



## Wilton Town Council

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To: Cllr Angela Alexander, Cllr Charlotte Blackman, Cllr Alexandra Boyd (Mayor 2025/26), Cllr Michelle Ditton, Cllr Peter Edge, Cllr Amy Flanagan, Cllr Claire Forbes, Cllr Chris Harrison (Deputy Mayor 2025/26)  
Cllr Hattie Lay, Cllr Phil Matthews, Cllr Mick Whillock

Invited to attend: Wiltshire Council Councillor Pauline Church  
For Information: Members of the Public & Press

## A G E N D A

### **FULL COUNCIL MEETING OF THE TOWN COUNCIL**

You are summoned to a meeting of the council for the transaction of the business shown on the agenda below. To be held at **7 pm on Tuesday, 2<sup>nd</sup> September 2025** in the **Community Centre, West Street, Wilton SP2 0DG**. The meeting will also be hosted online. Public, press and non-committee members, join on your computer or mobile app using this [Join the meeting now](#) link.

Brie Logan  
Interim Town Clerk & RFO, 27<sup>th</sup> August 2025

**Public Participation:** The Chairman will invite members of the public to present their questions, statements or petitions. The period of time designated for public participation shall not exceed 15 minutes. A member of the public shall not speak for more than three minutes.

Members are reminded of their duty under the [Code of Conduct](#), [Scheme of Delegation](#) and [Standing Orders](#). The Council has a general duty to consider the following matters in the exercise of any of its functions: Equal Opportunities (race, gender, sexual orientation, marital status, religion, belief or disability), Crime & Disorder, Health and Safety and Human Rights.

All in attendance should be aware that filming, recording, photography or otherwise may occur during the meeting.

### **The 7 principles of public life**

Selflessness, Integrity, Objectivity, Accountability, Openness, Honesty and Leadership  
(Committee on Standards in Public Life, 1995)

1. [Apologies – To receive and consider for acceptance](#)
2. [To receive any Declarations of Interests and Requests for Dispensation](#)
3. [Minutes of the Full Council meeting held on 23rd July 2025, 5th August 2025 and 12th August 2025](#)
4. [To receive a report for information to Full Council](#)
5. [To approve payments and receive financial reports](#)
6. [To consider items relating to Internal Controls and Risk Management](#)
7. [To receive and note a staffing update](#)
8. [To consider the status of Committees and Working groups](#)
9. [To consider and comment on planning applications](#)
10. [Clerk's Report including correspondence and progress report on Full Council business](#)

## **Agenda Item No. 1**

### **Apologies – To receive and consider for acceptance**

The Council (including committees) should approve (or not) the reason for apologies given by absent councillors. If a council member has not attended a meeting of the council (or its committees) or has not tendered apologies which have been accepted by the council (or committee), for six consecutive months, they are disqualified.

Apologies received from Cllr Flanagan

## **Agenda Item No. 2**

### **To receive any Declarations of Interests and Requests for Dispensation**

Members and Officers are reminded of their obligations to declare interests in accordance with the Code of Conduct – adopted in May 2025. The Clerk will report any dispensation requests received.

Where a matter arises at a meeting which relates to a councillor's interest, the councillor has the responsibility of declaring that interest in accordance with the adopted code of conduct.

## **Agenda Item No. 3**

### **Minutes of the Full Council meeting held on 23<sup>rd</sup> July 2025, 5<sup>th</sup> August 2025 and 12<sup>th</sup> August 2025**

When the meeting is approving the draft minutes of a previous meeting as an accurate record, the only issue for the meeting is whether the minutes accurately record the proceedings of the meeting and the resolutions made at them. It is irrelevant if the chairman or other councillors were not present at the meeting to which the draft minutes relate.

If it is necessary for the draft minutes of the previous meeting to be corrected because of inaccuracies, then the amendments to the draft minutes must be approved by resolution. (Tharmarajah, 2013, p. 154).

