

**MINUTES OF A MEETING OF WILTON TOWN COUNCIL – POLICY & RESOURCES COMMITTEE  
HELD IN WILTON COUNCIL CHAMBER ON TUESDAY 21<sup>st</sup> JANUARY 2025 7.00PM**

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

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

**Also Present** 4 members of the public.  
**via ZOOM** 5 members of the public

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

**PR/001/25 Apologies**

Apologies were received from Councillor Harrison.

**PR/002/25 Minutes**

**Resolved: To approve the minutes of the meeting held on 19<sup>th</sup> November 2024.**

**Proposed: Councillor Crossley**

**Seconded: Councillor Forbes**

**All in favour**

**PR/003/25 To suspend Standing Orders at 7:00pm**

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 could be answered in writing or may appear as an agenda item at a future appropriate meeting. Members of the Public made the following comments:

- A) Regarding the planning application, PL/2024/10553, they asked that Wilton Town Council consider putting a condition on the application so that the building could not be converted into a residence.
- B) Regarding the planning application, PL/2024/10553, they asked that Wilton Town Council consider objecting to it on the basis of its size, location and features.
- C) Regarding the planning application, PL/2024/10553, they asked That Wilton Town Council consider the impact of the development on the views from Wiley Terrace and on the unique character of Wilton as recognised by Wiltshire Council.
- D) Do the Council Chamber windows require retrospective planning permission?
- E) How many of the new noticeboards require advertising consent? Has the consent been applied for yet?
- F) How much money is currently unspent from the S106 developer funding mentioned in September 2021?
- G) With reference to Agenda item PR 010/25 You originally had 3 working groups and have added another 5, however some working groups are very specific like the Castle Meadow Car Park and Toilet Working Group. If you decide to drop the two committees would you not need more general working groups like “Parks” and “Heritage including cemeteries, churchyards” etc?

There were no questions from Zoom attendees.

**PR/004/25 To reinstate Standing Orders at 7:08pm**

**PR/005/25 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) Please see agenda item PR/012/25 (ii). Many of your issues would be dealt with by a Wiltshire Council Officer as the application is determined by Wiltshire Council.

- B) Please see agenda item PR/012/25 (ii).
- C) Please see agenda item PR/012/25 (ii).
- D) Yes the Town Council building windows do need a retrospective planning application. This application will also include the Council Office noticeboard as it's on the same building.
- E) The architect will consider the noticeboards after the Town Council building window retrospective planning application has been submitted.
- F) The Town Clerk will reply to the resident's Freedom of Information request.
- G) The item on the agenda is the first discussion on this topic – PR/010/25.

**PR/006/25 Declarations of Interest**

- (i) There were no Declarations of Interest.
- (ii) There were no dispensation requests received by the Town Clerk.

**PR/007/25 Exclusion of the Press and Public**

No items were identified.

**Resolved: To bring forward item PR/012/25.**

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

**PR/012/25 Planning Applications**

- (i) Planning Application: PL/2024/11428 2 The Hollows.

**Resolved: To respond Support the application.**

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

- (ii) PL/2024/10553 7 Wiley Terrace. This is a re-submission of amended plans. Concern was expressed over where the surface water drainage would go given that the area has a history of surface flooding.

**Resolved: To respond No objections subject to these conditions:**

- 1            The property not to be let including Airbnb style;**
- 2            The property not be made habitable eg by adding toilet, kitchen facilities etc;**
- 3            Applicant to consider moving the dormers to the other side of the roof facing their own property**
- 4            Applicant to consider moving staircase to other end of the building or inside it.**
- 5            Location of the building moved away from Wiley Terrace.**
- 6            Resolution of where surface water would drain away to.**
- 7            Confirmation of finished floor level.**

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

**Action: Town Clerk**

**PR/008/25 Managing the Council's money**

- (i) To review the current budget (Income and Expenditure) and agree any virements should they be required.  
Councillor Blackman asked the Town Clerk to see how S106 income could be tracked via Rialtas, preferably with a new line under income and therefore appear on the I&E report. Town Clerk to look into this.  
Councillor Blackman asked the Town Clerk why cost code 4041 'Defibrillators' appears in both cost centres 100 'Administration' and 110 'Civic & Democratic', suggesting the latter should be the only place for Defibrillator costs and that the Administration line should not be used (but can't be deleted for 2 years).  
Also a question on Defibrillators which has two nominals, The Town Clerk said this might have been an User / administrative error and she would check.  
No virements were identified.
- (ii) To consider the current Ear Marked Reserves and reallocate if necessary.  
No reallocations were identified.
- (iii) The charges to PHS were questioned as an annual charge, Town Clerk confirmed these were annual payments.

