



Wilton Town Council

Full Council Meeting

Tuesday 3rd December 2024



The Council Offices
Kingsbury Square
Wilton SP2 0BA



01722 742093

Report for the Full Council meeting to be held on 3rd December 2024

27th November 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.

At the time of writing this report there has been no confirmation regarding whether an election has been requested or not.

Minutes

The Minutes of the last meeting have been circulated and will be 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

The final item 232/24 should be held after the exclusion of Public and Press for the reason of Staff in Confidence.

Policy and Resources Committee Minutes from 17th November 2024

Minutes will be uploaded to the website.

Staffing Committee Minutes from 25th November 2024

Minutes will be uploaded to the website.

Planning

Three applications.

The application for Crow Lane is amended plans, please look at the most recent documents, there are over 50 plans dated 31st October 2024.

I have contacted the Planning Officer and requested details of the changes and shall share this if anything is received.

Money

The October accounts have been circulated.

These were considered at the November Policy and Resources Committee and no questions were raised. A reminder that should any Cllr have any questions these should be emailed to the Clerk as soon as possible and no later than 11am on the day of the meeting.

At the time of writing the Agenda the only delegated power was to pay for breakfasts for the operatives who undertook the road closure for Remembrance Sunday.

Developer contributions as listed on the Agenda. Expiry dates remain unconfirmed. No changes from Nov FC

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

[Wiltshire Council CIL Guidance](#)

Reports

WALC– Cllr Kinsey to report.

SWWAB – Meeting held 13th November at Wilton Community Centre.

Next meeting February 2025. Wilton Community Centre. All welcome

SWW Local Highways and Footpath Improvement Group – meeting held on 13th 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.

Health and Safety audit took place on 26th November

Assessments for Fire Risk, Disabled Access and Legionella are taking place on 27th and 28th November.

Reports, once received, to be considered at Environment and Amenities Committee.

The Interim Internal Audit will take place on 4th December.

Contact from the Press and Media re the recent resignation.

Visit from the County Advisor at Wiltshire Association of Local Councils.

Over 50 applications for the vacancy.

Enquiry about allotments – confirmed that allotments in Wilton are under the control of Wilton Estate.

Enquiry about fallen tree branches, this was not on Wilton Town Council land so either Wiltshire Council or in private ownership[- person informed.

Enquiries to view Charters – f/w to Cllr Crossley.

Enquiries regarding Cemetery records – explained current situation and will be in contact when time permits.

Enquiries re Transfers of EROBs, explained these would be completed as soon as possible.

Reminder - Working Groups Terms of Reference

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

- 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).

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

11th December

Correspondence

Road Closure;

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

Future Meetings

Date	Time	Meeting	Attendees
29 th Nov		Switching on of Christmas Lights	
3 rd Dec	7pm	Full Council	All Cllrs
17 th Dec	7pm	Environment & Amenities Comm	Comm Cllrs
7 th Jan 2025	7pm	Full Council	All Cllrs
21 st Jan	7pm	Environment & Amenities Comm	Comm Cllrs

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.



Wilton Town Council

Budget Report 2025 - 2026

Report of the Town Clerk



The Council Offices
Kingsbury Square
Wilton SP2 0BA



01722 742093



[Email the clerk](#)



[Wilton TC Website](#)

Legal context

Wilton Town Council has a statutory duty to produce an income and expenditure account and statement of balances in accordance with the Accounts and Audit Regulations 2015, Regulation 12.

The purpose of this report

To approve a Budget and Precept for 2025 – 2026.

Clare Churchill

Town Clerk & Responsible Financial Officer

14th November 2024

1. **Purpose of report**

To seek approval for 2025/2026 Precept and Budget, in accordance with the information set out in the Responsible Financial Officer's report. This report sets out the following matters for the consideration of the Council:

 - Background information
 - 2024/25 Precept
 - 2024/25 Tax Base
 - 2024/25 Budget
 - 2024/25 Balances and Reserves
 - Financial management arrangements
 - Governance and assurance
 - Recommendations
 - Budget papers and supporting information

2. **Background**
 - a. Every year, Wilton Town Council is required to set a Budget for the forthcoming year and determine the amount to be charged to local council tax payers in the form of a Precept collected on behalf of the Council by Wiltshire Council.
 - b. In accordance with section 25 of Local Government Act 2003, this report provides members with information concerning the recommended Budget and adequacy of balances and reserves to meet the

financial requirements of the next financial year.

- c. Wilton Town Council is required to set its Precept in accordance with statutory requirements. The report sets out implications of setting the Councils' Precept for 2025/26 and the impact it will have on Council's proportion of the Council Tax Bill.
- c. Each year, having regard to any advice received from the internal and external auditors, the Council reviews its financial management arrangements and makes any changes necessary to facilitate the effective operation and efficient delivery of its services and responsibilities..
- d. The recommendations of the Responsible Financial Officer are to be ratified by Full Council at its meeting on 3rd December 2024 in order to provide adequate notice to Wiltshire Council for billing purposes.

