



Wilton Town Council

Full Council Meeting

Monday 31st March 2025



The Council Offices
Kingsbury Square
Wilton SP2 0BA



01722 742093

Report for the Full Council meeting to be held on 31st March 2025

25th March 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.

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.

The links on this document are internal use only.

Minutes

The Minutes of the last meeting have been circulated and have been 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 086/25 and 087/25 should be held after the exclusion of Public and Press for the reason of Staff in Confidence.

Policy and Resources Committee Minutes from 18th March 2025

Minutes will be uploaded to the website on Monday 31st March.

Policies

[DRAFT Wilton Town Council Standing Orders Updated March 2025.docx](#)

[DRAFT Procurement Policy Updated March 2025.docx](#)

[DRAFT Financial Regs updated March 2025.docx](#)

[Comments received - Questions re draft Policies.docx](#)

Please note that at the time of writing this report the Policies have not been checked by the Town Clerk.

Planning

Details for the applications may be found on the Planning page of the Wiltshire Council website.

Insurance

The Asset Register is a live document and so amended throughout the year, each change notified to Wilton Town Council.

Insurance quote.

Insurance

Despite requests only one quote has been received.

Reasons for not receipt of quotes inc:

Update valuations of both buildings and assets of value – this is in progress

Safe not compliant with the company's requirements

Intruder alarm not monitored thus not meeting the company's requirements.

Therefore it is recommended that Wilton Town Council accept the quote of £6,635.58 for the year 1/4/25 to 31/3/25.

Once the new valuations have been received and also new equipment (play areas) the insurance company will be notified and the premium adjusted (increased).

Money

(i) The February accounts have been circulated and are on the website.

Finance docs

(ii) Ear Marked Reserves

The transfers agreed on 3/12/24 have been completed.

It wasn't possible to rename the Neighbourhood Plan EMR so a new Consultancy EMR was set up and the funds transferred. It is recommended to keep the NHP EMR if the Council agrees to close the NHP bank account (see item (viii) below).

(iii) Electric supply

Quotes have been requested and will be circulated.

Wilton TC has five sites;

- The Old Church of St Mary
- Public Toilets, Greyhound Lane
- Pavilion, Castle Meadow
- Cemetery buildings, Shaftesbury Road
- Council Offices

(iv) Electric for the Fountain.

In 2024 Wilton Bowls Club agreed to accept a payment of £450 for the electric used by the Fountain, this covered the years 2022, 2023 and up to 8th June 2024 when a meter (for the electric consumption) was fitted.

	Period	Units used	Electric rate	Electric used	St Chg Rate	Standing Charge	TOTAL
			£	£	£	£	£
Invoice 1	153 days	253	0.36	90.78	1.08	165.26	256.04
Invoice 2	153 days	253	0.36	91.08	1.08	169.63	260.71
Invoice 3	8/6/24 – 30/9/24	182.2	0.36	65.38	1.08	123.12	188.50

The standing Charge element has been questioned.

The first and second invoices received state that both units and days agreed with Peter Eadge (sic)

Neither of the invoices (1st and 2nd ones received) have been credited as yet. None of the invoices contain the required information required on an invoice.

It is advised that a formal agreement is drawn up for future charges.

(v) Pay schedule

[Pay schedule. April 2025.xlsx](#)

Please note that several invoices are expected for the current financial year.

(vi) [ARF Roundabout Minst St 2025 03 31.docx](#)

Details will be circulated once available.

(vii) [ARF Noticeboard Bulbridge 2025 03 31.docx](#)

Details will be circulated once available.

(viii) To close the Wilton Neighbourhood Planning Group bank account and transfer the money into the Neighbourhood Plan EMR

(ix) To transfer £51 (12 x £4.25) from Mayor's Allowance to The Mayor of Wilton Appeal Account to cover the annual account charges.

(x) Developer contributions as listed on the Agenda. No changes from March 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](#)

Health and Safety

The Clerk is currently working on this.

[Health and Safety Report.xlsx](#)

[Health and Safety Actions Dec 2024.docx](#)

Reports

WALC– There is an executive meeting on 31st March. Currently there is no rep for Wilton Town Council

SWWAB – Next meeting 9th July 2025 at East Knoyle (there is an extraordinary meeting on 20th May).

SWW Local Highways and Footpath Improvement Group – next meeting 25th June 2025

South Wiltshire OFWG – Cllr Crossley

Wilton Church of England Primary School – Cllr Moore

Trustees of Michael Herbert Hall – Cllrs Blackman, Crossley and Page

Wilton United Charities – Cllrs Blackman and Crossley.

Town Clerk's report

Attended Cloudy training / information day at Trowbridge.

