



# Wilton Town Council

## Full Council Meeting

Tuesday 4<sup>th</sup> March 2025



The Council Offices  
Kingsbury Square  
Wilton SP2 0BA



01722 742093

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### Report for the Full Council meeting to be held on 4<sup>th</sup> March 2025

26<sup>th</sup> February 2025

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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 end of 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 meetings have been circulated and 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

##### **Environment and Amenities Committee Minutes from 18<sup>th</sup> February 2025**

Minutes will be uploaded to the website by 2pm on Tuesday.

##### **Planning**

Details are on the Wiltshire Council website.

##### **Structure of Wilton Town Council**

This was raised by a member of the public at the January Full Council meeting.

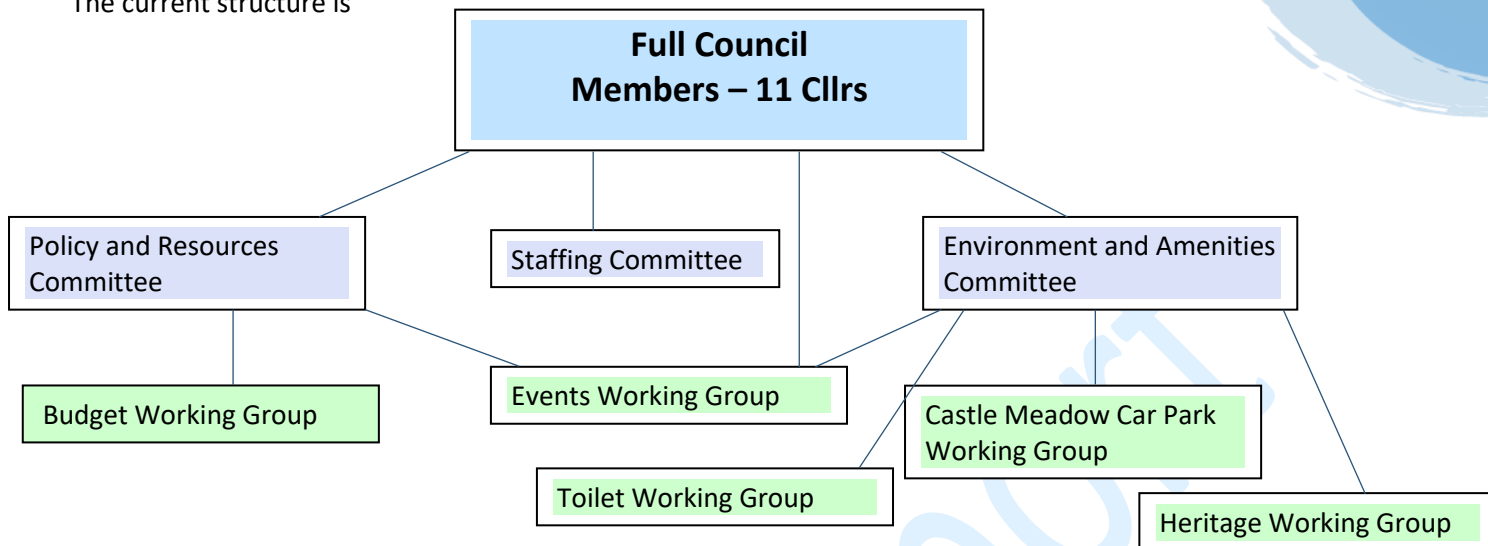
It was discussed at the Policy and Resources Committee meeting held on 21<sup>st</sup> January.

At the February Full Council meeting it was requested that rather than being discussed at the next Policy

and Resources Committee it should be on the March Full Council agenda with a short (1/2 page) report prepared by the Town Clerk.

It has also been raised by Members of the Public that this Council should not be making such changes so close to an Election.

The current structure is



The Town Clerk has not been able to find a similar sized Council that currently use a Working Group structure as opposed to Committee but is still looking.

Laverstock and Ford Parish Council considered a restructure in May 2024.

