



# Wilton Town Council

## Full Council Meeting

Tuesday 5<sup>th</sup> March 2024



The Council Offices  
Kingsbury Square  
Wilton SP2 0BA



01722 742093

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**Report for the Full Council meeting to be held on 2<sup>nd</sup> April 2024**

25<sup>th</sup> March 2024

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The office is open to the public on **Wednesday and Thursday between 10 and 12** but visits by appointment can be made. Please be aware that the Office may be closed should the Staff have to go out on site.

### **Background for Agenda items**

#### **Minutes**

The Minutes of the last meeting have been circulated and uploaded to the website.

#### **Declarations of Interest**

A reminder it is good practice to declare an interest even if the interest is listed on your register (online). It is up to the Cllr whether they wish to declare an interest but Cllrs are reminded that failure to declare an interest is a breach of the Code of Conduct.

Should you wish to request a Dispensation then you need to complete the form and ensure it is handed to the Clerk prior to the start of the meeting.

Another reminder that it is the individual Cllr's responsibility to keep their online register updated.

#### **Exclusion of the Public and Press**

Please remember the reason for the exclusion must be stated in the resolution to exclude.

Without the resolution it is not possible to lawfully ask the public to leave

#### **Policy and Resources Committee Minutes from 19<sup>th</sup> March 2024**

Circulated to members of the committee and uploaded to the website.

Please note that on item (xi) the actual meeting can not begin before 6pm.

#### **Policy and Resources Committee Minutes from 28<sup>th</sup> March 2024**

The Chair of this Committee will update Cllrs at the meeting.

#### **Money**

(i) Bank rec, Income & Expenditure and Balance sheet have been emailed to Councillors.

Please email any questions to the Office as soon as possible, no later than 10am on the day of the meeting.

(ii) Pay schedule circulated to Cllrs

(iii) The Interim Internal Audit report has been circulated. Conclusions listed in the report are below.

#### **Background**

Statute requires all town and parish councils to arrange for an independent internal audit examination of their accounting records and system of internal control and for the conclusions to be reported each year in the Annual Governance and Accountability Return (AGAR).

This report sets out the work undertaken for our interim audit of the Council which took place on March 12th 2024, together with our preparatory work. We wish to thank the Clerk and Assistant Clerk for providing the information to facilitate our review. This report will be updated following our final review, planned to take place after the 2023-24 financial year end.

#### **Overall Conclusion**

Based on the work completed to date, the Council operates reasonable financial systems, our detailed findings are set out in the following sections. We shall undertake further work at our final review covering the year end accounts.

We ask that Members consider the content of this report and acknowledge that the report has been reviewed by Council.

#### **Maintenance of Accounting Records & Bank Reconciliations**

The Rialtas Ledger is in balance. We note that details of the bank reconciliations are reported to Members and that the Mayor had signed the reconciliation at 31st January as well as the Clerk.

#### **Review of Corporate Governance**

The Council has Governance arrangements in place, we will update our review of minutes at our final audit in the summer.

#### **Review of Expenditure**

There are no matters arising from this area of our work requiring formal comment or recommendation.

#### **Assessment and Management of Risk**

The Council has arrangements for managing risk. The Council is required to approve its overall risk assessment annually. We note this was done in March 2023. At our final audit we will confirm whether an up-date has been prepared.

#### **Budgetary Control and Reserves**

No issues have arisen in this area from our work to date. We will review the outturn income and expenditure against budget for 2023-24 and the level of reserves at our year end audit.

#### **Review of Income**

The Council has arrangements for collecting income. We note the unpaid invoices report generated by Rialtas showed a negative balance of £571. This is where amounts in the accounts have not been matched and cleared. Whilst a technical system matter, the issue should be resolved for the year end.

#### **Petty Cash Account**

The AGAR requires us to confirm arrangements in relation to Petty Cash. The Council does not operate a petty cash account, any out-of-pocket expenses being reimbursed by separate payment as with other trade payments. Therefore, for this control objective in the Internal Audit report in the AGAR, we will note it as not applicable.

#### **Salaries and Wages**

The Council is maintaining suitable payroll records.

#### **Investments and Loans**

No issues have arisen in this area of our work to date.

The final audit is scheduled for 1<sup>st</sup> May 2024.