#### **Recommendation**

Confirm the accuracy of the Minutes of the Town Council meeting held on:

[23 July 2025](#)

[5th August 2025](#)

[12th August 2025](#)

## **Agenda Item No. 4**

### **To receive a report for information to Full Council**

#### **Civic Report**

The mayor, Cllr Boyd has provided a monthly [Civic Report](#) which outlines civic activities that have taken place in August.

Councillors are invited to provide a verbal report on civic/ community events at this point.

#### **Wiltshire Council Reports**

Cllr Church is invited to provide an update on Wiltshire Council and Wilton related topics.

#### **Local Organisation Reports**

Local Organisation representatives are invited to provide a report at this point.

#### **Recommendation**

That the reports are received, and any points of note are identified for future meetings of the Council or its committees or for action by officers of the Council.

## To approve payments and receive financial reports

### Summary

The Council should have a clear understanding of the Council's financial position throughout the year. Every local council must ensure that it has a sound system of internal control which facilitates the effective exercise of its functions.

The following summaries are in the process of being produced by the Scribe team and an update is expected to be available to present at the meeting.

- Balance Sheet – to follow
- Summary Income and Expenditure by budget heading – to follow
- Reserve Balances – to follow
- List of payments for information (less than £6,000) – to follow
- Q1 budget report – to follow

The following payment list for the council to approve, as per Financial Regulations section 1.7:

List of payments over £6,000 for approval (as per the WTC Financial Regulations - section 5.15)

No	Payee	Description	Cost
0	There are no payments listed on the accounts over £6,000		

If any councillor would like to see any additional information, please let the office team know and this will be arranged.

Members should be kept up to date with the council's accounts to ensure that there are sufficient funds to meet commitments.

### Bank Reconciliation

As per Financial Regulations section 2.6: *At least once in each quarter, and at each financial year end, a member other than the Chair or a signatory shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign and date the reconciliations and the original bank statements (or similar document) as evidence of this. This activity, including any exceptions, shall be reported to and noted by the council.*

A councillor must be formally appointed to review the Q1 and Q2 bank reconciliation and this will then be reported into the October FC meeting and monthly thereafter.

### Legal Implications

Every local authority shall make arrangements for the proper administration of their financial affairs and shall secure that one of their officers has responsibility for the administration of those affairs. Local Government Act 1972 s.151.

### Recommendation

That the Council:

1. receives and notes the income and expenditure records, general reserves balance, Q1 budget report and list of payments and raises any queries it may have.
2. notes there are no general payments over £6,000.
3. appoints one councillor *other than the Chair or a signatory* to review and sign the bank reconciliation for Q2 (July, August and September) and Q3 (October, November and December).

**To consider items relating to Internal Controls and Risk Management**

**Background and Information**

The Bank Signatories and Key Holders for the Civic Officers were not resolved in May 2025. It is prudent for these to be resolved on an annual basis.

**Bank Signatories**

In addition to the Clerk (application underway) the signatories from May 2025 to date are Councillors Boyd, Blackman, Forbes and Harrison.

Sections 6.1 to 6.10 and 7.1 to 7.14 of the [WTC Financial Regulations](#) lists out the process for banking and payments and managing electronic payments (online banking).

**Key Holders**

Historically the key holders for the Civic Offices have been the Chairs and Vice Chairs of the council and committees. A more formal arrangement needs to be in place and these keys are to be signed out and placed on formal record.

The Town Council is obliged to appoint key holders for the Town Hall. In the event of an out of hours event where the intruder or fire alarm is sounding, key holders will be contacted in the order listed.

Key holders are expected to attend the site and training will be provided for any new members appointed as key holders at which point the exact duties and procedures will be explained.

Councillor appointments should be made to ensure someone is always able to be reached in the event of an emergency. Key holders need to be local to the Town Hall.

**Recommendation**

The council:

1. confirms the bank signatories for the remainder of the municipal year 2025/26 and
2. confirms the key holders for the remainder of the municipal year 2025/26.

