



# 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 3<sup>rd</sup> June 2025

28<sup>th</sup> May 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.

Both the Town Clerk and Deputy Town Clerk will be out of the office on Tuesday 10<sup>th</sup> June.

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

Pages 1 –5 ----background for agenda items

Page 6 -----Parish Steward

Page 7 -----Guidance for responding to planning applications

Page 8 -----Dispensation request form

#### **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.

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

#### **Minutes**

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

#### **Community Engagement**

##### **Declarations of Interest**

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

## **Mayor's Report**

### **Period: May 6 – June 3, 2025**

8th May – VE Day 80th Anniversary Flag Raising

I attended the flag-raising ceremony commemorating the 80th anniversary of Victory in Europe Day. This solemn occasion paid tribute to the bravery and sacrifice of those who served during World War II.

10th May – Inauguration of the 764th Mayor of Salisbury

I was privileged to attend the inauguration ceremony of the 764th Mayor of Salisbury. This event highlighted the enduring traditions of civic leadership and the importance of inter-town collaboration.

13th May – Meeting with Wilton Bears Football Team

I met with the Wilton Bears football team to celebrate their achievements and discuss the role of sports in community development and youth engagement.

14th May – Mayoral Photos with Deputy Mayor and Consort

I took part in an official photo session alongside Deputy Mayor Cllr. Harrison and my Consort, Adrian. These photos mark a moment of unity and shared commitment to serving our community.

17th May – Visit to Wilton Cricket Club

I visited the Wilton Cricket Club, where the club extended its thanks to present and former Wilton Town Councillors for their support in securing a new cricket wicket and covers. This investment will benefit the club and the wider community for years to come.

23rd May – Engagement with Wilton CofE School Ambassadors

I joined the Ambassadors from Wilton Church of England School to officially test the newly installed swing set, including the accessible swing seat. This event marked a step forward in inclusive play and community well-being.

## **Upcoming Events**

14th June – Inauguration of Amesbury's Mayor Monica Devendran

I will attend the inauguration ceremony of Monica Devendran as the new Mayor of Amesbury. This event will be an opportunity to strengthen ties between our neighbouring towns and celebrate civic leadership.

## **Plannning**

One application for tree work, the details can be found on the Wiltshire Council website.

## **Annual Governance and Accountability Return (AGAR)**

End of Year please see files in the following folder [Audit 2025](#)

[2024-25-Detailed-Instructions \(2\).pdf](#)

[Practitioners-guide-2024-1.pdf](#)

There is a lot of information to be agreed at the meeting, please send any questions to the Clerk by midday on the day of the meeting.

The External Auditor is PKF Littlejohn

<https://www.pkf-l.com/services/audit-assurance/limited-assurance-regime/useful-information-and-links/>

The Internal Audit is scheduled for Thursday 29<sup>th</sup> and the report will be circulated on Friday 30<sup>th</sup>. Please note that the interim internal audit was completed on 4<sup>th</sup> December 2024.

Each question in the Annual Governance Statement must be answered by the Council.

[AnnualReturnForm3 2024-25 e.pdf](#)

The Accounting Statements must be agreed by the Council

[AnnualReturnForm3 2024-25 e.pdf](#)

The explanation of variance must be agreed by the Council.

[21-Explanation-of-Variances-2024-25.xls](#)

[Details for explanation of variance.xlsx](#)

The period for the electors rights must include the first two weeks of July and must run for 30 working days.

Recommended dates are 1<sup>st</sup> July to 11<sup>th</sup> August 2025

Draft notice [16-Making-provision-for-the-exercise-of-public-rights-2024-25.docx](#)

### **Money**

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

Due to closedown and preparation of the end of year, the accounts for April 2025 have yet to be completed and will be circulated as soon as possible

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

Pay schedule circulated to Cllrs.

[2025. Pay schedules.xlsx](#)

MS365 – as deferred from the May 20<sup>th</sup> meeting.

