



# Wilton Town Council

## Full Council Meeting

Tuesday 5<sup>th</sup> March 2024



The Council Offices  
Kingsbury Square  
Wilton SP2 0BA



01722 742093

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**Report for the Full Council meeting to be held on 5<sup>th</sup> March 2024**

29<sup>th</sup> February 2024

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The office is open to the public on **Wednesday and Thursday between 10 and 12** but visits by appointment can be made. Please be aware that the Office may be closed should the Staff have to go out on site.

### **Background for Agenda items**

#### **Minutes**

The Minutes of the last meeting have been circulated and will be uploaded to the website on as soon as possible.

#### **Declarations of Interest**

A reminder it is good practice to declare an interest even if the interest is listed on your register (online). It is up to the Cllr whether they wish to declare an interest but Cllrs are reminded that failure to declare an interest is a breach of the Code of Conduct.

Should you wish to request a Dispensation then you need to complete the form and ensure it is handed to the Clerk prior to the start of the meeting.

Another reminder that it is the individual Cllr's responsibility to keep their online register updated.

#### **Exclusion of the Public and Press**

Please remember the reason for the exclusion must be stated in the resolution to exclude.

Without the resolution it is not possible to lawfully ask the public to leave

#### **Environment and Amenities Committee Minutes**

Circulated to members of the committee not yet uploaded to the website, hopefully uploaded before the meeting.

#### **Parish Steward Liaison**

The scheduled dates are

14<sup>th</sup> and 15<sup>th</sup> February

14<sup>th</sup> and 18<sup>th</sup> March

15<sup>th</sup> and 16<sup>th</sup> April

May – no scheduled visit

13<sup>th</sup> and 17<sup>th</sup> June

11<sup>th</sup> and 15<sup>th</sup> July

August – no scheduled visit

12<sup>th</sup> and 16<sup>th</sup> September

14<sup>th</sup> and 15<sup>th</sup> October

14<sup>th</sup> and 18<sup>th</sup> November

11<sup>th</sup> December

### **Toilet Working Group**

Wilton TC is a member of the British Toilet Association which allows access to advice.

### **Staffing Committee Minutes**

Circulated to members of the committee and uploaded to the website.

### **Joint administration of the VPM**

Cllr Harrison has confirmed that this is required in order to move the files from the current Server onto Sharepoint.

Advice from the Information Commissioners Office is that this is permissible as long as a valid reason is given as to why the access is required and that the Council makes the decision to allow the access.

### **To appoint Cllr Harrison to administer the MS 365 accounts.**

This is a temporary measure whilst the new accounts are set up.

To source an Independent Professional Contractor will be an item for the next Policy and Resources Committee.

### **To investigate costs incurred by a previous Contractor.**

As stated in the agenda.

### **Money**

(i) Bank rec, Income & Expenditure and Balance sheet have been emailed to Councillors.

Please email any questions to the Office as soon as possible, no later than midday on the day of the meeting.

(ii) Pay schedule circulated to Cllrs

(iii) Grant application has been circulated to all Cllrs. It is hoped the applicant will be attending the meeting but as always, advisable to email any questions to the Clerk by 10am on Monday 4<sup>th</sup>.

### **Minster St Glasdon Shelter**

Recently further panels have been broken so there are now 6 panels missing, by replacing all 8 the Shelter will look much smarter.

Information on this item has been circulated to all Cllrs.

### **West Street Bus Shelter**

It is not possible to replace the shelter but it can be repaired.

The details for this item has been circulated to all Cllrs.

### **To repair the King Street Bus Shelter.**

This shelter belongs to another organization, currently unknown.

The electricity problem has been resolved thanks to Wiltshire Council (and Pauline Church).

There are missing panels and the shelter needs a good clean.

The details for this item has been circulated to all Cllrs.

As stated in the Environment and Amenities Meeting report, the town Clerk will be looking into the adoption of this shelter by Wilton Town Council and in doing so ensure that both Wiltshire Council Highways and National Highways have no objection to the adoption.

### **Planning**

This application states it resubmission of PL/2023/03527. This application was initially for a two storey rear extension but was changed in July 2023 to a single storey rear extension.

