

**MINUTES OF A MEETING OF WILTON TOWN COUNCIL – POLICY and RESOURCES COMMITTEE  
HELD IN WILTON COUNCIL CHAMBER ON TUESDAY 17<sup>th</sup> September 2024 7.00PM**

**Present** Councillor Alan Crossley  
Councillor Charlotte Blackman  
Councillor Claire Forbes

**In Attendance** Mrs C Churchill, *Town Clerk*  
Mr P Cornish, *Minutes Secretary*

**Also Present** 1 member of the public.  
**via ZOOM** 6 members of the public including Councillor Harrison

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

**PR/091/24 Apologies**

Apologies were received from Cllrs Harrison and Kinsey

**PR/092/24 Minutes**

**Resolved:** To approve the minutes of the meeting held on 16th July 2024 as a true record.

**Proposed: Councillor Crossley                      Seconded: Councillor Forbes                      All in favour**

**PR/093/24 To suspend Standing Orders at 7:01pm**

**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 meeting. Members of the Public made the following comments:

- A) At the last Full Council meeting, Wiltshire Councillor Pauline Church stated that the handover for the public toilets was completed in March 2024. It is now the property of Wilton Town Council and so Wilton Town Council can proceed with plans to improve the facility.
- B) Several years ago a sum of money was set aside for Wilton Parkway which is no longer happening, that money, if still available, could be used for the toilets.

**PR/094/24 To reinstate Standing Orders at 7:04pm**

**PR/095/24 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. The Chair of the committee, supported by the Town Clerk and other councillors provided the following responses:

- A) Thank you for the question, Wilton Town Council was of the understanding that it should wait for the Land Registry documents. The comment made by Wiltshire Councillor Pauline Church was correct in that the paperwork was completed but currently waiting on the Land Registry documentation. The Town Council's Solicitor has advised that the Land Registry is currently up to 2 years behind.  
Wilton Town Council can consider possible plans. The toilets have not been formally transferred from Wiltshire Council to Wilton Town Council, the transfer is complete except for waiting for the Land Registry to update the title.
- B) The money is still set aside, Ear Marked Reserve 335 and totals £26,000.

**PR/096/24 Declarations of Interest**

- (i) Councillor Blackman declared an interest in PR/098/24 (iv) as the recipient of the training, this was agreed not to be necessary as the payment was to the training provider.
- (ii) No dispensation requests were received by the Town Clerk.

**PR/097/24 Exclusion of the Press and Public**

No items were identified.

**PR/098/24 Managing the Council's money**

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

Clerk to look at 100/4075 Subscriptions and report back to the Committee

**Action: Town Clerk;**

It was noted that some codes had gone over budget .

**Resolved:** To approve the Income and Expenditure dated 31<sup>st</sup> August 2024 as a true record.

**Proposed: Councillor Crossley      Seconded: Councillor Blackman      All in favour**

- (ii) Publication of the Pay Schedule within the Minutes of a Meeting.  
The Clerk highlighted an issue in certain cases of publishing individual names.

**Resolved: Wilton Town Council retains the power to redact names prior to publication in the Minutes (the amount and details would be included) but that Wilton Town Council must state this when the payments are approved.**

**Proposed: Councillor Crossley      Seconded: Councillor Forbes      All in favour**

- (iii) Publication of the Pay Schedule in the Agenda for the Meeting.  
This item was withdrawn by Councillor Blackman (original requestor).

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

Centre	Code	Cheque	Payee	Description	Total
100	4000	BACS	Staff salaries	Sep-24	2,302.38
100	4000	BACS	HMRC - PAYE	PAYE Sept 2024	646.23
100	4000	BACS	Wiltshire Council	Pension Sept 2024	651.64
200	4400	BACS	Barford Settled Estate	Rent - Cemetery 6 mths	0.50
300	4400	BACS	Barford Settled Estate	South St car park - 6 mths rent	1,950.00
100	4065	BACS	WALC	Chair training Cllr Blackman	36.00
100	4100	BACS	Cloudy IT	IT support MS 365	160.92
400	4220	BACS	DT Fencing and Landscape	Fence repair Castle Meadow	2,082.00
120	4220	BACS	Wilton Hardware	Key cutting - Office	105.00
			The Great Outdoor Gym		
400	4220	BACS	Company	Maintenance inspection	540.00
120	4220	BACS	Evotec	Alarm fault - council offices	247.57
				Electronic boost timers - pavilion	92.99
350	4220	Debit	TLC Direct		92.99
					<b>8,815.23</b>

**Resolved:** To approve terms of expenditure as detailed in the payment schedule.

**Proposed: Councillor Crossley      Seconded: Councillor Forbes      All in favour**

- (v) To note the following use of the Clerk's Delegated Power:  
4 x electronic timers for Castle Meadow Pavilion.

**PR/099/24 Terms of Reference for Working Groups reporting to the Policy and Resources Committee**

- (i) To adopt the Terms of Reference for the Budget Working Group.  
It was explained that the next meeting of this Committee will be after the Budget Working Group will have potentially agreed a draft Budget.

**Proposed: Councillor Crossley      Seconded: Councillor Forbes      All in favour**

- (ii) To confirm that Working Groups will meet and agreed their Terms of Reference ready to adopt at the next Policy and Resources Committee Meeting on 19<sup>th</sup> November 2024.
- Events Working Group (this WG also sits under the Environment and Amenities Committee)
  - Policy Working Group
  - Website Working Group

**Resolved:** To propose that the Working Groups meet and agree their Terms of Reference. Note that the Town Clerk has published draft Terms of Reference in their Officer's Report.

