



# Wilton Town Council

## Full Council Meeting

Tuesday 6<sup>th</sup> May 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 6<sup>th</sup> May 2025

30<sup>th</sup> April 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 on site.

#### **Background for Agenda items** (please use alongside agenda)

- Pages 1 – 7 --- background for agenda items
- Page 8 ----- Wilton Neighbourhood Policing report
- Page 9 ----- Terms of Reference – Castle Meadow Car Park WG
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Please be aware that before any elected Councillor may act as a Councillor they must sign the Acceptance of Office.

No one who has not signed this form may be elected as Mayor or Deputy Mayor.

#### **Election of Mayor.**

This must be the first item of the Annual Meeting of Wilton Town Council.

The current Mayor introduces the item, asks for nominations and proceeds to the Vote.

The current Mayor, Dr Crossley, is no longer a Councillor so doesn't have a normal vote but in the event of a tie, does have a casting vote.

Once a Mayor is elected they sign the Declaration of Acceptance of Office and then take on the role and Chair the meeting from that point on.

The outgoing Mayor may continue to attend the meeting but as a member of the public.

### **Vote of thanks**

This is normally done by the Councillor who nominated the Mayor (May 2024). This was Cllr Forbes hence it is Cllr Forbes who gives the vote of thanks.

### **Deputy Mayor**

Hopefully self explanatory.

### **Apologies**

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.

Two Councillors have sent their apologies.

The minimum number (Quorum) of Councillors required is four.

### **Minutes**

The Minutes of the last meetings have been circulated and uploaded to the website.

### **Community Engagement**

Apologies have been received from the Neighbourhood Police Team, their report can be found in Appendix1.

### **Declarations of Interest**

As this is a new Term, all Councillors must complete / update / confirm their register of interests.

Failure to do so is a criminal offence.

This is done online.

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.

### **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

### **Acceptance of Office forms.**

These should be signed before the first meeting of the Council.

The forms will be available prior to the meeting on 6<sup>th</sup> May, Cllrs are asked to arrive at least 15 mins before the start of the meeting.

There are some Councillors who are away and so the Council needs to agree a date by which the forms must be signed.

It is advised to make the date no later than 3<sup>rd</sup> June

Note this applies to Councillors elected following the recent election process.

### **Co-option**

Following the nominations process only 7 of the 11 seats were filled leaving 4 vacant seats.

These may be filled by co-option.

As is standard practise, the four seats have been advertised but this has been challenged.

Advice has been sought from both Wiltshire Council and Wiltshire Association of Local Councils (WALC).

The Representation of the People Act 1985 states:

#### **21. Ordinary elections of parish and community councillors: insufficient nominations.**

(1) This section applies where, at an ordinary election of parish or community councillors in England and

Wales, an insufficient number of persons are or remain validly nominated to fill the vacancies in respect of which the election is held.

(2) Unless the number of newly elected members of the council in question is less than the number that constitutes a quorum for meetings of the council—

(a) those members may co-opt any person or persons to fill the vacancy or vacancies remaining unfilled,

(b) the district council [F1 or, in the case of a community council, the county council or county borough council] may exercise the powers conferred by section 39(4) of the principal Act (power F2. . . by order to do anything necessary for the proper holding of an election etc.) in relation to any such vacancy or vacancies as are not so filled, and

(c) section 39(1) of that Act (duty of returning officer to order an election) shall not apply;

but the powers mentioned in paragraph (b) above shall not be exercised before the expiry of the period of 35 days (computed according to section 40 of that Act) beginning with the day on which the election was held.

Wiltshire Council has confirmed that the vacant seats may be advertised once the notice of uncontested election has been published.

Dear Clare

I have copy and pasted the guidance we were provided with on this below for you. I hope it's useful.

