



Wilton Town Council

Full Council Meeting

Tuesday 17th June 2025



The Council Offices
Kingsbury Square
Wilton SP2 0BA



01722 742093

Report for the Full Council meeting to be held on 17th June 2025

11th June 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 on site.

Please contact the Deputy Town Clerk regarding this meeting.

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 Deputy Town 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. Two apologies have already been received.

Minutes

- (i) The Minutes for the meeting held on 20th May have been amended (under payments) and the amended draft is on the website.
- (ii) The Minutes of the last meeting has been circulated and will be uploaded to the website before the meeting.
- (iii) The Minutes of the Policy and Resources Comm have been circulated and on the website.
- (iv) The Minutes of the Environment and Amenities Comm have been circulated and are on the website.
- (v) The Minutes of the 6th May were approved on 20th May but since then three typos were highlighted:
Under 095/25 the word deputy had been omitted.
In 100/25 the sequencing of the responses was incorrect due to the response to c being omitted

In 105/25 it stated that rather than than

Community Engagement

Please note that the Police report and Unitary Councillor report will be on the first Tuesday of the month agenda.

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 Deputy Town Clerk prior to the start of the meeting.

Completion of Registers - this is a legal requirement and all Councillors have been given instructions on how to access the registers which must be completed online.

Councillors that were co-opted on 3rd June have until 1st July (28 days) to complete their Register of Interests.

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

Planning

Applications the details can be found on the Wiltshire Council website.

PL/2025/04776 (substation application), it is advised that Councillors read the covering letter in the application detail.

The three applications submitted by Wilton Town Council – it is recommended that this Council responds with a positive eg support.

Please see the comments by the Conservation Officer regarding the application for the churchyard of Old St Mary's and consider if any action is to be taken at this stage.

Committees

This item was requested by Councillor Blackman

The agenda request form can be found in the meetings folder, the background from Councillor Blackman for the request is as follows:

If all or a majority of councillors would like to join a committee, the decisions would be approved at FC anyway. Therefore, the committee process has only served to create a delay to progress.

Standing Orders allows all matters to be decided at Full Council, without the need for committee deliberation.

A great deal of the Clerk's time will be saved if she's not dealing with Agenda, Minutes, filing etc for committees; Full Council only is a much more streamlined approach because it removes a huge amount of duplication.

Topics will be decided upon and progressed much more quickly (every two weeks) rather than waiting two months for the 'right' committee, as previously.

Annual Play Inspections

Please follow the link on the agenda.

Weekly play inspections

Please follow the link on the agenda.

Councillors overseeing the recreation areas.

Please note this is not to undertake inspections which will continue to be carried out by the Grounds Maintenance contractor.

Grounds Maintenance

Update at the meeting.

The new roundabout has been installed

20mph

Wiltshire Council has sent a report following the request made by Wilton Town Council.

[Wilton 20mph Report April 2025.pdf](#)

Not all locations were agreed

EV Charging points

The Deputy Town Clerk will update the meeting.

Lifebelts at Castle Meadow

The Deputy Town Clerk will update the meeting.

PRS license

The Deputy Town Clerk will update the meeting.

Money

Pay schedule circulated to Cllrs.

[2025. Pay schedules.xlsx](#)

R2 update

There is a total of £68,498.00 available

A total of £65,101.80 has been allocated and is to be invoiced:

Wildflower fence – Castle Meadow	£ 4,405.77
New cricket wicket	£11,391.00
Cricket wicket covers	£ 5,600.00
Noticeboards	£ 5,924.03
Trampoline & seesaw (2018)	£ 9,150.00
Swings (Minster St)	£11,464.00
Swings (Bullbridge)	£17,167.00

The roundabout in Minster St has been applied for (total £10,837.00).

An additional amount of £1,826.52 which can be used for maintenance will be allocated to the recent safety gates work leaving a balance of £2,267.48 for that project which must be funded from WTC funds).

Please note that this money is from Developers and can only be used for agreed projects (outdoor recreation). The money has been held by Wiltshire Council and once a project has been completed the Town Council invoice for the net amount which has previously been agreed.

Teams audio

A test was undertaken on 29th May by Councillor Forbes and the Deputy Town Clerk in the pavilion and the Town Clerk in the office.

It was apparent that any background noise is picked up, be it talking or shuffling papers.

The settings have been checked and the best option agreed.

The Deputy Town Clerk may wish to add more information.

Health and Safety

The asbestos survey took place on 11th June.

The Deputy Town Clerk has been updating the action list.

Membership of the Wilton Flood Group

This group is not a working group or committee of Wilton Town Council but works with Wilton Town Council. The reason for it not being a working group is that a WG can not make a decision but reports to its parent Committee or Full Council which would delay any work. The exception being if the Flood Group wishes for Wilton TC to purchase items which then needs to be approved by Wilton TC.

The volunteers are all covered by Wilton TC insurance for volunteers so long as they are acting within the Flood Warden criteria set down by Wiltshire Council and the Environment Agency.

Flood Wardens confirmed as:

Peter Edge

Alan Crossley

Anthony Brown Hovelt

Pete Blackman

Volunteers (but not Flood Wardens) confirmed as:

Rachel Ashton Brown

Maria La Femina

Sara Morley

Yvonne

Martin

Mick Whillock

Pauline Church

John Catchpole

Tim Phelps

Those persons in bold have a Flood Warden pack consisting of hi vis, torch, first aid kit etc.

Membership of the Speed Indicator Device Working Group.

The following volunteers have completed the Wiltshire Council training:

Ray Bailey

Geoff Brewer

Pete Blackman

Alan Crossley

Each volunteer has been provided with hard hat, gloves and hi vis vest.

The Wiltshire Council training can be accessed via the Town Clerk who will forward contact details to WC and WC will then contact the Volunteer.

To support the proposal for the Park and Ride site.

Wilton Town Council is asked to support this proposal only at this stage.

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 at least **nine** days before the scheduled visit. The scheduled dates are

14th and 15th July

There is no scheduled visit in August

11th and 15th September

14th and 15th October

13th and 17th November

9th 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

Chased the road / pavement markings at Kingsbury Square and they should be done (cars and weather permitting) on 4th July. WC will drop off some no waiting cones to be put out the previous day.

Future Meetings

Date	Time	Meeting	Attendees
25 th June	2pm	Local Highways and Footpath Improvement Group	Town & Deputy Clerks
1 st July	7pm	Full Council	All Cllrs
16 th July	6.30pm	South West Wilts Area Board – East Knoyle (TBC)	All Cllrs
15 th July	7pm	P&R Committee or Full Council	Committee Cllrs All Cllrs
5 th August	7pm	Full Council	

Meetings in Green are open to the public.

Councillors are reminded that the National Association of Local Councils publish guides which can be accessed via its website.

www.nalc.gov.uk

These guides are based on the law applicable to Town and Parish Councils and include:

The Good Councillor Guide

The Good Councillor's Guide to Finance

The Good Councillor's Guide to Employment.

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