**To receive and note a staffing update**

**Background and Information**

1. Following the resolution by WTC on 23 July 2025, the outgoing Town Clerk has been processed as a leaver, the payroll provider has been informed and the final salary payment was made on 21 August 2025. As per GDPR legislation the value of the salary payment has been redacted.
2. At the EFC on 15 August 2025 the council resolved to appoint a Locum Town Clerk [16 hours per week] and Locum Responsible Finance Officer [RFO] for 16 hours per week.
3. On 19 August 2025 the Locum RFO withdrew her interest in the position due to a conflicting work commitment and therefore will no longer be starting on 01 September 2025.
4. In the short term, Scribe will continue to support the day to day financial administration. Scribe has confirmed that the 2024/2025 financial year data is in the process of being imported from the Rialtus system and the monthly values are being reconciled.
5. An internal staff review, linked to the draft Operating Plan, is underway and a further update will be provided at the October FC meeting.
6. The Interim Locum Town Clerk contract was drafted using the NALC model template and has been signed by two members of the Staffing Committee, Councillors Boyd and Blackman.

**Recommendation**

Members receive and note the information within this report.

## To consider the status of Committees and Working groups

### Background and Information

Wilton Town Council has the following committees and working groups as summarised below:

	Date resolved	Last meeting	Minutes approved	Terms of Reference resolved
<b>Committees</b>				
Environment & Amenities	6 May 2025 on hold	15 April 2025	Approved 17 June 2025	6 May 2025
Policy & Resources	6 May 2025 on hold	18 March 2025	Approved 17 June 2025	6 May 2025
Staffing	6 May 2025	03 June 2025	<a href="#">Draft minutes</a>	6 May 2025
<b>Working Groups</b>				
Budget	Not resolved			06 May 2025
Castle Meadow Car Park	06 May 2025			06 May 2025
Events	06 May 2025			06 May 2025
Heritage	06 May 2025			06 May 2025
Policy	06 May 2025			06 May 2025
Cemetery	Not resolved			Not resolved
Section 106	Not resolved			Not resolved
Speed Indicator Device	06 May 2025			06 May 2025
Toilets (public WC's) – Greyhound Lane	06 May 2025			06 May 2025

### Committee information

1. At the Annual meeting on 06 May 2025 WTC resolved to suspend (1) Environment and Amenities and (2) Policy and Resources Committees until more councillors joined Wilton Town Council.
2. No progress has been made with the appointment of members on to committees and therefore these continue to be on pause.
3. Councillors Blackman, Forbes, Harrison, Edge and Boyd were approved as members of the Staffing Committee at the Annual meeting on 06 May 2025.
4. The minutes from the Staffing Committee meeting on 03 June have not been signed.
5. Councillor Harrison resigned from the Staffing Committee on 15 August 2025.

### Working Groups information

1. The Budget working group has Terms of Reference however the appointment of this group was not resolved in May 2025.
2. With the exception of the Toilet Working Group no other working groups have met since the Annual meeting in May 2025.
3. WTC currently operates a variety of working groups, each designed to address specific areas of interest. Limited progress has been made with actions arising from meetings.

4. WTC may want to consider that longer-term these groups may include non-councillors, ensuring a broader perspective that harnesses the special interests, skills, and expertise of their members. This inclusive approach strengthens informed decision making and enhances community engagement.
5. Due to conflicting priorities and the development of the (1) WTC Strategic Plan and (2) WTC Operations Plan, members may want to continue to defer the working groups and reinstate them once the workload and priorities are fully understood.

#### **Legal reference**

(Local Government Act, 1972 s.101) a local authority may arrange for the discharge of any of their functions by a committee Local Government Act 1972, s.102(3).

#### **Officer Recommendation:**

1. The Environment and Amenities and Policy and Resources Committees continue to be suspended and all WTC related business is considered by Full Council [to be reviewed in December 2025].
2. The Staffing Committee continues to meet as and when required.
3. The replacement chair for the Staffing Committee will need to be considered.
4. A Councillor Budget Workshop will be scheduled for October therefore members need to consider whether there is a requirement for a Budget Working Group.
5. Working groups are paused until the WTC Operating Plan has been developed and the priorities have been identified and approved.
6. In summary Full Council will meet once per month and the Staffing Committee will meet on an ad-hoc basis.

