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

| | |
|---|---|
| **Present** | Councillor Alan Crossley, *Mayor of Wilton* |
| | Councillor Charlotte Blackman |
| | Councillor Chris Harrison |
| | Councillor Marti Hilliard |
| | Councillor Andy Kinsey |
| | Councillor John Page |
| | Councillor Teresa Taylor |
| | Councillor Mick Whillock |
| **In Attendance** | Mrs Clare Churchill, *Town Clerk* |
| | Mr P Cornish, *Minutes Secretary* |
| **Also Present** | 7 members of the public, Unitary Councillor Pauline Church. |
| **via ZOOM** | 5 members of the public. |

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

**214/24 Apologies**

Apologies for absence were received from Councillor Claire Forbes, Councillor Gail Moore and also from Wiltshire Police.

**215/24 Minutes**

Councillor Crossley proposed a small amendment to a statement from a member of the Public. Councillor Harrison queried the payment to Vision ICT and asked for it to be discussed at the Policy and Resources meeting.

**Resolved: To approve the amended Minutes of the meeting held on 5th November 2024.**
**Proposed: Councillor Crossley** **Seconded: Councillor Taylor** ***All in favour***

**216/24 To suspend Standing Orders at 7:04pm**

Report from Wiltshire Police - Wilton Neighbourhood Policing.

Councillor Crossley read out the report from Wiltshire Police that highlighted speeding enforcement, anti-social behaviour and community engagement. The full report will be on the Wilton Town Council website.

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. Could the Town Council consider setting up an Ear Marked Reserve for DDA [Disability Discrimination Act 1995] compliance for its buildings?
2. Having exchanged emails with a member of the Diocese they asked the Town Council to apologise to the Diocese for statements made regarding Old St Mary's noticeboard.
3. Has the Town Clerk ascertained that planning approval from Wiltshire Council is required for the three bay noticeboard?
4. What organisation / company carried out the accessibility audit?
5. Was it done by a qualified person representing the rights of a disabled person?
6. What's the status of the Bulbridge play area safety gate replacement?
7. What is the council going to do about disabled access to the Wilton Town Council chamber?
8. Has there been any progress on the toilets?
9. The premises licence for the carnival in Castle Meadow was applied for to provide flexibility in case the event had to be deferred and to cater for more than 499 attendees. Also, it'll enable the possibility of smaller satellite events. As the land owner Wilton Town Council would need to give permission for any event.
10. Were three companies asked to provide quotes for the stair lift in 2023? If any quotes were received then why weren't they then discussed?

11. Why did the Clerk not respond to their email about the next Full Council meeting being held in the Community Centre? Why was the Councillor not informed about the agenda request form?
12. Following the closure of the Tennis Courts by the Environment & Amenities Committee they had received an email from a member of the public which included a note from the Lawn Tennis Association. The LTA note said that ice and snow is not a problem for the surface. They proposed re-opening the tennis courts tomorrow.
13. They invited people to attend the Nativity event being held at the Riding for Disabled at the Pembroke Centre on the 14th December, gates open at 10am, show starts at 11am.

Report from the Unitary Councillor for Wilton.

Councillor Pauline Church provided an extensive briefing covering: the A36 gas main replacement, the use of One Network, to use the updated MyWilts app, to support Operation Awake and to highlight the urgent gas works from tomorrow (Wed). She wished to thank the Councillors who as volunteers had done so much for the town and also the members of the public who attended to hold the Town Council to account.

Full details maybe found on Unitary Councillor Church's Facebook account - https://www.facebook.com/cllrpaulinechurch/

**217/24 To reinstate Standing Orders at 7:33pm**

**218/24 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.

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. There is no specific EMR – the Buildings EMR could be used?
2. The Town Clerk did not have sufficient time to progress the noticeboards.
3. The Town Clerk has confirmed that Advertising Consent is required for the noticeboard~~s~~ but did not have sufficient time to complete the application as yet.
4. To be confirmed by the Town Clerk.
5. The assessments were completed a company that undertakes various types of assessments.
6. They have not been ordered yet.
7. An Accessibility audit has just been undertaken, the Town Council is waiting to receive the reports which would then enable it to consider options including costs or to relocate.
8. There's no update on the Public Toilets.
9. The premises licence will be discussed at the Environment and Amenities meeting on the 17th December.
10. Quotes were requested from several lift companies for a through floor lift, at least two companies visited the Town Hall but only one provided a quote.
11. This will be discussed at a future Environment and Amenities Committee meeting. Councillors are aware of the Agenda request form.
12. This will be discussed at a future Environment and Amenities Committee meeting. The recommendations of the surface provider should be sought as playing on a frozen surface could possibly damage it. The last Environment and Amenities meeting voted to close the courts over the winter, confirmed by Wilton Town Council on 5th November.
13. Noted.

