



Wilton Town Council

Town Council Meeting

AGENDA



The Council Offices
Kingsbury Square
Wilton SP2 0BA



01722 742093



[Email the clerk](#)



[Wilton TC Website](#)

To: All Members of Wilton Town Council

You are summoned to attend a **MEETING** of **WILTON TOWN COUNCIL** to be held in the
COUNCIL CHAMBER, COUNCIL OFFICES, KINGSBURY SQUARE, WILTON
on:

TUESDAY 4th OCTOBER 2022 at 7.00pm

for the purpose of transacting the following business.

This meeting is open to the Public and Press. Members of the public are advised to contact the Council should they wish to attend before midday on 4th October to ensure they can attend. It is hoped to stream the meeting via ZOOM. Any member of the public or press who wishes to ask a question or make a statement is invited to send this via email or in writing (posted through the letter box) to the Clerk before midday on the day of the meeting. Please see the [Public Participation at Meetings Policy](#)

Councillors are reminded of the Wilton Town Council [Code of Conduct](#)

You should not attend if you feel unwell or show any COVID-19 symptoms.
You may be required to wear a mask during this meeting.
Please ensure you have a mask with you.

It is planned to stream this meeting via the Zoom video conferencing platform.

Please [click here](#)

or use the following access details;

Meeting ID 898 3769 9780

Password 822 928

You will be placed in a waiting area so please ensure arrival before the start of the meeting.

Yours faithfully

Clare Churchill
Town Clerk

28th September 2022

- (i) To receive apologies for absence and to approve the reason given. (LGA 1972 Sch 12 s85(1)). Please note that without a reason the apology can only be noted.
- 178/22 **Minutes** 7.01pm
- (i) To approve the Minutes of the Meeting held on [16th August 2022](#). (LGA 1972 sch 12 para 41).
- (ii) To approve the Minutes of the Meeting held on [6th September 2022](#). (LGA 1972 sch 12 para 41).
- 179/22 **To suspend Standing Orders** 7.02pm
- 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.
- Community Engagement** 7.17pm
- 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 (LGA1972 Sch 12, paras 10(2)(b) and Longfield Parish Council v Wright (1918) 88 LJ Ch 119).
- Report from the Unitary Councillor for Wilton.** 7.25pm
- Cllr Pauline Church to give a report followed by questions to Cllr Church.
- 180/22 **To reinstate Standing Orders** 7.30pm
- 181/22 **Declarations of Interest** 7.31pm
- (a) To receive Declarations of Interest in matters contained in this agenda, in accordance with the provisions of the Local Government Act 1972 in respect of Officers and the Localism Act 2011(s33 b-e) in respect of Members.
- (b) To consider any Dispensation Requests received by the Town Clerk.
- 182/22 **Exclusion of the Press and Public.** 7.32pm
- To agree any items, if required, to be dealt with after the public, including the press, have been excluded under *Public Bodies (Admissions to Meetings) Act 1960*.
- 183/22 **Mayor's report** 7.33pm
- To receive a brief report of events and engagements attended by the Mayor of Wilton.
- 184/22 **Co-option of Councillor** 7.35pm
- One vacancy has been advertised with no requests made for an election, therefore the vacancy may be filled by co-option.
- A second vacancy is currently been advertised.
- To co-opt one member of the public onto Wilton Town Council.
- 185/22 **To receive and ratify the Minutes of the Policy & Resources Committee held 27th September 2022.** 7.40pm
- (i) To adopt the revised Code of Conduct

- (ii) To adopt the new Financial Regulations
- (iii) To adopt the revised Scheme of Delegation
- (iv) To adopt the revised Statement of Internal Control.
- (v) To adopt the revised Procurement Policy.
- (vi) To adopt the revised Data Protection Policy.
- (vii) To adopt the revised Flag Flying Policy
- (viii) To adopt the revised Health and Safety Policy
- (ix) To adopt the revised Expenses Policy.
- (x) To adopt the claim form.
- (xi) To add an additional Committee meeting in August to the Annual schedule of meetings so that both P&R and E&A Committees meet 6 times each year.
- (xii) To confirm that recordings of meetings can be destroyed once the Minutes have been approved.
- (xiii) To adopt the Retention of Documents guidelines.
- (xiv) To agree that, if necessary, a Statutory Declaration can be made in the presence of a Solicitor or Magistrate when purchasing an Exclusive Right of Burial.

- 186/22 **Planning** 7.50pm
 To respond to the following planning applications.
 (i) [PL/2022/07337](#). Kingsway House, Kingsway.
 Prune Hawthorn and 4 Yew trees, remove Ash and Sycamore trees.
- 187/22 **Christmas Lighting Event – Friday 2nd December** 7.54pm
 (i) To agree the Risk Assessment for the event.
 (ii) Confirmation of application for Road closure.
- 188/22 **Cost of Living Crisis / Warm Spaces** 8.00pm
 To consider what help, if any, Wilton Town Council can give.
- 189/22 **Managing the Council's Money** 8.05pm
 (i) To note the bank reconciliation dated 31st August 2022.
 (ii) To note the current budget / actual spend.
 (iii) To confirm payments as per attached payment schedule.
 (iv) To consider a grant application from Wilton and District Thursday Club.
- 190/22 **To receive verbal reports from the Town Council's representative to;** 8.15pm
 (i) Wiltshire Association of Local Councils
 (ii) Wilton Community Centre
- 191/22 **Action Update from the Minutes dated 6th September 2022.** 8.20pm
 To note the following;
 164/22 Wiltshire Council has been informed of the resignation of Mr Croall.
 165/22 Wiltshire Council has been informed of the co-option of Cllr Morley
 166/22 (i) The Civility and Respect Pledge has been completed and Wilton is now registered as having taken it.
 166/22(ii) Wiltshire Council has been informed that all Wilton Town Councillors have signed the Positive Conduct= Positive Democracy Charter.
 167/22 Planning application responses were submitted.
 168/22 The planned meeting was postponed following the death of Her Majesty.
 171/22(iv) The Town Clerk is looking into possible legal action regarding Wilton HELP! CIC.
 172/22(iii) The traffic survey for the South St crossing has been requested and acknowledged.

There is a delay in such surveys at present.
171/22(v) The cheque has been sent, no response has been received.

- 192/22 **Town Clerk's Report** – circulated to Cllrs 8.29pm
- 193/22 **Date of next meeting** 8.35pm
To confirm the date of the next meeting of Wilton Town Council, which will be on Tuesday 1st November 2022 at 7pm in the Council Chamber.
- 194/22 **To close the meeting.** 8.36pm