

Minutes of the Full Council Meeting on Monday 10 November at 7pm
Held at the Wilton Baptist Church

Members Summoned and Present: Cllr Angela Alexander, Cllr Charlotte Blackman, Cllr Michelle Dutton, Cllr Peter Edge, Cllr Claire Forbes, Cllr Chris Harrison (Deputy Mayor 2025/26), Cllr Phil Matthews, Cllr Mick Whillock.

Absent: Cllr Alexandra Boyd (Mayor 2025/2026) and Cllr Amy Flanagan

Officers Present: Brie Logan – Interim Town Clerk

In attendance: Press (0), Members of the public (8), online (3), Police (0)

Link to agenda

Public Participation

Members of the public were invited to make representations to the Council on any matters relating to the work of the Council or to raise any issues of concern, the following matters were raised.

- Wilton Voices event Friday 12 December – for information.
- Bin on South Street – request to move next to the bench – to note.
- Storage containers agenda item – question relating to the soil and arrangements for removal or reuse – it was confirmed in the meeting that soil will be removed/relocated to make the access point level.
- Good Law project – *accessibility for all* toilets must be considered as part of the decision making process.

The meeting commenced at 7:05pm.

FC223 Apologies

Officer report 1125FC01 was received.

Proposed by Cllr Harrison and seconded by Cllr Whillock it was **RESOLVED** to accept apologies from Cllrs Boyd and Flanagan.

FC224 Declarations of Interest

Action: Town Clerk

Officer report 1125FC02 was received. It was NOTED that Councillors should declare any interests if they arise.

Cllr Blackman declared an interest in agenda item no 4 and submitted a dispensation request as one of the candidates for co-option is a neighbour. Cllr Blackman will speak to the item however will abstain from voting.

Cllr Edge declared an interest in agenda item 13 as a trustee of the Men's Shed and will abstain from the debate and voting.

FC225 Minutes

Officer report 1125FC03 was received.

- (a) Proposed by Cllr Matthews and seconded by Cllr Edge it was **RESOLVED** to adopt the minutes from the Full Council meeting on 13 October 2025.
- (b) Proposed by Cllr Blackman and seconded by Cllr Forbes it was **RESOLVED** to confirm the correction of the minutes from September 02 noting an updated payment list provides total value of redacted payments in the revised version of the minutes.

FC226 To consider candidates for co-option on to Wilton Town Council

Officer report 1125FC04 was received.

Proposed by Cllr Matthews and seconded by Cllr Forbes it was **RESOLVED** to co-opt Cllr LaFemina to Wilton Town Council. Cllr LaFemina joined the meeting after signing the Declaration of Acceptance of Office.

Cllr Blackman abstained from the vote.

It was **AGREED** to bring agenda item no.13 forward.

FC227 To consider a request for more storage containers in the Pavilion Compound

Officer report 1125FC13 was received. Proposed by Cllr Matthews and seconded by Cllr Blackman it was **RESOLVED** to defer the decision until the lease implications are understood and independent project manager services and costs are investigated.

Cllr Edge abstained from the vote.

Meeting was adjourned at 19:52 (due to IT issues).
Meeting reconvened at 19:58.

FC228 To receive a report for information to Full Council

Officer report 1125FC05 was received and **NOTED**.

Civic Report – Cllr Boyd provided a [Civic Report](#) covering October and November 2025 ahead of the meeting and was included in the agenda report.

Wiltshire Council Report – Cllr Church provided a Wiltshire Council update.

- Flood update – [Be Flood Ready](#) advice can be obtained via the Wiltshire Council website.
- Flu vaccines - over 65's [and under 65's in clinical risk groups] now eligible.
- Stonehenge Tunnel - DCO (Development Consent Order) has been revoked.
- Ranger Services needed for new Nature Reserve at Broken Bridges, Salisbury.
- Wiltshire Library – warm and welcome space.
- Local Highways FIG – 26 November 2025 next meeting.

Other Reports – none

Christmas Event group reported all is on track for the Christmas Light Switch On event.

Local Organisation Reports – Wilton United charity update – vacancy for Almshouse.

FC229 To approve payments and receive financial reports

Officer report 1125FC06 was received and the list of payments was **NOTED** to the value of £27,001.56.

