



# Wilton Town Council

## Policy & Resources Committee

### AGENDA


To all members of the Policy and Resources Committee

Cllr Blackman   Cllr Crossley   Cllr Forbes

Cllr Kinsey   Cllr Moore   Cllr Taylor

 The Council Offices  
Kingsbury Square  
Wilton SP2 0BA

 01722 742093

 [Email the clerk](#)

 [Wilton TC Website](#)

You are requested to attend a meeting of the **POLICY AND RESOURCES COMMITTEE** to be held in the **COUNCIL CHAMBER, COUNCIL OFFICES, KINGSBURY SQUARE, WILTON** on **TUESDAY 19<sup>th</sup> SEPTEMBER 2023 at 7.00pm** for the purpose of transacting the following business.

All Cllrs are politely reminded of the Wilton Town Council [Code of Conduct](#)  
Wilton Town Council has taken the [Civility and Respect Pledge](#).

**Masks maybe required to be worn, please ensure you have one with you.**

Members of the Press and Public are welcome to attend.

It is hoped to stream this meeting via the Zoom video conferencing platform. Please [click here](#).

or use the following access details;

Meeting ID 836 1197 7252

Password 014097

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

Yours faithfully  
Mrs C Churchill. Cert HE. CiLCA.  
**Town Clerk**

13<sup>th</sup> September 2023

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PR/78/23	<b><u>Apologies</u></b> To receive any apologies and to note the reasons provided.	7.00pm
PR/79/23	<b><u>Minutes</u></b> To approve the minutes of the meeting held on <a href="#">18th July 2023</a> .	7.01pm
PR/80/23	<b><u>To suspend Standing Orders</u></b>	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.

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.

- PR/81/23      **To reinstate Standing Orders**      7.20pm
- PR/82/23      **Declarations of Interest**      7.21pm
- (i) 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 in respect of members.
- (ii) To consider any dispensation requests received by the Town Clerk.
- PR/83/23      **Exclusion of the Press and Public.**      7.22pm
- 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*.  
*Note the resolution must include a reason for this exclusion.*
- PR/84/23      **Policy Review**      7.23pm
- (i) **To review the following adopted policies.**
- a      [Procurement Policy](#)
- b      [Streaming of Council Meetings](#)
- c      [Data Protection Policy](#)
- d      [CCTV Policy](#)
- e      [Investment Strategy](#)
- PR/85/23      **Planning**      7.38pm
- To respond to Wiltshire Council Planning on the following planning applications.
- (i)      **PL/2023/06937. Fairfield House, King Street.**  
            Install first floor bedroom window in side (east) elevation.
- PR/86/23      **Men's Shed Lease**      7.43pm
- The final draft has been sent to the Men's Shed who have questioned the term of the Lease. The Town Clerk has checked with the Solicitor and a Lease of 3 or more years must be up as a Deed and there are restrictions on who can draft a Deed.  
This has been confirmed by another Solicitor.  
The Men's Shed Chairman has challenged the information above and offered to speak to the Council's Solicitor.  
The response from Wilton Men's Shed is as follows;  
Following out Trustees Meeting I am pleased to confirm the form of lease is now agreed, subject to the term being 7 years
- (i) To confirm the length of the Lease.  
To permit the Chairman of Wilton Men's Shed to contact the Town Council's Solicitor to
- (ii) discuss the issue regarding the term of the Lease.  
To confirm which party will pay any charges incurred should Council permit the Chair of
- (iii) Wilton Men's Shed to engage with the Council's Solicitor.
- PR/87/23      **Managing the Council's money.**      7.55pm
- To approve terms of expenditure as detailed in the payment schedule.
- PR/88/23      **Budget Working Group for the 2024-2025 Budget**      7.58pm
- To agree the Budget WG for the preparation of the 24/25 Budget.

PR/89/23	<b><u>To confirm items to be included in the 2024/25 Budget</u></b>	8.00pm
PR/90/23	<b><u>To agree to withdraw the application to vary the consent ADA5710 relating to works on the Riparian Ditch in Water Ditchampton</u></b> Wilton Town Council holds the permit ADA5710 to oversee complicated work on the Riparian Ditch that runs through a number of properties in Water Ditchampton. In 2017 an application was submitted to The Environment Agency to vary permit ADA5710 to allow further excavation of the Riparian Ditch beyond the existing hard bed. There were certain conditions associated with The Environment Agency approving the variation to the consent. As no work requiring digging beyond the existing hard bed has happened over the past 6 years the Environment Agency must now close this variation. Wilton Town Council has been informed that should any future excavation work beyond the existing hard bed become necessary then a new variation of permit ADA5710 can be applied for quite quickly, at a modest cost of some £65.	8.10pm
PR/91/23	<b><u>Wilton Town Council website</u></b> To receive a verbal report from the Website Working Group	8.20pm
PR/92/23	<b><u>Historic Assets of Wilton Town Council</u></b> To receive an update on the visit from the Conservator.	8.25pm
PR/93/23	<b><u>CCTV</u></b> To receive a verbal report	8.30pm
PR/95/23	<b><u>Update of Actions from the last Meeting</u></b> To receive an update of any actions not listed on this agenda.	8.35pm
PR/95/23	<b><u>Correspondence received</u></b> The Clerk will report any correspondence received since the publication of the agenda.	8.40pm
PR/96/23	<b><u>Date of next meeting</u></b> To confirm the <a href="#">date of the next meeting</a> on Tuesday 21 <sup>st</sup> November 2023 at 7.00pm in the Council Chamber.	8.45pm
PR/97/23	<b><u>To close the meeting.</u></b>	8.50pm

**Wilton Town Council is committed to equality:**

In the exercise of their functions, Wilton Town Councillors and staff take full regard of the following:

- Equal Opportunities (age, race, gender, sexual orientation, marital status and any disability)
- Data Protection
- Health & Safety
- Human Rights.

Anyone who may have difficulty with access to these papers or with access to the meeting is asked to contact the Clerk (01722 742093 or [clerk@wiltontowncouncil.gov.uk](mailto:clerk@wiltontowncouncil.gov.uk) at least 24 hours before the meeting so that help may be provided.