#### **Recommendation:**

1. Members consider the status of the committees and working groups and approve the next steps.
2. Members consider and approve the minutes from the 03 June 2025 Staffing Committee meeting.
3. Members receive and note Councillor Harrison's resignation from the Staffing Committee and resolve to appoint a chair for the remainder of the municipal year 2025/2026.

## To consider and comment on planning applications

Summary Planning applications listed below have been received and require comments to be submitted to the Local Planning Authority. Prior to the meeting, members are urged to view the planning application using the link below and to visit the site to understand local context. The presentation for the meeting is available to view in advance here. (Town and Country Planning Act, 1990 sch.1 para.8) Planning

Planning App Ref	Proposal	Comments
<a href="#">PL/2025/06594</a> Mr Western 15/09/2025	<b>83 Bulbridge Road, Wilton SP2 0LE</b>  Single Story Rear Extension	N/A
<a href="#">PL/2025/06942</a> St Giles Hospital 13/09/2025	<b>8-16 King Street, Wilton SP2 0AX</b>  Notification of proposed works to trees in a conservation area - <b>Acacia tree – fell</b>	N/A

### Legal Authority and Implication

The Town Council is a consultee but does not have the authority to determine planning applications. The Council has the power to be notified of planning applications affecting the Council's area and to comment (Town and Country Planning Act, 1990 sch.1 para.8)

### Recommendation

That the Committee provides its response on the listed planning applications and considers responses to applications received without notice, in the form of **Support or Objection** with supporting reasons. Delegate to the Town Clerk all details in discharging this decision.

### Additional Information

As part of Wilton Town Council's response to planning proposals it needs to give material planning reason for its comments, be they of support or objection. Simply stating 'No Objection' or 'Support' is insufficient as there is a requirement to give the reasons for that decision.

### Material Planning Reasons

- Biodiversity
- Local or Government Policy
- Noise/Disturbance
- Parking
- Heritage
- Economic Benefits
- Overlooking/Loss of Privacy
- Landscape
- Impact on Light
- Effect on the appearance of the Area
- Height
- Traffic or Highways
- Impact on Access
- Design
- Road safety
- Residential Amenity
- Flooding Issues



To assist here are a few examples as to how you might word something to give material planning reason for your thoughts.

**Examples:**

<i>House Extension</i>	<i>No Objection as limited impact on amenity of neighbouring property</i> <i>Objection as will have detrimental impact on neighbouring property</i>
<i>New dwelling</i>	<i>Support, design is in keeping with locality</i> <i>Objection as design is not in keeping with local area</i>
<i>Vehicular access:</i>	<i>Support, will have no impact on road safety given proposed visibility splays or</i> <i>Objection as visibility is poor in this location and traffic speeds are high.</i>

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

**Report Content/Detail**

Reports provided within this item are to be received, they provide updates on decisions already taken by the Council and actions taken under the Scheme of Delegation (where not previously reported) that need to be resolved.

**10.1 Clerk's Report**

**S106 applications** – Wiltshire Council has confirmed that the recent applications have been approved and payment to the value of £58,577.77 will be processed on receipt of the invoice.

**£5,600.00**

Cricket Wicket Cover

**£11,391**

Cricket Wicket

**£11,464**

Minster Street

**£4,405.77**

Wildflower Meadow Fencing

**£16,567**

Bulbridge

**£9,150**

New see saw and safety surfacing for trampoline

**Local Government Pay 2025** - Agreement has been reached on rates of pay applicable from 1 April 2025 (covering the period 1 April 2025 to 31 March 2026). The new pay rates increased by 3.20 per cent per annum and this increase and backdated pay has processed by the payroll provider.