*Following close of nominations at 16:00 on 2 April, you may receive requests from parish clerks about co-option for quorate parish councils with outstanding vacancies.*

*Section 21(2) of the Representation of the People Act 1985 states unless the number of newly elected members of the council is less than the number that constitutes a quorum, those members may co-opt any person to fill unfilled vacancies.*

***This means parish councils can start advertising vacancies for co-option once they know how many vacancies there are to fill. This should be done after the notice of uncontested result is published.***

*Parish councils should bear in mind that no co-option decisions can be made until newly elected councillors take up office and can make decisions on the council's behalf. For 1 May 2025 elections this will be 6 May 2025*

**Liv Maybank**

**Electoral Services Assistant Manager**

Having shared this with Councillors there still seemed to be a question about co-option so the Clerk contacted Wiltshire Council again and received this reply from Caroline Rudland, Elections Specialist Manager

*Electoral Commission guidance states that:*

*If the parish council is quorate, the elected councillors may co-opt councillors to fill the remaining seats.*

*If, however, after a period of 35 working days from the date that would have been the polling day if the election had been contested, the parish council has not filled all of the vacancies by co-option, the relevant principal area council (i.e. Wiltshire Council) could take steps for the vacancies to be filled or permit a longer period than 35 working days to fill the vacancies by co-option.*

*Wiltshire Council takes the latter approach and would allow a longer period of time to fill the vacancies.*

***This means parish councils can start advertising vacancies for co-option once they know how many vacancies there are to fill and the notice of uncontested result has been published.***

*Parish councils should bear in mind that no co-option decisions can be made until newly elected councillors take up office and can make decisions on the council's behalf. For 1 May 2025 elections this will be 6 May 2025.*

WALC advice is This means parish councils can start advertising vacancies for co-option once they know how many vacancies there are to fill and the notice of uncontested result has been published.

*In terms of the co-option issue, I agree with the advice provided by Wiltshire Council. If it is the will of your*

*Councillors that you do not advertise these vacancies until the Council has agreed to co-opt, I'd point out that this is not consistent with the advice given by Wiltshire Council. If a parishioner wishes to understand why vacancies weren't advertised at the earliest opportunity, then clearly that decision will have been taken against your advice.*

Councils should bear in mind that no co-option decisions can be made until newly elected councillors take up office and can make decisions on the council's behalf. For 1 May 2025 elections this will be 6 May 2025.

Therefore this Council may co-opt candidates to fill any of the four vacant seats.

The Council does not have to co-opt but it should have a valid reason not to co-opt any candidates that have completed the co-option procedure.

One completed co-option form has been received.

[Wilton Town Council Co-option Policy](#)

### **General Power of Competence (GPoC)**

The criteria to hold this Power are:

- at least two thirds of the Council stood for election (not met)
- the Clerk holds the relevant qualification (met)

Localism Act 2011

Therefore Wilton Town Council has not met the criteria and is unable to use this Power.

For more information please see [Local Government Association GPoC](#)

### **Environment and Amenities Committee Minutes from 15<sup>th</sup> April 2025**

Circulated to members of the committee and uploaded to the website.

### **Staffing Committee Minutes from 29<sup>th</sup> April 2025**

These will be circulated to Councillors and hopefully uploaded to the website before the meeting.

The recommendations are listed on the Agenda.

### **Money**

Bank rec, Income & Expenditure and Balance sheet will be emailed to Councillors and uploaded to the website.

Please email any questions to the Office as soon as possible, no later than 10am on the day of the meeting.

Pay schedule circulated to Cllrs. Due to insufficient signatories available the payments have been uploaded but with delayed payment dates so they can be authorized by the outgoing Cllrs. Any payment that is not agreed with can be stopped the day after the meeting before payment clears the account. The same applies to the salary payments due on 25<sup>th</sup> May (payment date 23<sup>rd</sup> due to bank holiday).

Please note that the Internal Audit will be completed on 29<sup>th</sup> May, ready for Full Council on 3<sup>rd</sup> June.

The deadline for approval of the accounts is 30<sup>th</sup> June.

Utilities. Quotes have been requested and will be shared once received. Please note that the current contract expired on 31<sup>st</sup> March 2025.

### **Insurance**

This is to confirm the Insurance which was agreed at a meeting of Wilton Town Council on 31<sup>st</sup> March. Standing Orders state insurance cover must be confirmed at the Annual meeting.

### **Asset Register**

Again this is a requirement of Standing Orders.

The updated figures for assets of value and also reinstatement of buildings have been received and the Asset Register is being updated.

### **Verbal Reports**

No was able to attend the WALC meeting held on 31<sup>st</sup> March. A new representative is needed as this was Andrew Kinsey.

SSWAB – has not met since the last Full Council meeting. Next meeting is in East Knoyle (TBC) on 9<sup>th</sup> July. All Cllrs are welcome to attend.