This Parish is more than double the population of Wilton, has 16 Cllrs and 6 Staff. The total income for 2023/24 was £910,725

<https://laverstockford-pc.gov.uk/minutes/annual-parish-council-meeting-2024/report-24-072-scheme-of-delegations>

Other Councils use Working Groups alongside Committees and comments from Clerks are:

Need strict Terms of Reference

Can meet remotely

Unable to make decisions

Better than the Committee structure (although this Council retained two Committees)

Tried it but converted back to Committees (no reason given)

Have WGs for specific projects that report back to Committees

Use WGs to pull in specific local expertise / groups.

Not transparent as discussions are held in private.

Clerk doesn't need to attend so no pre and post meeting paperwork or attendance at a meeting.

Must cc the Clerk into all emails

As no summons it can be difficult to get Councillors to commit to attending.

A clearer vision is presented to the Committee.

Must provide written reports to the Committee.

A Committee has to publish its meetings and members of the public are able to attend (except for excluded items that must be agreed at the meeting), the Minutes of a Committee are public documents that must be kept indefinitely.

A Working Group may meet in private and there is no requirement to allow members of the public to attend, nor publish the agenda and take Minutes.

Decisions can not be made by a Working Group, it recommends to Full Council (or the parent Committee).

A working group is normally used for specific projects eg the Castle Meadow car park, toilets.

Wilton Town Council set up several Working Groups in 2023 / 2024, of these several have not yet met:

Toilets (meeting on 25<sup>th</sup> February)

Castle Meadow Car Park (meeting on 26<sup>th</sup> February)

The Newsletter WG has now ceased.

The Events WG meets regularly and has been responsible for the Christmas Lights, Remembrance and events in Castle Meadow.

The Budget WG meets to prepare the Budget for the forthcoming financial year, it comprises of a representative of each committee and the Mayor and Deputy Mayor. It prepares a Budget which is then recommended to the Policy and Resources Committee which in turn recommends it to Full Council.

### **Meetings Policy**

Please follow the link, the original was dated November 2024 so the date has been changed to February 2025 (no other changes made).

### **Money**

The **January accounts** are on the website and links on the agenda.

The unpaid £55 listed on the bank reconciliation is being looked into.

**Wilton Community Carnival** has applied for a grant under the Wilton Town Council grants policy.

This application meets the policy and is within the allocated budget.

The Carnival is a great asset to Wilton.

### **Pay schedule**

The payment to Direct 365 has not been paid previously, three invoices were paid and this is the fourth and final one for the reports undertaken in November 2024.

### **R2 Side Agreement**

This was initially discussed at the October Environment and Amenities Committee in October 2024 but then considered not worth progressing as most of the money would be spent.

It is now felt it would be better to enter into the Side Agreement.

Wilton TC would be liable if any money was spent not in accordance of the conditions agreed by WC and the Developer.

Currently Wilton TC has to apply to WC for approval of a project which causes delays (an application made in mid December is still waiting on written approval – verbal agreement was given at a meeting).

**Benches and Tennis Courts** – see link to details for this request.

**Reinstatement of Buildings valuation.** Wilton TC needs to ensure that the insured amount matches the estimated cost, failure to do so puts the Council at risk of being under or over insured and in either case the insurance could refuse to pay out.

In May 2024 it was agreed to get the reinstatement valuation updated and this was delayed for various reasons but with the renewal date looming it needs to be completed.

The Town Clerk has approached the company that undertook the work in 2009 and the quote has been circulated. Other companies were contacted and only one reply so far informing the Clerk they have retired and recommending the company that has already quoted.

The company that undertook the work in 2018 previously informed the Clerk they were too busy and to use someone else.

**Valuation of assets** – this covers all the regalia, pictures and furniture kept at the Council offices.

**VE Day Flag.** This was suggested by the Events WG – details in the links.

[Newton Newton](#)

[VE80 shop](#)

The link on the agenda may not be suitable for flying on a flagpole.

**Developer contributions** as listed on the Agenda. Expiry dates confirmed. The total has reduced as the

following applications have been agreed in principle:

|   |         |
|---|---------|
| Bulbridge swing upgrade                             | £20,661 |
| Minster St swing upgrade                            | £11,484 |
| Cricket wicket                                      | £11,741 |
| (£4874 previously allocated for the cricket wicket) |         |

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 was the representative. The monthly newsletter is circulated.

