



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 4th June 2024

29th May 2024

The office is open to the public on **Wednesday and Thursday between 9am and 2pm** 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

Apologies

Councillors are reminded that Apologies (including the reason) 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.

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 21st May 2024

To be circulated to all Councillors and uploaded to the website.

Terms of Reference (item h)

1. General ToR for all Working Groups:

1.1. Wilton Town Council and its standing Committees can set up working groups to carry out tasks as defined by Wilton Town Council or the Committee. The opportunity for residents to join such groups will be made through social media or on Wilton Town Council's noticeboard and website.

1.2. The purpose of Working Groups formed from both councillors and members of the public is to meet to discuss issues, explore options and develop plans and then report back to the Committee with recommendations. Subsequently, Working Groups may be tasked to deliver their plans. They have no decision making powers but simply present the Committee with their findings. However, their ability to give particular topics that much more time outside agenda-driven meetings can be invaluable.

1.3. When setting up a Working Group, Wilton Town Council or Committee must set clear terms of reference for it regarding objectives, scope and outcome(s). These will be approved by Wilton Town Council before the Working Group is formed. Once their work has been completed, the Working Group will be disbanded.

1.4. The Terms of Reference will include this protocol, the name of the Committee to which the Working Group reports and all members of the Working Group will sign it to confirm acceptance.

1.5. The Terms of Reference and membership will be published on Wilton Town Council's website.

1.6. The number of Councillors able to join a Working Group will be decided at the time of its formation but it must consist of no fewer than two councillors.

1.7. The Working Group will notify the relevant Wilton Town Council Committee of the name of the Chair once they are appointed after the first meeting.

1.8. A quorum for any meeting of a Working Group will be three members, at least one of whom must be a councillor.

1.9. The role of Wilton Town Council or sponsoring Committee is to consider and question the recommendations put to it by the Working Group before a decision is taken and, in the case of a Committee, to be satisfied with them before making any recommendations to the Full Council.

1.10. A Working Group will be accountable to its sponsoring Committee unless agreement is made, due to expediency and subject to agreement via email of a majority of members of that sponsoring Committee, for recommendations to be made directly to the Town Council;

1.11. The Working Group must provide Wilton Town Council or Committee with as much information as possible to ensure it can make an informed decision on its recommendation(s).

1.12. A Working Group will not have a budget. The budget will remain with the Wilton Town Council Committee.

1.13. Generally Working Groups do not meet in public, therefore Wilton Town Council's Standing Orders are not applicable. However, the Code of Conduct still applies and Declarations of interests will be required at each meeting. All Working Groups will follow all relevant Wilton Town Council policies

1.14. The Town Clerk will ensure that a shared email is set up for all Working Groups. The Chair of the Working Group will ensure that the importance of its use is communicated to all members. All documents and records produced and emails shared by working groups will be retained for 7 years in accordance with Wilton Town Council's Freedom of Information Act Procedure.

2. In addition, each Working Group's Terms of Reference must clarify:

2.1 Name of Working Group

2.2 Membership inc number of Wilton Town Councillors

2.3 Purpose (Objectives) of the Working Group

2.4 Quorum inc min number of Wilton Town Councillors

2.5 Meetings – in person or virtually

2.6 Frequency of Meetings

2.7 Chair of Working Group

2.8 Reporting to the relevant Committee

2.9 Notes or Minutes of each Meeting – where available, period of retention, publicly available.

2.10 Public attendance – yes or no

Annual Governance and Accounting Return

The External Auditor is PKF Littlejohn LLP. More information on the Audit process can be found [here](#).

Wilton Town Council must complete Form 3 this is a six page document;

Pages 1 and 2 are for information

Page 3 is completed and signed by the Internal Auditor, this should be read in conjunction with the full Internal Audit Report.

Page 4 is the Annual Governance Statement that must be signed by the Chair of the Meeting and the Town Clerk.

Page 5 is the Accounting Statement which has been signed by the Responsible Financial Officer and must be signed by the Chair of the Meeting when it is approved.

Page 6 is blank and will be completed by the External Auditor.

The form is completed online.

Following completion of the Internal Audit on 1st May, the report was 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 Internal Audit did not raise any recommendations.

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

The Policy and Resources Committee raised no concerns on the accounts although the fact the tree work paid for in 2024 by an accrual made in 2023/24 does not show in the accounts was noted.

The Assistant to the Town Clerk raised this with Rialtas and was informed this is correct.

The Policy and Resources Committee completed the Annual Governance Statement and recommended this is confirmed and signed by Wilton Town Council.

