

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

on TUESDAY 4th OCTOBER 2022 at 7.00pm

Present Cllr Andy Kinsey *Mayor of Wilton*
Cllr Alan Crossley *Deputy Mayor of Wilton*
Cllr Alex Boyd
Cllr Claire Forbes
Cllr Richard Hayes
Cllr Teresa Taylor

In Attendance Mrs C Churchill, *Town Clerk* and
Mr J Byrne *Locum Minute Secretary*.

Also Present, John Cutland, Steve Taylor, Phil Matthews, Adrian Boyd, John Harris.

via ZOOM; Maria La Femina, Paula Johnston, Susan Robinson, Alexandra.

Cllr Kinsey, Mayor of Wilton, in the chair to open the meeting.

7:01pm

177/22 Apologies

- (i) Apologies with reasons were received from Cllrs Charlotte Blackman and Gail Moore.
Resolved: Approve the apologies.
Proposed: Cllr Taylor **Seconded:** Cllr Hayes *All in favour*
- (ii) Cllr Hayes confirmed that the Unitary Councillor for Wilton (Pauline Church) could not attend the meeting due to her attendance at the Conservative Party annual conference.

178/22 Minutes

- (i) To approve the Minutes of the Meeting held on 16th August 2022 (LGA 1972 sch 12 para 41)
Resolved: Approve the Minutes.
Proposed: Cllr Hayes **Seconded:** Cllr Forbes *All in favour*
- (iii) To approve the Minutes of the Meeting held on 6th September 2022. (LGA 1972 sch 12 para 41).
Resolved: Approve the Minutes.
Proposed: Cllr Taylor **Seconded:** Cllr Boyd *All in favour*

7.02pm

179/22 Standing Orders were suspended

Community Engagement

Mr Matthews addressed the meeting to:

Congratulate the Mayor on the recent Proclamation;

ask what the Mayor knew about the supply of wreaths and wooden crosses for Wilton's war memorials for this year's Remembrance Day Commemoration;

asked for details of the Christmas lighting event so that he could advise Wilton Rotary Club of the relevant details.

Mr Cutland addressed the meeting to:

Congratulate the Mayor on the recent Proclamation;

make a suggestion about using telephone calls to disseminate messages of interest to the local community;
enquire about the continuing closure (to patients) of the Wilton Health Centre.

Cllr Taylor raised a matter on behalf of a member of the public who had reported to her that the hot water taps in Wilton public toilets were still running for an excessively long period after each use. Cllr Taylor requested that the matter be investigated.

Community Engagement Response

Cllr Kinsey reassured Mr Matthews that the procurement of wreaths for the Remembrance Sunday Service was in hand but advised that Mr Matthews would have to look into the supply of small wooden crosses himself.

Cllr Kinsey noted Mr Cutland's suggestion about using telephone messages to disseminate messages of interest to the local community. Cllr Kinsey advised that his understanding is that the Wilton Health Centre is unlikely to open for patients again. The Town Clerk advised that Wilton Town Council has already written to the Health Centre management on 3 occasions, but there has been no response so far. Mr Cutland responded that he believes the Health Centre could and should be opened again. In response, Cllr Kinsey asked the Town Clerk to write to the Health Centre management again.

Cllr Kinsey asked the Town Clerk to investigate the issue with the hot water taps in Wilton public toilets.

Cllr Kinsey reminded the meeting that due to the absence of the Unitary Councillor for Wilton (Cllr Pauline Church) the customary report would not be delivered.

7.11 pm

180/22 Standing Orders were reinstated.

181/22 Declarations of Interest

- (i) Cllr Crossley declared an interest in agenda item 189/22(iii) and advised that he would abstain from the vote.
- (ii) No dispensation requests were received.

182/22 Exclusion of the Press and Public.

There were no requests to exclude members of the Press and Public from any of the remaining agenda items to be discussed during the meeting.

183/22 Mayor's report

Cllr Kinsey gave a brief report on the events and engagements he had attended as the Mayor of Wilton which included announcing the proclamation of King Charles III, attending thanksgiving services for the late Queen at Salisbury and Wilton and the Minutes silence at Wilton and announced the recent birth of his latest granddaughter, named Emily Grace. Cllr Hayes led the offer of congratulations to Cllr Kinsey for the new addition to his family.

