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# Wilton Town Council

## Town Council Meeting

### AGENDA

To: All Members of Wilton Town Council  
You are summoned to attend a **MEETING** of **WILTON TOWN COUNCIL** to be held in the **ROOM 2, Wilton Community Centre, West Street, Wilton** on: **MONDAY 31ST MARCH 2025 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 Teams.  
Any member of the public or press who wishes to ask a question or make a statement is invited to send this via email or in writing (posted through the letter box) to the Clerk before midday on the day of the meeting.

Please see the [Meetings Policy](#) on the Wilton Town Council [website](#).

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 MS Teams.

**Microsoft Teams [Need help?](#)**  
**[Join the meeting now](#)**  
Meeting ID: 341 101 246 651  
Passcode: 4UU9bd2U

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 March 2025

067/25	<p><b><u>Welcome and Apologies</u></b></p> <p>To receive apologies for absence. (LGA 1972 Sch 12 s85(1)).</p>	7.00pm
068/25	<p><b><u>Minutes</u></b></p> <p>To approve the Minutes of the Meeting held on <a href="#">4th March 2025</a> (LGA 1972 sch 12 para 41).</p>	7.01pm
069/25	<p><b><u>To suspend Standing Orders</u></b></p> <p><b><u>Report from Wilton Neighbourhood Police Team</u></b></p> <p><b><u>Community Engagement</u></b></p> <p>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.</p>	7.02pm
	<p><b><u>Report from the Unitary Councillor for Wilton.</u></b></p> <p>Cllr Pauline Church to give a brief report followed by questions to Cllr Church.</p>	7.20pm
070/25	<p><b><u>To reinstate Standing Orders</u></b></p>	7.25pm
071/25	<p><b><u>Community Engagement</u></b></p> <p>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).</p>	7.26pm
072/25	<p><b><u>Declarations of Interest</u></b></p> <p>(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.</p> <p>(b) To consider any Dispensation Requests received by the Town Clerk.</p> <p>(c) Wilton Town Councillors are reminded that it is their duty to ensure their Register of Interests is kept up to date.</p>	7.31pm
073/25	<p><b><u>Exclusion of the Press and Public.</u></b></p> <p>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>.</p>	7.32pm
074/25	<p><b><u>Mayor's report</u></b></p> <p>To receive a brief report of events and engagements attended by the Mayor of Wilton.</p>	7.33pm
075/25	<p><b><u>To receive the Minutes of the Policy and Resources Committee Meeting held on 18<sup>th</sup> March 2025.</u></b></p> <p>(i) (PR/026/25) To purchase three new heaters for the Sports Pavilion, to replace the one previously removed and the two currently in place.</p> <p>(ii) (PR/028/25 (viii) To book in external support to complete the required VAT Partial Exemption Calculations.</p> <p>(iii) (PR/026/25.ix) That the Town Clerk will only upload bank payments once a week.</p>	7.36pm

- (iv) (PR/026/25.xi) The information regarding the Local Government Pension Scheme was noted. Other recommendations appear as separate agenda items.

076/25 **To adopt the following Policies** 7.43pm

- (i) Updated Standing Orders for Wilton Town Council
- (ii) Updated Procurement Policy for Wilton Town Council
- (iii) Updated Financial Regulations

077/25 **Planning** 7.55pm

- (i) [PL/2025/02295](#) 26 OLIVIER ROAD, WILTON  
Variation of condition 2 (variation to the existing planning decision due to a window being moved for structural reasons. The extension has also been cladded in grey horizontal timber) for application PL/2022/09447
- (ii) [PL/2025/0253](#). Island Lodge, Minster Street.  
T1 Magnolia - Fell
- (iii) [PL/2025/02783](#). Pembroke Arms Hotel, Minster Street.  
10 Ash trees - fell  
Hazel tree - coppicing  
Sycamore tree - removal of loose branches

078/25 **Insurance for Wilton Town Council** 8.05pm

- (i) To agree the Asset Register.  
Note that the recent valuation of assets of value is pending.  
The update to the reinstatement of buildings values is being undertaken on 27th March 2025.
- (ii) To agree the insurance quote received from Zurich for the year 1st April 2025 to 31st March 2026.  
Note the revised costs from the Asset Register will be sent to Zurich and the appropriate adjustments made.

079/25 **Managing the Council's Money** 8.15pm

- (i) Noting of the Bank Reconciliation dated 28th February 2025 inc the detailed Balance Sheet and Income & Expenditure.  
[Bank Reconciliation](#)  
[Balance Sheet](#)  
[Income and Expenditure](#)
- (ii) To consider the current Ear Marked Reserves and reallocate if necessary.
- (iii) To consider quotes for the electricity supply, the current contract expires on 31st March 2025.  
Please note that the quotes are subject to change as the rates change daily.
- (iv) To agree to the charges for electricity for the Fountain at Minster Street.
- (v) To confirm payments as per the attached payment schedule.

- (vi) To appoint a Contractor to supply and install a new roundabout in Minster Street play area.
- (vii) To purchase a new two bay noticeboard for Bulbridge recreation area.
- (viii) To close the Neighbourhood Planning Bank Account and transfer the funds into the WTC EMR for Neighbourhood Planning.
- (ix) To agree to cover the account charges for the Mayor's Appeal Bank Account of £51 per annum.
- (x) To note the following developer contributions:  
R2 £7,880.34 to be allocated (by 10/06/2025)

080/25	<b><u>Action Plan</u></b> To consider the Action Plan following the recent audits.	8.30pm
081/25	<b><u>Charges for the Sports Pavilion</u></b> This was raised at Full Council on 4th March and subsequently omitted from the Policy and Resources Committee Agenda. To consider the charges for hiring the Sports Pavilion by Wilton Community Carnival.	8.35pm
082/25	<b><u>To receive verbal reports from the Town Council's representatives</u></b>	8.40pm
083/25	<b><u>Town Clerk's Report</u></b> – circulated to Cllrs	8.44pm
084/25	<b><u>Date of next meeting</u></b> To confirm the date of the next meeting of Wilton Town Council, which will be on Tuesday 6 <sup>th</sup> May 2025 at 7pm. Please note this is the Annual Meeting of Wilton Town Council. Venue to be confirmed	8.46pm
085/25	<b><u>To confirm the recommendation of the Staffing Committing (meeting held 18th March 2025)</u></b> (i) To appoint the Deputy Town Clerk (ii) To confirm the pay scale. (iii) To confirm the start date as 7th April 2025. (iv) To confirm the purchase of a mobile phone and laptop for the Deputy Town Clerk.	8.47pm
086/25	<b><u>To agree decision making powers to a Panel for WorkNest review to include Chair of Staffing and two non Staffing Committee Councillors.</u></b>	8.55pm
087/25	<b><u>To close the meeting.</u></b>	9.00pm