



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 4th February 2025

30th January 2025

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 on Wednesday 5th and Thursday 6th February 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 December Minutes have been previously circulated and are available on the website.

The Minutes of the last meeting have been circulated and will be uploaded to the website.

The Minutes of the Extraordinary 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

Policy and Resources Committee Minutes from 21st January 2025

Minutes will be uploaded to the website.

Reference the Internal Audit for 2025-2026, eight companies were asked to quote and five did.

The event to mark Holocaust Memorial Day was cancelled due to the weather, the Mayor and Mayess list some candles in the Old Church of St Mary.

Staffing Committee Minutes from 28th January 2025

The meeting took place on 28th January and as yet the Minutes are not available.

The Job Description will be circulated ready to agree at this meeting, once agreed the advert for the vacancy will be posted.

Only applications made on the Wilton Town Council application form will be taken forward.

The vacancy will be advertised on Indeed, Wilton Town Council website, Facebook and noticeboards. The closing date is 26th February 2025.

The Job Description for the Officer is as circulated on 22nd January 2025

Councillors Blackman and Harrison will have responsibility for managing Paula and her day-to-day duties, therefore we have pulled together the initial list of responsibilities Paula will undertake from Monday:

- Management of GM contract to include all liaison with contractors/attendance at meetings
- Sports team liaison – Team admins/captains to liaise directly with Paula to address any issues that they have
- Write specifications for tasks/projects
- Sourcing of quotes
- Production of reports pack containing quotes for Council meeting with recommendations
- Training of new councillors (this is currently a gap)
- Public Toilets refurb – project kick-off
- Redraft and update Financial Regs/Procurement Policy and Standing Orders (these are well overdue)
- Liaison with S106 officer at Wiltshire Council - this has been an ongoing issue for us and needs focus
- To work on completing outstanding projects and installing procedures for routine maintenance, scope of which (although not exhaustive) to include:
 - Noticeboards
 - Installation of street name signs
 - Castle Meadow car park (including compound) project
 - Installation of swings – add on wet pour surface at Bulbridge Kick wall
 - Shelters cleaning contract – to include King St, 3 x MUGA, play equipment
 - Cemetery: waste masonry; building works; resurfacing Entrance ; clear out of storage rooms
 - Outdoor gym: maintenance work o/s; set up regular (annual?) contract
 - Adventure Trail: complete repair works
 - Gordon Hall Memorial shelter (beside tennis courts): fix bench
 - Castle Meadow regulation signs: install
 - Pavilion Hire sign
 - Grit bins: survey, arrange repairs, refills as necessary
 - Castle Meadow fence: survey, suggest solutions with liaison with sports teams
 - Cricket wicket

The Town Clerk will maintain responsibility for all ordering, finances (including invoice payments) burials and interments and meeting agenda/minutes

Cleaning cover for football matches has been sourced.

Planning

There is one application, details on the Wiltshire Council website.

Money

The December accounts have been circulated and are on the website. These were considered at the recent Policy and Resources Committee Meeting.

The Town Clerk will look into:

A new line for S106 income under Administration Income

Checking the Defibrillator costs under 100/4041 and 110/4041.

Payments

An invoice for a previously authorized payment has now been received and added to the payments to be

authorized online (not duplicated in the pay schedule as it was authorized previously). The issue was the invoice showed incorrect information and a correct invoice was requested.

An invoice has been received and duplicates a period already paid so this has been looked into and it has been confirmed the invoice was sent in error..

Developer contributions as listed on the Agenda. Expiry dates confirmed. No changes from January FC Please note that CIL (Community Infrastructure Levy) can be used for a wider variety of projects than R2 could be.

S106 covers both R2 and CIL (which replaced R2).

[Wiltshire Council CIL Guidance](#)

Reports

WALC– Cllr Kinsey to report.

SWWAB – Next meeting 19th February 2025. Wilton Community Centre. All welcome

SWW Local Highways and Footpath Improvement Group – next meeting 5th 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.

