



# Wilton Town Council

## Full Council Meeting

Tuesday 3<sup>rd</sup> September 2024



The Council Offices  
Kingsbury Square  
Wilton SP2 0BA



01722 742093

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### Report for the Full Council meeting to be held on 3<sup>rd</sup> September 2024

28<sup>th</sup> August 2024

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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.

##### **Minutes**

The Minutes of the July meeting have been amended and the amended version is on the website. 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

##### **Staffing Committee Minutes from 13<sup>th</sup> August 2024**

Minutes will be uploaded to the website once available.

The recommendations are as listed.


Councillors have been provided with the details of the quotes for HR support.

##### **Environment and Amenities Committee Minutes from 20<sup>th</sup> August 2024**

Minutes will be uploaded to the website.

The recommendations (i) to (vii) are from the meeting.

The Car Park Regulation Sign wording is as follows:

**WILTON TOWN COUNCIL**   
Castle Meadow Car Park

- **This is not a public car park; it is for users of the pavilion. When spaces are available, they may be used by members of Wilton Men's Shed.**
- **Parking is at your own risk; Wilton Town Council does not accept responsibility for loss or damage to a vehicle or its contents.**
- **The gates may be locked at any time, without notice.**
- **No overnight parking.**
- **No barbeques or fires.**
- **Please do not walk on the wildflower patch.**
- **Please be considerate to others, not everyone loves dogs.**

[admin@wiltontowncouncil.gov.uk](mailto:admin@wiltontowncouncil.gov.uk)

A site meeting will take place on Thursday 29<sup>th</sup> regarding the exact location for the Castle Meadow notice board and also the car park regulation sign.

Items (viii) to (xi) arose following discussions at the meeting.

(viii) The gates at Bulbridge need adjusting or replacing, advice from a Contractor is that whilst a repair may work it is more likely it won't and the attempt to repair would have to be charged as well as the cost to replace both gates.

The swings at both Bulbridge and Minster Street play areas require attention, the recent play inspection advised the frame is dismantled and inspected but the Contractor is concerned it may not be possible to put the frame back together.

(ix) It is advised to replace the current junior and cradle swings at Bulbridge with a three bay swing (see below) which would also include a basket swing rather than just replacing the current junior swings and cradle swings. Quotes would be required.



Current



(x) The junior swings at Minster St to be replaced with a similar unit as existing.

(xi) The toddler swings at Minster Street are a similar age to the junior swings and it may be more cost effective to replace both at the same time. The request for quotes would specify this.

(xii) The carousel at Minster Street requires repair.

Option 1 make an adjustment but there is no guarantee this would fix the issue.

Option 2 to replace the ball bearings in the slew ring which would be much more expensive.

Option 3 to obtain quotes for a similar piece of equipment.

### **Money**

Bank rec, Income & Expenditure and Balance sheet not completed due to insufficient Officer time.

Pay schedule circulated to Cllrs

Financial support. Wilton Town Council uses the Rialtas accounting system and due to reduced office hours this is one area where external support can be easily accessed. Two quotes have been received for a day's support.

Option 1 £475 per 7.5hr day

Option 2 £599 per day or £308 per half day.

Both options incur travel costs of £34.00 per visit.

Both options are subject to VAT.

Both companies are experienced with the Rialtas accounts programme.

To consider options available and confirm frequency of visits.

### **Reports**

WALC – Cllr Kinsey to report. AGM location has been confirmed as Devizes (Community First offices).

SWWAB – next meeting 11<sup>th</sup> September at East Knoyle. All welcome.

SWW Local Highways and Footpath Improvement Group – met in August 2024 – Cllr Crossley.

South Wiltshire OFWG – Cllr Crossley

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.