SWW Local Highways and Footpath Improvement Group – not met since last meeting. Next meeting 25<sup>th</sup> June.

South Wiltshire OFWG – currently Dr Alan Crossley who is no longer a Councillor.

Wilton Community Centre – vacant

Wilton Church of England Primary School – currently Gail Moore who is no longer a Councillor.

Trustees of Michael Herbert Hall – currently Cllr Charlotte Blackman, Dr Alan Crossley and Mr John Page

Wilton United Charities – Cllrs Blackman and Kinsey.

### **Policies**

There have been no changes to the following Policies since the last meeting. This is again a requirement of Standing Orders.

### **Terms of Reference for Committees**

This is contained in the Scheme of Delegation which can be found on the Policy page of the Wilton Town Council website. [Wilton Town Council Scheme of Delegation](#)

### **Membership of Committee**

Please can Councillors confirm their preferences.

Due to the number of Councillors it is recommended that Full Council meets twice a month until more seats are filled.

The Staffing Committee needs to be confirmed.

The Mayor will confirm the Membership of Committees.

### **Terms of Reference for Working Groups**

Please see

Appendix 2 Castle Meadow Car Park WG

Appendix 3 Events WG

Appendix 4 Heritage WG

Appendix 5 Policy WG

Appendix 6 Speed Indicator Device (SID) WG

Appendix 7 Toilet WG

Appendix 8 Budget WG

### **Membership of Wilton Town Council Working Groups**

The Mayor will confirm the Membership of the listed groups.

### **Wilton Town Flood Group**

To confirm the Membership which then ensures the Volunteers are covered by Wilton Town Council Insurance.

### **Representation on External Bodies**

Another requirement of Standing Orders

It is not a requirement that representatives are Members of Wilton Town Council.

It is advisable to request a written report that can be circulated with the documents before the meeting.

### **Internal Auditor**

To confirm Do the Numbers Limited as the Internal Auditor for Wilton Town Council.

This was agreed at a Policy and Resources Meeting held on 21<sup>st</sup> January 2025 following consideration of quotes from various Internal Auditors.

### **Dates and Times of Meetings**

Please see Appendix 9.

The meetings remain on the first and third Tuesday of the month.

### **Subscriptions to Other Bodies**

This will be circulated but includes WALC, ICCM, British Toilet Association, ZOOM, SLCC.

### **Town Clerk's report**

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

### Telephone box

I am writing to inform you that Wiltshire Council has received notification from British Telecommunications (BT) regarding their proposal to remove several public payphones across Wiltshire – see below and attached. BT has conducted an assessment in line with the recent Ofcom guidelines and identified specific payphones for removal due to low usage and sufficient mobile network coverage.

We are now seeking representations from Town and Parish Councils.

Please review the attached list of affected locations.

In accordance with Ofcom's updated criteria, valid grounds for objections include:

- Insufficient mobile coverage (not covered by all four main providers).
- Regular use (over 52 calls per year).
- Located in an area with a high incidence of accidents or suicides.
- Other clear evidence demonstrating a reasonable community need.

### **Parish Steward Liaison**

All tasks for the list should be emailed to Cllr Blackman (assuming they are willing to continue as the contact) at least **nine** days before the scheduled visit.

The scheduled dates are

There is no visit in May

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

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

There is no scheduled visit in August

11<sup>th</sup> and 15<sup>th</sup> September

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

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

9<sup>th</sup> December

Please see appendix 10 for a list of tasks the Parish Steward can be asked to do.

### General

Enquiry from two football clubs about using Castle Meadow, further details have been requested.

### Correspondence

Various Wiltshire Council updates, circulated by email

Confirmation of Uncontested Election

Confirmation of Poll for Unitary Cllr – Wilton ward

WALC newsletter, circulated by email

Insurance documentation

Cemetery enquiries – interments, memorials and general enquiry.

### Future Meetings

Date	Time	Meeting	Attendees
6 <sup>th</sup> May	7pm	Full Council	All Cllrs
TBC	6.45pm	Mayor Making	All Cllrs
20 <sup>th</sup> May	7pm	Policy and Resources Committee	Committee Cllrs
3 <sup>rd</sup> June	7pm	Full Council	All Cllrs
17 <sup>th</sup> June	7pm	Environment and Amenities Committee	Committee Cllrs
25 <sup>th</sup> June	2pm	Local Highways and Footpath Improvement Group	Town & Deputy Clerks
1 <sup>st</sup> July	7pm	Full Council	All Cllrs
9 <sup>th</sup> July	6.30pm	<a href="#">South West Wilts Area Board – East</a> Knoyle (TBC)	All Cllrs

Meetings in Green are open to the public.