Work to the tennis court shelter will commence on 20th February for several days, during this time the tennis courts will be locked with no access.

Thank you from Salisbury Hospice

Thank you once again for your support of Salisbury Hospice Charity; you may be interested to know that we have had a record year for Christmas Tree Registrations and without doubt displaying a banner on the railings has helped to achieve this. Now the small matter of collecting 1530 trees!

Councillor remuneration update

The Independent Remuneration Panel (IRP) has been in recent months developing a report setting out a recommended allowances scheme for city, town and parish councils. Their report is now drafted. However, to prevent this becoming a potential issue in the run up to the city, town and parish local elections in May, the Chair of the IRP in consultation with his panel members and after speaking to the Director or Legal & Governance at Wiltshire, has decided to delay the release of the report until after the elections. As most local councils have already set their precepts and budgets for 25/26 this delay will also enable local councils to consider the recommended scheme before setting their budgets for 26/27.

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). At the Environment and Amenities meeting held on 17th December it was agreed that this WG will meet by early February.
- 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

13th and 17th February
13th and 17th March
14th and 15th April

Correspondence

Freedom of Information request received.
A second Freedom of Information request received.
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
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.

Internal Audit Quotes

Request emailed on 2nd January.

In accordance with the Accounts and Audit Regulations 2015 and the current Practitioners Guide 2024 (as published by the Joint Panel on Accountability and Governance), Wilton Town Council seeks quotes to undertake its effective Internal Audit to evaluate the effectiveness of its risk management, control and governance processes, taking into account public sector internal auditing standards or guidance provision for the financial year 2025 - 2026.

Wilton Town Council is located in South Wiltshire, four miles west of Salisbury. It is a small town with a population of 4305 (2021 census) and the budgeted expenditure for 2025/26 is £305,297.00, employing less than 5 part time members of staff. The Council owns and manages a Cemetery and Sports Pavilion as well as play areas and recreation grounds within the town. Currently the Council uses the RBS Omega finance software.

Details of previous years finances including Internal Audit reports may be found on the website www.wiltontowncouncil.gov.uk.

The quote should include:

1. The cost of two visits per year to undertake a mid year interim and a final year end Internal Audit for Wilton Town Council. An in person visit is preferred but remote visits will be considered.
2. Details of what is covered per visit.
3. An example of the report issued after each visit.
4. Any additional information regarding the two visits.
5. At least one town or large parish councils that currently use your Internal Audit service that may be contacted for a reference.

Please provide a quote by midday on Friday 10th January, the quotes will be considered at a Committee meeting on Tuesday 21st January. If you are unable to meet the deadline but wish to quote please contact the Town Clerk?

Quote 1

I would be delighted to quote to carry out the Internal Audit of Wilton Town Council from 2025/26 onwards.

The contract I issue is "good till cancelled" so covers as many years as suits both parties.

My fee to your council would be £850 (no VAT applicable)

This would cover two days on site,

one in the winter - to look at minutes and policies and procedures

one after the year end - to check controls and complete the AGAR tests

along with unlimited email support during the year.

Please find attached a proforma engagement letter and an information page about the service I provide.

Please see the documents in the meeting folder.

Quote 2

Thank you for the email. I am delighted to submit my quote for the audit year 2025/26 as follows.

I have over 11 years experience in the Town and Parish Council sector and meet the criteria of being someone independent and competent to undertake internal audits of local councils. Additionally, I am CiLCA and PIALC qualified with professional indemnity insurance as well as being a member of the Internal Audit Forum.

My role as an Internal Auditor is to be a 'critical friend'. I would look through the Council's processes and procedures and, where necessary, will make recommendations which, I hope, will help improve the council's governance (if needed). Some of these recommendations will be long-term goals, others may need to be implemented more quickly, but I will be available as part of the audit process to help guide you through what is needed.

My fee for undertaking the 2025/26 audit would be £500.