**Resolved: To accept the items of expenditure as detailed in the payment schedule with the additional £36 for the Mayor's Civic Service Room Hire.**

Date	Centre	Code	Cheque	Payee	Description	Ex VAT	VAT	Total
25/01/2025	100	4000	BACS	Staff salaries	PAYE Jan 2025	2,843.95	0.00	2,843.95
25/01/2025	100	4000	BACS	HMRC - PAYE	PAYE Jan 2025	640.60	0.00	640.60
25/01/2025	100	4000	BACS	Wiltshire Council	Pension Jan 2025	856.64	0.00	856.64
21/01/2025	100		BACS	PHS	Hygiene bins - Offices (12 mths)	61.53	12.31	73.84
21/01/2025	350		BACS	PHS	Hygiene bins - Pavilion (12 mths)	347.85	69.57	417.42
21/01/2025	450		BACS	PHS	Hygiene bins - public toilets (12 mths)	1,232.63	246.53	1,479.16
21/01/2025	150		BACS	Wilton Community Centre	hire - Civic Sunday	36.00	0.00	36.00
	100	4063	DD	Lloyds bank	Account charges	8.50	0.00	8.50
18/01/2025	100	4080		Mainstream	Office phone	26.50	5.30	31.80
18/01/2025	100	4080	DD	Mainstream	Office - Broadband	34.50	6.90	41.40
18/01/2025	350	4080		Mainstream	Pavilion - Broadband	34.50	6.90	41.40

**Proposed: Councillor Crossley**

**Seconded: Councillor Blackman**

**All in favour**

**Action: Town Clerk**

**PR/009/25 Internal Audit for 2025-2026**

To consider quotes for the Internal Audit for the financial year 1st April 2025 to 31st March 2026. A total of eight companies were approached for a quote with 5 replying. After a detailed scrutiny of the quotes considering the sample reports provided, the location of the audit (onsite or remote), and the fees including any mileage costs.

**Resolved: To accept Quote 1.**

**Proposed: Councillor Blackman**

**Seconded: Councillor Kinsey**

**All in favour**

**Action: Town Clerk**

**PR/010/25 To discuss the current structure of Wilton Town Council**

Currently Wilton Town Council meets on the first Tuesday of each month for its Full Council meeting. The two committees (Environment & Amenities and Policy & Resources) meet on the third Tuesday of alternate months. The Staffing Committee meets when required. In addition there are a number of Working Groups which report back to the Committees. The Councillors shared their initial thoughts on moving away from Committees to more working groups, points included:

1. That Working Groups would not need formal agendas and minutes.
2. Members of the Public would lose their right to attend meetings to hear Council debates and to hold the Town Council accountable.
3. The Town Council has a number of Working Groups already whose progress is slowed due to unavailability of their members.
4. Working Groups are unable to take decisions – only the Full Council or committees with delegated responsibilities have the powers to do that.
5. The current scheme of delegation and committee structure should be studied to see if any improvements can be identified.
6. It was agreed to discuss this further including consulting with other comparative Councils which are operating or who have operated with working groups instead of committees.

**PR011/25 To confirm the arrangements for the Annual Town Meeting on Monday 10th March 2025**

This will be held on Monday 10<sup>th</sup> March in the Wilton Community Centre. Councillor Kinsey briefed the committee on the Events Working Group proposal and the committee agreed the following arrangements:

- a. All three rooms have been booked – two for stands and one for presentations. Refreshments would be provided.
- b. Organisations could start setting up from 5:00pm.
- c. The public could enter from 5:45pm
- d. The presentations would run from 7:00pm to 8:00pm. The Mayor would provide an update on behalf of the Town Council. There would be no presentations by committee chairs. The event would be non-political. Each presentation would last 3 minutes and allowing 1 minute for handovers there would be around a maximum of 15 presenters.

- e. There would be a break from 8:00pm to 8:15pm.
- f. There would be a Q&A session from 8:15pm to 9:00pm.

The Town Clerk would make available to a small task force the standard letter that was used last year and the list of clubs and societies that were contacted. Those not speaking at this event would have priority for future events.

Town Clerk to email all groups and Cllrs will help with chasing those that haven't replied.

Discussion on using a shared email, Town Clerk to ask Cloudy IT about shared email or forwarding specific emails.

Action: Town Clerk

Next Events Working Group will be on 10<sup>th</sup> February.

**PR/013/25 Policy Working Group**

Nothing to report, there are about 20 policies to review.

**PR/014/25 Events Working Group**

The Morris Dancers welcomed performing at the start and end of the Christmas lights event. There will be a Holocaust Memorial Day ceremony at 8am on the 27<sup>th</sup> January 2025 by the Flagpole, Ms Boyd has agreed to make a short reading.

**PR/015/25 Wilton Town Council website**

Nothing to report.

**MEETING EXTENDED BY 5 MINUTES**

**PR/016/25 Town Clerk's Report**

The Town Clerk explained that Cloudy IT had recently informed them that they had provided the wrong response before Christmas about the email licences, the email stated that the licences were still with Vision ICT. This is not correct and therefore Wilton Town Council should not be paying Vision ICT for the emails.

Councillor Blackman asked for a copy of the documents to understand the situation.

The Town Clerk stated that the invoices do not detail which user the invoice is for and has requested a list of the current emails held by Wilton Town Council.

Vision ICT are paid in advance.

Several questions related to payments made to Vision ICT during the past 12 months were answered.

Action: Town Clerk

**PR/017/25 Date of next meeting**

The date of the next meeting is on Tuesday 18<sup>th</sup> March 2025 at 7.00pm. Venue to be confirmed.

**PR/018/25 To close the meeting at 9:08pm**