WILTSHIRE POLICE PARISH COUNCIL REPORT

Wilton Town

May 25

**Meet the team**

PC 2968 Matthew BOON

PCSO 70486 Charlotte KING

**Crimes and incidents**

*Wiltshire Police record crimes and incidents by the National Crime and incident recording standards. Not all incidents that one would consider a crime are necessarily classified as a crime for recording purposes.*

*NB- The statistics do not account for incidents that police respond to but do not need any follow up (Road traffic incidents, minor incidents of Anti-social behaviour)*

**Motoring Related Offences**

Speed Enforcement caught **53** vehicles speeding on **11 April 2025** in **Wilton on The Avenue**, over the course of **50 minutes**, equating to **one speeder every minute**. Moreover, half of all speeders caught – **28 out of the 53** – were travelling at, or in excess of, **40mph**.

This stretch of road has a clearly displayed speed limit of **30mph**. The fastest vehicle was captured travelling at **52mph**. On the day in question, it was sunny and roads were dry.

Depending on previous convictions and history: -  
**38 drivers will be offered a speed awareness course**  
**14 drivers will receive a Fixed Penalty Notice and 3 points**  
**1 driver will be subject to court recovery.**

**Criminal Damage /ASB**

Please continue to report incidents of anti-social behaviour to Wiltshire Police to ensure that our resources are distributed appropriately.

**Community consultations**

On Thursday 17<sup>th</sup> April, officers from the Salisbury Neighbourhoods Policing Team held a community consultation in the mobile police station at The Guild, Wilton. It was lovely to see everyone who attended.

If there are any local events ongoing, please do let the team know on our e-mail address, [salisburyareanpt@wiltshire.police.uk](mailto:salisburyareanpt@wiltshire.police.uk) and we will try our best to attend.



## Wilton Town Council Castle Meadow Car Park Working Group Terms of Reference

### **Name**

The Working Group will be named the Castle Meadow Car Park Working Group.

### **Membership**

The Working Group shall comprise of at least two members of the Environment and Amenities Committee.

### **Quorum**

The quorum for the Working Group will be two members.

### **Chair of the Working Group**

The Chair will be appointed at the first meeting of the Working Group in the Council year.

### **Meetings**

The Castle Meadow Car Park Working Group will meet as and when required but at least twice a year at an agreed location that is convenient for the Group.

The Meetings will not be open to the Public.

### **Objectives**

To advise on the design and specification of the Car Park area including the Pavilion compound and Storage Containers, in consultation with professional contractors.

### **Parent Committee**

The Castle Meadow Car Park Working Group will normally report to the Environment and Amenities Committee but, if necessary, directly to Full Council.

These Terms of Reference were reviewed and confirmed by Wilton Town Council at its Meeting held on 6<sup>th</sup>

May 2025 and recorded under Minute Reference 115/25(i)

Signed

Councillor  
Mayor of Wilton

Clare Churchill  
Town Clerk

## Wilton Town Council Events Working Group Terms of Reference

### **Name**

The Working Group will be named the Events Working Group.

### **Membership**

Councillors: Crossley, Forbes, Hilliard, Kinsey, Taylor.

Community: M Wood, Y Crossley, A Kinsey.

### **Quorum**

The quorum for the Working Group will be four members to include two Councillors.

### **Chair of the Working Group**

The Chair will be appointed at the first meeting of the Working Group in the Civic year.

### **Meetings**

The Events Working Group meetings will be held in person in either the Council Chamber or the Castle Meadow Pavilion, or virtually, as and when required.

The Meetings will not be open to the Public unless specifically invited.

Notes of all Meetings will be kept and presented to the Committee.

### **Objectives**

To plan Events for Wilton Town Council, to include:

- Remembrance Parade on Remembrance Sunday.
- The Annual Switching on of the Christmas Lights.
- Annual Town Meeting in March.
- Any additional events to be marked during the year.
- 

### **Requirements**

- To liaise with the Town Clerk on Road Closures and Insurance requirements.
- To liaise with other Community Groups within Wilton.
- To publicise the Events on social media and on local notice boards.