This fee covers both an onsite annual visit and either an onsite interim audit review or remote interim

audit review. The fee is on the understanding that all requests for documents and responses to my Internal Audit checklist are provided by the Council within the required timescales. I charge 0.45p per mile for travel costs but this would be up to a maximum of £100 per visit.

Predominantly my internal audit will review the governance of the council culminating in the completion of an Internal Audit Report. I will identify if the following key areas are in place and working satisfactorily.

Proper book-keeping

Payment controls in relation to financial regulations

Review of the internal controls, which will include:

The council risk assessment

Review of the effectiveness of internal financial control

An overall review of your internal controls:

Budgetary controls

Income controls

Petty cash procedures (if applicable)

Payroll controls

Asset controls

Bank reconciliations

Accounting statements and application of spending powers

Exemption criteria (if applicable)

Website, transparency code and other relevant legislation

Public Rights notice and dates

Publication of previous AGAR

Review of the status of Trusts (if applicable)

And to support the above, a review of the following:

Policies

Completeness, approval and retention of minutes

General governance

Examination and completeness of audit action plans

Year End procedures, which will include:

- Financial Statements review
- Review of council balances
- Analytical Review
- Annual Return review

I attach a copy of the recent interim audit report as an example of the type of report I produce. As this is published with their last agenda, it is in the public domain. They can also be contacted for a reference.

A full engagement letter would be provided to you should the Council wish to engage my services as Internal Auditor. I would then supply a question list for completion prior to the first audit review.

Quote 3

Thank you for your interest in our organisation, and the invitation to submit a quotation in relation to the provision of Internal Audit Services for Wilton Town Council. Further to our telephone conversation concerning your council's requirements, our review of the information which you submitted, our review of your Council's official website (<https://www.wiltontowncouncil.gov.uk/>) and the information published thereon, I believe that I have formed a reasonable overview of your Council's current Financial, Governance and physical operations.

The following quotation is based on my review of the council's statutory information which I have reviewed today, and based on the provision of full internal audit and support services as detailed in your invitation to submit a quotation:

.... delivers a SMART Audit services, based upon a tailored Internal Audit Programme, which is a cloud based internal audit service utilising workflow audit tools to provide individually tailored internal audit programmes for small to medium sized third sector organisations including Town, Parish, Community Councils and Charities in England and Wales. Our unique service provides the facility to:

- Uniquely identify and time-stamp all files provided for audit purposes.
- Eradicate the need to review or retain paper files.

- Provide a transparent audit-trail of all interactions between the auditor and your Council.
- Identify all Internal Control risks and Regulatory Compliance issues.
- Ensure that complete and verified documentation in support of the audit process is maintained – available on a read only basis by your organisation to review.
- Eradicate incomplete or inadequate internal audit processes.
- Facilitate comparative analysis, using anonymised data, to review the performance of councils within a like-for-like peer group.
- Using the remote Audit service we are able to reduce the carbon footprint of the Internal Audit process.

Audit clients are provided with a secure portal and audit dashboard which allows them to upload all required audit documentation and to view each stage of the audit process as it progresses from initial documentation upload to the detailed internal audit report being issued.

Audit uses workflow processes which are compliant with the statutory Internal Audit requirements for government organisations, including Town, Parish, Community Council's and Charities in England and Wales.

Audit provision (onsite or remote as agreed with the Clerk/RFO)

Upon contract, the current financial year Internal Audit Programme will be provided for the Clerk/RFO's review. Subsequently, a review meeting with Clerk/RFO, via video conference, will be arranged to discuss any particular areas of concern raised by the prior year internal and external audits, in addition to areas of concern which may exist over current council operations pertaining to the Annual Return so that these can be incorporated within the Internal Audit Programme, along with any special requirements that the Council may have. For example, Council buildings, leisure facilities, social facilities etc. This will form the basis of the agreed work programme and scope of the internal audit process for the financial year.