**219/24 Declarations of Interest**

(i) There were no Declarations of Interest.
(ii) No were no Dispensation Requests.

**220/24 Exclusion of the Press and Public**

**Resolved: That Item 233/24 due to staff in confidence would be an exempt session.**
**Proposed: Councillor Crossley** **Seconded: Councillor Hilliard** ***Majority in favour***

**221/24 Mayor's report**

The Mayor of Wilton attended the following events and engagements:

| | |
|---|---|
| 7th November | Delivered planter to the school |
| 10th November | Remembrance Sunday |
| 11th November | Armistice Day |
| 29th November | Christmas Light switch on |

The Mayor will be attending the following upcoming events:

| | |
|---|---|
| 4th December | Veterans Support Project at Entrain Space |
| 12th December | Lord Lieutenants Carol Service at Trowbridge |

**222/24 To receive the Minutes and agree the Recommendations of the Policy and Resources Committee Meeting held on 17th November 2024**

Councillor Crossley as Chair of the Policy and Resources Committee recommended the following items.

(i) To make the following virements:
- Vire £30,000 from General Reserves into EMR 322 Open Spaces
- Vire EMR 335 (Wilton Junction Grant) to EMR 334 (Public Toilet Upgrade)
- Vire EMR 332 (Biodiversity) to EMR 320 (Cemetery)
- Vire £7,158.00 from General Reserves to EMR 324 (Elections)

This will empty the following EMRs – 335 and 332.

**Resolved: To make the above virements.**

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

(ii) **Resolved: To rename EMR 325 (Neighbourhood Plan) as Consultancy**.

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

(iii) **Resolved: To add Councillor Forbes to the bank mandate as a signatory for the Town Council bank accounts.**

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

(iv) **Resolved: To accept the recent pay award back dated to 1st April 2024 for all employed staff since 1st April 2024.**

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

Remaining recommendations are listed as separate agenda items (see 225/24, 226/24 and 227/24)

**223/24 To receive the Minutes and agree the Recommendations of the Staffing Committee Meeting held on 25th November 2024**

**Councillor Harrison as the Vice Chair of the Staffing Committee made the following recommendations:**

(i) To note the guidance to Prevent Sexual Harassment in the Workplace.

(ii) To request additional access to the WorkNest portal as currently only Chair of Staffing and Town Clerk have access.

(iii) To complete the Action Plan and Risk Assessment (re preventing sexual harassment in the workplace) by a member of staff. To complete by 1st February 2025.

**Resolved: To accept the recommendations.**

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

Remaining recommendation is listed as a separate agenda item – 233/24.

**224/24 Planning**

Councillor Harrison raised the issue of the pending enforcement action against the Town Council possibly limiting its right to pass comment on planning applications, given its circumstances. The Mayor stated that the Town Council should continue as it was one of its duties.

To respond to the following Planning Applications

(i) PL/2024/09491. The Wilton Shopping Village, King Street. Refurbishment and enhancement of elevations to Units 1 - 4 at Wilton Shopping Village. Minor alterations.

**Resolved: To Support the application.**

**Proposed: Councillor Kinsey Seconded: Councillor Page**

**One abstention, rest in favour**

(ii) PL/2021/03251. Land and buildings at EV Naish, Crow Lane. 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). With 54 amended plans that appear to focus on addressing the Environment Agency objections. Concerns were expressed over impact on car parking, impact on other water courses in Wilton, excessive traffic, clean up of industrial wastes, surcharging of sewers and the loss of visual sight lines of key Wilton land marks.
**Resolved: To Object to the application with the same comments as previously.**
**Proposed: Councillor Page Seconded: Councillor Hilliard**
**One abstention, rest in favour**

(iii) Planning Application: PL/2024/10553. 7 Wiley Terrace. Erection of a garage.
**Resolved: To reply with No Objection subject to additional information on finished floor level (flood zone location), floor finish, impact of foundations disturbing archaeological remains and a condition that the building not be let or sold as a separate entity.**
**Proposed: Councillor Crossley Seconded: Councillor Kinsey**
**One abstention, rest in favour**