3. 2025/26 Precept.

- a. The Precept requirement for Wilton Town Council in 2023/24 was **£246,000.00**. This Precept was agreed by Wilton Town Council at its meeting on 5th December 2023 and equated to £0.00 per annum increase at Band D on the previous year.
- b. The current Band D for Wilton is £156.01
- c. The Budget WG have completed a first draft of the Budget and this requires a Precept of £247,520.00 which equates to an 0% change at Band D:
£156.01
- d. Currently Parish and Town Council Precepts are not capped.

4. 2025/26 Wilton Town Council Tax Base

- a. The Council Tax is based on a statutory calculation of the number of chargeable households in the Town.
- b. Wiltshire Council confirmed the draft Council Tax Base on 8th November 2024.
The draft CTB is 1586.57
This may be subject to change at the Full Council meeting of Wiltshire Council to be held on 10th December 2024.
- c. The proposed 2025/26 Precept requirement is divided by the new Tax Base of 1586.57 to provide the Band D Council Tax figure.
- d. The Band D is the average;

Band A 6/9	£104.01
Band B 7/9	£121.34
Band C 8/9	£138.68
Band D 9/9	£156.01
Band E 11/9	£190.68
Band F 13/9	£225.35
Band G 15/9	£260.01
Band H 18/9	£312.02 (double Band D)

5. 2025/26 Proposed Budget

- a. The Budget working group¹ met on 29th October to produce the first draft of the budget, it met again on

¹ Cllr Crossley, Cllr Blackman, Cllr Kinsey, Cllr Harrison, Cllr Moore and Cllr Forbes

12th November to review the first draft and apply the figures as the Council Tax Base had now been provided.

- b. The Budget process has incorporated a Budget review by the Responsible Financial Officer (Clerk) and the Chairs of the Council's Committees.
- c. All Budgets have been reviewed to reflect known spending pressures, such as officer pay awards, inflation and unavoidable growth.
- d. The Budget has been set in accordance with the requirements of sections 39 to 51 of the Local Government Finance Act 1992 and the Accounting and Audit Regulations. As well as being developed on the principle of maintaining existing service levels whilst keeping the required increase in Council Tax to a minimum.

6. Balance and Reserves

- a. The Budget reflects the current Ear Marked Reserves (EMR).
- b. Currently any by elections are charged to the Council by Wiltshire Council, the cost of the 2023 election (contested) was £9,461.67 and the uncontested election in 2022 cost £809. As of May 2025, Wiltshire Council will also charge for the Town element of elections even if there is another election at the same time.
- c. The EMR 335 for Wilton Junction (£26,000) should be transferred to EMR 334 (Public Toilets) as it is reported that Station proposal will not go ahead.
- d. The EMR 325 for the Neighbourhood Plan (£18,000) should be renamed Consultancy.