1. Agreement of the Internal Audit Programme, with tailored extensions, if any, for the 2024-25 financial year with the Clerk/RFO and Members.
2. Ability to receive your accounting system backup and review this and its statutory reports for audit purposes.
3. Ability to remote access your accounting system for the purposes of review for audit purposes, where your system has an Audit function.
4. Interim and Year-end audit; 2 days (remote or onsite - to be agreed), to be conducted on a date agreed with the Clerk/RFO between the first of April and the 10th of June and the 1st October and the 15th of December in the year being audited.
5. Production of a detailed Internal Audit report and presentation, via video conference, to the Clerk/RFO and Members.
6. Completion and authorisation of the Internal Audit Report contained within the Annual Governance & Accountability Return (AGAR).
7. Provision of general consultancy and advice concerning finance and governance issues for the duration of the contract.

Fees & Expenses

1. **£500.00 per day for internal audit / General Consultancy / Training exclusive of VAT.**
2. **£75.00 per hour for additional works as agreed with the Clerk/RFO.**
3. **Mileage is charged at 45p per mile from the office to the closest parking facility to the Council's office.**
4. **Parking fees, where applicable, are recharged at cost.**
5. **Fees may be fixed for a period of 3 years if a service contract is entered into.**

Established in 2014. It is the official self-employed trading name offers internal and forensic audit services, internal controls consultancy, business transformation consulting and training for Clerk's Responsible Finance Officers and Members to Town, Parish and Community Councils in England and in Wales. is the Practice Manager of the Internal Audit Practice and, should our quotation be successful, will be the primary point of contact and the lead auditor for the Council.

Fully insured with the Hiscox Insurance, and is registered with the Information Commissioner's Office
Holds an enhanced current DBS Certification.

Neither the company, or any of its contracts has a declared interest in Wilton Town Council or any business relationship with its Members.

Supporting documentation

The following documents are attached in support of our quotation:

- Standard Internal Audit Programme (England) FY2024-25 (This is the Intellectual Property and Copyright company and may not be shared with any third party)
- Certificate of Professional Indemnity Insurance
- Curriculum Vitae

Should you wish to retain our services, I will issue a letter of engagement and a contract to you by return. Please do not hesitate to contact me if you require any further information or clarification on any matter.

Quote 4

I would be happy to undertake a remote audit for Oxspring Parish Council if that was okay with you.

The cost would be £350 per visit for the interim and end of year internal audit making a total of £700 for the two visits. There is no VAT and no mileage charge. A copy of the an interim report is attached. The year end from another is also attached.

I have attached a letter of engagement which outlines the service we provide and the items I review.

We provide internal audit and examination services for Town, Parish and Community Councils. Our clients include as well as a number of small and medium sized parish and town councils.

provides an independent, professional and thorough internal auditing services to Parish and Town Councils throughout England and Wales that meets all the requirements set out in the JPAG Governance & Accountability Practitioners' Guide. We have a comprehensive, detailed understanding of Parish and Town Councils and we use this to develop and deliver a tailored support service that meets your needs. We are also members of the Internal Audit Forum.

We acknowledge our responsibility to report to members whether, in our view, the financial statements, as summarised in the statutory Annual Governance and Accountability Return (AGAR), are in accordance with the Council's accounting records, whether they are supported by appropriate systems of internal financial control in the areas specified in the Internal Audit Report embodied in the AGAR and whether they comply with the relevant legislation. In arriving at our view, we are required to consider the following matters, and to report on any in respect of which we are not satisfied:

- a. Maintenance of appropriate accounting records;
- b. whether the AGAR detail is consistent with the accounting records;
- c. Effectiveness of controls and procedures over the payment of staff salaries and associated HMRC and Pension contributions, plus trader payments;
- d. Controls over the identification and recovery of income;
- e. Appropriateness of governance controls and risk management; and
- f. Adherence to Government legislation.

If the quotation is of interest please let me know. I look forward to hearing from you.

