



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 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 3rd DECEMBER 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 814 7803 1980

Password 413826

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

27th November 2024

	<u>The Mayor of Wilton, Councillor Alan Crossley, will open the meeting.</u>	7.00pm
214/24	<u>Apologies</u> To receive apologies for absence. (LGA 1972 Sch 12 s85(1)).	7.01pm
215/24	<u>Minutes</u> To approve the Minutes of the meeting held on 5 th November 2024.	7.02pm
216/24	<u>To suspend Standing Orders</u>	7.03pm
	<u>Report from Wiltshire Police - Wilton Neighbourhood Policing.</u> To receive a written or verbal report from Wiltshire Police.	7.04pm
	<u>Community Engagement</u> 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.	7.08pm
	<u>Report from the Unitary Councillor for Wilton.</u> Councillor Pauline Church to give a brief report followed by questions to Councillor Church.	7.23pm
217/24	<u>To reinstate Standing Orders</u>	7.28pm
218/24	<u>Community Engagement</u> 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).	7.29pm
219/24	<u>Declarations of Interest</u> (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.	7.34pm
220/24	<u>Exclusion of the Press and Public.</u> 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> .	7.35pm
221/24	<u>Mayor's report</u> To receive a brief report of events and engagements attended by the Mayor of Wilton. To receive notice of upcoming events.	7.37pm
222/24	<u>To receive the Minutes and agree the Recommendations of the Policy and Resources Committee Meeting held on 17th November 2024;</u> To recommend the following items.	7.42pm

	(i)	To make the following virements: <ul style="list-style-type: none"> • Vire £30,000 from General Reserves into EMR 322 Open Spaces • Vire EMR 335 (Wilton Junction Grant) to EMR 334 (Public Toilet Upgrade) • Vire EMR 332 (Biodiversity) to EMR 320 (Cemetery) • Vire £7,158.00 from General Reserves to EMR 324 (Elections) This will empty the following EMRs – 335 and 332.	
	(ii)	To rename EMR 325 (Neighbourhood Plan) as Consultancy.	
	(iii)	To add Councillor Forbes to the bank mandate as a signatory for the Town Council bank accounts.	
	(iv)	To accept the recent pay award back dated to 1 st April 2024 for all employed staff since 1 st April 2024.	
		Remaining recommendations are listed as separate agenda items (see 225/24, 226/24 and 227/24)	
223/24		<u>To receive the Minutes and agree the Recommendations of the Staffing Committee Meeting held on 25th November 2024;</u>	7.52pm
	(i)	To note the guidance to Prevent Sexual Harassment in the Workplace.	
	(ii)	To request additional access to the WorkNest portal as currently only Chair of Staffing and Town Clerk.	
	(iii)	To complete the Action Plan and Risk Assessment (re preventing sexual harassment in the workplace) by a member of staff. To complete by 1 st February 2024.	
		Remaining recommendation is listed as a separate agenda item – 233/24.	
224/24		<u>Planning</u>	7.55pm
		To respond to the following Planning Applications	
	(i)	PL/2024/09491 . The Wilton Shopping Village, King Street.	
		Refurbishment and enhancement of elevations to Units 1 - 4 at Wilton Shopping Village. Minor alterations.	
	(ii)	PL/2021/03251 . Land and buildings at EV Naish, Crow Lane.	
		Reserved matters application seeking consent for layout, scale, appearance and landscaping pursuant to planning application S/2003/1016 (Demolition of existing buildings and the erection of 62 dwellings two commercial (B1) units and one retail unit). Amended plans.	
	(iii)	Planning Application: PL/2024/10553 . 7 Wiley Terrace.	
		Erection of a garage.	
225/24		<u>Managing the Council's Money</u>	8.15pm
	(i)	To note the bank reconciliation dated 31 st October 2024.	
	(ii)	To note the income and expenditure dated 31 st October 2024.	
	(iii)	To confirm payments as per payment schedule.	
	(iv)	To note expenditure, if any, authorized by the Town Clerk using delegated powers:	
	(v)	To note the following developer contributions: R2 £45,045.82 to be allocated CIL £3,579.22 (received from WC for PL/2023/01740).	
226/24		<u>To agree the Budget for the financial year 2025-2026</u>	8.25pm
		Please see the attached report dated 14 th November and proposed Budget.	

		To approve a Budget totaling £305,297.00 for the financial year 2025-2026	
227/24		<u>To request a Precept totalling £247,520.00 from Wiltshire Council for the financial year 2025-2026.</u>	8.40pm
	(i)	To resolve to request a Precept totaling £247,520 which will equate to a Band D of £156.02 for the financial year 2025-2026. The balance of £42,177 will be taken from Ear Marked Reserves.	
	(ii)	To sign the Precept request form which will not be submitted until the draft CTB has been confirmed.	
228/24		<u>Approval of Terms of Reference and Amended Policy</u>	8.42pm
		The Policy Working Group met on 14 th November 2024.	
	(i)	To approve the Terms of Reference for the Policy WG.	
	(ii)	Following review by the Policy Working Group, to approve the following amended policy Flag Flying Policy. This Policy can be found in the Officer report.	
229/24		<u>To receive verbal reports from the Town Council's representative to;</u>	8.45pm
	(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	
230/24		<u>Vacancy on Wilton Town Council</u>	8.50pm
	(i)	To note whether an election was requested to fill the vacancy.	
	(ii)	If an election has been requested, to note the date of the election.	
	(iii)	If no election was requested to confirm the vacant seat may be filled by co-option. Note – the next scheduled election is on 1 st May 2024.	
	(iv)	If the vacancy may be filled by co-option, to confirm the dates for applying. Note the deadline must be at least 2 clear days before the agenda is published.	
231/24		<u>Town Clerk's Report</u> – circulated	8.52pm
232/24		<u>Date of next meeting</u>	8.53pm
		To confirm the date of the next meeting of Wilton Town Council which will be held on Tuesday 7 th January 2025 at 7pm in the Council Chamber.	
233/24		<u>To appoint a Deputy Town Clerk for Wilton Town Council.</u>	8.54pm
		Following interviews on 22 nd November and a Staffing Committee meeting on 25 th November to offer the position of Deputy Town Clerk to the successful Candidate. The appointment includes the pay scale, start date and employment contract.	
234/24		<u>To close the meeting.</u>	9.00pm

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.