



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 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 Monday 13 October 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, 07 October 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 twenty 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 02 September 2025](#)
4. [To receive a report for information to Full Council](#)
5. [To approve payments and receive financial reports](#)
6. [To consider a 20mph speed limit across the Town Centre](#)
7. [To review quotes received for the remedial Cemetery building works](#)
8. [To receive and consider a report of the Independent Remuneration Panel of Wiltshire Council](#)

9. [To receive and consider a report requesting more storage containers in the Pavilion Compound](#)
10. [To consider and comment on planning applications](#)
11. [To consider the Full Council meeting schedule](#)
12. [To consider Grant applications for the Wilton Community Centre and the Fugglestone St Peter Trust](#)
13. [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.

No Apologies received from Cllrs (at the point of publishing this agenda)

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 meetings held on 02 September 2025 and 20 September 2025 (EFC)

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:

[02 September 2025](#)

[29 September 2025](#) (Extraordinary Full Council)

Agenda Item No. 4

To receive a report for information to Full Council

Civic Report

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

Other Reports

None

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 Scribe accountant is unable to produce an all bank reconciliation reports until 24/25 has been reconciled in full. The accountant is working on August 24 and it is expected that this will be completed soon.

- A [summary report for 2025/2026](#) shows the actual income and expenditure against the budget.
- Bank account summary

Wilton Town Council BANK ACCOUNTS	
Lloyds Business Bank Account 824	£18,377.90
Commercial Instant Account 905	£103,076.47
Lloyds Debit Card 360	£5,554.58
Public Sector Deposit Fund	£300,000.00
Stripe	
Total in Banks	427,008.95
Cash	
GRAND TOTAL (Banks and Cash)	£427,008.95

- List of payments for information (less than £6,000) – to follow

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

25.09.2025	Salaries, Pension & NI	£1,251.56	Salaries - September
25.09.2025	Salaries, Pension & NI	£1,603.83	Salaries - September
25.09.2025	Salaries, Pension & NI	£1,407.18	Salaries - September
09.09.2025	Grounds Maintenance Contract	£1,137.60	Tree Works - Castle Meadow
09.09.2025	Cleaning Contract	£638.57	Public WC cleaning contract
09.09.2025	Grounds Maintenance Contract	£4,462.80	grounds maintenance
09.09.2025	Repairs & Maintenance	£1,582.61	Maintenance
09.09.2025	Payroll Provision	£52.80	Payroll processing
09.09.2025	Rent of land	£1,950.00	Rent - South St car park
04.09.2025	PWLB Loan -Sports Pavilion	£1,625.50	PUBLIC WORKS LOANS WILTON
29.09.2025	Mayors Allowance	£55.05	Mayor Expenses August
29.09.2025	Repairs & Maintenance	£90.30	Install fence post - castle meadow
01.10.2025	Stripe fees	£2.66	Stripe Transaction Fee
29.09.2025	Repairs & Maintenance	£200.00	Trimming hedging - castle meadow

29.09.2025	Repairs & Maintenance	£2,556.00	Cleaning of War Memorial
29.09.2025	Playground Equipment	£348.84	Operational inspections
29.09.2025	Tree Surgery	£1,706.40	Tree Works - Castle Meadow
26.09.2025	Repairs & Maintenance	£213.00	Replace silicon in pavilion showers
29.09.2025	Cleaning Materials	£81.15	Pavilion cleaning
29.09.2025	Audit Fees	£804.00	Professional services (AGAR)
19.09.2025	Office Equipment	£150.00	Removal of Confidential Waste
19.09.2025	IT Hardware & Software	£322.68	Monthly account services
19.09.2025	IT Hardware & Software	£183.60	Scribe Subscription
19.09.2025	Repairs & Maintenance	£84.00	Clear blocked drains
10.09.2025	Repairs & Maintenance	£194.34	Galvanised Steel Post
18.09.2025	Telephone & Broadband	£182.16	Pavilion Wi-Fi access point
18.09.2025	Repairs & Maintenance	£151.57	Site visits and replacement of faulty door contact
19.09.2025	Office Equipment	£8.97	HDMI/VGA adapter
19.09.2025	IT Hardware & Software	£4,551.00	Combined Core & E-learning
19.09.2025	Cleaning Materials	£824.50	Pavilion cleaning
19.09.2025	Repairs & Maintenance	£55.00	Repair and installation of Wilton Town Sign
19.09.2025	IT Hardware & Software	£240.00	Professional Services (Scribe)
19.09.2025	Telephone & Broadband	£114.60	Tel and broadband
09.09.2025	Meeting Costs`	£48.00	Room hire - meetings
09.09.2025	Legal & Professional Fees	£420.00	Professional Charges
09.09.2025	Repairs & Maintenance	£57.60	Replacement Adult Pads
18.09.2025	Stripe fees	£0.85	Stripe Transaction Fee
18.09.2025	Stripe fees	£0.85	Stripe Transaction Fee
18.09.2025	Stripe fees	£0.85	Stripe Transaction Fee
18.09.2025	Stripe fees	£0.85	Stripe Transaction Fee
09.09.2025	Repairs & Maintenance	£540.00	Cemetery/Deepwater/No Fouling signs