#### **Town Clerk's report**

Councillors are reminded that the Town Clerk uses the calendar facility on the Visionict email site. All Cllrs are invited to enter information on their calendar. Please check this for availability.

#### **Parish Steward Liaison**

The scheduled dates are

15<sup>th</sup> and 16<sup>th</sup> April

May – no scheduled visit

13<sup>th</sup> and 17<sup>th</sup> June

11<sup>th</sup> and 15<sup>th</sup> July

August – no scheduled visit

12<sup>th</sup> and 16<sup>th</sup> September  
14<sup>th</sup> and 15<sup>th</sup> October  
14<sup>th</sup> and 18<sup>th</sup> November  
11<sup>th</sup> December

### **Noticeboards**

The four noticeboards have been delivered and arrangements are in progress for getting these put up.

### **Public Toilets, Greyhound Lane**

Vandal resistant toilet roll holders have been purchased.

Vandalism on 25<sup>th</sup> March left one Gents cubicle with a broken seat and the other was blocked by a bag. The timer has been adjusted and should now close at 6pm but this isn't always the case.

The gents lock has been looked at by a locksmith and adjusted. On checking the door latches properly.

### **Minster Street recreation ground, adventure trail.**

Damage to the wood was reported to Wiltshire Police but due to insufficient evidence the case has been closed.

The company that installed the equipment has visited reference the issues previously reported as the equipment should still be within guarantee.

**Minster St Glasdon Shelter** - panels have been ordered.

**West Street Bus Shelter** - items have been ordered.

**King Street Bus Shelter** - items have been ordered.

**St Andrew's Close bus shelter** - items have been ordered.

**Wishford Road bus shelter** - items have been ordered.

**The Annual Town Meeting** took place and was well attended, comments that it was too long have been received.

The date for the 2025 ATM has been agreed as 10<sup>th</sup> March 2025 and will again be held at Wilton Community Centre but with all three rooms on this occasion. Whilst the community group tables will be available to visit before 6pm the actual meeting will not commence before 6pm as per the Local Government Act 1972 Sch 12 Part III 14. (4)

Attended a course on Memorial Safety run by the ICCM.

Chased the Cemetery and Castle Meadow signs.

### **Correspondence**

Various Wiltshire Council updates, circulated by email

Insurance documentation

Cemetery enquiries – interments, memorials and general enquiry.

Enquiries regarding landownership at The Drove and Maple Crescent.

### **Future Meetings**

<b>Date</b>	<b>Time</b>	<b>Meeting</b>	<b>Attendees</b>
28 <sup>th</sup> February	6.30pm	SWWAB	All Cllrs
2 <sup>nd</sup> April	7pm	Full Council	All Cllrs
16 <sup>th</sup> April	7pm	Environment and Amenities Committee	Committee Cllrs
7 <sup>th</sup> May	7pm	Full Council	All Cllrs
14 <sup>th</sup> May	6.45pm	Mayor Making	All Cllrs
21 <sup>st</sup> May	7pm	Policy and Resources Committee	Committee Cllrs

Meetings in Green are open to the public.

## **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.

# WILTON TOWN COUNCIL

## COUNCILLOR'S REQUEST FOR DISPENSATION

Councillors seeking dispensations under Section 33 of the Localism Act 2011 may do so using this Form.

The matter for which dispensation is sought (refer to agenda item number if appropriate)	
Details of your interest in that business	
Date of meeting or time period (up to 4 years) for which dispensation is sought	
Dispensation requested to: participate, or participate further, in any <b>discussion</b> of that business	Yes / No
Dispensation requested to: participate in any vote, or further <b>vote</b> , taken on that business	Yes / No
<b>REASON(S) FOR DISPENSATION</b>	
33(2)(a) without the dispensation the number of persons unable to participate in the transaction of business would be so great as to impede the transaction of the business	Yes / No
33(2)(c) the dispensation is in the interests of persons living in the council's area	Yes / No
33(2)(e) that it is otherwise appropriate to grant a dispensation Reason :	Yes / No

Print Name: .....

Signature: .....

Date:

<b>DECISION :</b>	
Dispensation given: YES / NO	Length of Dispensation : .....
Date: .....	Minute Number: .....
Signed: .....	Clerk to Wilton Town Council
Signed: .....	Chairman of Wilton Town Council