



Wilton Town Council

Full Council Meeting

Tuesday 3rd September 2024



The Council Offices
Kingsbury Square
Wilton SP2 0BA



01722 742093

Report for the Full Council meeting to be held on 5th November 2024

30th October 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 for any reason.

Background for Agenda items

Apologies

Please note the change in that Wilton Town Council now receives the apologies, no reason is required to receive apologies but Councillors are reminded that failure to attend a Meeting of Wilton Town Council for 6 consecutive months will result in automatic disqualification unless a written request to accept the absence is considered by Wilton Town Council prior to the 6 month period.

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 or send a text message to the Clerk no later than 6.30pm.

Alexandra Boyd resigned on 25th October 2024.

The Cllr.Boyd@ email account was closed on 28th October.

Wiltshire Council Elections department was informed of the vacancy on 28th October.

A Notice of Vacancy has been received, dated 1st November and will be displayed on the Town Council noticeboard outside the Council Office and on the website. It will also be published on the WC website.

The deadline for requesting an election is 21st November.

A bank mandate change was raised on 28th October and has been completed.

Poll Cards – this is an option should an election request be made.

According to the figures provided in 2023, the cost of providing poll cards would be £2060.34

Wilton Town Council agreed to provide Poll Cards for the election called in 2023.

It also agreed to provide Poll cards for the election called in 2022 although on that occasion the election was uncontested so Poll cards were not required.

Election costs advised in 2023 were contested £9087.54 (inc Poll cards) / uncontested £761.19

Should an election be called the entire cost of the election falls to Wilton Town Council.

Minutes

The Minutes of the last meeting have been circulated and have been 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. The form is at the end of this report.

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

Staffing Committee Minutes from 8th October 2024

Minutes will be uploaded to the website.

The recommendations are as listed.

Environment and Amenities Committee Minutes from 15th October 2024

Minutes will be uploaded to the website.

Staffing Committee Minutes from 22nd October 2024

Minutes will be uploaded to the website.

Planning

Two applications for tree work.

Money

The September accounts have been circulated.

A reminder that should any Cllr have any questions these should be emailed to the Clerk as soon as possible.

External Audit – 1 matter raised re the Excise of Public Rights.

The accounts were discussed at Policy and Resources on 21st May and recommended to Full Council.

Full Council approved section 1 and section 2 on 4th June

The Public Rights started on 3rd June Pay schedule circulated to Cllrs

In future the period for Public Rights will not start before the AGAR has been agreed and signed.

At the time of writing the Agenda no delegated powers had been used.

Developer contributions as listed on the Agenda.

Please note that CIL (Community Infrastructure Levy) can be used for a wider variety of projects than R2 could be.

[Wiltshire Council CIL Guidance](#)

The Clerk met with the WC R2 Officer on 2nd October to discuss R2 monies and projects. A proposal to agree a side agreement for the R2 money was discussed and more details have been requested.

Performance Management Policy.

This item was requested by Councillor Harrison.

As stated on the agenda request form this item should be deferred to a Committee for discussion and then recommended to Full Council.

On 13th August, Staffing Committee agreed the following;

“To include but not limited to: Performance Management, Menopause, Maternity and Paternity” to the Policy Working Group for review.

Resolved: That the Policy Working Group should draft the Policies stated in (i) subject to advice from HR Support.

Proposed Cllr Forbes

Seconded Cllr Crossley

All in favour.

In the meantime the Policy has been checked by Wilton Town Council’s HR support and no issues were raised.

The Policy WG has not yet met.

This Policy should be included within the Employee Handbook.

Reports

WALC– Cllr Kinsey to report. AGM held on 25th September.

SWWAB – Next meeting 13th November at Wilton Community Centre. All welcome
SWW Local Highways and Footpath Improvement Group – next meeting in November.

South Wiltshire OFWG – Cllr Crossley

Wilton Church of England Primary School – no current rep

Trustees of Michael Herbert Hall – Cllrs Blackman, Crossley and Page

Wilton United Charities – Cllrs Blackman and Crossley.

Town Clerk's report

Councillors are reminded that the Town Clerk uses the calendar facility on Outlook, please check this for availability. All Cllrs are invited to enter information on their calendar and share this.

Reminder - Working Groups Terms of Reference

The following Working Groups need to meet as soon as possible agree their Terms of Reference:

- Policy Working Group (Councillors – Blackman, Crossley, Harrison and Kinsey)
- Heritage WG (Councillors: Boyd, Crossley, Hilliard and Whillock).
- Newsletter WG (Councillors: Boyd, Harrison and Moore). Note this has been paused for 6 months.
- Castle Meadow Car Park WG (Councillors: Crossley, Harrison and Whillock).
- Toilet WG (Councillors: Blackman, Boyd, Forbes, Kinsey, Moore and Page).

Work observation / time and motion study for Officer hours.

This item was requested by Councillor Harrison.

The motion is to ask the Council whether or not to approve the undertaking of a time and motion / work observation of the office to understand how 30 hours of Officer time is being spent.

This item should be deferred to Staffing Comm as is stated on the agenda request form and then the recommended to Full Council.

However, should WTC agree to undertake the study it should confirm when it wishes to study to take place as quotes will need to be sought. The specification for the quotes also needs to be agreed.

Parish Steward Liaison

All tasks for the list should be emailed to Cllr Blackman at least **nine** days before the scheduled visit.

The scheduled dates are

14th and 18th November

11th December

The WALC County Conference on Tuesday 5th November is at Devizes. The agenda has been circulated.

Enquiries from members of the public from 30th September - 30th October inclusive:

Cemetery 10 – inc 2 visits also funeral enquiries and memorials

Pavilion 11

CCTV 3

Wiltshire Council 4 (enquiries that were WC responsibilities)

Other enquiries 7

Correspondence

Road Closures;

Markert Sq on 10th November for Remembrance Parade

Market Sq on 29th November for Christmas Light Switch On

Various Wiltshire Council updates, circulated by email

WALC training update, circulated by email with a variety of courses available

NALC newsletter circulated by email
 Police and Crime Commissioner update, circulated by email.
 WALC newsletter circulated by email
 Cloud access for Rialtas accounting software completed.

Future Meetings

Date	Time	Meeting	Attendees
5 th Nov	WALC County Conference	Devizes must book. No charge unless not attended.	
5 th Nov	7pm	Full Council	All Cllrs
10 th Nov	10am	Remembrance Parade	All Cllrs – Robes to be worn
12 th Nov	6pm	Budget WG	WG Councillors
13 th Nov		LHFIG	
	6.30pm	South West Wilts Area Board - Wilton	
18 th Nov	10.30am	Staffing Comm – Shortlisting	
19 th Nov	7pm	Policy & Resources Comm	
22 nd Nov	Day	Staffing – interviews	
25 th Nov	TBC	Staffing Comm	
29 th Nov		Switching on of Christmas Lights	
3 rd Dec	7pm	Full Council	
17 th Dec	7pm	Environment & Amenities Comm	

Meetings in Green are open to the public.

Public event organized by Wilton Town Council

Election information.

The four year term for Wilton Town Council ends in May 2025, regardless of when a Councillor was co-opted their term of office ends three days after the Election.

The Election will be on the first Thursday of May – Thursday 1st May. The new Councillors take office four days after the Election.

More information will be available in February / March 2025 including confirmation of dates and details on nomination papers.

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