List of payments over £6,000 for approval (as per the WTC Financial Regulations - section 5.15) – none this month.

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 minute reference FC196c Cllr Ditton will review the Bank Reconciliation for September 2025

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 and list of payments and raises any queries it may have.

To consider a 20mph speed limit across the Town Centre

Background and Information

Following the publication of Wiltshire Council's policy for 20mph speed limits, the authority made a commitment to undertake assessments to determine the feasibility of 20mph speed restrictions where requests are made, supported and funded by Local Highway and Footway Improvement Groups.

A request to introduce a 20mph Speed Limit in Wilton was raised and discussed at the South West Wiltshire (SWW) Local Highway and Footway Improvement Group (LHFIG) and subsequently prioritised for assessment in July 2023.

The Wilton 20mph [Speed Restriction Assessment report](#) sets out the analysis of this location against "Wiltshire's Policy on 20 mph Speed Limits and Zones" and the Department for Transport (DfT) Circular 01/2013 "Setting Local Speed Limits".

This guidance will be used to determine which areas are suitable for a 20mph speed restriction. The town of Wilton is bisected by the A36 and the A30 and is approximately a 15 minute drive west of Salisbury.

The town is currently subject to a 30mph speed limit. Wilton Town Council would like a 20mph speed limit within the centre of the town on the A30 and on roads such as North Street, South Street, Minster Street and Shaftesbury Road.

To add some background (from Cllr Church): *this matter was raised to LHFIG following a request from the public resulting in two public consultation events at Castle Meadow Pavillion. There was overwhelming support by those in attendance.*

Following this, speed assessments were undertaken throughout the town to assess whether traffic was travelling at an average 24 mph (DfT threshold for 20mph to be considered). My concern was as it's not policy to implement 20 mph on A classified roads (ie A30), that Wilton would be excluded. However, I have lobbied on the basis that 20 mph Bradford on Avon is also on an A road and therefore sets a precedent.

The good news is that Wilton complies in terms of having a 20 mph, from an average speed perspective, and it can be implemented on the A30. I concur with the defined area as per the last map on the attached, however I think it should be extended to the town boundary on Shaftesbury Road due to the housing density there. Refer to appendix A for the map which shows where the assessments took place and appendix B for the results of the surveys.

Wilton Town Council now needs to consider the following:

1. whether to proceed with the 20mph zones on the roads indicated as suitable in the report; those marked in red and as shown on the map in appendix C
2. whether to proceed with the 20mph zones on the roads indicated as suitable in the report plus submit a request to Wiltshire Council that the zone is extended to include the zones marked in blue on the map in appendix C.
3. Do nothing and keep the speed limit at 30mph

Financial Impact

The total cost including legal (TRO) work is £18,000 and WTC would be expected to contribute the usual 25% (ie £4,500) with the remaining £13,500 paid by Wiltshire Council.

Accounting line 100/4145 LHFIG and Highways has a budget allocation of £5,000.

Recommendation The council considers the options as outlined above and makes its decision based on the information in the Assessment report.

