

**MINUTES OF A MEETING OF WILTON TOWN COUNCIL – POLICY & RESOURCES COMMITTEE  
HELD IN WILTON COUNCIL CHAMBER ON TUESDAY 23<sup>rd</sup> JAN 2024 7.00PM**

**Present** Cllr Alan Crossley  
Cllr Charlotte Blackman  
Cllr Claire Forbes  
Cllr Andy Kinsey  
Cllr Teresa Taylor

**In Attendance** Mrs C Churchill, *Town Clerk*

**Also Present** 1 members of the public.  
**via ZOOM** 2 members of the public and Mr P Cornish, *Minutes Secretary*

*Cllr Crossley, Chair of Policy and Resources Committee opened the meeting.*

**PR/001/24 Apologies**

Apologies were received from Cllr Moore due to a re-scheduling clash and were noted.

**PR/002/24 Minutes of Policy and Resources Committee meeting 21<sup>st</sup> November 2023**

**Resolved:** To approve the minutes with no changes.

**Proposed:** Cllr Crossley                      **Seconded:** Cllr Forbes

***All in favour***

**PR/003/24 To suspend Standing Orders at 7:02pm**

**Community engagement**

A member of the public queried the cleaning arrangements over the weekend for the public toilets and subsequently raised an issue with the left hand cubicle in the toilets

**PR/004/24 To reinstate Standing Orders at 7:04pm**

**PR/005/24 To respond to matters raised by the public**

The Town Clerk informed the committee that the cleaning contract, which had been in place for some years, scheduled cleaning for only the Saturday. The issue with the cubicle will be addressed.

**PR/006/24 Declarations of Interest**

- (i) Cllr Blackman declared an interest in PR/011/24 (ii)
- (ii) No dispensation requests had been received by the Town Clerk. The Town Clerk reminded Councillors to use the form to raise their Dispensation Request.

**PR/007/24 Exclusion of the Press and Public**

No items were identified.

**PR/008/24 Policy Review**

Cllr Crossley briefed the committee on the progress of the Policy Working Group in their review of the following policies:

- (i) Financial Regulations – Minor changes with a full review in September 2024 after the updated Financial regulations have been published by NALC.  
**Resolved:** To note the changes made and to defer review until September once the NALC update to the Financial Regulation template has been published.  
**Proposed:** Cllr Crossley                      **Seconded:** Cllr Forbes                      ***All in favour***
- (ii) Risk Management Policy – not reviewed
- (iii) Statement of Internal Control – this has been reviewed with changes to clauses 4,5, 6 and 8.  
**Resolved:** To accept the changes.  
**Proposed:** Cllr Crossley                      **Seconded:** Cllr Blackman                      ***All in favour***
- (iv) Procurement Policy – this has been reviewed with changes to clause 8 and the application form.  
**Resolved:** To accept the changes.  
**Proposed:** Cllr Crossley                      **Seconded:** Cllr Kinsey                      ***All in favour***
- (v) Data Protection Policy – not reviewed.

- (vi) CCTV Policy – not reviewed.
- (vii) Volunteer Policy – Cllr Blackman explained that following advice from their insurer the Town Council will need to add an enrolment form for volunteers to sign, add a volunteer expenses form, maintain a register of volunteers and develop a risk assessment covering the work that the volunteers typically did eg flood barrier, SID, litter picking and ice and snow wardens.  
**Resolved:** To accept the changes.  
**Proposed:** Cllr Blackman **Seconded:** Cllr Taylor **All in favour**
- (viii) Flag Flying Policy – updated to included clauses for adverse weather conditions and an annual condition inspection of the flag pole.  
**Resolved:** To accept the changes.  
**Proposed:** Cllr Crossley **Seconded:** Cllr Taylor **All in favour**
- (ix) Mayor Making Procedure – not reviewed.
- (x) Streaming of Meetings Policy – to be carried forward to next review.
- (xi) Co-Option Policy – minor change to the date in the footer.  
**Resolved:** To accept the changes.  
**Proposed:** Cllr Crossley **Seconded:** Cllr Taylor **All in favour**
- (xii) Flexible Working Policy – not reviewed
- (xiii) Publication Scheme – minor changes and amendments as to where documents can be obtained from.  
**Resolved:** To accept the changes.  
**Proposed:** Cllr Crossley **Seconded:** Cllr Kinsey **All in favour**
- (xiv) Use of the Wilton Town Council Trailer for Flood Equipment – not yet drafted.

Cllr Crossley highlighted that links in a policy to other documents eg policies or forms would be removed to limit readers accessing out of date documents.

#### **PR/009/24 Planning**

To Committee noted the following Application for Tree Work:

- (i) PL/2023/11215. 16 Shaftesbury Road. 1 - Walnut tree - (subject to TPO S/55) - reduce by 30% and 2 - Yew tree (no tree constraints) - reduce by 30%.  
This application has been determined, the details were circulated by email but no requests for an additional Meeting was made.  
The Town Clerk explained that as this was for a Tree Work the deadlines were shorter.

#### **PR/010/24 To respond to the consultation on a 20mph speed limit zone on the following roads.**

The following roads would be included in the consultation:

- Bailey Lane – the complete length,
- Buckeridge Road – the complete length,
- Collins Close – the complete length,
- Dimmer Drive – the complete length,
- Frampton Court – the complete length,
- Hart Close - the complete length,
- Golding Grove – the complete length,
- Jones Close – the complete length,
- Loder Lane – the complete length,
- Oakley Road - the complete length.

