



Wilton Town Council

Town Council Meeting

AGENDA



The Council Offices
Kingsbury Square
Wilton SP2 0BA



01722 742093



[Email the clerk](#)



[Wilton TC Website](#)

To: All Members of Wilton Town Council

You are summoned to attend a **MEETING** of **WILTON TOWN COUNCIL** to be held in

Room 2 at Wilton Community Centre, West Street, Wilton

on:

TUESDAY 4th MARCH 2025 at 7.00pm

for the purpose of transacting the following business specified in the Agenda below.

This meeting is open to the Public and Press.

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 Microsoft Teams.

Microsoft Teams [Need help?](#)

[Join the meeting now](#)

Meeting ID: 383 875 286 295

Passcode: ES9MQ3n5

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

The meeting will be recorded.

Yours faithfully

Clare Churchill

Town Clerk

049/24	<u>Welcome and Apologies</u>	7.00pm
	(i) To receive apologies for absence. (LGA 1972 Sch 12 s85(1)).	
050/25	<u>Minutes</u>	7.01pm
	To approve the Minutes of the Meeting held on: (LGA 1972 sch 12 para 41).	

- (i) Meeting of Wilton Town Council held on 4th February 2025.
[Full Council - draft Minutes](#)
- (ii) Extraordinary Meeting of Wilton Town Council held on 11th February 2025.
[Extraordinary Meeting - draft Minutes.](#)
- 051/25 **To suspend Standing Orders** 7.03pm
- 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.
- Report from the Unitary Councillor for Wilton.** 7.18pm
Cllr Pauline Church to give a brief report followed by questions to Cllr Church.
- 052/25 **To reinstate Standing Orders** 7.28pm
- 053/25 **Community Engagement** 7.28pm
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).
- 054/25 **Declarations of Interest** 7.34pm
- (a) 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.
(b) To consider any Dispensation Requests received by the Town Clerk.
(c) Wilton Town Councillors are reminded that it is their duty to ensure their Register of Interests is kept up to date.
- 055/25 **Exclusion of the Press and Public.** 7.35pm
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*.
- 056/25 **Mayor's report** 7.36pm
To receive a brief report of events and engagements attended by the Mayor of Wilton.
- 057/25 **To receive the Minutes of the Environment and Amenities Committee Meeting held**
[http://www.wiltontowncouncil.gov.uk/UserFiles/Files/ Minutes/138423-2022-09-27 P and R Comm Minutes.pdf](http://www.wiltontowncouncil.gov.uk/UserFiles/Files/Minutes/138423-2022-09-27_P_and_R_Comm_Minutes.pdf) on 18th February 2025. Note this is an internal link only. 7.38pm
- (i) (EA/008/25) To request Option 2 for the South Street crossing at a cost of £1750 to Wilton Town Council (based on a 25% contribution) and the remainder from the LHFIG budget if agreed by LHFIG).

- (ii) (EA/011/25.ii) To purchase a mobile cricket wicket cover totaling £5,600.00 plus VAT (option B, quote 3).
- (iii) (EA/012/25.ii) To accept a quote for the cleaning of the Minster Street fountain at a cost of £2,265.00 plus VAT on the understanding that the Risk Assessment and mitigations are in place.
- (iv) (EA/012/25) To agree to a maintenance schedule for the tennis courts
- (v) (EA/016/25) To appoint a Contractor to install the Street name plates.
- (vi) (EA/017/25.ii) To accept a quote for the Architect to complete and submit the application for the noticeboard at the Churchyard of Old St Mary's.
- (vii) (EA/017/25.iii) To accept a quote for the Architect to complete and submit retrospective consent for the noticeboards at Minster Street and Castle Meadow.

058/25

Planning

7.45pm

To respond to Wiltshire Council on the following planning and tree applications:

- (i) [PL/2025/01445](#) Wykeham House, 33C West Street.
Complete removal of oak tree.
- (ii) **Planning Application: PL/2024/09343** Kingsway House, Kingsway.
Retention and general repairs to the original, historic timber sliding sash and timber-framed windows to front elevation. Replacement of non-original timber-framed windows to rear elevation with double-glazed and FSC-sourced timber-framed windows kept in same style as those existing.
- (iii) [PL/2025/01744](#) Kingsway House, Kingsway
Retention and general repairs to the original, historic timber sliding sash and timber-framed windows to front elevation. Replacement of non-original timber-framed windows to rear elevation with double-glazed and FSC-sourced timber-framed windows kept in same style as those existing.

059/25

Structure of Wilton Town Council

7.55pm

To consider whether Wilton Town Council should move from the current Committee structure with Working Groups for particular areas (e.g. Castle Meadow Car Park, Toilets and Events) or to move from Committees to just Working Groups that would then report to Full Council.

Please see Minutes from Policy and Resources Committee

[January 2025 Policy and Resources Committee Minutes.](#)

060/25

To adopt the Wilton Town Council Meetings Policy.

8.10pm

This is a new Policy combining the current Public Participation and Streaming of Meetings Policies.

[Meetings PolicyFebruary 2025.docx](#)

061/25

Managing the Council's Money

8.15pm

- (i) Noting of the Bank Reconciliations dated 31st January 2025 inc Income & Expenditure.
[Bank reconciliation. 31/1/2025](#)
[CCLA Bank reconciliation. 31/1/2025](#)
[Income and Expenditure. 31/1/2025.](#)
- (ii) To consider a grant application from Wilton Carnival Committee for £500 towards the 2025 Carnival (5th July 2025)

[Carnival Grant Application Form 2025.pdf](#) Please note this is an internal link only.

- (iii) To confirm payments as per attached payment schedule.
[Pay schedule. March 2025.xlsx](#) Please note this is an internal link only.
- (iv) To agree to enter into a Side Agreement with Wiltshire Council on R2 funds.
- (v) To agree to purchase 4 new recycled benches for the Shaftesbury Road Cemetery.
[ARF benches cemetery.docx](#) Please note this is an internal link only.
[Benches for Cemetery.docx](#)
- (vi) To agree to appoint a Contractor to undertake maintenance on the tennis courts in Minster Street.
[ARF Tennis Courts clean.dotx](#) Please note this is an internal link only.
[Tennis Court Cleaning and Relining.docx](#)
- (vii) To accept a quote to undertake a full reinstatement of buildings valuation at a cost of £1500.00
- (viii) To accept the quote to undertake a new valuation of assets of value.
- (ix) To agree to purchase a VE Day 80 flag to be raised on 8th May 2025 to commemorate the 80th anniversary of VE Day.
[VE Day 80 flag options](#)
- (x) To note the following developer contributions:
R2 £7,880.34 to be allocated (by 10/06/2025)

062/25	<u>Motion by Councillor Blackman regarding recent audits.</u> Recent audits have brought to the Council’s attention significant failings in Health & Safety procedures and record keeping. It’s evident that these failures represent a risk to the safety of staff, tenants, councillors and members of the public and that remedial work must be undertaken urgently. Therefore, I propose that the Clerk draws up an Action Plan immediately, as a matter of priority and presents the plan to Full Council on Tuesday 1 st April 2025.	8.30pm
063/25	<u>To receive verbal reports from the Town Council’s representatives</u>	8.40pm
064/25	<u>Town Clerk's Report</u> – circulated to Cllrs	8.45pm
065/25	<u>Date of next meeting</u> To confirm the date of the next meeting of Wilton Town Council, which will be on Tuesday 1 st April 2025 at 7pm. Venue to be agreed as either The Sports Pavilion, Castle Meadow or Wilton Town Council Chamber.	8.50pm
066/25	<u>To close the meeting.</u>	8.52pm