The renewal is due on 3<sup>rd</sup> June so a decision is required at this meeting so that confirmation can be sent first thing on 4<sup>th</sup> June. Cloudy has confirmed that notification on Wednesday 4<sup>th</sup> is acceptable.

[Cloudy quote option 1- Wilton Town Council.pdf](#)

[Cloudy quote option 2 Wilton Town Council.pdf](#)

### **Health and Safety**

A report from the Deputy Town Clerk will be circulated.

### **Co-option**

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

These four seats have been advertised.

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.

Four completed co-option forms have been received, all are registered Electors for Wilton.

All candidates have been invited to attend the meeting.

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

Please use this link for the completed (redacted) co-option forms - [Co-option](#)

### **Approval of Policies**

The two policies have been sent to the Town Clerk by Cllr Boyd

[Scheme of Delegation Updated April 2025.docx](#)

[Statement of Internal Control updated April 2025.docx](#)

### **Removal of Map Dispensers**

Item requested by Cllr Boyd

[AGENDA REQUEST FORM Map dispenser removal.docx](#)

The reason for this is that I believe , others might disagree, that they are not much use now that there is an app with a trail etc.

The time involved to empty the dispensers and pay the money into the bank is time consuming and not cost effective.

Steve had a look and there is a picture in the Request form showing the screws that need to be removed which in Steve's opinion is a job he could manage to do.

The remaining maps could be given to local shops, Weavers, Pub, cafe's and Wilton House to give free to visitors so they are not just thrown away.

### **Background**

The map dispensers were installed following an initiative with the Town Team.

There is a dispenser on each of the four large maps of Wilton Town Centre located at:

South Street car park

Market Square car park

The Guild car park

The Avenue

Maps were available to buy at Paloma Lily (following a request from the owner) but the maps were returned in March 2025 (there had been some sales).

### **Cemetery**

Please note that this does not affect burials that have been booked or burials where the Exclusive Right of Burial has been purchased.

### **Preparation of Agendas**

As stated on the agenda.

Council is asked to note that there are occasions when the agenda needs to be sent earlier (bank holidays, Clerk out of the office are two examples) and that on those occasions the timeline will be moved forward to ensure the same notice is given.

### **Verbal Reports**

WALC has been informed that Cllr Boyd is the new representative.

SWWAB – Meeting on 20<sup>th</sup> May elected Pauline Church as Chair and Nabil Najjar as Deputy. The 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 – Cllr Peter Edge.

Wilton Community Centre – vacant

Wilton Church of England Primary School – Cllr Alexandra Boyd.

Trustees of Michael Herbert Hall – currently Cllr Charlotte Blackman,

Wilton United Charities – Cllrs Blackman and Boyd.

### **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 and share information on their calendar. Please check this for availability.

### **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

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 1 for a list of tasks the Parish Steward can be asked to do.

### **General**

#### **Correspondence**

Various Wiltshire Council updates, circulated by email

Emails from SWWAB re events - circulated

WALC newsletter, circulated by email (this including training dates)

Safer and Supportive newsletter – circulated

Cemetery enquiries – interments, memorials and general enquiries.

Chased the road / pavement markings at Kingsbury Square

Utilities have been changed from SSE to British Gas.

Enquiries re cemetery spoil and responsibilities for the removal of it.

Met with Salisbury City Council re CCTV.

SSEN resilience grant – circulated

Enquiry about signs related to roadworks forwarded to Wiltshire Council Highways.

Report regarding an incident of chair stacks at Pavilion – resolved – sign put up.

Email from Wilton Link re supporters – circulated.

Attended online Working with Challenging People, a WALC training session

### **Future Meetings**

Date	Time	Meeting	Attendees
3 <sup>rd</sup> June	7pm	Full Council	All Cllrs
17 <sup>th</sup> June	7pm	Environment and Amenities Committee Or Full Council	Committee Cllrs All 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
15 <sup>th</sup> July	7pm	P&R Committee or Full Council	Committee Cllrs All Cllrs

Meetings in Green are open to the public.

## 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