184/22 Co-option of a Councillor

The Town Clerk advised that Mr John Page had submitted all relevant paperwork required to co-opt him to Wilton Town Council and had confirmed that via email that he was happy to be co-opted *in absentia*. The Town Clerk also advised that Mr Page had sent prior apologies via email to explain his absence from this (and the previous) meeting of the Full Council. A debate about the appropriateness of co-opting Mr Page *in absentia* followed.

Resolved: To co-opt John Page to Wilton Town Council.

Proposed: Cllr Kinsey **Seconded:** Cllr Crossley

Approved; 3 in favour, 3 against, Mayor's casting vote used to pass the motion.

Cllr Kinsey asked the Town Clerk to advise John Page that he had been co-opted as a Wilton Town Councillor.

185/22 to receive and ratify the Minutes of the Policy & Resources Committee held 27th September 2022

- (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.

Resolved: To endorse all the recommendations above.

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

- (xi) To add an additional Committee meeting in August to the annual schedule of meetings so that both Policy & Resources and Environment & Amenities Committees meet 6 times each year.

Resolved: To endorse the recommendation above.

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

- (xii) To confirm that recordings of meetings **can** be destroyed once the Minutes have been approved.

Resolved: To endorse the recommendation above.

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

- (xiii) To adopt the Retention of Documents guidelines.

Resolved: To endorse the recommendation above.

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

- (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.

Resolved: To endorse the recommendation above.

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

186/22 Planning

- (i) **PL/2022/07337. Kingsway House, Kingsway, Wilton**

Prune Hawthorn and 4 Yew trees, remove Ash and Sycamore trees

Resolved: To support the application.

Proposed: Cllr Forbes **Seconded:** Cllr Hayes *All in favour*

187/22 Christmas Lighting Event – Friday 2nd December

- (i) **To agree the Risk Assessment for the event**

Resolved: To approve the Risk Assessment.

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

- (ii) **Confirmation of application for Road Closure**

The Town Clerk confirmed that the application will be sent tomorrow if Wilton Town Council agreed.

Resolved: To confirm that the application should be made.

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

188/22 Cost of Living Crisis / Warm Spaces

A discussion on what Wilton Town Council could do took place. Cllr Kinsey summarised the discussion by recommending that Wilton Town Council contact existing local community groups to

understand specific needs in the community and develop a better awareness of existing planned initiatives.

Resolved: Wilton Town Council should contact as many local community groups as possible to develop a better understanding of community support needs and any existing planned initiatives by local groups.

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

189/22 Managing the Council's Money

(i) **To note the bank reconciliation dated 31st August 2022**

The Town Clerk advised that the bank reconciliation was not yet complete.

(ii) **To note the current budget / actual spend**

As above.

(iii) **To confirm payments as per attached Payment Schedule**

Resolved: To confirm the payments due.

Proposed: Cllr Forbes **Seconded:** Cllr Kinsey *Approved*
[Cllr Crossley abstained from the vote due to a declared conflict of interest]

(iv) **To consider a grant application from Wilton and District Thursday Club**

After a discussion about the application, it was agreed to approve the grant of £500.

Resolved: To approve the grant application from Wilton and District Thursday Club.

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

190/22 To receive verbal reports from the Town Council's representative to:

(i) **Wiltshire Association of Local Councils (WALC)**

Cllr Kinsey confirmed that there had not been a meeting of WALC since the last Full Council meeting.

(ii) **Wilton Community Centre**

No report, as Cllr Blackman was unavailable; Cllr Kinsey noted that a meeting was due on 10th October.

191/22 Action update from the Minutes dated 2nd August 2022

The following updates were noted by Wilton Town Council:

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| 164/22 | Wiltshire Council has been informed of the resignation of Mr Croall from Wilton Town Council. |
| 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 The Queen. |
| 171/22(iv) | The Town Clerk is investigating options for possible legal action regarding Wilton HELP! CIC. |
| 172/22(iii) | The traffic survey for the proposed South Street crossing has been requested and acknowledged. |

192/22 Town Clerk's Report

There were no questions raised related to the Town Clerk's report, which had been circulated to Councillors prior to the meeting.

193/22 Date of next meeting

Cllr Kinsey confirmed the date of the next meeting of Wilton Town Council as Tuesday 1st November 2022 at 7pm in the Wilton Town Council Chamber.

194/22 To close the meeting

There being no further business, the Mayor closed the meeting at 7.34 pm.

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.