



Wilton Town Council

Full Council Meeting

Tuesday 5th March 2024



The Council Offices
Kingsbury Square
Wilton SP2 0BA



01722 742093

Report for the Full Council meeting to be held on 7th May 2024

30th April 2024

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.

Several of the items on this Agenda need to be noted or confirmed in accordance with [Wilton Town Council Standing Orders](#) 5j.

Background for Agenda items

Election of Mayor.

This must be the first item of the Annual Meeting.

The current Mayor introduces the item, asks for nominations and proceeds to the Vote.

The current Mayor has a normal vote and in the event of a tie, a casting vote.

Once a Mayor is elected they sign the Declaration of Acceptance of Office and then take on the role and Chair the meeting from that point on.

Note – this is the case even if it is an election year and the current Mayor has not been re-elected although they would only have a casting vote in those circumstances.

Vote of thanks

This is normally done by the Councillor who nominated the Mayor (last May). This was Cllr Taylor hence it is Cllr Taylor who gives the vote of thanks.

Deputy Mayor

Hopefully self explanatory.

It is possible to nominate Cllrs who are not at the meeting as long as they have confirmed in writing they are willing to take on the role.

Note this is also the case with the Election of Mayor.

Apologies

Councillors are reminded that Apologies should be sent to the Clerk before midday on the day of the meeting, if after midday please ensure Apologies are sent to all Councillors.

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.

As this is the start of a new Council year, all Councillors are requested to check their online Register of Interests and make any changes required.

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 16th April 2024

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

Staffing Committee Minutes from 25th April 2024

These will be circulated to Councillors and hopefully uploaded to the website before the meeting.

Money

Bank rec, Income & Expenditure and Balance sheet will be emailed to Councillors and uploaded to the website.

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

Pay schedule circulated to Cllrs

Please note that the Internal Audit will be completed on 1st May, the report will then be considered by the Policy and Resources Committee along with the end of year accounts and then recommended to Full Council for approval on 4th June.

The deadline for approval of the accounts is 30th June.

Insurance

This is to confirm the Insurance which was agreed at a meeting of Policy and Resources on 28th March and noted by Full Council on 2nd April.

Standing Orders state insurance cover must be confirmed.

Asset Register

Again this is a requirement of Standing Orders.

Work to ensure the values on the Asset Register are correct will be completed between June and September. This includes value of Building Reinstatement.

Verbal Reports

The Clerk attended the WALC meeting held on 29th April.

The next meeting is on 29th July and the AGM will be on 28th October.

There will be another Annual Conference, date to be confirmed but likely to be September or October.

There was a presentation from the Chair of the Wiltshire Renumeration Panel on Basic Allowances, it is planned to do a review on all Parish and Town Councils in Wiltshire as to whether a basic allowance is paid and if so how much.

Currently Wilton does not pay a basic allowance which is a renumeration to Councillors to cover expenses incurred whilst in Office.

Please note this is not to be confused with the Chairman's or Mayor's Allowance which is to cover expenses of Office.

The new County Officer was present at the meeting, he is settling in well and noted the support given by NALC and other County Associations.

SSWAB – has not met since the last Full Council meeting. Next meeting is in Mere on 29th May.

SWW Local Highways and Footpath Improvement Group – not met since last meeting. Next meeting 8th

May.

South Wiltshire OFWG – Cllr Crossley
Wilton Community Centre – Cllr Boyd
Wilton Church of England Primary School – Cllr Boyd
Trustees of Michael Herberty Hall – Cllrs Blackman, Kinsey and Page
Wilton United Charities – Cllrs Blackman and Kinsey.

Policies

There have been no changes to the following Policies since the last meeting. This is again a requirement of Standing Orders.

Membership of Committee

Thank you to Cllrs for returning their preferences.
The Mayor will confirm the Membership of Committees.

Membership of Wilton Town Council Working Groups

The Mayor will confirm the Membership of the listed groups.
Terms of Reference for these groups will be considered at the next Policy and Resources Committee.

Wilton Town Flood Group

To confirm the Membership which then ensures the Volunteers are covered by Wilton Town Council Insurance.

Representation on External Bodies

Another requirement of Standing Orders
It is believe these are groups that Wilton Town Council do not have a seat on.