### **Parent Committee**

The Events Working Group will report to Environment and Amenities Committee (or the Policy and Resources Committee or the Full Council, if necessary).

These Terms of Reference were reviewed and confirmed by Wilton Town Council at its Meeting held on 6<sup>th</sup> May 2025 and recorded under Minute Reference 115/25(ii)

Signed

Councillor  
Mayor of Wilton

Clare Churchill  
Town Clerk

## Wilton Town Council Heritage Working Group Terms of Reference

### **Name**

The Working Group will be named the Heritage Working Group.

### **Membership**

The Working Group shall comprise of at least two members of the Environment and Amenities Committee.

### **Quorum**

The quorum for the Working Group will be two members.

### **Chair of the Working Group**

The Chair will be appointed at the first meeting of the Working Group in the Council year.

### **Meetings**

The Heritage Working Group will meet as and when required but at least twice a year at an agreed location that is convenient for the Group.

The Meetings will not be open to the Public.

### **Objectives**

To review the Wilton Town Council Town Trail and the Wilton Business Chamber Town Trail.

To consider the installation of the Wilton Town Trail markers.

To consider the future of Heritage assets within the Council Chamber.

### **Parent Committee**

The Heritage Working Group will normally report to the Environment and Amenities Committee but, if necessary, directly to Full Council.

These Terms of Reference were reviewed and confirmed by Wilton Town Council at its Meeting held on 6<sup>th</sup> May 2025 and recorded under Minute Reference 115/25(iii)

Signed

Councillor  
Mayor of Wilton

Clare Churchill  
Town Clerk

## Wilton Town Council Policy Working Group Terms of Reference

### **Name**

The Working Group will be named the Policy Working Group.

### **Membership**

A group open to Councillors.

The group shall comprise of three Councillors and the Town Clerk.

### **Quorum**

The quorum for the WG will be two Councillors.

### **Chair of the Working Group**

The Chair will be appointed at the first meeting of the Working Group after the Annual Meeting of Wilton Town Council.

### **Meetings**

The Policy Working Group will meet as and when required.

Notes of the Meeting will be kept and presented at the next Policy and Resources Committee Meeting.

Meetings may be held in person or virtually.

### **Terms of Reference**

To review the current Policies adopted by Wilton Town Council

To recommend changes to the Policy and Resources Committee of current Policies.

To recommend new Policies as required.

To consider amalgamation of Policies if appropriate.

### **Parent Committee**

The Policy Working Group will report to the Policy and Resources Committee.

These Terms of Reference were reviewed and confirmed by Wilton Town Council at its Meeting held on 6<sup>th</sup> May 2025 and recorded under Minute Reference 115/25(iv)

Signed

Councillor  
Mayor of Wilton

Clare Churchill  
Town Clerk

## Wilton Town Council Speed Indicator Device Working Group Terms of Reference

### **Name**

The Working Group will be named the Speed Indicator Device Working Group.

### **Membership**

The Working Group shall comprise of at least one member of the Environment and Amenities Committee.

### **Quorum**

The quorum for the Working Group will be two members.

### **Chair of the Working Group**

The Chair will be appointed at the first meeting of the Working Group in the Council year.

### **Meetings**

The Speed Indicator Device Working Group will meet as and when required but at least twice a year at an agreed location that is convenient for the Group.

The Meetings will not be open to the Public.

### **Objectives**

To operate the Speed Indicator Devices on behalf of Wilton Town Council.

To submit the relevant recorded data to the Wiltshire Police and Crime Commissioner's office to inform the Speed Enforcement Team of areas of concern regarding Traffic Speed in Wiltshire.

### **Parent Committee**

The Speed Indicator Device Working Group will normally report to the Environment and Amenities Committee but, if necessary, directly to Full Council.

These Terms of Reference were reviewed and confirmed by Wilton Town Council at its Meeting held on 6<sup>th</sup> May 2025 and recorded under Minute Reference 115/25(v)

Signed

Councillor  
Mayor of Wilton

Clare Churchill  
Town Clerk

## Wilton Town Council Toilet Working Group Terms of Reference

### **Name**

The Working Group will be named the Toilet Working Group.