### Town Clerk's report

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

#### Reminder - Working Groups Terms of Reference

The following Working Groups need to meet by the September Policy and Resources Committee to agree their Terms of Reference:

- Budget Working Group (Councillor: Crossley (Mayor), Forbes (Staffing), Harrison (Policy & Resources), Kinsey (Policy and Resources) and Moore (Environment and Amenities).
- Policy Working Group (Councillors – Blackman, Crossley, Harrison and Kinsey)

The recommended Terms of Reference should be sent to the Town Clerk by Tuesday 10<sup>th</sup> September so they can be emailed out with the paperwork for the meeting.

The following Working Groups need to meet by the October Environment and Amenities Committee to agree their Terms of Reference:

- Events WG (this WG can also report to Policy and Resources Committee) (Councillors: Crossley, Forbes, Hilliard, Kinsey and Taylor).
- Heritage WG (Councillors: Boyd, Crossley, Hilliard and Whillock).
- Newsletter WG (Councillors: Boyd, Harrison and Moore).
- Castle Meadow Car Park WG (Councillors: Crossley, Harrison and Whillock).
- Toilet WG (Councillors: Blackman, Boyd, Forbes, Kinsey, Moore and Page). This WG will meet once the Title has been received from the Land Registry.

The recommended Terms of Reference should be sent to the Town Clerk by Monday 7<sup>th</sup> October so they can be emailed out with the paperwork for the meeting.

### Planning

There are no applications to be considered.

### 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

12<sup>th</sup> and 16<sup>th</sup> September

14<sup>th</sup> and 15<sup>th</sup> October

14<sup>th</sup> and 18<sup>th</sup> November

11<sup>th</sup> December

### **Enquiries from members of the public from 1<sup>st</sup> – 28<sup>th</sup> August inclusive:**

Tennis courts	3
Cemetery	10 – memorials and records.
Pavilion	8
Dog bins	1
CCTV	1
Wiltshire Council	3 (enquiries that were WC responsibilities)
Other enquiries	5

### **Correspondence**

Road Closures;

Silver St with effect on 27<sup>th</sup> September from 7pm until 11pm.

Market Sq and surrounding area (as in previous years) from 3pm on 10<sup>th</sup> – 14<sup>th</sup> October for Wilton Charter Fair – the bus stop will be relocated for the duration.

Various Wiltshire Council updates, circulated by email including details of the current consultations:

- WC Gypsy and Traveller sites
- Government National Planning Policy Framework (a webinar was held on 14<sup>th</sup> August by Wiltshire Council)

Cllr Crossley has collected the money (banked) and refilled the maps from two of the Town Trail dispensers, the remainder will be checked before the 7<sup>th</sup> of October.

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

Utility costs circulated to members of the Policy and Resources Committee

Cloud access for Rialtas accounting software has been confirmed and should be operational in early September.

### Future Meetings

Date	Time	Meeting	Attendees
3 <sup>rd</sup> September	7pm	Full Council	All Cllrs
11 <sup>th</sup> Sept	6.30pm	South West Wilts Area Board – East Knoyle	All Cllrs
16 <sup>th</sup> Sept	6pm	Staffing Committee	Committee Cllrs
17 <sup>th</sup> Sept	7pm	Policy and Resources Committee	Committee Cllrs
25 <sup>th</sup> Sept	6.30pm	WALC AGM – Devizes	Cllr Kinsey
1 <sup>st</sup> October	7pm	Full Council	All Cllrs

Meetings in Green are open to the public.

A few enquiries regarding Elections in 2025.

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 is likely to be on the first Thursday of May – Thursday 1<sup>st</sup> 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 <b>discussion</b> of that business	Yes / No
Dispensation requested to: participate in any vote, or further <b>vote</b> , taken on that business	Yes / No
<b>REASON(S) FOR DISPENSATION</b>	
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:

<b>DECISION :</b>	
Dispensation given: YES / NO	Length of Dispensation : .....
Date: .....	Minute Number: .....
Signed: .....	Clerk to Wilton Town Council
Signed: .....	Chairman of Wilton Town Council