**225/24 Managing the Council's Money**

(i) **Resolved: To note the bank reconciliation dated 31st October 2024.**
**Proposed: Councillor Crossley Seconded: Councillor Taylor All in favour**

(ii) **Resolved: To note the income and expenditure dated 31st October 2024.**
**Proposed: Councillor Crossley Seconded: Councillor Kinsey All in favour**

(iii) **Resolved: To confirm payments as per payment schedule:**

| Date | Centre | Code | Payee | Description | Exc VAT | VAT | Total |
|---|---|---|---|---|---|---|---|
| 02/12/2024 | | 4220 | Direct 365 | 3 in 1 package | 490.00 | 98.00 | 588.00 |
| 02/12/2024 | 150 | 4300 | Spectrum | Printing - Christmas lights | 17.50 | 0.00 | 17.50 |
| 03/12/2024 | 120 | 4220 | RJ Electrical | Boiler service and radiator leak | 235.00 | 47.00 | 282.00 |
| 03/12/2024 | 200 | 4220 | Wilton Garden Maintenance | Erect noticeboard - Cemetery | 20.00 | 0.00 | 20.00 |
| 03/12/2024 | 120 | 4082 | Paul Cornish | Minutes Secretary | 700.00 | 0.00 | 700.00 |
| 03/12/2024 | 100 | 4095 | Paul Cornish | Website work | 120.00 | 0.00 | 120.00 |
| 03/12/2024 | 200 | 4220 | Wilton Men's Shed | Refurbish noticeboard | 50.00 | 0.00 | 50.00 |
| 03/12/2024 | 400 | 4455 | R E Hayes Ltd | Install noticeboard | 100.00 | 0.00 | 100.00 |
| 03/12/2024 | 350 | 4220 | R E Hayes Ltd | Install key box | 50.00 | 0.00 | 50.00 |
| 03/12/2024 | 120 | 4220 | Evotec | Fire extinguisher check | 75.00 | 15.00 | 90.00 |
| 03/12/2024 | 350 | 4220 | Evotec | Fire extinguisher check | 75.00 | 15.00 | 90.00 |
| 03/12/2024 | 150 | 4300 | Collingwood Services Ltd | Christmas Lights | 322.00 | 64.40 | 386.40 |
| 03/12/2024 | 100 | 4031 | Sandra Silk | Payroll - Nov | 32.00 | 6.40 | 38.40 |
| 03/12/2024 | 110 | 4075 | Cloudy IT | 7 x MS365 | 57.68 | 14.42 | 72.10 |
| 03/12/2024 | 100 | 4100 | Cloudy IT | IT support | 76.42 | 12.40 | 88.82 |
| 03/12/2024 | 150 | 4300 | Shipseys | Marquee - Christmas lights | 346.50 | 69.30 | 415.80 |
| 03/12/2024 | 120 | 4220 | Direct 365 | Safety package | 425.00 | 85.00 | 510.00 |
| | | | | | 3,192.10 | 426.92 | 3,619.02 |
| | | | | | | | |
| 10/11/2024 | 150 | 4305 | Café Blend | Breakfast for Road operatives | 49.80 | 0.00 | 49.80 |
| 22/11/2024 | 110 | 4075 | Microsoft | MS365 x 6 | 61.80 | 12.36 | 74.16 |
| | | | | | | | |
| | | | | | 3,303.70 | 439.28 | 3,742.98 |

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

(iv) **To note expenditure with Café Blend, authorized by the Town Clerk using delegated powers and the Town Council's Debit Card.**

(v) The following developer contributions were noted:
R2 £45,045.82 to be allocated
CIL £3,579.22 (received from Wiltshire Council for PL/2023/01740).
Clerk to provide deadline dates on future agendas.

**226/24 To agree the Budget for the financial year 2025-2026**

The Town Clerk had provided a report dated 14th November and proposed Budget to the Councillors. Councillor Harrison proposed a line to the budget for DDA Compliance.