**Proposed: Councillor Crossley**

**Seconded: Councillor Forbes**

**All in favour**

#### **PR/100/24 Policy Working Group**

To note that the Policy Working Group will meet before the 1st November to review the following Policies:

- Standing Orders
- Financial regulations
- Statement of Internal Control
- Data Protection
- Cemetery
- Flexible Working
- High Consequence Infectious Disease Policy
- Tree Policy
- Expenses Policy
- General reserves Policy
- Investment Policy
- Mayoral Allowance Policy
- Council Debit Card Policy
- Online Banking Payment Policy
- Public Participation at Meetings Policy
- Streaming of Meetings Policy
- Email Policy
- Social Media Policy
- Biodiversity Policy

**Resolved:** To note that the Policy Working Group will meet.

**Deadline date: 01/11/24**

#### **PR/101/24 Planning:** To note the following applications for Tree work.

- (i) [PL/2024/07731](#). Car Park at The Guild, King Street.

T1 - Common Ash - Tree in terminal decline - section fell to ground level. Tree within woodland - natural regeneration to replace tree.

T2 - Lime species - Branches blocking streetlight - Prune to clear streetlight by 2-3M. Lightly reduce overhanging branches to allow spread of lighting pattern.

T3 - Common Ash - tree in terminal decline - Section fell to ground level. Tree within woodland - natural regeneration to replace tree.

**Resolved:** To make No Objection to the application but add the following comment:

The car park works application (PL/202) included the planting of trees (Hornbeam) but as yet none have been planted.

**Proposed: Councillor Crossley**

**Seconded: Councillor Blackman**

**All in favour**

**Action: Town Clerk.**

- (ii) [PL/2024/07923](#). Car Park at The Guild, King Street.

G1 - Mixed species - dead English Elm - Section fell to ground level. Dead Common Ash - Section fell to ground level. Sycamore - Branches blocking streetlight. Prune to clear streetlight by 2-3M. Low hanging branches over parking bays - crown lift by 3-4M.

T5 - Common Beech - Low hanging branches over car park - Crown lift by 4M.

G3 - Norway Maple group - Multiple heavily suppressed trees in group. Thin group by removing every other tree. Prune to clear building by 1-2M.

G4 - Sycamore - Group/adjacent river bank - Section fell all 6x trees to ground level.

G5 - Lime group - 3x Lime group - Crown lift 2.5 - 3M, Lightly prune any overhanging branches to allow spread of streetlight pattern.

T6 - Sycamore - Scaffold roots lifting tarmac. Repeated road side maintenance required as tree is set in close proximity to roadside. - Section fell to ground level. Grind stumps to approx.150mm.

G6 - Mixed species - Dead Common Ash - section fell to ground level. Whitebeam and Horse Chestnut - Low hanging branches over parking bays - crown lift by 3-4M. Norway Maple - crown in direct contact with streetlight - prune to clear streetlight by 2-3M.

**Resolved:** To make No Objection to the application.

**Proposed:** Councillor Crossley

**Seconded:** Councillor Forbes

**All in favour**

**Action:** Town Clerk.

(iii) [PL/2024/07936](#). 6 Kings Gate.

Yew Tree x 2 - Crown reduce by 20%

**Resolved:** To make No Objection to the application.

**Proposed:** Councillor Crossley

**Seconded:** Councillor Blackman

**All in favour**

**Action:** Town Clerk.

**PR/102/24 To agree to publish the current balance of S106 funding each month at Full Council.**

S106 funds are provided to WTC on a time limited basis and present opportunity for investment in needed areas. We need to have regular visibility of this to ensure the council does not miss out on improvements for the good of Wilton.

7.58pm Councillor Crossley suspended Standing Orders to allow Councillor Harrison to speak via zoom.

*Councillor Harrison explained the request.*

7.59pm Councillor Crossley reinstated Standing Orders.

**Resolved:** To publish the current balance and deadlines.

**Proposed:** Councillor Crossley

**Seconded:** Councillor Blackman

**All in favour**

**Action:** Town Clerk.

**PR/103/24 Wilton Town Council website**

Information on how to search has been uploaded.

The Website Working Group will meet.

It was confirmed that currently there is no timeframe on removing old news.

**PR/104/24 Update of Actions from the last Meeting**

To receive an update of any actions not listed on this Agenda.

(i) (PR/077/24.A) The Title for the Public Toilets is still awaited from the Land Registry.

(ii) (PR/080/24.ii) The Assessments and Audits remain outstanding.

The Town Clerk can confirm that there is no hot water in the public toilets therefore no legionella assessment is required.

(iii) (PR/080/24.iv) The legionella testing is done on a monthly routine, not weekly as stated at the last meeting.

(iv) PR/080/24.v) The three pedestrian gates at Minster Street have been replaced.

(v) (PR/083/24) The Procedure for Civic Event processions has been completed for the Mayor's Civic Service and Remembrance Day Parade.

(vi) PR/087/24.v.i) Wiltshire Police Neighbourhood Policing Team has a set of keys to use the building.

(vii) PR/087/24.ii) The Town Clerk has informed the External Auditor that the Town Council did hold the General Power of Competence.

(viii) PR/087/24.v.iv) The insurance valuations remain outstanding.

**Resolved:** To note the updates.

**Proposed:** Councillor Crossley

**Seconded:** Councillor Blackman

**All in favour**

**PR/105/24 Town Clerk's Report** not available due to prioritizing finance.

**PR/106/24 Date of next meeting**

To confirm the date of the next meeting as Tuesday 19<sup>th</sup> November 2024 at 7.00pm in the Council Chamber.

**PR/107/24 To close the meeting at 8:18pm**

### **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.*

DRAFT