



Wilton Town Council

Full Council Meeting

Tuesday 7th January 2025



The Council Offices
Kingsbury Square
Wilton SP2 0BA



01722 742093

Report for the Full Council meeting to be held on 7th January 2025

24th December 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.

The Office will be closed from Tuesday 24th December 2024 until Thursday 2nd January 2025.

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 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 items 015/25 and 016/25 should be held after the exclusion of Public and Press for the reason of Staff in Confidence.

Environment and Amenities Committee Minutes from 17th December 2024

Minutes will be uploaded to the website.

Planning

Currently there are no applications.

Money

The November accounts have been circulated and are on the website.

The Interim Internal Audit was completed on 4th December 2024, the report has been circulated to all Councillors. Please note there will be a final Internal Audit after the year end.

Developer contributions as listed on the Agenda. Expiry dates confirmed. 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 – Next meeting February 2025. Wilton Community Centre. All welcome

SWW Local Highways and Footpath Improvement Group – next meeting January / February 2025

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.

Office Support

Whilst there is still no support in the office, and staffing committee are yet to meet in January, we need to agree temporary support.

We have had a MOP that has come forward and offered to support.

This will enable the backlog of tasks to be moved forward and for the Clerk to concentrate on finance etc.

Offer is 16 hrs p/w, to work from home.

Need to give clear responsibilities and list of tasks to concentrate on.

Consideration to be given to temp contact (poss WorkNest) restriction of certain files on the system, eg should temp staff have access to everything.

Costs 16 hrs at £20 per hour plus a MS365 account.

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: Harrison and Moore). Note this has been paused for 6 months.
- Castle Meadow Car Park WG (Councillors: Crossley, Harrison and Whillock).
- Toilet WG (Councillors: Forbes, Kinsey, Moore and Page). A meeting has been scheduled for 25th February 2025.

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

15th and 16th January

13th and 17th February

13th and 17th March

14th and 15th April

Correspondence

Freedom of Information request received, advice sought from Information Commissioner.

Request for a copy of the recording of the meeting held on 17th December 2024 – completed and collected.

Various Wiltshire Council updates, circulated by email
 NALC newsletter circulated by email
 Police and Crime Commissioner update, circulated by email.
 WALC newsletter circulated by email

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.

It has been confirmed by Wiltshire Council that the Unitary Elections will be held on 1st May 2025. More information will be available in February / March 2025 including confirmation of dates and details on nomination papers.

Future Meetings

Date	Time	Meeting	Attendees
7 th Jan 2025	7pm	Full Council	All Cllrs
21 st January	TBC	Full Council - Extraordinary	All Cllrs
21 st January	7pm	Policy and Resources Comm	Comm Cllrs
4 th February	7pm	Full Council	All Cllrs
11 th February	TBC	Full Council - Extraordinary	All Cllrs
18 th February	7pm	Environment & Amenities Comm	Comm Cllrs
4 th March	7pm	Full Council	All Cllrs
10 th March		Annual Town Meeting	

Meetings in Green are Council meetings that are open to the public.

Appendix 1

Parish Steward Scheme Tasks – 2024

- hand clearing and cutting of growth from drainage grips and drain gully covers.
- hand clearing of blocked gullies.
- rodding of drainage systems
- clearing of small culverts, pipes, and pits
- clearing storm debris
- trimming encroaching hedges and vegetation from around road signs and railings
- cleaning and straightening small road signs.
- hand cutting small visibility areas.
- reactive emergency repairs including pothole repairs (In accordance with Wiltshire Councils Highways Inspection Manual 2018)
- find, fix & record potholes (cold repairs only)
- responding to road closure requests from the emergency services
- removal of ragwort (hand pulling or strimming of defined areas)
- treatment/removal of weeds
- graffiti and fly posting removal.
- clearance of debris and materials from scenes of road traffic collisions including clinical waste.
- siding out of footways and carriageways
- clearance of storm damaged trees from the Highway including the use of a chainsaw

The following works cannot be undertaken by the Parish Steward without support as they require a two-person operation. These works can be undertaken on an ADHOC day, which is typically a Friday, but this is flexible.

- Minor Carriageway repairs including vehicle overruns.
- Works requiring traffic management (including Stop and Go or manual controlling of temporary traffic signals in accordance with Chapter 8)

Examples of types of emergency reactive local highway work which is to be undertaken by the Highway Stewards includes (but is not exclusive to). These issues can take the steward from their programme:

- resolving flooding issues – clearing drainage grips and drain gully covers, clearing of small culverts, pipes, and pits etc.
- placing emergency signage and traffic management
- fence and pedestrian barrier safe
- clearing structures and fixings and make safe.
- hand cutting vegetation in visibility areas.
- reactive pothole repair
- responding to road closure requests from the emergency services
- small masonry type works such as repairs to slabs and damaged kerbs.
- clearance of debris and materials from scenes of road traffic collisions including clinical waste
- clearance of storm damaged trees from the Highway including the use of a chainsaw – requires additional operative.

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