




Wilton Town Council

Policy & Resources Committee

OFFICER REPORT

 The Council Offices
Kingsbury Square
Wilton SP2 0BA

 01722 742093

Report for the Meeting scheduled for Tuesday 17th September 2024
at 7pm in the Wilton Town Council Chamber.

11th September 2024

Please can you ensure that any questions relating to matters on the Agenda are sent to the Town Clerk by 10am on Tuesday 17th July.

Background for items on the Agenda.

PR/098/24 Money

- (i) Accounts for July to be completed and link circulated to Councillors and uploaded to the website. This will include the latest Income and Expenditure.
- (ii) The Pay Schedule has been published in recent Minutes. The decision of this Committee was challenged at Full Council and this Committee is asked to reconsider the omission of the full name of the person being paid.
Note the publication is only a concern when it is an individual rather than a business.
Staff salaries will be collated so this is not an issue.
- (iii) The reason for the request is –

Doesn't seem to make much sense to have members debating /approving the expenditures during open session, when the public can't see what we're talking about. After all, Agenda are published ahead of the meeting so the public may comment at the start, but are unable to for expenditure.

This Committee is reminded that it is for Wilton Town Council to approve (or not) payments.

Agendas are published as good practice, the legal requirement is to advertise the date, time and place of the Meeting.

The business of the Meeting (Agenda) must be attached to the Summons sent to Councillors.

- (iv) Pay schedule link has been circulated to Councillors.

PR/099/24

- (i) See appendix 1
- (ii) Details regarding Terms of Reference and objectives were in the previous Officer report.

The following Working Groups need to confirm their Terms of Reference.

- Events Working Group (this WG also sits under the Environment and Amenities Committee)
- Policy Working Group
- Website Working Group

PR/100/24 Policy Working Group

The group has not met since the last meeting.

The group will meet before the 1st November so that the revised Policies and Procedures can be circulated to members of this Committee before the next meeting (19th November).

A list of Policies and Procedures requiring review are listed below:

- Standing Orders
- Financial Regulations
- Statement of Internal Control
- Data Protection
- Cemetery
- Flexible Working
- High Consequence Infectious Disease Policy
- Health and Safety Policy
- Tree Policy
- Expenses Policy
- General Reserves Policy
- Investment Policy
- Mayoral Allowance Policy
- Council Debit Card Policy
- Online Banking Payment Policy
- Public Participation at Meetings Policy
- Streaming of Meetings Policy
- Email Policy
- Social Media Policy
- Biodiversity Policy

PR/101/24 Planning

The details of the tree applications can be found on the Wiltshire Council website.

PR/104/24 Action Update

- (i) (PR/077/24.A) The Title for the Public Toilets is still awaited from the Land Registry.
- (ii) (PR/080/24.ii) The Assessments and Audits remain outstanding.
The Town Clerk can confirm that there is no hot water in the public toilets therefore no legionella assessment is required.
- (iii) (PR/080/24.iv) The legionella testing is done on a monthly routine, not weekly as stated at the last meeting.
- (iv) PR/080/24.v) The three pedestrian gates at Minster Street have been replaced.
- (v) (PR/083/24) The Procedure for Civic Event processions has been completed for the

- Mayor's Civic Service and Remembrance Day Parade.
- (vi) PR/087/24.v.i) Wiltshire Police Neighbourhood Policing Team has a set of keys to use the building.
 - (vii) PR/087/24.ii) The Town Clerk has informed the External Auditor that the Town Council did hold the General Power of Competence.
 - (viii) PR/087/24.v.iv) The insurance valuations remain outstanding.

Town Clerk's Report No report due to prioritizing finance.

Wilton Town Council Budget Working Group Terms of Reference

Name

The Working Group will be named the Budget Working Group.

Membership

The Committee shall comprise of Mayor of Wilton Town Council, Deputy Mayor of Wilton Town Council and at least one Representative from the Policy and Resources Committee, Environment and Amenities Committee and the Staffing Committee.

Each Committee will confirm which Member(s) will represent the Committee at the Budget Working Group meetings before 1st October.

The Town Clerk as the Responsible Financial Officer will attend all meetings and if available an additional Member of Staff.

Quorum

The quorum for the WG will be three Councillors.

Chair of the Working Group

The Chair will be appointed at the first meeting of the Working Group in the financial year.

Meetings

The Budget Working Group will meet between October and December each year in order to meet the deadline set by Wiltshire Council.

Notes of the Meeting will be kept and presented with the draft budget.

Meetings will be held in person in either the Council Office or the Council Chamber.

The Meetings will not be open to the Public.

Terms of Reference

To review the current year's budget and expenditure.

To consider future expenditure in the current financial year.

To consider all matters of future expenditure in the forthcoming financial year including the building of Ear Marked Reserves for larger projects.

To prepare a draft budget to present to the Policy and Resources Committee – November meeting.

To consider the impact of the Precept following publication of the Council Tax Base in November by Wiltshire Council.

To recommend a proposed Precept to the Policy and Resources Committee – November meeting.

Parent Committee

The Budget Working Group will report to the Policy and Resources Committee.

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.