Proposed by Cllr Forbes and seconded by Cllr Matthews it was **RESOLVED** to receive and note the Receipts and Payments records and summary of bank balances. It was further proposed by Cllr Forbes and seconded by Cllr Ditton to approve the payment to Evotec for £7,208.10.

Summary of payment records for October

03.10.2025	£26.34	Safety supplier	Safety Store
03.10.2025	£167.64	Electric - Old St Mary's	BRITISH GAS BUSINE 604187260090525000
07.10.2025	£1,899.00	OWL technology	SP Owl Labs
07.10.2025	£937.99	WC PENSION FUND	Wiltshire Council LGPS
07.10.2025	£1,115.98	HMRC September	HMRC
13.10.2025	£8.50	Bank charges- debit acc	Lloyds bank
13.10.2025	£65.34	Office Mobiles	EE Limited
15.10.2025	£10.99	Office printer	Epson UK Ltd
16.10.2025	£16.95	USB connector	Amazon Business
16.10.2025	£114.60	Tel and broadband	Mainstream Digital Ltd
16.10.2025	£118.80	Public toilets lock repair	Leigh's Locks
16.10.2025	£24.00	Room hire - meetings	Wilton Community Centre
16.10.2025	£7,208.10	System Upgrades	EVOTEC
16.10.2025	£351.00	Pavilion cleaning	Tisbury Country Housekeeping Ltd
16.10.2025	£183.60	Scribe Subscription	STARBOARD SYSTEMS
16.10.2025	£50.40	Payroll processing	Sandra Silk Bookkeeping & Busi
16.10.2025	£275.64	Monthly account services	CLOUDY GROUP LIMITED
16.10.2025	£156.00	Unblocking public toilets	Wessex Drainage Solutions Ltd
16.10.2025	£4,462.80	Grounds maintenance	IDVERDE LTD
16.10.2025	£638.57	Public WC cleaning contract	IDVERDE LTD
16.10.2025	£30.00	Rent for Wishford Road Play Area	Wilton House Trust
17.10.2025	£214.80	Flag	Newton Newton Flag
20.10.2025	£8.50	Bank charges- current	Lloyds bank
24.10.2025	£5,767.35	Salaries October	Wilton Town Council
31.10.2025	£1,075.66	WC PENSION FUND	Wiltshire Council LGPS
31.10.2025	£2,073.01	HMRC October	HMRC Tax & NI

Bank Reconciliation at 31/10/2025			
A	Cash in Hand 01/04/2025		416,073.56
	ADD		
	Receipts 01/04/2025 - 31/10/2025		298,434.92
	SUBTRACT		
	Payments 01/04/2025 - 31/10/2025		302,690.25
	Cash in Hand 31/10/2025 (per Cash Book)		411,818.23
B	Cash in hand per Bank Statements		
	Lloyds Business Bank Account 824 31/10/2025	20,337.59	
	Commercial Instant Account 905 31/10/2025	88,284.70	
	Lloyds Debit Card 360 31/10/2025	2,885.81	
	Public Sector Deposit Fund 31/10/2025	300,000.00	
	Stripe 31/10/2025	-22.95	
			411,485.15
	Less unrepresented payments		201.52
			411,283.63
	Plus unrepresented receipts		534.60
	Adjusted Bank Balance		411,818.23
A = B Checks out OK			

FC230 To consider three highways related requests

Officer report 1125FC07 was received.

- Request no.1- St John's Square – traffic calming measures: Proposed by Cllr Edge and seconded by Cllr Alexander it was **RESOLVED in principle** to support this request and submit the proposal to Wiltshire Council Highways for consideration by LHFIG; noting if approved Wilton TC is responsible for contributing up to 25% of total cost.
- Proposed Cllr Edge and seconded by Cllr Forbes it was **RESOLVED** to appoint Cllr LaFemina as the WTC representative at Wiltshire Council Local Highway and Footway Improvement Group (LHFIG).

Request no.2: It was **AGREED** to support any future introduction of illegal parking restrictions on pavements in North Street, West Street, and Shaftesbury Road.

