MINUTES of a MEETING of WILTON TOWN COUNCIL held in Wilton Council Chamber on TUESDAY 7th November 2023 7.00pm

Present Cllr Andy Kinsey, *Mayor of Wilton*
Cllr Sarah Ackroyd
Cllr Charlotte Blackman
Cllr Alexandra Boyd
Cllr Alan Crossley
Cllr Gail Moore
Cllr Teresa Taylor
Cllr Mick Whillock

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

Also Present 12 members of the public.
via ZOOM 2 members of the public.

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

177/23 Welcome and Apologies

Apologies were received from Cllr Forbes for work commitments.
Cllr Page was not present.
Resolved: To approve the apology for the reason given.
Proposed: Cllr Taylor **Seconded**: Cllr Blackman ***All in favour***
The Mayor thanked Maria La Femina for all her hard work as Councillor.

178/23 Minutes

To approve the Minutes of the meeting held on 3rd October 2023.
Proposed: Cllr Kinsey **Seconded**: Cllr Crossley ***Cllrs Ackroyd & Moore abstained, rest in favour***

179/23 To suspend Standing Orders at 7:01pm

Community Engagement

Members of the public raised the following points:

1. Why did it take so long for the Notice of Vacancy to be published following the resignation of Councillor Maria La Femina?
2. Regarding the noticeboards: does the Town Council have up to date quotes, have R2 s106 monies been applied for and when will the new boards be ordered?
3. Why were the Environment and Amenities Committee Minutes not published?
4. Did Wilton Town Council seek advice on whether advice was needed to invest into the CCLA fund? What was the outcome?
5. The application by the Wilton and District Thursday Club should be supported by Wilton Town Council, including consideration of an ongoing funding commitment.
6. Has the Notice of Completion of Audit been published on Wilton Town Council website?
7. Why were the Financial Regulations not reviewed in September?
8. When will the toilet roll holders be installed in the toilets?
9. Mr Matthews informed Wilton Town Council that he had resigned the representative of Wilton Town Council for funerals at the Shaftesbury Road Cemetery.
10. Why have the potholes in the Castle Meadow car park not been filled in yet?
11. When will the unsuccessful bidders be informed that they did not win the contract?
12. A contractor has not been paid since February 2023.
13. Why was the football match cancelled on the Thursday but then the pitch was white lined later in the same week?
14. Why is Wilton Town Council still paying for accountancy support with its finance package?
15. Please will Wilton Town Council re-consider its decision not to request a polling station in Bulbridge
16. When are agendas published on the noticeboard?

Response to Community Engagement

Cllr Kinsey, supported by the Town Clerk and other councillors provided the following responses:

1. The Mayor apologised for not informing the Town Clerk earlier and that the matter would be looked into.
2. Regarding the noticeboards: the quotes have not changed (they have been checked), Wilton Town Council is in discussion with Wiltshire Council regarding the reference number and the Staffing Committee will look into the situation and provide a response.
3. There have been ongoing nationwide issues with the Vision ICT IT systems that provide the website and Wilton Town Council's email servers. Vision ICT the supplier has been working to fix the stability issues. Minutes are not published onto Noticeboards.
4. Wilton Town Council has obtained further advice on the selection and use of CCLA for its reserves.
5. This will be discussed under the agenda item 186/23 (vii).
6. Please see response 3 above, the Notice had been uploaded.
7. The Town Council is waiting for the publisher of the Financial Regulations, NALC, to complete the current update.
8. Wilton Men's Shed volunteered to install the toilet roll holders.
9. The Mayor expressed his thanks to Mr Matthews for all the work he has done at the cemetery over the past 17 years.
10. The work that was done is a temporary emergency measure to fill the car park pot holes.
11. The Mayor will look into this issue
12. Could the member of the public inform the Town Clerk of the supplier's details.
13. Wilton Town Council was informed by *i*dverde that the pitch was unsuitable for playing. It was decided to provide the football club with an early notice of cancellation. It is unclear as why the pitch was then subsequently marked out.
14. On the advice of the Internal Auditor there is an independent review of the financial records twice a year. This will be reviewed by the Policy and Resources Committee.
15. This will be discussed under the agenda item 184/23 (xiv).
16. The Agendas are published on the noticeboard and uploaded to the website on the Thursday before the meeting.