Quote 5

Late response due to being away.

By way of background information for you and your members, many or most of whom may well not have been in post at the time of our original quote, I set out below some background information on the company and our consultants together with the formal quote.

I am the owner of this company, which was established to meet the requirements of the revised audit arrangements introduced in 2001-02. I have over 50 years' experience in the audit of public sector bodies, the first twenty-two being spent on the external audit of National Health Service clients across England and Wales, apart from a three-year break as Chief Internal Auditor of the Hong Kong Urban Council in the mid-1970s. Following the NHS reforms in 1990, I worked for the District Audit Service as an Audit Manager with

responsibility for both Local Government District Councils and NHS bodies in Wiltshire, including management responsibility for all the county's parish and town councils prior to my leaving and establishing this company in 2002. We also employ contractors to assist with the workload; details of their experience and qualifications may be found on our website, as below: most have worked with me over a number of years all have varying levels of audit and accounting experience in a variety of public and private sector bodies. The availability of additional contractors also enables us to meet clients' requirements and ensure continuity of service even where one of us may be suddenly indisposed. I also serve as an advisor on the Internal Audit Working Group of the Joint Practitioner's Accounting Group (JPAG).

The company was established to provide an effective and efficient service to all councils across England and Wales, primarily in response to the "limited assurance" arrangements implemented in 2001-02, but also to give elected members and the electorate a high degree of assurance that the Council's affairs are in order. We currently provide a service to over three hundred councils nationally ranging from small Parish Councils to many of the largest councils nationally including . As a wholly independent company, it is self-evident that we remain distant from the Council's working procedures and controls thereby ensuring the required degree of "independence" in our approach.

We have deliberately set out to provide a high-quality service to Councils in line with the requirements of the Governance and Accountability Manual – The Practitioner's Guide. On completion of each visit, the Council will receive a detailed report identifying clearly the work undertaken, any areas where we may perceive there to be a need for improved controls and also the dissemination of best practice gleaned from other clients across the country.

Our normal practice is to assess and document the controls in place in each financial system and to then devise an appropriate testing strategy to ensure compliance with the approved procedures and controls in each area. This has obviously already been applied to your Council. We see it as our role not purely to sign off the Internal Audit Certificate in the Annual Governance and Accountability Return (AGAR), but to provide the Council with a balanced service aimed at assisting the implementation of any new legislation and ensuring that the Council is able to function cost effectively and efficiently.

We strongly believe that for internal audit to be effective, it must be preventative rather than historical. Consequently, I consider that, as in previous years, two days' annual cover remains appropriate given the Council's level of service provision, etc.

We have, as yet, not determined our daily fees for 2025-26, but, unless inflation runs riot in the next few months, anticipate that the daily fee will increase to a maximum of £525 plus VAT, giving a maximum fee of £1,050 for the requisite two days annual cover: as you are aware, our fees are "all inclusive" with no hidden extras such as mileage, etc. We also consider it essential that we remain available to offer advice and guidance throughout the year and, unless any excessive additional information is sought or extensive research and / or work required, the above fee covers the full year. However, should the Council request additional work over and above the basic level of cover, or additional work be required to complete our annual review, any additional fees would be charged at £75 per hour plus VAT and be agreed in advance with the Council before commencement of any such work.

Should you or your members wish to discuss the content of this quote, please do not hesitate to contact me. I would also advise that we have appropriate indemnity insurance in place and are fully GDPR compliant with a raft of relevant and required policies in place: these are posted on our website and can, on request, be provided electronically.

I trust that the above will meet with your approval and look forward to hearing from you in the near future. I attach a copy of our standard Letter of Engagement and a copy of our basic work programme, which is obviously tailored to meet the specific needs and service levels of individual clients: it relates to 2024-25 and will be updated to reflect any further legislative changes or AGAR IA Certification requirements prior to commencement of our 2025-26 audits. Should the Council determine to appoint us, I would ask that you sign the second page of the attached "Letter", scan and return a copy to me for our records.

