



Wilton Town Council

Policy & Resources Committee

OFFICER REPORT

Report for the Meeting scheduled for Tuesday 16th July 2024 at 7pm
in the Wilton Town Council Chamber.

10th July 2024



The Council Offices
Kingsbury Square
Wilton SP2 0BA



01722 742093



[Email the clerk](#)



[Wilton TC Website](#)

Please can you ensure that any questions relating to matters on the Agenda are sent to the Town Clerk by 10am on Monday 15th July.

Background for items on the Agenda.


Money

- Accounts for June to be completed and link circulated to Councillors and uploaded to the website. This will include the latest Income and Expenditure.
- A quote has been received for a fire risk assessment and legionella risk assessment for the Council building. There is an option to add on up to two more assessments one of which is a Disability Access Audit. Another is a Health and Safety Audit. The cost for the two audits is £425 plus VAT, the cost for 4 is £585 plus VAT. A request to complete a Disability Audit for all council owned buildings has been made at Full Council.
- Council is asked to note that an attempt was made to use the Council Debit Card. Town Clerk sent an email regarding this to all Councillors.
- Pay schedule link has been circulated to Councillors.

Terms of Reference

As agreed at Full Council, all Working Groups must agree their Terms of Reference which must include:

1. Name of Working Group

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2. Membership inc number of Wilton Town Councillors
 3. Purpose of the Working Group
 4. Quorum inc min number of Wilton Town Councillors
 5. Meetings – in person or virtually
 6. Frequency of Meetings
 7. Chair of Working Group
 8. Reporting to the relevant Committee
 9. Notes or Minutes of each Meeting – where available, period of retention, publicly available.
 10. Public attendance – yes or no

In addition to the Terms of Reference, each Working Group must draft Objectives of the Working Group to be agreed by the Committee the WG reports to.

Suggested draft Objectives

- **Budget Working Group**

To prepare a Budget for the forthcoming Financial Year.
To recommend a Budget to the Policy and Resources Committee
To recommend a Precept to the Policy and Resources Committee
To report to the Policy and Resources Committee.

- **Events Working Group**

To plan the Events for Wilton Town Council, to include:

- the Annual Switching on of the Christmas Lights.
- Remembrance Parade on Remembrance Sunday
- Annual Town Meeting in March
- Any additional events to be marked during the year.

To liaise with the Town Clerk on Road Closures and insurance requirements.
To liaise with other groups within Wilton.
To publicise the Events on social media and on local notice boards.
To report to Environment and Amenities Committee, Policy and Resources Committee (or Full Council if required).

- **Policy Working Group**

To Monitor and Review all current Wilton Town Council Policies and Procedures.
To report to Policy and Resources Committee.

- **Website Working Group**

To monitor the current Wilton Town Council website.
To report to the Policy and Resources Committee.

Policy Working Group

The group has not met since the last meeting.
The group will meet before the 6th September so that the revised Policies and Procedures can be circulated to members of this Committee before the next meeting.

A list of Policies and Procedures requiring review are listed on the Agenda.

Civic Procession Policy

This is a Policy for events organized by Wilton Town Council such as Remembrance Parade and Civic Service where Councillors are required to walk from one venue to another as well as meet in a different venue.

This would not apply for processions that are not organized by Wilton Town Council (eg Wilton Community Carnival) as the organisers for that event would be responsible.

It is advised that Wilton Town Council has a map showing the dropped kerbs within Wilton Town Centre.

The draft template will be reviewed by the Policy Working Group but should be adopted at this meeting so that it is in place for the Mayor’s Civic Sunday which is before the next meeting of this Committee.

Planning

The details of this application can be found on the Wiltshire Council website.

Budget Working Group

This group usually consists of the Mayor, Deputy Mayor and a representative for each of the three Committees. Each Committee should look at it’s budget and note any new projects by mid September.

In the past it has met during the day (during Officer hours).

The draft Budget and proposed Precept will be considered by this Committee at it’s November meeting.

Town Clerk’s Report

The migration from the server to MS365 has taken place.

Town Clerk is now using Outlook for emails and therefore the Outlook calendar.

The email address has not changed for Staff or Councillors.

There are some initial issues.

A Freedom of Information request has been made. This needs to be completed by 25th July so is the Town Clerk’s priority.

Details of the Shaftesbury Road resurfacing have been received. The road will close between 7pm and midnight during the work period and should be open as usual during the day. A letter drop (not by Wilton Town Council) to affected properties is planned week commencing 15th July.

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.