Report from the Unitary Councillor for Wilton

Unitary Councillor Pauline Church provided an update covering the road repairs in Water Ditchampton, yellow lining in Wylye Lodge, progressing the request for road repairs to Shaftesbury Road, Wiltshire Council was continuing to provide cost of living support, the Wilton Community Library has been refurbished and now offers printing, note that the next South West Wiltshire Area Board will be on 29th November and it will focus on Highways issues, and Wiltshire Council is undertaking a survey on public transport. She highlighted that there is a growing use of postal voting and growing number of residents on Wilton Hill. If anyone needed help with obtaining the Wiltshire Council voter ID then they were asked to contact her for help. She agreed to chase the works for the A3094 junction and is waiting for the report on the complex drains issue near Churchill Court. The planning application for the Naish Felts site had already been called in.

180/23 To reinstate Standing Orders at 7:40pm

181/23 Declarations of Interest

(a) Cllr Boyd declared an interest in item 186/23 (vi).

(b) Cllr Boyd had sent a Dispensation Request to speak but not vote on item 186/23 (vi) to the Town Clerk.

Resolved: To accept Cllr Boyd's Dispensation Request.

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

(c) Wilton Town Councillors are reminded that it is their duty to ensure their Register of Interests is kept up to date.

182/23 Exclusion of the Press and Public

Resolved: To exclude the press and public for item 192/23 for reason of staffing in confidence.

Proposed: Cllr Kinsey **Seconded**: Cllr Moore ***All in favour***

183/23 Mayor's report

The Mayor highlighted that they had attended the Civic Service, held a barn dance that had raised £350 and attended the Royal British Legion poppy appeal launch in Swindon.

184/23 To receive the Minutes of the Environment and Amenities Committee Meeting held on 27th Sept 2023

To agree to the following recommendations to Full Council, please note details are in the Minutes of the Meeting:

(i) To support the request for improvements to the Minster Street crossing of the A30 to the Local Highways and Footpath Improvement Group (LHFIG).

(ii) To support an informal crossing in South Street – please note this will return the Environment and Amenities Committee once costings are known.

(iii) To support coloured tarmac on Crow Lane at the North Street junction at a cost of £218.75.

(iv) To request Wiltshire Council Streetscene and Highways organise road sweeping and drain emptying in North Street.

(v) To request a solid white line is painted on the build out, outside the Town Council Office to clearly mark the space required for pedestrians. [NB please see the Resolution below]

(vi) To request a Keep Clear marking on the northern side of Kingsbury Square 2.5m either side of the pinch point.

(vii) To proceed with the repair of The Pontoon at Castle Meadow with a double handrail adjacent to the steps leading down to the structure and a double safety rail around the structure. Please note there has been a small increase in costs to cover the additional safety rail.

(viii) To reject the request from Wilton Bowls Club to install lighting along the path between the River and Wilton Bowls Club.

(ix) To establish a Working Group for the Wilton Heritage App.

(x) To proceed with the installation of a new intruder and a new fire alarm for the Pavilion.

(xi) To increase the rate for Football hire to £36 plus VAT from 1st January 2024 (same as cricket).

(xii) To establish a Working Group Wilton for Wiltshire Action for Market Towns scheme.

(xiii) To purchase a second Speed Indicator Device.

(xiv) To support that the Community Centre remains as the sole Polling Place.

(xv) To support the merging of Polling Districts DP and DQ.

(xvi) To confirm that all communications and paperwork for any Interments must come through the Wilton Town Council Office and the person representing Wilton Town Council at an Interment does not require prior contact with the Undertaker or Gravedigger.

Resolved: To amend (v) to state "To request a solid white line and person outline is painted on the build out, outside the Town Council Office to clearly mark the space required for pedestrians".

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

185/23 To receive the External Auditor's report for the financial year 2022-2023

The External Auditor's report stated "that on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met. Other matters not affecting our opinion which we draw to the attention of the authority: None."

(i) **Resolved**: To note the completion of the External Audit for 2022 – 2023.

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

(ii) To note that the notice confirming the completion of Audit has been displayed on the Wilton Town Council noticeboard.