Location of Traffic Surveys in Wilton

Date: 07 Dec 2023
Centre Coordinate: 409,456 131,112

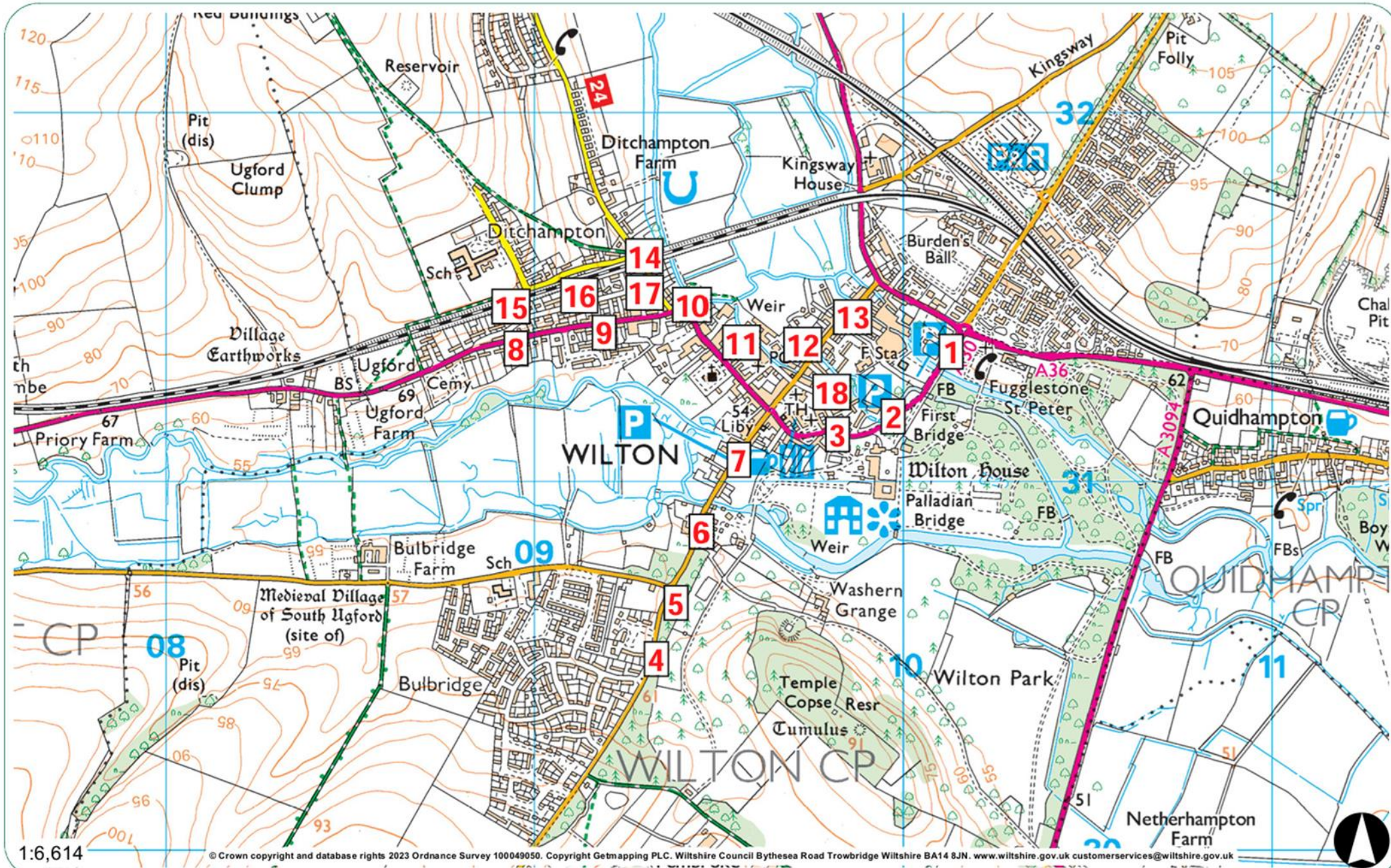
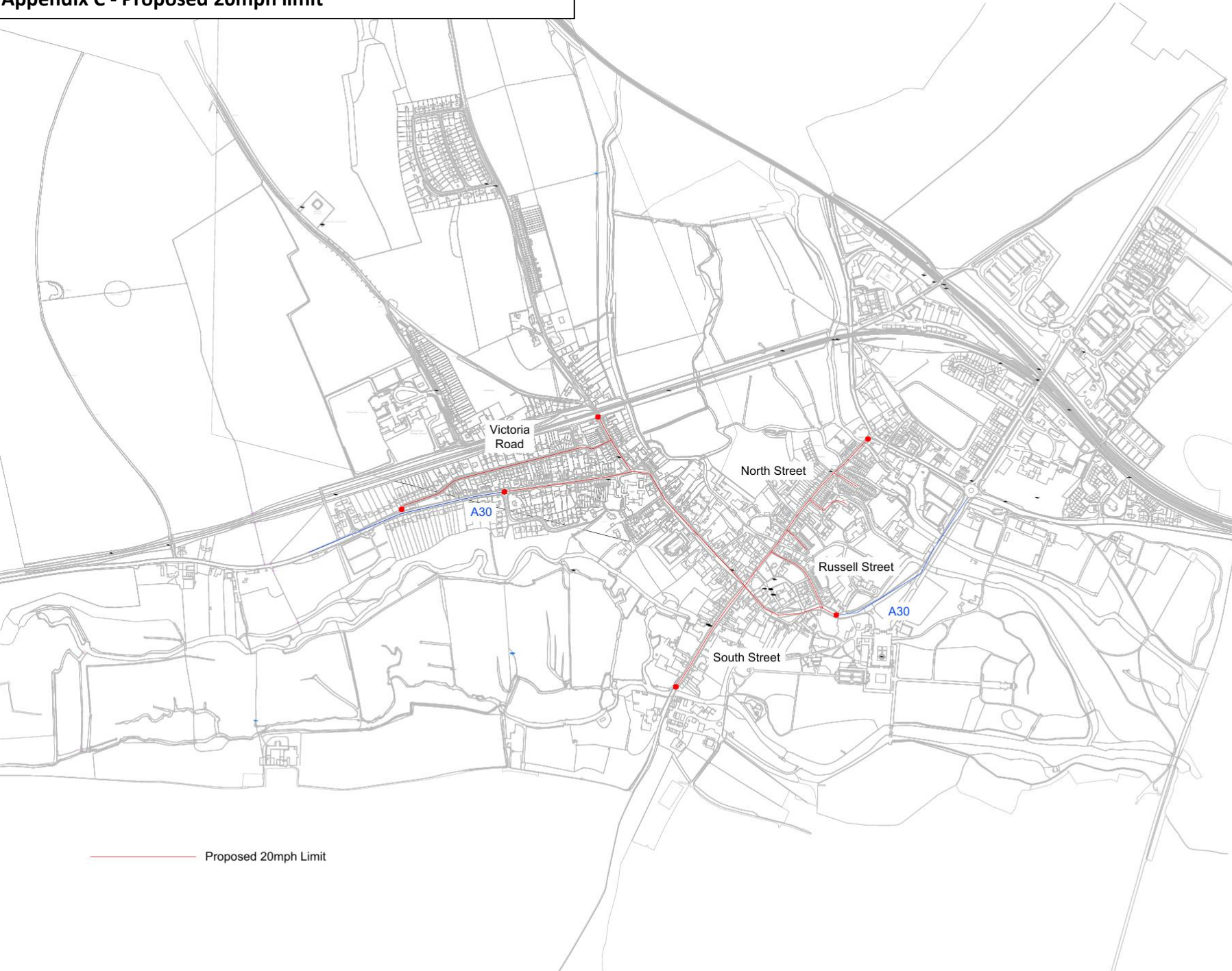