Internal Auditor

To confirm Auditing Solutions as the Internal Auditor for Wilton Town Council.
This was agreed at a Policy and Resources Meeting held on following consideration of quotes from various Internal Ausitors.

Dates and Times of Meetings

Please see attached list.
The meetings remain on the first and third Tuesday of the month.
Please note that the Annual Meeting of the Town Council is scheduled for 6th May which is the day after Members take Office following the Election on 1st May.
To ensure the correct notice is given all Candidates will be sent the papers for the Annual Meeting of Wilton Town Council, the Agenda and Papers will have to be issued before the Election (if there is a contested Election).

Subscriptions to Other Bodies

This will be circulated but includes WALC, ICCM, British Toilet Association, ZOOM, SLCC.

As part of the migration work to Microsoft 365, to extend access of Wilton Town Council data held on the Wilton Town Council server to Committee Chairs, the Mayor and Deputy Mayor to assist in determining data retention.

Motion requested by Cllr Harrison

As stated in the National Association of Local Councils, Legal Topic Note (LTN) 1, para 26, Councillors do not have a need to know all aspects of Council business and cannot claim an automatic right to see all Council documentation and information. *(Please read the full section which can be accessed in the Members Area of NALC – Cllrs have the access details).*

When the question of allowing a Councillor access to the files held on the server was asked of the

Information Commissioners Officer the answer was a very firm no. The Cllr had to state why access was required and that the task could not be completed without access.

This request is opening the Council to challenge and an unnecessary Risk.

Council should consider the risk that allowing this could lead to, currently Staff have access to documents held by the Office and Staff are accountable to the Council.

Councillors can leave.

The Officer advice on this motion is that the Council should reject the motion and it should be should be referred to the Policy and Resources Committee for the meeting on 21st May and then the recommendation put to Full Council on 4th June.

Should the Council wish to support the Motion then it will be the Council that is taking on the Risk despite advice that this should not be permitted from it's appointed Officer, NALC and the ICO.

To appoint the SLCC to carry out a resource needs analysis in line with the Council's future aspirations to serve Wilton.

A previous analysis was completed in 2016 with the report circulated to Councillors in January 2027.

The Clerk has asked the SLCC to confirm costs and what is involved.

To agree for Councillor's to partake in the Carnival procession, wearing Council Robes, on 6th July 2024.

An invitation has been received from Wilton Carnival Committee for the Mayor and current Councillors to partake in the Carnival Procession.

If agreed, consideration should be given to where the Robes are stored after the procession unless Cllrs wish to wear them for the afternoon.

To confirm and approve the essential server migration and IT management support costs.

At the time of writing, 1 quote has been received.

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.

Planning

There are no Planning Applications requiring a response at the time of writing this report.

Parish Steward Liaison

The scheduled dates are

May – no scheduled visit

13th and 17th June

11th and 15th July

August – no scheduled visit

12th and 16th September

14th and 15th October

14th and 18th November

11th December

General

Ordered the vehicle trailer for the Wilton Flood Group – delivered.

Several enquiries regarding CCTV from Wiltshire Police.

Chased the Cemetery and Castle Meadow signs.

Enquiry from another Cricket Club to use Castle Meadow.

Correspondence

Enquiry re feedback on the new Wilton App – forwarded to the Heritage Working Group

Various Wiltshire Council updates, circulated by email

Safer Salisbury newsletter circulated by email

WALC newsletter, circulated by email

Insurance documentation

Cemetery enquiries – interments, memorials and general enquiry.

Enquiry re collection of large items of refuse – directed to Wiltshire Council.

Future Meetings

Date	Time	Meeting	Attendees
7 th May	7pm	Full Council	All Cllrs
8 th May	2pm	Local Highways and Footpath Improvement Group	Cllr Crossley
14 th May	6.45pm	Mayor Making	All Cllrs
21 st May	7pm	Policy and Resources Committee	Committee Cllrs
29 th May	6.30pm	South West Wilts Area Board - Mere	All Cllrs
4 th June	7pm	Full Council	All Cllrs
11 th June	7pm	Staffing 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 discussion of that business	Yes / No
Dispensation requested to: participate in any vote, or further vote , taken on that business	Yes / No
REASON(S) FOR DISPENSATION	
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:

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