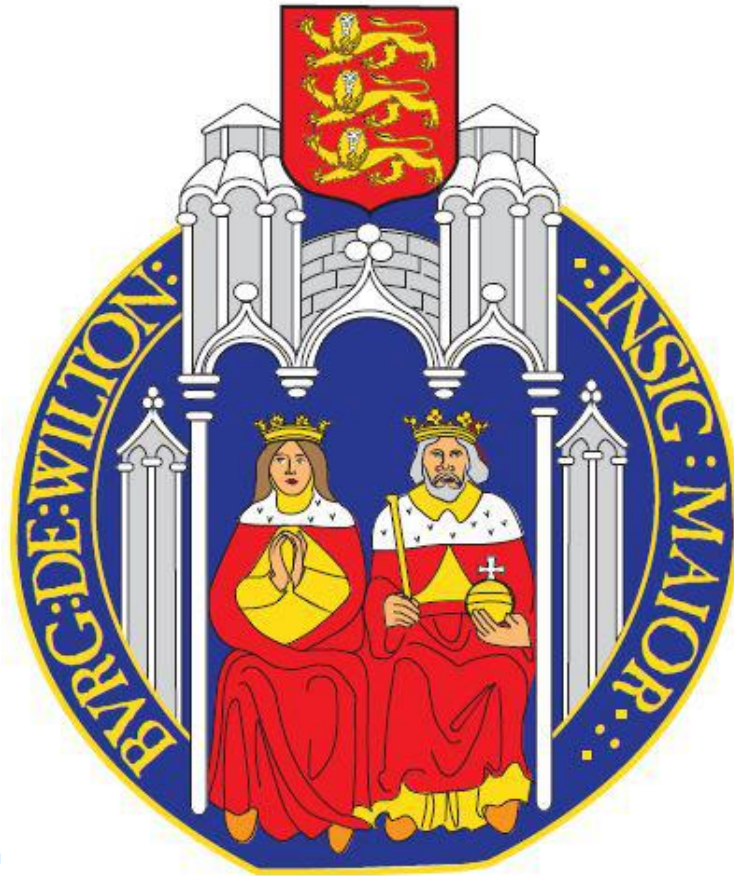
7. Governance and assurance

- a. The financial year runs from 01 April to 31 March and the proposed Budget is prepared in the autumn and set in December / January, in advance of the new financial year. It must be reviewed and approved by Full Council. The Budget has been prepared in accordance with key principles of prudence and transparency, and, subject to the recommendations set out in this report, the levels of balances, reserves and contingencies within the Budget are adequate.
- b. The Budget estimates the resources required to fund the services Wilton Town Council provides, its strategic aims and objectives and to also meet community needs and priorities.
- c. The Precept must be agreed and set by the Full Council meeting on 7th January 2025, to ensure the deadline of 20th January 2024, set by the billing authority - Wiltshire Council - is met. It is hoped the Precept will be agreed at the meeting on 3rd December but not submitted until it is confirmed there are no changes to the draft Council Tax Base. The Precept must be agreed at a Full Council meeting, it can not be delegated to a Committee.

8. Recommendations

- a. That the Council agrees the Budget totaling £305,297.00 for 2025/2026.
- b. That the Council sets its Precept at £247,520.00 for the 2025/26 financial year.
- c. That the Council uses funds totaling £42,177 from the Ear Marked Reserves to balance the Budget.

Wilton Town Council



Flag Flying Policy

Document history

Status	Date	Adopted	Minute Ref	Summary of Changes
--------	------	---------	------------	--------------------

		Date		
Original		10/11/2018		
Revision 1	22/01/2024	04/02/2024	FC/028/24/(v)	
Revision 2	15/11/2024			Re format, minor grammar changes.
Revision 3				

Next review date January 2028.

Council Offices, Kingsbury Square, Wilton, Wilts SP2 OBA
www.wiltontowncouncil.gov.uk

Town Clerk
 Tel: 01722 742093
 Email: clerk@wiltontowncouncil.gov.uk

The purpose of this policy

Wilton Town Council endeavours to follow established protocol with regards to flying flags. Flags symbolize recognition of and respect for national events, memorials and occasions. In addition, they can be used to show support and solidarity for causes the Council wishes to promote.

1. Flying the Flag

- a) The civic flagpole is in Wilton Market Square.
- b) Flags may be flown on every day of the year.
- c) Flags will be flown at day and night.
- d) The following flags will be flown: the Union Flag; St George flag; Wilton Town flag; other flags as may be approved by the Council.
- e) The Union Flag will be flown unless there is a reason to fly a different flag.
- f) The Wilton Town flag will be flown on occasions approved by Wilton Town Council – such as during festivals, community events and civic occasions
- g) Wilton Town Council will fly the St George flag for a week in April to commemorate St George's Day.
- h) Such other flags will be flown to show Wilton Town Council's support during appropriate times or on nominated occasions.

2. Flags at full mast

Flags will be flown at full mast on the following occasions:

- a) Armistice Day (11th November)
- b) Remembrance Sunday
- c) the birthday of the Sovereign (currently 14th November)
- d) the official birthday of the Sovereign.
- e) Holocaust Memorial Day flag on Holocaust Memorial Day, 27th January each year.

3. Flags at half mast

The Union Flag should be flown at half-mast on the following occasions:

- a) From the announcement of the death until the funeral of the Sovereign, except on Proclamation Day when flags are flown at full mast following the proclamation.
- b) From the announcement of the death until the funeral of a member of the Royal Family styled 'Royal Highness', subject to special commands from the Sovereign in each case.
- c) On the day of the announcement of the death and on the day of the funeral of other members of the Royal Family, subject to special commands from the Sovereign in each case
- d) The funerals of prime ministers and ex-prime ministers of the United Kingdom, subject to special commands from the Sovereign in each case.
- e) Any other occasions where the Sovereign has given a special command.
- f) Wilton Town Council will follow the Government's guidance regarding when it is relevant to fly the Union Flag at half – mast on other national occasions.
- g) The Wilton Town flag may be flown at half-mast to commemorate the death of Councillors, ex Councillors and other civic dignitaries.

4. Guidance Notes

- a) Half-mast means the flag is flown two-thirds of the way up the flagpole, with at least the height of the flag between the top of the flag and the top of the flagpole.
- b) When a flag is to be flown at half mast, it should first be raised all the way to the top of the mast, allowed to remain there for a second and then be lowered to the half-mast position.
- c) When a flag is being lowered from half mast, it should again be raised to the top of the mast for a second before being fully lowered.
- d) Flags must be taken down in adverse weather conditions, for example: winds forecast to be gusting over 30MPH.
- e) The Flagpole should be inspected at least annually.

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