Topics covered included:

Using Loop for tasks (started)

Decisions app – there is a cost but worth it

Beware the hundreds of fake versions of ChatGPT – they are just out to get your data

Session on resilience, identify triggers and supports and discussion on the ways to deal with

Gov Assist which has modules for Planning, Meetings, Governance

If using AI it must be referenced that it has been used to provide some of the information.

Using AI for various topics inc Policies, Planning etc. Some attending currently use this and gave positive reviews, there is a cost for each module.

The Planning module will summarise the application which would be very useful when there are amendments to applications and would also assist Councillors when looking at the application.

<p>STRENGTHS</p> <p>Increased efficiency Improved service delivery Data driven decisions Cost reduction</p>	<p>WEAKNESSES</p> <p>Data privacy . security risk Algorithmic bias Lack of training Public trust concerns</p>
<p>OPPORTUNITIES</p> <p>Enhanced citizen engagement Improved public safety Optimized resource management More accessible services Proactive problem sharing</p>	<p>THREATS</p> <p>Cyber security risks Ethical concerns Job displacement Technology dependence Regulatory uncertainty</p>

Completed the update for the assets of value revealed that a picture is missing, the miniature on ivory. It is not known when it was last in the Chamber. The report has not yet been received and will be circulated to Councillors.

Wiltshire Council cleared the rubbish that had collected in the car parking area at the bottom of the Avenue at the end of the gas works.

Phone call from WC re removal of an abandoned car in South Street car park.

Several cemetery enquires

Report of exposed cable reported to WC, initially they said they were responsible but then confirmed it was WTC that was responsible. Reported to SSE and eventually resolved – cable was not live.

Internet connection issues on 24th and 25th March, currently it seems to have been resolved (following a report to the supplier).

Legionella testing has been completed at the Pavilion and Council Offices

Work has started on the tennis court bench at Minster Street

Reminder - Working Groups Terms of Reference

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

- Castle Meadow Car Park WG (Councillors: Crossley, Harrison and Whillock). The WG met on 26th February 2025.
- Toilet WG (Councillors: Forbes, Hilliard, Moore and Page). A meeting was held on 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; 14th and 15th April

Correspondence

Request for an Internal Review into the recent Freedom of Information request.

Councillors are asked to confirm that no Councillor has amended the reports that were circulated prior to the reports being uploaded to the website.

Currently dealing with the HMRC enquiry.

EV Charging locations within Wilton – request for site. To be discussed at E&A Comm

Various Wiltshire Council updates, circulated by email

WALC newsletter circulated by email

Wiltshire Council Digital Drive. Would Wilton TC be a collection point for donations?

[WDD WC Town Council presentation.pdf](#)

Election information. Details have been circulated by email and displayed on the Town Council noticeboard outside the Office.

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.

Staffing Committee recommendations

Please note these were the only recommendations from the Staffing Committee held on 18th March 2025. Minutes will be uploaded to the website.

To appoint a Deputy Town Clerk, Contract as agreed by Staffing Committee

Pay scale as agreed by Staffing Committee

Start date 7th April 2025

Laptop quotes please see [Cloudy laptop quotes](#)

One off payment

		Cost	Set up	Delivery	Total
Quote 1	Dell Latitude 3550	725.00	127.50	26.00	878.50
Quote 2	Microsoft Surface Pro 10 for business	1401.00	127.50	26.00	1554.50

Mobile phone quotes - 36 month contract

[Cloudy phone quotes](#)

[FW Your EE Quote.msg](#)

	Phone	Data	1/4/25	1/4/26	1/4/27	1/4/28
Quote 1	iPhone 13	10GB	29.00	32.00	35.00	38.00
Quote 2	iPhone 13	50GB	39.00	42.00	45.00	48.00
Quote 3	iPhone 16	10GB	45.00	48.00	51.00	54.00
Quote 4	iPhone 16	50GB	59.00	62.00	65.00	68.00
Quote 5 - Plan 1	iPhone 16e	10GB	30.00*	n/s	n/s	n/s
Quote 5 - Plan 2	iPhone 16e	50GB	32.00*	n/s	n/s	n/s
Quote 5 – Plan 3	iPhone 13	10GB	26.00	n/s	n/s	n/s
Quote 5 – Plan 4	iPhone 13	50GB	28.00	n/s	n/s	n/s
Quote 5 – Plan 5	Google Pixel 9		24.00	n/s	n/s	n/s
Quote 5 – Plan 6	Samsung Galaxy S24/FE		24.00	n/s	n/s	n/s

*Upfront cost of £25.00

Panel formation

[Panel formation.docx](#)

Future Meetings

Date	Time	Meeting	Attendees
15th April	7pm	Environment & Amenities Comm	Comm Cllrs
6th May	7pm	Annual Town Council Meeting	All Cllrs
13th May	TBC	Mayor Making	All Cllrs
20 th May	7pm	Policy and Resources Comm	Comm Cllrs

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