Money

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

Please email any questions to the Office as soon as possible, no later than 9am on the day of the meeting.

Pay schedule circulated to Cllrs

Money info

SSE Gas – credit note received totalling £1223.45, future invoices will be deducted from this.

Good Energy – after several months of them sending debt emails, confirmation in an email (previously verbal) that no money is owed and the demanding emails will cease.

Earlier in 2024, a payment was made into the WTC account which did not relate to an invoice issued.

Following several attempts to clear the issue it has now been confirmed that the payment was made to WTC in error and should have been made to another organization.

WTC need to authorize the payment to the organization that made it and they can then sort out paying the correct company.

The amount concerned is £743.20

Planning

The application for 22 Shaftesbury Road was on the last Policy and Resources agenda but due to being inquorate for that item no decision could be made.

Neighbours attend that meeting and listed their concerns.

An objection has been submitted to Wiltshire Council.

Reports

SSWAB – will meet in Mere on 29th May. Information has been circulated

SWW Local Highways and Footpath Improvement Group – met on 8th May. Unfortunately neither Cllr Crossley or the Town Clerk were able to attend.

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

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

At the last meeting it was agreed that Councillors would take part in the procession.

To confirm which Councillors will take part and confirm collection of Robes.

Please note that no decision was made on storage of Robes after the procession.

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

All tasks for the list should be emailed to Cllr Blackman the week before the scheduled visit.

The scheduled dates are

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

Enquiries

Beech tree at the Cemetery overhanging neighbouring drive, requested it is bought back to normal height.

Having checked the 2021 tree survey, this tree was marked as no action required at this time. A new tree survey will be completed later in 2024.

Hedge at the cemetery not being cut. This is the section alongside the spoil heap and will be raised with Grounds Maintenance.

Complaint re lack of litter collection and weed treatment at South St car park, raised with ID Verde who promised to get this completed. This was chased w/c 20th May and again on 28th May.

Complaint (via facebook) that grass was not collected when the grass was cut. Clerk has requested a quote for collection of arisings for the months of April and May which will be considered by the Environment and Amenities Committee.

Planning application objection, advised caller to attend the Committee Meeting at which the application was being discussed. The residents objection had already been submitted to WC.

A number of Cemetery enquiries inc 4 funerals.

Call re overhanging trees at Kingsbury Sq. After checking that the trees do not fall within the WC grasscutting contract, advised the caller to report the issue to Wiltshire Council as the trees are theirs.

Town Clerk did report it as an issue as well.

Enquiry re pavilion hire – more information required.

Request to take a photo of HMS Wilton authorized.

Enquiry about placing a mirror alongside the Highway, advised this is taken up with Wiltshire Council as the Highway Authority.

Several enquiries re tennis court access.

Completed or in progress

Street Signs order all confirmed, there is further information on the fixings and backing boards / posts to send. Delivery for all is 8+ weeks.

New noticeboard now in place outside the Council Office.

Waiting on exact location for Minster St and Castle Meadow noticeboards and trying to get an answer re the new noticeboard at Old St Mary's.

Old St Mary's – need an update regarding the matters raised following meeting on 3rd October 2023.

Press release following Election of New Mayor issued.

Materials for Wildflower Fence and Potholes purchased and delivery arranged.

Chased installation of the swing seat at Minster Street. Contractor stated it would be installed by the end of the month.

The portrait of Miss Edith Olivier was collected by Salisbury Museum as agreed.

New backboards for Defibrillators at Wilton Community Centre and Castle Meadow Pavilion.

General

Chased the Cemetery and Castle Meadow signs. Confirmed Cemetery sign order. Chasing Castle Meadow sign.

Enquiry from another Cricket Club to use Castle Meadow.

Sent apologies for recent SWWAB Health and Wellbeing Meeting – Minutes of the Meeting have been circulated.

Online meeting regarding the migration of Council documents and emails – Cllrs Harrison and Blackman also attended.

Telephone discussion with Associate who will complete the Local Council Consultancy review.

Town Clerk attended an online meeting following results of the traffic surveys for the requested 20mph.

Wiltshire Councillor Pauline Church also attended.

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

NALC newsletter circulated by email

Future Meetings

Date	Time	Meeting	Attendees
29 th May	6.30pm	South West Wilts Area Board - Mere	All Cllrs
18 th June	7pm	Environment and Amenities Committee	Committee Cllrs
25 th June	7pm	Staffing Committee	Committee Cllrs
2 nd July	7pm	Full Council	All Cllrs
6 th July		Wilton Carnival	All 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