



# Wilton Town Council


## Policy & Resources Committee

### OFFICER REPORT

 The Council Offices  
Kingsbury Square  
Wilton SP2 0BA

Report for the Meeting scheduled for Tuesday 21<sup>st</sup> January 2025 at  
7pm in Room 2, Wilton Community Centre.

10<sup>th</sup> January 2025

 01722 742093

Please can you ensure that any questions relating to matters on the Agenda are sent to the Town Clerk by 8am on Tuesday 21<sup>st</sup> January.

#### **Background for items on the Agenda.**

##### **PR/002/25 Minutes**

The Minutes have been circulated and displayed on the WTC website.

##### **PR/008/25 Money**

The November accounts have previously been circulated and agreed at Full Council on 7<sup>th</sup> January 2025.

The Clerk hopes to complete the December accounts on 20<sup>th</sup> January and circulate these that day.

Pay schedule will be circulated to Councillors.

##### **PR/009/25 Internal audit**

Please see separate confidential report provided to Cllrs.

##### **PR/010/25 Structure of Wilton Town Council**

This was raised at the Full Council meeting on 7<sup>th</sup> January by a member of the public.

##### **PR/011/25 Annual Town Meeting**

Last year all groups were invited to give a brief presentation (3 minutes) although some exceeded this limit. Feedback was the meeting was too long but also positive feedback about the community atmosphere.

Groups were invited to set up a display in Room 1, due to the number of groups this year Room 3 has also been booked for group displays.

Refreshments were available.

##### **PR/012/25 Planning**

The details of the planning applications can be found on the Wiltshire Council website.

### **PR/013/25 Policy Working Group**

A list of Policies and Procedures requiring review are listed below:

- Standing Orders
- Financial Regulations
- Statement of Internal Control
- Data Protection
- Cemetery
- Flexible Working
- High Consequence Infectious Disease Policy
- Health and Safety Policy
- Tree Policy
- Expenses Policy
- General Reserves Policy
- Investment Policy
- Mayoral Allowance Policy
- Council Debit Card Policy
- Online Banking Payment Policy
- Public Participation at Meetings Policy
- Streaming of Meetings Policy
- Email Policy
- Social Media Policy
- Biodiversity Policy

### **PR/014/25 Events Working Group**

The WG is meeting on 20<sup>th</sup> January and will give a verbal report.

### **PR/016/25 Town Clerk's Report .**

The payment to Vision ICT was questioned at Full Council on 3<sup>rd</sup> December.

Currently Wilton Town Council pays Vision ICT £20 per annum for each email and also Microsoft £119.48 monthly for all the MS365 accounts (currently 13).

The Clerk has checked with Cloudy IT and they confirmed it is correct and Wilton TC are not duplicating payments.

Authorised work to repair compound gates and fill pot holes at Castle Meadow (gates were damaged in a recent storm).

Responded to a Freedom of Information request.

Request from a member of the public about allocated but unspent R2 funds, responded confirming this will be .

Confirmed order for gates at Bulbridge and other work at Minster Street.

Confirmed order for tennis court shelter bench.

Met Architect re retrospective planning for the windows at the Council offices and also the advertising consent for the notice boards. Cllr Crossley attended.

Confirmed order for Asbestos survey.

Freedom of Information request made on 9<sup>th</sup> January re R2 funding (connected to request above).

Circulated draft E&A Minutes

CCTV enquiry, requested further information

Enquiry for a funeral

Responded to enquiry re charges for sports pitches.

Circulated Police & Crime Commissioner emails re finance.

Circulated Wiltshire Council emails.

**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.