Request no.3: Proposed by Cllr Blackman and seconded by Cllr Matthews it was **RESOLVED** to write to Grovely Riding Stables to invite them to consider contributing towards the costs of the signs and road markings; noting any potential proposal to be presented back to the council for further consideration.

FC231 To consider appointing a company to develop the new WTC website

Officer report 1125FC08 was received and noted. Proposed by Cllr Blackman and seconded by Cllr Edge it was **RESOLVED** to delegate this to the Interim Town Clerk in collaboration with Councillor Harrison [as the IT expert] supported by Councillor Ditton.

FC232 To consider an options report to upgrade the Public WC's

Officer report 1125FC09 was received and noted. Proposed by Cllr Blackman and seconded by Cllr Edge it was **RESOLVED** to progress Option B [a full reconfiguration and renovation of the Public WC's] and approve the costs of £1,500 associated with the full measured survey.

FC233 To consider quotes for Cemetery topple testing, pathways and next steps relating to the memorial garden

Officer report 1125FC10 was received. Proposed by Cllr Blackman and seconded by Cllr Whillock it was **RESOLVED** to appoint Company B (Albion Stonemasons) to undertake the memorial testing and associated health and safety works to dismantle *at risk* memorials with gantry/lay flat on grave.

It was proposed by Cllr Edge to not go ahead with the pathway works – this motion fell.

Proposed by Cllr Ditton and seconded by Cllr Blackman it was **RESOLVED** to appoint Company B (Richard Hayes Contractor) at a cost of £23,481.76 (+ up to 5%) for the pathway improvement works at the cemetery.

Cllr Edge voted against this proposal and Cllr Matthews abstained.

Proposed by Cllr Harrison and seconded by Cllr Matthews it was **RESOLVED** the council closes the memorial garden until further notice.

FC234 To consider and comment on planning applications

Officer report 1125FC11 was received.

Application: PL/2025/08165

Proposal: Notification of proposed works to trees in a conservation area

Location: Wilton Fire Station

Consultation: 04 November 2025 (extension agreed)

Proposed by Cllr Edge and seconded by Cllr Alexander it was **RESOLVED** to submit *no objection* for this application.

Comments: No further comments.

FC235 To consider the installation and associated costs of four new litter bins

Officer report 1125FC12 was received. Proposed by Cllr Harrison and seconded by Cllr Matthews it was **RESOLVED** to not go ahead with the purchase of four new litter bins at this current time.

It was further **RESOLVED** to develop a Community Request Policy to evidence wider public support for future requests before proposals are presented to the Council for consideration.

FC236 Clerk's Report including correspondence and progress report on Full Council business

Officer report 1125FC14.1 was received, and the following points were **NOTED**:

1. The Council Office Mayor's Parlour window being installed week commencing 18 November.
2. Interview – a verbal update for Facilities Officer and Assistant Town Clerk was provided.
3. Freedom of Information Request – a verbal update was noted

FC237 Officer report 1125FC14.2 was received. Proposed by Cllr Blackman and seconded by Cllr Ditton it was **RESOLVED** to ratify the following expenditure:

1. Refurbishment and Demolition - Asbestos Survey for public WC's – cost £395 noting the YTD spend on cost code 4155 will be £10,507 which equates to an overspend of £9,507.
2. Installation of tap at public WC's at a cost of £364.62.
3. Microsoft 365 business licence at a cost of £11.52 per month noting the YTD spend on 4100 will be £7,533.62 versus budget of £0.

FC238 Officer report 1125FC14.3. was received.

1. **Pavilion Heaters and Lighting** - Proposed by Cllr Blackman and seconded by Cllr Alexander it was **RESOLVED** to appoint Mayberry Electrical to carry out the works to the value of £880 [lighting] and £3,740 [heating] to meet operational, environmental, and user comfort standards and formally thanks Mr Pete Blackman [volunteer] for his support with contractor liaison.
2. **Payroll** – Proposed by Cllr Harrison and seconded by Cllr Forbes it was **RESOLVED** to approve the payroll update noting Paula Johnson was processed as a leaver.

There being no further business, the meeting was closed at 21:07pm.

These minutes were adopted on **enter date**, under minute reference **enter ref.** as a true record of the decisions taken and are duly signed below by the chair of that meeting.

Signature of chair.....

Dated.....