Noted

(iii) To note that the notice confirming the completion of Audit is currently displayed on the Wilton Town Council website. Due to the ongoing issues with the Town Council's website [see 179/23 Response 3 above] this will be checked.

Noted

186/23 Managing the Town Council's Money

(i) **Resolved**: To note the Bank Reconciliation dated 30th September 2023 including the detailed Balance Sheet and Income & Expenditure.

There were no questions.

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

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

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

(iii) **Resolved**: To confirm the virement of £6,461.67 from Ear Marked Reserve 324 (Elections) to 110/4135 (Elections).
Proposed: Cllr Crossley **Seconded**: Cllr Kinsey ***All in favour***

(iv) **Resolved**: To confirm the investment of funds with the CCLA (Churches, Charities and Local Authorities) Investment Management Limited. To include noting the advice received, the Government Guidance and that the Wilton Town Council Investment Strategy has been updated.
Proposed: Cllr Crossley **Seconded**: Cllr Moore ***All in favour***

(v) To note the grant application made by Wilton Town Council to Scottish & Southern Electricity Network Resilience was successful with an award of £1,750.

(vi) To consider a grant application for £100 for Christmas Lunch. This had been provided by the Baptist Church. About 30 people attend with 9 volunteers helping. Local organisations provide active support. The Wilton & District Thursday Club would be managing the finances as they had a dedicated bank account and dual signatories.
Resolved: To provide a grant of £300 which is dependent on the Town Clerk confirming arrangements.
Proposed: Cllr Taylor **Seconded**: Cllr Kinsey ***Agreed by majority vote, Cllr Boyd abstained***

(vii) To consider a grant application from the Wilton and District Thursday Club for £500. Wiltshire Council used to provide a grant of £5,000 per annum. Wiltshire Council now only supports organisations whose clients are subject to the Care Act. About 25 to 30 people attend the Club. The Mayor asked the Chair of the Thursday Club to provide details of funding within 10 days so that future grants could be considered as part of the 2024/25 budget round at the next Policy and Resources Committee meeting. Cllr Blackman highlighted that the Town Council's Grants policy may need updating to cater for this type of request. The Town Council could not fund on-going expenses but could cover costs for a once-off event, eg a coach trip.
Resolved: To provide a grant of £500.
Proposed: Cllr Kinsey **Seconded**: Cllr Taylor ***All in favour***

187/23 To respond to Wiltshire Council regarding the current consultation on the Local Plan
Cllr Crossley had been considering how to respond to the consultation - https://www.wiltshire.gov.uk/article/8048/Current-consultation-Reg-19-autumn-2023. The 'tests' highlighted by Wiltshire Council focus on how well the Local Plan fits within the National Planning Framework and so are at too high level for Wilton to consider.
Resolved: For Cllr Crossley to prepare a document focussed on Wilton's concerns and submit it for approval to the next Policy & Resources Committee. The report if approved would be submitted to Wiltshire Council without returning to the Full Town Council.
Proposed: Cllr Kinsey **Seconded**: Cllr Taylor ***All in favour***

188/23 Planning
PL/2023/05119. 38 Water Ditchampton, - Variation of condition 3 of previously approved planning for an annexe 18/03919.
Resolved: To respond with no objection.
Proposed: Cllr Crossley **Seconded**: Cllr Blackman ***All in favour***

189/23 To receive verbal reports from the Town Council's representative to

(i) Cllr Kinsey reported on the Wiltshire Association of Local Councils AGM where planning was highlighted. Wiltshire Council will be raising more enforcement actions where the property as built does not match the plans as approved.

190/23 Town Clerk's Report – circulated to Cllrs
No questions were raised.

191/23 Date of next meeting
The next meeting of Wilton Town Council will be on Tuesday 5th December 2023 at 7pm in the Council Chamber.

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

192/23 To confirm the Assistant to the Town Clerk's position as permanent.

Cllr Blackman as Chair of the Staffing Committee told the Town Council that the Assistant to the Town Clerk had successfully completed their probationary period.
Resolved: To confirm the Assistant to the Town Clerk's position as permanent.
Proposed: Cllr Blackman **Seconded**: Cllr Boyd ***All in favour***

193/23 To close the meeting at 8:22pm.

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.*