SWWAB – meeting held on 19<sup>th</sup> February 2025 at Wilton Community Centre.

SWW Local Highways and Footpath Improvement Group – meeting held 5<sup>th</sup> February, next meeting April 2025

South Wiltshire OFWG – Cllr Crossley

Wilton Church of England Primary School –

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.

Reminder - Working Groups Terms of Reference

The following Working Groups need to meet as soon as possible agree their Terms of Reference:

- Castle Meadow Car Park WG (Councillors: Crossley, Harrison and Whillock). A meeting was scheduled for 26<sup>th</sup> February 2025.
- Toilet WG (Councillors: Forbes, Hilliard, Moore and Page). A meeting was been scheduled for 25<sup>th</sup> February 2025.

### **Correspondence**

Freedom of Information request received.

Request for a copy of the recording of the meeting held on 4<sup>th</sup> and 11<sup>th</sup> February.

Enquiry from HMRC regarding the latest VAT claim

Enquiry regarding the permission to install the CCTV at Four Corners. This was installed by Salisbury District Council in 1997 along with two other cameras (South St and North St) who maintained them until they were transferred to Wiltshire Council in 2009 and then gifted to Wilton Town Council in 2018.

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

### **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

13<sup>th</sup> and 17<sup>th</sup> March

and also

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

### **Future Meetings**

| Date                   | Time | Meeting                   | Attendees         |
|------------------------|------|---------------------------|-------------------|
| 10 <sup>th</sup> March | TBC  | Annual Town Meeting       | All Cllrs invited |
| 18 <sup>th</sup> March | 7pm  | Policy and Resources Comm | Comm Cllrs        |
| 1 <sup>st</sup> April  | 7pm  | Full Council              | All Cllrs         |

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

This is a meeting that is organized by Wilton Town Council but it is not a Council meeting.

## 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 – this is 11.59 on 5<sup>th</sup> May. The Election will be on the first Thursday of May – Thursday 1<sup>st</sup> May. The new Councillors take office four days after the Election – Tuesday 6<sup>th</sup> May.

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

<https://www.wiltshire.gov.uk/local-elections-candidates>

The website has detailed information including a webinar recording and the presentation.

All completed nomination forms must be delivered by hand to Five Rivers Leisure Centre between 10am and 4pm Mon – Fri. Wiltshire Council has requested that candidates make an appointment prior to dropping off their forms.

Forms may be delivered by others but it is advised to do this as early as possible as mistakes can not be corrected at the time and the candidate will need to be contacted by Wiltshire Council. The Register of Electors dated 1<sup>st</sup> March 2025 will be the register used to confirm whether the persons are registered.

|  |                        |
|--|------------------------|
| Notice of Election published   | 11 March 2025          |
| Nominations hand delivered (10am to 4pm) from                        | 12 March 2025          |
| Nomination deadline  | 4pm 2 April 2025       |
| Appointment of election agent (Unitary only)                         | 4pm 2 April 2025       |
| Statement of persons nominated published                             | 4pm 3 April 2025       |
| Registering to vote deadline   | MIDNIGHT 11 April 2025 |
| New postal vote applications deadline                                | 5pm 14 April 2025      |
| Changes/cancellations to existing postal/proxy arrangements deadline | 5pm 14 April 2025      |
| Proxy vote application deadline                                      | 5pm 23 April 2025      |

Please note that if there is a contested election for Wilton Town Council then all candidates will be sent the paperwork for the meeting that is scheduled for 7pm on 6<sup>th</sup> May.

Council may wish to consider delaying the meeting by 1 week but this will impact other meetings as Mayor Making is held on the second Tuesday and Policy and Resources Comm on the third Tuesday.

## May 2025 scheduled meetings

6<sup>th</sup> May Annual Town Council Meeting – this includes the Election of Mayor

13<sup>th</sup> May Mayor Making – Cllrs in robes

20<sup>th</sup> May Policy and Resources Committee

## **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:<br>participate, or participate further, in any <b>discussion</b> of that business  | Yes / No |
| Dispensation requested to:<br>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<br>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 |