



Council Offices
Kingsbury Square
Wilton SP2 0BA



01722 742093



[Email the clerk](#)



[Wilton TC Website](#)

Wilton Town Council

Meeting of the Town Council

AGENDA

To: All Members of Wilton Town Council

Cllr Blackman

Cllr Boyd

Cllr Crossley

Cllr Forbes

Cllr Harrison

Cllr Hilliard

Cllr Kinsey

Cllr Moore

Cllr Page

Cllr Taylor

Cllr Whillock

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 1st OCTOBER 2024 at 7.00pm

for the purpose of transacting the following business.

This meeting is open to the Public and Press. It is hoped to stream the meeting via ZOOM.

Please see the [Public Participation at Meetings Policy](#)

Wilton Town Council has signed the [Civility and Respect Pledge](#).
[Who has taken the Pledge](#)

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

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

Please [click here](#) or use the following access details;

Meeting ID 831 7088 0701

Password 929127

You will be placed in a waiting area so please ensure arrival at least 5 Minutes before the start of the meeting.

Yours faithfully

Clare Churchill

Town Clerk

25TH September 2024

		<u>The Mayor of Wilton, Councillor Alan Crossley, will open the meeting.</u>	7.00pm
178/24		<u>Apologies</u>	
		To receive apologies for absence. (LGA 1972 Sch 12 s85(1)).	
179/24		<u>Minutes</u>	7.02pm
		To approve the Minutes of the meetings held on:	
	(i)	3 rd September 2024 (LGA 1972 sch 12 para 41).	
	(ii)	10 th September 2024 (LGA 1972 sch 12 para 41).	
180/24		<u>To suspend Standing Orders</u>	7.04pm
		<u>Report from Wiltshire Police - Wilton Neighbourhood Policing.</u>	7.05pm
		To receive a written or verbal report from Wiltshire Police.	
		<u>Community Engagement</u>	7.10pm
		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.	
		<u>Report from the Unitary Councillor for Wilton.</u>	7.25pm
		Councillor Pauline Church to give a brief report followed by questions to Councillor Church.	
181/24		<u>To reinstate Standing Orders</u>	7.30pm
182/24		<u>Community Engagement</u>	7.31pm
		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).	
183/24		<u>Declarations of Interest</u>	7.36pm
	(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(s33 b-e) in respect of Members.	
	(ii)	To consider any Dispensation Requests received by the Town Clerk.	
184/24		<u>Exclusion of the Press and Public.</u>	7.38pm
		To agree any items, if required, to be dealt with after the public, including the press, have been excluded under <i>Public Bodies (Admissions to Meetings) Act 1960</i> .	
185/24		<u>Mayor's report</u>	7.39pm
		To receive a brief report of events and engagements attended by the Mayor of Wilton.	
		To receive notice of upcoming events.	

186/24	<u>To receive the Minutes and agree the Recommendations of the Staffing Committee Meeting held on 16th September 2024;</u>		7.41pm
	(i)	17.1. Consideration should be given to the proposed officer structure suggested, including the revised hours of work and, where applicable, the salary changes and implemented as soon as is practicable if agreed. Agree: to recruit a Deputy Clerk for 30 hours per week and later consider the appointment of an Administration Assistant for 22 hours per week. Flexibility on hours is essential. Amend the Town Clerk's role to focus on the Finance (RFO role) and Policies. Cllr Forbes to contact WorkNest re drafting an advert and job description.	
	(ii)	17.2. Commence the process of drawing up job descriptions to suit the new / revised roles and moving to a corporate suite of Job Descriptions. Agree: to be discussed with WorkNest.	
	(iii)	17.3. Ensure the officer budget provision is suitable for the balance of financial year 2024/25 and thereafter. Agree: to be considered by the Budget Working Group.	
	(iv)	17.4. Consider a move to the NJC grading structure for salaries paid. Agree: to consider.	
	(v)	17.5. As a matter of priority, commence the process of drawing up a Corporate Plan, to include identifying a Vision and the key themes for WTC and ensuring full input to it by all Councillors, all officers, stakeholders and residents. Agree	
	(vi)	17.6. Consideration should be given to agreeing a strategy as regards precept levels moving forwards. Agree	
	(vii)	17.7. Consider drawing up a devolution plan in readiness for any opportunities ahead. Agree: to monitor situation with Wiltshire Council and devolution.	
	(viii)	17.8. Consider arranging a Councillor / Officer development event if deemed necessary. Agree: to try to hold a development event within 12 months.	
	(ix)	17.9. Seek to undertake an appraisals option on future office accommodation arrangements. Agree	
	(x)	17.10. Set an aim to meet the Local Council Quality Gold Standard within 3 years. Agree	
	(xi)	17.11. Set an aim to achieve Green Flag status for certain parks and open spaces managed by WTC within 3 years. Agree	
187/24	<u>To receive the Minutes and agree the Recommendations of the Policy and Resources Committee Meeting held on 17th September 2024;</u>		7.46pm
		To recommend the following items.	
	(i)	PR/098/24(i). The income and expenditure dated 31 st August was reviewed and approved.	
	(ii)	PR/098/24(ii). To publish the Pay Schedule in the Minutes of the Meeting but that Wilton TC retains the right to redact individual names if necessary and this redaction is to be agreed at the time of authorizing the payment.	
	(iii)	PR/099/24(i). To Adopt the Terms of Reference for the Budget Working Group.	
	(iv)	PR/102/24. To publish the current balance of S106 contributions each month at Full Council.	

188/24	<u>Planning</u>	7.51pm
	To respond to the following Planning Application following the receipt of amended plans on 27 th August 2024.	
	PL/2021/08160 . Land off Buckeridge Road, Wilton.	
	Mixed use development comprising 52 dwellings, an innovation centre (use class E) with 15no. Veterans flats above, access off the avenue (already constructed), internal roads and footpaths, car parking, public open space, landscaping, drainage and other associated works and infrastructure	
189/24	<u>Managing the Council's Money</u>	8.00pm
	(i) To note the bank reconciliation dated 31 st July 2024.	
	(ii) To note the income and expenditure dated 31 st July 2024.	
	(iii) To note the bank reconciliation dated 31 st August 2024.	
	(iv) To note the income and expenditure dated 31 st August 2024.	
	(v) To confirm payments as per payment schedule.	
	(vi) To note expenditure authorized by the Town Clerk using delegated powers:	
	(vii) To note the following developer contributions: CIL £3,579.22 (received from WC for PL/2023/01740).	
190/24	<u>To Adopt the Terms of Reference for the Events Working Group</u>	8.10pm
	To adopt the Terms of Reference for the Events Working Group	
191/24	<u>To receive verbal reports from the Town Council's representative to;</u>	8.15pm
	(i) Wiltshire Association of Local Councils	
	(ii) South West Wiltshire Area Board	
	(iii) SWW Local Highways & Footway Improvement Groups (LHFIG)	
	(iv) South Wiltshire Operational Flood Working Group	
	(v) Wilton Church of England Primary School	
	(vi) Trustees of the Michael Herbert Hall	
	(vii) Wilton United Charities	
192/24	<u>Town Clerk's Report</u> – circulated	8.20pm
193/24	<u>Date of next meeting</u>	8.25pm
	To confirm the date of the next meeting of Wilton Town Council which will be held on Tuesday 5 th November 2024 at 7pm in the Council Chamber.	
194/24	<u>To close the meeting.</u>	8.26pm

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 at least 48 hours before the meeting so that help may be provided.