**10.2 Delegated Decisions for Information (within the Clerk's delegated spend)**

<b>No</b>	<b>Delegated Decision</b>	<b>Comments</b>	<b>Cost</b>	<b>Budget</b>
10.2.1	Remove four damaged waste bins.  Replace with new bins on a concrete base with anchor bolts.	Two new bins replaced at Castle Meadow, one at Bulbridge Play Park and one at South Street car park.	£240	Budget line 400/ 4455 Benches & Street Furniture Budget £2,500
10.2.2	Councillor training – one registration to date.	It is important that councillors have the required training to carry out their role effectively. Finance training is an essential learning specifically for those councillors that are new. Finance Training courses for councillors have been referenced on the Weekly Digest and training is encouraged.	£35	Budget line 100/ 4065 Training Budget £2,000

**Recommendation**

That the reports are received and noted and any actions arising are identified for future meetings of the Council and the delegated decisions are ratified by the council.

### 10.3 Other Matters to resolve

No	Subject	Description	Cost
10.3.1	Resident concern regarding speeding on North Street.	<p><b>Summary of resident request:</b> Resident on North Street has contacted the PCSO and has been advised to request the installation of a Speed Indicator Device (SID) due to concerns about vehicle speeds, audible acceleration, and abusive language from drivers. Another resident has also reported abusive language. The resident has highlighted safety concerns for themselves and others, particularly those using mobility scooters. The resident previously wrote to the Mayor and is now formally requesting a SID be installed.</p> <p><b>Summary [excerpt] of response:</b> <i>Wiltshire Council has a specific process for this type of request. Before any action, such as installing a SID, can be considered by the town council, we must first conduct a <b>traffic survey</b>. This is a necessary step to gather factual data about traffic volume and speed, which will provide the evidence needed to justify any future measures.</i></p> <p><i>As the Town Council, we can submit a formal request for a traffic survey on your behalf. This is the official channel, as Wiltshire Council does not accept requests directly from residents.</i></p> <p><i>If the request is approved, I will then submit the traffic survey request to Wiltshire Council on behalf of the Wilton Town Council. Once we have the survey data, I can present it to the Town Council for further consideration and discuss the possibility of a SID at that point.</i></p>	<p>Cost £TBC at the meeting</p> <p>Budget line 100/ 4035 Legal &amp; Professional Budget £2,500</p>
	<b>Recommendation:</b> Members are requested to approve the expenditure associated with the traffic study on North Street noting a further update will be provided once the data is available to review.		
10.3.2	Information Technology & Email Policy	In advance of the Assertion 10 updates within the 2025/2026 AGAR, the WTC Email Policy has been superseded by a newly drafted <a href="#">Information Technology &amp; Email Policy</a>	Cost £0
	<b>Recommendation:</b> Members are requested to approve the adoption of the Information Technology & Email Policy noting this supersedes the current Email policy.		
10.3.3	Tree works @ cemetery	<p>The trees and shrubs in the spoil heap area of the cemetery need attention as they have encroached on the garden of the property adjacent to the cemetery.</p> <p>The Cemetery trees were surveyed on 28 April 2025 and the <a href="#">location map</a> shows each tree and the proximity to the adjoining property.</p> <p>WTC adopted a <a href="#">Tree Policy</a> in November 2022 - please refer to section 11.1 to 11.4 which explains how WTC owned trees that overhang neighbouring properties are managed.</p> <p>A quote has been sought for the following: Laurel, Lawsonia, Elder, Yew – boundary hedge line – reduce the top of the Laurel down by approximately 1ft. Reduce the Lawsonia and Elder to match. Prune a few of the lateral Yew branches away correctly to match and removal of the woodchip</p>	<p>Cost - £990 Budget line 200/4350 Cemetery Trees</p> <p>Budget £500</p>

	<b>Recommendation:</b> Members consider the expenditure associated with the tree works at the cemetery in relation to the Tree Policy noting if works are approved this will create an overspend on budget line 200/4350
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