Please note this application is independent to the Speed Limit Assessment requested by Wilton Town Council in the centre of Wilton.

**Resolved:** To support the consultation.

**Proposed:** Cllr Kinsey

**Seconded:** Cllr Forbes

**All in favour**

#### **PR/011/24 Managing the Council's money**

- (i) To approve terms of expenditure as detailed in the payment schedule.

**Resolved:** To approve terms of expenditure.

**Proposed:** Cllr Crossley

**Seconded:** Cllr Kinsey

**All in favour**

- (ii) To approve the purchase of MS Office for Cllr Blackman for Council Business.  
Cllr Blackman left the meeting.

**Resolved:** To approve the purchase.

**Proposed:** Cllr Forbes

**Seconded:** Cllr Kinsey

**All in favour**

Cllr Blackman rejoined the meeting.

- (iii) To review the current Budget (Income and Expenditure) and agree any virements should they be required.

No virements were identified. Cllr Blackman queried the amount on the VAT Control Account. The Town Clerk explained that this showed the amount of VAT to be claimed back. The reclaim of VAT from HMRC required an issue with a supplier's VAT invoice to be resolved.

**Resolved:** To note the report and that no virements were required.

**Proposed:** Cllr Crossley

**Seconded:** Cllr Taylor

**All in favour**

- (iv) To review the current Public Works Loan for the Pavilion inc term and outstanding amount. The Town Clerk explained that the Wilton Town Council currently has two loans with the PWLB. Both were taken out for the Sports Pavilion at Castle Meadow:

	Date	Total borrowed	Term years	Interest rate	Repayment amount	Repayment dates	Outstanding as of 6/4/23
PW499181	5th Dec 2011	£130,000	20	3.55%	£4,566.73	5th June 5th Dec	£69,838.73
PW501959	5th Mar 2013	£45,000	18	2.99%	£1,625.50	4th March 4th Sept	£22,979.80

**Resolved:** To keep the loans as is.

**Proposed:** Cllr Crossley

**Seconded:** Cllr Blackman

**All in favour**

#### **PR/012/24 Neighbourhood Plan**

The Town Clerk briefed the committee that work had started on a Wilton NHP prior to 2018 with considerable progress made in 2019. Cllr Crossley and the Town Clerk attended an online meeting with Wiltshire Council on the progress of the NHP. Stage one – the area of designation has been agreed. However, the work undertaken prior to the 2020 pandemic will need to be reviewed and most likely repeated. Unfortunately the company appointed to assist with drafting the plan is no longer in existence so a new company would need to be sought. Councillors expressed concern over securing volunteers to develop the NHP and that the work could be impacted if Wiltshire Council continued to not have a 5 year housing supply. The NHP are valid for five years and require an update after 2 years.

**Resolved:** To setup a small working group to assess the pros and cons of developing a NHP. The Working Group will produce a report for the Full Council. Possible members include Cllrs Crossley and Blackman, Town Clerk, a representative from the E&A Ctee and possibly a new Cllr.

**Proposed:** Cllr Crossley

**Seconded:** Cllr Kinsey

**All in favour**

#### **PR/013/24 The Annual Town Meeting**

The following details were decided:

- (i) The date for the Annual Parish Meeting is Monday 11th March
- (ii) It will be held at the Wilton Community Centre currently in the Pembroke Room. Although another may be required if many organisations sign up.
- (iii) All Wilton community groups will be invited to attend and make a brief presentation and/or have a table.
- (iv) The list of organisations will be updated to include those who use the Herbert Hall.
- (v) Refreshments will be provided – tea, coffee or squash plus biscuits or cake.
- (vi) To formally start at 7pm but with doors opening earlier eg at 6.30pm.
- (vii) Arrangements for advertisements to be developed.
- (viii) The next step is to write to all organisations inviting them to present / have a table.

**Resolved:** To agree the above outline.

**Proposed:** Cllr Crossley

**Seconded:** Cllr Taylor

**All in favour**

#### **PR/014/24 Wilton Town Council website**

Cllr Forbes informed the committee that the next steps were for the new pages to be created, and then for her and hopefully the Assistant to the Clerk to finalise and publish the pages.

#### **PR/015/24 Update of Actions from the last Meeting**

The Town Clerk informed the meeting of these updates of any actions not listed on this Agenda:

- (i) A list of current Policies has been circulated to all Councillors.

- (ii) The response to Wiltshire Council's Local Plan was submitted.
- (iii) The Virements agreed were actioned.
- (iv) The Internal Audit dates have been confirmed.
- (v) The Town Clerk will attend the Practitioner's Conference.
- (vi) The Budget and Precept were agreed at Full Council on 5th December.
- (vii) The Town Clerk is arranging a date for the County Conservator to visit.
- (viii) The Men's Shed Lease has been signed with no further changes.

**PR/016/24 Correspondence received**

The Clerk reported that the Police and Crime Commissioner is proposing to increase their precept and that the Southern Wiltshire Area Board will be at Wilton on the 28<sup>th</sup> February 2024.

**PR/017/24 Date of next meeting**

The date of the next meeting will be on Tuesday 19th March 2024 at 7.00pm in the Council Chamber.

**PR/018/24 To close the meeting at 8:24pm**

***Equality Statement***

*In the exercise of their responsibilities, Wilton Town Councillors have committed to uphold the Code of Conduct and to have full regard of the following in decision making:*

- *Equal Opportunities (age, race, gender, sexual orientation, marital status and any disability)*
- *Data Protection (GDPR)*
- *Health & Safety*
- *Human Rights.*