cllr Taylor ***All in favour***

099/23 Men's Shed Lease

The query regarding the lease was sent to the Town Council's Solicitor who responded:
i. Change Clause 16 to cover the security of tenure;
ii. The term of the Lease must be less than three years;
iii. The address of the Tenant must be a home address of either the Chair, Secretary or a Trustee;
Resolved: To confirm that the Lease between Wilton Town Council and Wilton Men's Shed is in its final draft (to include the recommendations above) and can be sent to the Wilton Men's Shed for their acceptance.
Proposed: Cllr Johnson **Seconded**: Cllr Blackman ***All in favour***

100/23 Planning

i. PL/2023/03726. The Moat House, 23 North Street. Addition of solar panels to an outbuilding.
Resolved: To support the application for solar panels.
Proposed: Cllr La Femina **Seconded:** Cllr Moore *All in favour*

ii. PL/2023/01114. The Moat House, 23 North Street. Listed Building Application. Addition of solar panels to an outbuilding.
Resolved: To support the application for solar panels.
Proposed: Cllr La Femina **Seconded:** Cllr Moore *All in favour*

iii. PL/2021/03251. Land and Buildings at EV Naish, Crow Lane and 51/53 North St, Wilton. This is a reserved matters application seeking consent for layout, scale, appearance and landscaping pursuant to planning application S/2003/1016 (Demolition of existing buildings and the erection of 62 dwellings two commercial (B1) units and one retail unit). Wilton Town

Council has previously responded to this application, details of the objection can be found on the Wiltshire Council website.

a) To confirm a Councillor to represent Wilton Town Council at the Southern Area Planning Committee when this application is considered.
Resolved: Cllr Crossley was nominated.
Proposed: Cllr La Femina **Seconded:** Cllr Taylor *All in favour*

b) To confirm that the current view of Wilton Town Council remains as per the objections already submitted.
Resolved; The previous objections remain the current view of Wilton Town Council.
Proposed: Cllr Moore **Seconded:** Cllr Boyd *All in favour*

101/23 Co-option of a Wilton Town Councillor

Following the resignation of Mr Richard Hayes, the vacancy was advertised and as no request was made for an election, the vacancy may now be filled by co-option. The vacancy was advertised by Wilton Town Council and one person completed the co-option form and confirms they are eligible for office as they meet the qualification criteria and are not disqualified according to the Local Government Act 1972 s 79 and 80.
Resolved: To co-opt Sarah Ackroyd as a Wilton Town Councillor.
Proposed: Cllr Boyd **Seconded**: Cllr Johnson ***All in favour***
Cllr Ackroyd signed her declaration form and joined the meeting.

102/23 To receive verbal reports from the Town Council's representative to;

i. Wiltshire Association of Local Councils – Cllr Kinsey reported that no meeting had been held.
ii. Wilton Town Flood Group – Cllr Crossley reported that the Winter flooding impact data is being collected by the Group for submission to Wiltshire Council. The second Teams meeting with the Environment Agency, Wessex Water and Wiltshire Council will be on the 12th June. The next meeting of the Wilton Town Flood Group will be on the 11th July
iii. Local Highways and Footpath Improvement Group – Cllr Crossley reported that the budget is very constrained this year so where possible a higher contribution to projects will be sought from applying Parish and Town Councils. The Wishford Road sign realignment seen as low priority for LHFIG. Wilton Town Council might have to consider proceeding independently. The reduction of parking spaces along the Brede Street side of Market Place from 9 to 7 was approved with 25% of cost to be paid by Wilton Town Council (£292.50), subject to Ownership. Pedestrian safety concerns at Crow Lane -North Street intersection - costed proposals will be developed by the Wiltshire Council Highways engineer and put to a future LHFIG meeting for a funding decision. Wiltshire Council Highways support has been disrupted by a shortage of staff and the changeover from to Ringway to Milestone that has required an update in all contact phone numbers. Some budgets have been increased but there are still difficulties getting contractors to do the jobs.
iv. Wilton Link AGM – Cllr Boyd reported that Mr Barnes from the Wilton Community Centre sent his apologies. The Wilton Link requires more drivers and they would like a member of Wilton Town Council to join their committee.
Resolved: Cllr Boyd to be Wilton Town Council's representative.
Proposed: Cllr La Femina **Seconded**: Cllr Moore ***All in favour***

103/23 Action Update from the Minutes dated 2nd May 2023.

To note a thank you from The Woolstore Theatre at Codford to borrow the Edith Olivier portrait from Wilton Town Council and that the membership of the Wilton Town Council committees have been confirmed.

104/23 Town Clerk's Report – circulated to Cllrs

Cllr Kinsey said that he had many thankyous for holding the Coronation Picnic and it's been suggested that this becomes an annual event.

105/23 Date of next meeting

The date of the next meeting of Wilton Town Council, will be on Tuesday 4th July 2023 at 7pm in the Council Chamber.

As per item 092/23 the Press and the public were asked to leave the council chamber.

106/23 Appointment of a Minutes Secretary for Wilton Town Council

To confirm the appointment of Mr Paul Cornish as the Wilton Town Council Minutes Secretary as recommended by the Staffing Committee.

Resolved; To appoint Mr Paul Cornish as the role of Minute Secretary.

Proposed: Cllr Blackman **Seconded**: Cllr Boyd ***All in favour***

107/23 The meeting was closed at 8.34pm.

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.*