



# Wilton Town Council

## P&R Committee Meeting



The Council Offices  
Kingsbury Square  
Wilton SP2 0BA



01722 742093

### Officer Report

10<sup>th</sup> May 2023

#### Policy review

**Lone Workers Policy** – changes required, see draft circulated

**Flag Flying Policy** – the Clerk missed the last meeting but apparently the vote was only to consider flying the HMD flag not actually agreeing to fly it.

Here is the list of official flag flying dates taken from [UK Guidance Flag Flying](#) ;

Designated days for flying the Union Flag on UK government buildings 2023

- **1 March:** St David's Day (in Wales)
- **13 March:** Commonwealth Day (second Monday in March)
- **17 March:** St Patrick's Day (in Northern Ireland)
- **9 April:** His Majesty's Wedding Day
- **23 April:** St George's Day (in England)
- **6 May:** Coronation Day
- **17 June:** Official Birthday of His Majesty The King
- **21 June:** Birthday of The Prince of Wales
- **17 July:** Birthday of The Queen Consort
- **8 September:** His Majesty's Accession
- **12 November:** Remembrance Day (second Sunday in November)
- **14 November:** Birthday of His Majesty The King
- **30 November:** St Andrew's Day (in Scotland)

Also:

The day of the opening of a Session of the Houses of Parliament by His Majesty, and the day of the prorogation of a Session of the Houses of Parliament by His Majesty. Flags should be flown on these days even if His Majesty does not perform the ceremony in person. Flags need to be flown in the Greater London area.

Wilton Town Council has the following flags;

Flag of St George

Union Flag

Wilton Crest flag

Ukraine flag

Wilton TC has purchased a new flag which is a blue background with King Charles' cypher.

**Scheme of Delegation** – this was referred from Full Council.

Question about budgets

Also both P&R and E&A state that if the Wiltshire Cllr is a member of the Town Council then they should be

on the Committee. This would leave 1 Cllr without a Committee as it is 5 plus the Mayor per committee. Currently this is not an issue as the Wiltshire Cllr is not a member of Wilton TC but this may change at the next election (2025).

### **Mayor Making Procedure**

To review the procedure, since the system was changed in 2021 this is reviewed annually. Please note that the law states the Chairman is to be elected at the Annual Meeting of the Council (which must be in May).

It does not state the Mayor must be elected in May.  
Wilton has a Mayor who is Chairman of the Council.

### **Committee Minutes**

This was raised at Full Council on 2<sup>nd</sup> May.

Currently Minutes are received and ratified by FC because that is the way it has always been but this may not be the case.

To change the item to just receive the Minutes and agree recommendations.

The Minutes will then be approved at the next Committee meeting.

### **Planning**

All applications are online; A reminder of the responses is attached to this report.

### **Men's Shed Lease**

please see draft Lease, showing the amendments recommended by the Solicitor.

Cllrs Blackman and Crossley were involved prior to any recommendations being added.

The Solicitor has responded with several comments regarding the Lease, which have been incorporated.

### **Money**

Pay schedule attached

Telephone and Broadband contracts

Contracts – the current contract for the phone and broadband expired in January 2023. Details of options were presented at the January meeting but no action was taken.

Changes to the availability of analogue due in 2025.

Current B/B charges are £42.00 per month (plus VAT) for unlimited B/B.

### **Council Office**

Disabled access

Changes to the lift, main front door are being looked into.

1 quote for a new lift has been received, this doesn't include the building work required.

Several companies have been asked for quotes, two responded and one visited but as yet no quote received.

A removable ramp is required for the front door.

### **Historic Assets**

This was raised at Mayor Making.

The assets will remain the property of Wilton Town Council.

### **Website**

Please see the current website and the tabs across the top.

The website is the website of Wilton Town Council

To consider if any changes are required eg changing the top tabs so there are ones for Cemetery, Finance etc

If changes are required who will action them

## **Defibrillators**

A resident rang asking about a defibrillator for the Bulbridge area, they had been in need of one during a recent emergency.

There are currently 4 in Wilton

- Castle Meadow Pavilion (WTC)
- Wilton Community Centre (WTC)
- Market Sq (WTC but originally funded by Rotary)
- Saddlers Mead (privately funded)

There is nothing in Bulbridge although possibly one at the school and or Downside (need to check).

Can one be purchased for Bulbridge

Do residents need to fundraise, are there grants?

This could be funded with a grant, the SSEN resilience grant may be a good source.

Asked Community Heartbeat for the current costs and options for defibrillators.

## **Correspondence**

WALC annual conference – Cllrs Crossley and La Femina will attend.

Information regarding Towns programme

Responded to FoI Request.

Enquiry from Wilton Carnival about how Wilton Town Council wishes to be acknowledged on the advertising literature. Last year it stated sponsored by which was not the case.

## **Responses for Planning Applications**

### **No Comment**

the Council neither objects to nor supports the application. If the Council does not respond to a consultation we would treat this as no comment.

### **Comment**

The Council wishes to make a comment.

### **No Objection**

The Council has no objection but does not support the application.

### **Support**

the Council supports the application unconditionally (that is, exactly as submitted).

It is suggested, if the Council wishes, to list reasons why it supports the application.

### **Mixed**

For responses that are neither of the alternative options.

### **Object for reasons set out**

the Council objects to the application with specified reasons.

### **No Objections subject to conditions**

the Council has no objections subject to conditions

### **Call in.**

The Council can request the Unitary Cllr “calls in” the application should the Council wish the application be determined by the Southern Planning Committee. It is the decision of the Unitary Cllr as to whether the call in is made and if it is a member of the Council should attend the Committee meeting held in Salisbury. This must be agreed at the meeting.

The call in is only for when the Planning Officer disagrees with the Council’s response eg recommends approval when the Council made objections, or recommends refusal when the Council supported the application.