**Resolved: to add an DDA Compliance line to the budget totalling £50,000**

**Proposed: Councillor Harrison Seconded: Councillor Whillock All in Favour**

**Resolved: To approve a Budget totalling £355,297.00 for the financial year 2025-2026**

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

Councillor Blackman highlighted that the DDA had been replaced by the Equalities Act and so a better title for the new EMR was 'Accessibility budget'. **Resolved: To rename EMR 335 as Accessibility Budget with £50,000 taken from General Reserves**

**Proposed: Councillor Blackman Seconded: Councillor Taylor All in Favour**

**227/24 To request a Precept totalling £247,520.00 from Wiltshire Council for the financial year 2025-2026**

(i) **Resolved: To request a Precept totalling £247,520 which will equate to a Band D of £156.02 for the financial year 2025-2026. With the balance of £92,177 will be taken from Ear Marked Reserves (EMR).**

**Proposed: Councillor Crossley Seconded: Councillor Whillock All in Favour**

(ii) To sign the Precept request form which will not be submitted until the draft Council Tax Base (CTB) has been confirmed. The CTB is expected after 10th December.

**228/24 Approval of Terms of Reference and Amended Policy**

The Policy Working Group met on 14th November 2024.

(i) **Resolved: To approve the Terms of Reference for the Policy WG.**

**Proposed: Councillor Crossley Seconded: Councillor Blackman All in Favour**

(ii) Following review by the Policy Working Group, **Resolved: to approve the following amended policy: Flag Flying Policy**. This Policy can be found in the Officer report.

**Proposed: Councillor Blackman Seconded: Councillor Whillock All in Favour**

**229/24 To receive verbal reports from the Town Council's representative to;**

(i) Wiltshire Association of Local Councils. Councillor Kinsey had attended the WALC Conference. He noted that Wilton Town Council was one of only two that did not have a Neighbourhood Plan.

(ii) South West Wiltshire Area Board. Councillor Crossley highlighted that there had been an improvement in the performance of Wiltshire Police. Anti-Social Behaviour in South West Wiltshire is the lowest in the county.

(iii) SWW Local Highways & Footway Improvement Groups (LHFIG). Councillor Crossley highlighted that all of the 24/25 budget had been used and that the 25/26 budget had already started to be allocated. The onus was on Parish Councils to increase funding for their own projects. The South Street crossing costings are being worked on by Wiltshire Council.

(iv) South Wiltshire Operational Flood Working Group – nothing to report.

(v) Wilton Church of England Primary School – no councillor representative has been appointed.

(vi) Trustees of the Michael Herbert Hall – Councillor Blackman confirmed that they had their annual meeting.

(vii) Wilton United Charities - nothing to report.

**230/24 Vacancy on Wilton Town Council**

(i) To note that no election has been requested to fill the vacancy. This was confirmed on 3rd December 2024.

(ii) If an election has been requested, to note the date of the election.

(iii) If no election was requested to confirm the vacant seat may be filled by co-option. Note – the next scheduled election is on 1st May 2024.

**Resolved: To fill the vacancy by co-option.**

**Proposed: Councillor Kinsey Seconded: Councillor Blackman All in Favour**

(iv) If the vacancy may be filled by co-option with a deadline for completed co-option forms of 9am on 8th January 2025. There will be an extra-ordinary meeting of the Full Council BEFORE the Policy and Resources Committee meeting at 6pm 21st January 2025.

Councillor Page left the meeting.

**231/24 Town Clerk's Report – circulated**

There has been no progress on the retrospective planning application for the Town Hall window.

**232/24 Date of next meeting**

The date of the next meeting of Wilton Town Council will be held on Tuesday 7th January 2025 at 7pm in the Council Chamber.

**EXEMPT SESSION**

**Resolved: to extend the meeting by 20minutes.**
**Proposed: Councillor Crossley Seconded: Councillor Blackman All in Favour**

**233/24 To appoint a Deputy Town Clerk for Wilton Town Council.**

Councillor Harrison, on behalf of the Staffing Committee briefed the Full Council. He said that 6 candidates had been interviewed and one had been selected. No candidate had formal Clerk qualifications. Councillor Blackman added that there would not be a hierarchy, the Town Clerk and Deputy Clerk were co-workers. The Town Clerk would be providing support, guidance and some degree of training but no additional workload in relation to line management.

**Resolved: to appoint Elizabeth Amoaa, on SCP13, starting on 9th December 2024, working 30hours a week (first month on the same hours as the Town Clerk), focussing on Amenities related work and reporting to the Staffing Committee for the first six months.**
**Proposed: Councillor Harrison Seconded: Councillor Blackman All in Favour**

**234/24 To close the meeting at 9:17pm**