



Wilton Town Council

P&R Committee Meeting



The Council Offices
Kingsbury Square
Wilton SP2 0BA



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Officer Report

14th November 2023 for meeting on 21st November

Apologies - if after midday please email all members of the committee.

Minutes – previously circulated and presented to FC at 3rd October meeting.

Community engagement – a polite reminder that any issues, defects etc should be reported directly to the office, you can email or call and leave a message or pop a note through the door.

Excluding public and press – possibly two items under Money;
Pay agreement and Internal audit quotes

Both could be done in open session as the contractor needn't be identified until IA quote agreed and the salary award is contractual so should anyone disagree then it will need to go to Staffing.

Policy Review

As stated on the agenda

Planning

The applications are online, a reminder of the responses is attached to this report.

Local Plan consultation

Clr Crossley will circulate an outline of the proposed response before the meeting.

Money

Pay schedule attached.

Pay award – this was agreed on with effect from 1st April 2023. Current staff are paid on the Salary Scale so the increase is a contractual matter but is being put to this Committee for transparency.

Virements – there are several areas where money needs to be vired from either another budget or Ear Marked Reserves.

Internal Audit – currently the Internal Auditor completes an interim and an end of year Audit. Three quotes have been received – to be discussed and a preferred contractor agreed.

The quotes will be provided at the meeting.

Practitioners conference – the Town Clerk would normally attend the National Conference but due to timing and agenda content did not attend. The Practitioner's conference is in Jan/Feb 2024 and the agenda is still being finalized.

Budget Working Group

The WG met on 24th October

The Council Tax Base was not sent until the 8th November which delayed the second meeting of the WG.

The initial draft Budget has been circulated and the WG will meet on the morning of the 21st and any

changes reported at the meeting that evening.

Annual Town Meeting

The **Annual Town Meeting** is not a council meeting but a meeting of the Town electors, Members will therefore find it useful to be present.

The Chairman of the Council calls the Annual Town Meeting and, if present, will chair it. The law requires this meeting to be held between 1st March and 1st June.

At this meeting all other Councillors (excluding the Mayor) should sit with members of the public.

Previously this meeting has taken place on the first Tuesday in April, in the Council Chamber and is immediately followed by the monthly Wilton Town Council meeting.

This can lead to confusion.

It is recommended to have the meeting on a different day to avoid the confusion.

Perhaps at a different venue.

To make it more of a community event with local groups attending who could take the opportunity to promote their organisation and recruit new members eg Community Speedwatch, Royal British Legion.

The event could include refreshments (tea and cake or drinks and nibbles).

Website

The Working Group has met and plans are ongoing.

Historic Assets

Still awaiting contact from the History Centre

The company quoting for the cabinet could not confirm the cabinet's resistance to fire.

Vehicle Trailer

This could be quite complicated as it will need a policy to clearly identify who can use the trailer and they would have to be insured to tow a trailer and have the correct license to tow a trailer.

The trailer will be stored at the Compound and will be securely locked, the gates to the compound and the entrance to Castle Meadow would also be locked.

The Town Council would also need to ensure the user had a number plate for the trailer.

Request from Wilton Carnival Committee

The request is to hire the Pavilion for Friday (field during the day, pavilion in the evening, both Pavilion and field on Saturday and then until Sunday lunchtime to allow time to clear up) but rather than pay for the hire and apply for a grant to have the hire in kind.

There could be an issue in that they will not have agreed to the terms and conditions.

This could set a precedent for future requests.

The budget would not show the income or the grant awarded.

Action Update

PR/84/23 The Policy Working Group has yet to meet.

PR/86/23 The Chairman of Wilton Men's Shed has been contacted regarding contacted Wilton Town Council's Solicitor and the Town Clerk is awaiting a response.

PR/90/23 The Environment Agency has been informed of the withdrawal of the variation.

PR/91/23 Vision ICT has been requested to update the website structure.

Correspondence

Responses for Planning Applications

No Comment

the Council neither objects to nor supports the application. If the Council does not respond to a consultation we would treat this as no comment.

Comment

The Council wishes to make a comment.

No Objection

The Council has no objection but does not support the application.

Support

the Council supports the application unconditionally (that is, exactly as submitted).

It is suggested, if the Council wishes, to list reasons why it supports the application.

Mixed

For responses that are neither of the alternative options.

Object for reasons set out

the Council objects to the application with specified reasons.

No Objections subject to conditions

the Council has no objections subject to conditions

Call in.

The Council can request the Unitary Cllr “calls in” the application should the Council wish the application be determined by the Southern Planning Committee. It is the decision of the Unitary Cllr as to whether the call in is made and if it is a member of the Council should attend the Committee meeting held in Salisbury. This must be agreed at the meeting. The call in is only for when the Planning Officer disagrees with the Council’s response eg recommends approval when the Council made objections, or recommends refusal when the Council supported the application.

MATERIAL CONSIDERATIONS

In commenting on Planning applications, it is important that the Council considers planning issues. These include:

- consistency with the development plan for the areas
- Traffic and highway safety issues
- overlooking, loss of privacy and loss of light
- scale of the development
- design, appearance, layout and material
- loss of important open space or physical features
- noise, disturbance or smells
- local knowledge of drainage or other possible problems with the surface
- impact on the surroundings

Issues that are not relevant include:

- Effect on the value of property
- Loss of view over other peoples land
- Possible future development not included in the application
- Private property rights such as boundary or access disputes
- Matters covered by other laws
- The morals or motives of the developer

Special rules apply for listed buildings conservation areas, trees (some are protected by Tree Preservation Orders). Planning permission is needed for advertisements above a special size.

If development appears to have taken place without permission or if the development is more extensive than given in the planning consent, the District Council’s enforcement officer to visit the site and take any necessary follow up action.