Installation of new non turf cricket wicket Castle Meadow

Report by Paula Johnston Officer Wilton Town Council

Background

The wicket was installed in approximately 2004 and is now over twenty years old.

It has been in use continuously since then. Some maintenance work appears to have been done in 2014/5 but nothing has been done since then.

The wicket was last assessed with a view to upgrading in 2019. No further action was taken after that assessment despite recommendations being made.

The wicket has deteriorated further since then and is now dangerous and unplayable for club competition. The uneven surface makes the bounce of the ball unpredictable and more likely to cause injury.

Wilton has a cricket team [Wilton Cricket Club](#) (the Wilton Wildcats) that is based at Castle Meadow.

The club would like to stay but will be forced to find another venue if the wicket is not redone.

The current wicket now needs to be completely replaced.

Rationale

The current wicket is no longer fit for purpose.

The Town Council has a duty to provide sporting facilities that are safe and that meet industry and governing body standards.

Having sports teams based in the Town has multiple benefits for Wilton.

They promote social cohesion, provide opportunities for physical recreation and support the local economy.

Wilton Town Council has the stated aims of promoting community engagement, promoting the local economy, promoting the health and well being of residents of the Town and promoting sports and leisure opportunities within the Town.

As expenditure on this project will be over £5k the decision has to be made by Full Council

Funding for the new wicket is available via S106 monies.

Wiltshire Council have already agreed in principle that the project to replace the wicket meets the qualifying criteria for the use of S106 funds.

Specification

A specification was drawn up after consultation with the cricket club and industry experts.

All quotes received were asked to quote to that specification

Supply and install brand new ECB approved artificial wicket (club standard) [ECB-TS6-Non-Turf-Pitches-Final.pdf](#)

Unpin, lift and remove existing synthetic components, cut into manageable pieces and remove from site to landfill

Remove aggregate foundation and replace. Remove old aggregate from site and dispose of
Screed, level and consolidate

Supply and install new pad and carpet

Remove all associated debris from site

Make good any damage to grass

Quotes were sought from ECB (England and Wales Cricket Board) approved installers.

Quotes for your consideration are on the original document circulated to Councillors.

Supplier	Warranty Base	Warranty Surface	Cost EX VAT	Removal of Aggregate
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				from site
Quote 1	36yrs	12yrs	£9449	£700
Quote 2	30yrs	12/8yrs	£9979/£11,741	£0
Quote 3	30yrs	10yrs	£12,000	Not quoted

Considerations

The wicket has been in a poor state for quite some time and no money has been spent on it in the last nine or so years.

The wicket has already been refurbished once and now needs a full replacement to ensure that it remains as a viable and safe facility for the future.

The cricket club have put up with these poor facilities for many years now and to keep cricket in Wilton the Council must act now.

Monies are available to cover the cost of installing the new wicket. These funds are time limited and need to be committed and spent ASAP.

The installation of new and upgraded facilities demonstrates that the Council is providing for the needs of the Town.

Councillors should familiarise themselves with the quotes presented before the meeting on 4th February.

Links to the suppliers' websites have been included and councillors may wish to visit those sites.

A decision needs to be made at the next Full Council Meeting on the 4th February to ensure that there is a possibility of having the new wicket installed before the beginning of the cricket season.

Council will also need to consider ways of protecting the newly installed wicket and this can be done at a subsequent meeting.

A report and options will be produced to inform that decision and secure adequate protection for the wicket.

Recommendation

All suppliers are competent and experienced installers and are all approved by the ECB (England and Wales Cricket Board)

Having examined the quotes thoroughly I would recommend Quote 2 for the Notts Base D System @£11,741.00 to the Council.

The company are familiar with the site and the wicket having undertaken the refurbishment nine years ago.

They are also the only supplier offering a modern system using new technology and materials that have been tried and tested at the highest levels of the sport.

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