




# Wilton Town Council


## Policy & Resources Committee

### OFFICER REPORT

17<sup>th</sup> January 2024

 The Council Offices  
Kingsbury Square  
Wilton SP2 0BA

 01722 742093

 [Email the clerk](#)

 [Wilton TC Website](#)

PR/008/24

#### Policy Review

To receive an update from the Policy Working Group on the following Policies:

*The PWG will meet on Monday 22<sup>nd</sup> January and a report will be emailed out after the meeting.*

- (i) [Financial Regulations](#)
- (ii) [Risk Management Policy](#)
- (iii) [Statement of Internal Control](#)
- (iv) [Procurement Policy](#)
- (v) [Data Protection Policy](#)
- (vi) [CCTV Policy](#)
- (vii) [Volunteer Policy](#)
- (viii) [Flag Flying Policy](#)
- (ix) [Mayor Making Procedure](#)
- (x) [Streaming of Meetings Policy](#)
- (xi) [Co-option Policy](#)
- (xii) [Flexible Working Policy](#)
- (xiii) [Publication Scheme](#)
- (xiv) Use of the Wilton Town Council Trailer for Flood Equipment

PR/009/24

#### Planning

To note the following Application for Tree Work.

- (i) **[PL/2023/11215. 16 Shaftesbury Road.](#)**
  - 1 - Walnut tree - (subject to TPO S/55) - reduce by 30%
  - 2 - Yew tree (no tree constraints) - reduce by 30%

*The response date for this application expires before the meeting. Details were circulated via email and no request for an extension was made.*

PR/010/24

**To respond to the consultation on a 20mph speed limit zone on the following roads.**

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.

*Please see separate emailed information.*

PR/010/24

**Managing the Council's money.**

- (i) To approve terms of expenditure as detailed in the payment schedule.
- (ii) To approve the purchase of MS Office for Cllr Blackman for Council Business.  
See agenda request form
- (iii) To review the current budget (Income and Expenditure) and agree any virements should they be required.
- (iv) To review the current Public Works Loan for the Pavilion inc term and outstanding amount.  
*See Appendix A*

PR/011/24

**Neighbourhood Plan**

To consider the future of developing a Neighbourhood Plan for Wilton.

*Work 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.*

*The work undertaken prior to the 2020 pandemic will need to be reviewed and most likely repeated.*

*The company appointed to assist with drafting the plan is no longer in existence so a new company would be sought.*

*There is a deadline for funding – 26<sup>th</sup> January 2024, a new round of funding is expected in the next financial year.*

PR/012/24

**The Annual Town Meeting**

To confirm the date as Monday 11<sup>th</sup> March and arrangements for this meeting.

*See Appendix B*

PR/013/24

**Wilton Town Council website**

To receive a verbal report from the Website Working Group

PR/014/24

**Update of Actions from the last Meeting**

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

A list of current Policies has been circulated to all Councillors.

The response to Wiltshire Council's Local Plan was submitted.

The Virements agreed were actioned.

The Internal Audit dates have been confirmed.

The Town Clerk will attend the Practitioner's Conference.

The Budget and Precept were agreed at Full Council on 5<sup>th</sup> December.

The Town Clerk is arranging a date for the County Conservator to visit.

The Men's Shed Lease has been signed with no further changes.

PR/015/24

**Correspondence received**

The Clerk will report any correspondence received since the publication of the Agenda.

PR/016/24

**Date of next meeting**

To confirm the [date of the next meeting](#) on Tuesday 19<sup>th</sup> March 2024 at 7.00pm in the Council Chamber.

PR/017/24

**To close the meeting.**

**Appendix A**

Public Works Loan Board

Wilton Town Council currently has two loans with the PWLB.

Both were taken out for the Sports Pavilion at Castle Meadow

	<b>Date</b>	<b>Total borrowed</b>	<b>Term</b>	<b>Interest rate</b>	<b>Repayment amount</b>	<b>Repayment dates</b>	<b>Outstanding as of 6/4/23</b>
<b>PW499181</b>	5 <sup>th</sup> Dec 2011	£130,000	20 years	3.55%	£4566.73	5 <sup>th</sup> June 5 <sup>th</sup> Dec	£69,838.73
<b>PW501959</b>	5 <sup>th</sup> March 2013	£45,000	18 years	2.99%	£1625.50	4 <sup>th</sup> March 4 <sup>th</sup> Sept	£22,979.80

**Appendix B**

The date for the Annual Parish Meeting is Monday 11<sup>th</sup> March at Wilton Community Centre (Pembroke Room).

All Wilton groups will be invited to attend and make a brief report see separate list

To confirm if refreshments are to be provided.

To confirm the start time of 6.30pm or 7pm