### **Membership**

A group open to both Councillors and residents so opinions can be shared.  
The Committee shall comprise of up to 9 people.

### **Quorum**

The quorum for the WG will be 3 members, 2 of which must be Councillors.

### **Chair of the Working Group**

The Chair will be appointed at the first meeting of the Working Group after the Annual Meeting of Wilton Town Council.

### **Meetings**

The Toilet Working Group will meet as and when required.  
Notes of the Meeting will be kept and presented at the next Committee Meeting.  
Meetings will be held in

### **Terms of Reference**

To upgrade and modernise the public toilets in Greyhound Lane.  
To ensure the toilets are accessible to all.  
Make the toilets as graffiti proof and vandal proof as possible.  
Provide portaloos during the works for public and contractors.  
Reduce the number of cubicles and hence reduce maintenance and cleaning.  
Provide all in one hand washing/ drying facilities.  
Employ an outside person(s) to survey, provide drawings and draw up a specification.  
To competitively tender the job.

### **Parent Committee**

The Toilet Working Group will report to the Environment and Amenities Committee.

These Terms of Reference were reviewed and confirmed by Wilton Town Council at its Meeting held on 6<sup>th</sup> May 2025 and recorded under Minute Reference 115/25(vi)

Signed

Councillor  
Mayor of Wilton

Clare Churchill  
Town Clerk

## Wilton Town Council Budget Working Group Terms of Reference

### **Name**

The Working Group will be named the Budget Working Group.

### **Membership**

The Committee shall comprise of Mayor of Wilton Town Council, Deputy Mayor of Wilton Town Council and at least one Representative from the Policy and Resources Committee, Environment and Amenities Committee and the Staffing Committee.

Each Committee will confirm which Member(s) will represent the Committee at the Budget Working Group meetings before 1<sup>st</sup> October.

The Town Clerk as the Responsible Financial Officer will attend all meetings and if available an additional Member of Staff.

### **Quorum**

The quorum for the WG will be three Councillors.

### **Chair of the Working Group**

The Chair will be appointed at the first meeting of the Working Group in the financial year.

### **Meetings**

The Budget Working Group will meet between October and December each year in order to meet the deadline set by Wiltshire Council.

Notes of the Meeting will be kept and presented with the draft budget.

Meetings will be held in person in either the Council Office or the Council Chamber.

The Meetings will not be open to the Public.

### **Terms of Reference**

To review the current year's budget and expenditure.

To consider future expenditure in the current financial year.

To consider all matters of future expenditure in the forthcoming financial year including the building of Ear Marked Reserves for larger projects.

To prepare a draft budget to present to the Policy and Resources Committee – November meeting.

To consider the impact of the Precept following publication of the Council Tax Base in November by Wiltshire Council.

To recommend a proposed Precept to the Policy and Resources Committee – November meeting.

### **Parent Committee**

The Budget Working Group will report to the Policy and Resources Committee.

Signed

Councillor  
Mayor of Wilton

Clare Churchill  
Town Clerk

## Meeting Dates May 2025 – May 2026

The **Full Council** will meet at 7pm on the following Tuesdays;

6<sup>th</sup> May

3<sup>rd</sup> June

1<sup>st</sup> July

5<sup>th</sup> August

2<sup>nd</sup> September

7<sup>th</sup> October

4<sup>th</sup> November

2<sup>nd</sup> December

6<sup>th</sup> January

3<sup>rd</sup> February

3<sup>rd</sup> March

7<sup>th</sup> April.

5<sup>th</sup> May. This will be the Annual Meeting of the Town Council.

The **Environment and Amenities Committee** will meet at 7pm on the following Tuesdays;

17<sup>th</sup> June

19<sup>th</sup> August

21<sup>st</sup> October

16<sup>th</sup> December

17<sup>th</sup> February

21<sup>st</sup> April

The **Policy and Resources Committee** will meet at 7pm on the following Tuesdays;

20<sup>th</sup> May

15<sup>th</sup> July

16<sup>th</sup> September

18<sup>th</sup> November

20<sup>th</sup> January

17<sup>th</sup> March

The **Staffing Committee** will meet as and when required.

Meeting agendas will be displayed on the noticeboard and online.  
All meetings will take place in the Council Chamber unless stated otherwise.



### 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 <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:

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