[Original application form \(May 2023\)](#)

The single storey was approved with conditions

[Officer Report](#)  
[Decision Notice](#)

Wilton Town Council objected to the original 2 storey extension on 1<sup>st</sup> June 2023  
*Overdevelopment - neighbouring properties have single storey extensions, a two storey extension could cause overlooking issues. Parking - the addition of a third bedroom will probably impact on the existing street parking.*

Wilton Town Council made No Objection to the revised plans for a single storey extension.  
*No Objection to the revised plan dated 3rd July 2023*

The application last year omitted the neighbours in Kingsbury Sq, this time No 6 and 7 Kingsbury Sq have been notified (according to the Planning website).

The Willow tree application is on the WC website.

**Town Clerk's report**

Councillors are reminded that the Town Clerk and the Assistant to the Town Clerk use the calendar facility on the Visionict email site. All Cllrs are invited to enter information on their calendar. Please check this for availability.

Photos of new Councillors have been taken and the website updated.

Take up for the Annual Town Meeting has been positive and information appeared in both the Salisbury Journal and Salisbury and Avon Gazette. The information was also sent to New Valley News.

Application received for a road closure made by Salisbury and South Wiltshire Scouts. The deadline for responses is 13<sup>th</sup> March which is before the next Committee meeting.

Attended a course on exhumations run by the ICCM.  
Will be attending a Memorial Safety course later in March.

Met with current Insurance provider re renewing policy, have requested quotes from other companies.  
Met with Conservator from Wiltshire and Swindon History Centre, this will be discussed at the next Policy and Resources Committee meeting.

**Correspondence**

South West Wiltshire Area Board met on Wednesday 28<sup>th</sup> February, the agenda had been circulated.  
Various Wiltshire Council updates, circulated by email

**Future Meetings**

Date	Time	Meeting	Attendees
28 <sup>th</sup> February	6.30pm	SWWAB	All Cllrs
5 <sup>th</sup> March	7pm	Full Council	All Cllrs
<b>11<sup>th</sup> March</b>	<b>7pm</b>	<b>Annual Town Meeting – Community Centre</b>	<b>Everyone</b>
19 <sup>th</sup> March	7pm	Policy and Resources Committee	Committee Cllrs
2 <sup>nd</sup> April	7pm	Full Council	All Cllrs

Meetings in Green are open to the public.

## **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.

## **MATERIAL CONSIDERATIONS**

In commenting on Planning applications, it is important that the Council considers planning issues. These include:

- consistency with the development plan for the areas
- Traffic and highway safety issues
- overlooking, loss of privacy and loss of light
- scale of the development
- design, appearance, layout and material
- loss of important open space or physical features
- noise, disturbance or smells
- local knowledge of drainage or other possible problems with the surface
- impact on the surroundings

Issues that are not relevant include:

- Effect on the value of property
- Loss of view over other peoples land
- Possible future development not included in the application
- Private property rights such as boundary or access disputes
- Matters covered by other laws
- The morals or motives of the developer

Special rules apply for listed buildings conservation areas, trees (some are protected by Tree Preservation Orders). Planning permission is needed for advertisements above a special size.

If development appears to have taken place without permission or if the development is more extensive than given in the planning consent, the District Council’s enforcement officer to visit the site and take any necessary follow up action.

# WILTON TOWN COUNCIL

## COUNCILLOR'S REQUEST FOR DISPENSATION

Councillors seeking dispensations under Section 33 of the Localism Act 2011 may do so using this Form.

The matter for which dispensation is sought (refer to agenda item number if appropriate)	
Details of your interest in that business	
Date of meeting or time period (up to 4 years) for which dispensation is sought	
Dispensation requested to: participate, or participate further, in any <b>discussion</b> of that business	Yes / No
Dispensation requested to: participate in any vote, or further <b>vote</b> , taken on that business	Yes / No
<b>REASON(S) FOR DISPENSATION</b>	
33(2)(a) without the dispensation the number of persons unable to participate in the transaction of business would be so great as to impede the transaction of the business	Yes / No
33(2)(c) the dispensation is in the interests of persons living in the council's area	Yes / No
33(2)(e) that it is otherwise appropriate to grant a dispensation Reason :	Yes / No

Print Name: .....

Signature: .....

Date:

<b>DECISION :</b>	
Dispensation given: YES / NO	Length of Dispensation : .....
Date: .....	Minute Number: .....
Signed: .....	Clerk to Wilton Town Council
Signed: .....	Chairman of Wilton Town Council