Table 1 below sets out a summary of the results:

Traffic Survey Location Reference	Total Daily Traffic Volume (7 day Average)		85th Percentile Speed (MPH)	Mean Average Speed (MPH)
Site 1 A30 Minster Street	Northbound	5210	31.3	26.9
	Southbound	6466		
Site 2 A30 Minster Street (West of Site 1)	Eastbound	5017	33.1	29.4
	Westbound	6254		
Site 3 A30 Minster Street (West of Russell Street)	Eastbound	4607	25.6	21.5
	Westbound	5218		
Site 4 South Street (North of Bulbridge Road)	Northbound	1113	35.3	29.6
	Southbound	1096		
Site 5 South Street (North of Oak Ash Green)	Northbound	1207	33.1	28.7
	Southbound	1171		
Site 6 South Street (North of Burcombe Lane)	Northbound	1544	32.7	28.3
	Southbound	1573		
Site 7 South Street (South of Silver Street)	Northbound	1899	29.8	23.9
	Southbound	1919		
Site 8 A30 Shaftesbury Avenue (East of Victoria Road)	Eastbound	3177	32.0	27.4
	Westbound	3020		
Site 9 A30 Shaftesbury Road (East of Saddlers Mead)	Eastbound	3283	28.6	24.4
	Westbound	3160		
Site 10 Shaftesbury Road (East of Water Ditchampton)	Eastbound	4042	22.2	19.1
	Westbound	3954		
Site 11 A30 West Street (West of Crow Lane)	Eastbound	4220	27.9	23.5
	Westbound	4027		
Site 12 North Street (North of Russell Street)	Northbound	1399	19.5	15.5
	Southbound	5		
Site 13 North Street (North of Churchill Court)	Northbound	1357	23.2	18.9
	Southbound	4		
Site 14 Water Ditchampton (North of Victoria Road)	Northbound	755	25.3	20.8
	Southbound	881		
Site 15 Victoria Road (East of A30 Shaftesbury Road)	Eastbound	56	20.5	16.0
	Westbound	131		
Site 16 Victoria Road (East of Site 15)	Eastbound	44	24.5	19.3
	Westbound	116		
Site 17 Victoria Road (West of Water Ditchampton)	Eastbound	89	14.5	12.2
	Westbound	143		
Site 18 Russell Street	Northbound	411	20.5	16.9
	Southbound	215		

Appendix C - Proposed 20mph limit



NOTES:

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Wiltshire Council (100949055) 2024

F				
E				
D				
C				
B				
A				
O	12/02	SW	PS	PS ORIGINAL
REV	DATE	DRAWN	CHECK	APPROV
DRAWING PURPOSE				
Traffic & Network Management County Hall, Bytham Road, Trowbridge Wiltshire, BA14 8JD Tel: 0300 4560100 Website: www.wiltshire.gov.uk				
PROJECT				
Wilton SLA				
DRAWING TITLE				
Appendix B Extent of Proposed 20mph Speed Limit				
SCALE:	Refer to Scale Bars	SHEET SIZE:	A1	
DRAWING No:	2024-039-001	REVISION:	O	
FILE REF:				

To review quotes received for the remedial Cemetery building works

Background and Information

The cemetery gatehouse is in a poor state of repair. Professional surveys were undertaken in July 2004, September 2007 and again in [May 2024](#).

Based on the latest survey a [scope of works](#) has been produced and this list out the works required to make the gatehouse water tight and other remedial works to preserve the integrity of the building.

Earlier this year quotes were sought from 2 companies and a third quote has since been prepared. The reacted quotes can be viewed via these links:

[Company A](#) quote - £7,150 – no breakdown given against scope of works (material and labour only)

[Company B](#) quote - £18,735 + VAT

[Company C](#) quote - £ 24,166.16 +VAT (redacted quote attached) – note the arithmetic in the quote is not accurate hence the correct figure is as per this report.

Post the works on the cemetery gatehouse the next step is to:

1. seek a two further quotes for the pathways to be resurfaced to include the installation of edging to demarcate the path edge.
2. Present a feasibility evaluation of the memorial garden and the costs associated with the spoil heap removal and the stabilisation of the subsidence.
3. Prepare a report for the council to consider the costs with (a) keeping the cemetery closed with the focus on safe and legal related actions or (b) the costs associated with allocating more plots noting that specialist surveys will need to be commissioned to map out the available virgin land to house more plots.

Recommendation

The council considers the quotes as laid out above and selects the contractor to be appointed to carry out the remedial works.

To receive and consider a report of the Independent Remuneration Panel of Wiltshire Council

Background

The parish basic allowance

A local council is able to pay a parish basic allowance (“PBA”) for each year to its chairman only **or** to each of its *elected* members (Regulation 25). The amount payable to the chairman may differ from that of other members but otherwise the sum shall be the same for each member.

The PBA is not a salary. It is a figure, which is calculated to cover the expenses that are normally associated with the basic duties of being a local councillor. The purpose is also not to reimburse individual councillors for specific expenses. Travelling and subsistence allowances are treated separately. There is no set figure and amounts may differ according to local factors.

Regulation 25 (6) provides that as soon as reasonably practical after setting the levels at which the PBA is to be paid and to whom, the council must arrange for the publication in a conspicuous place for a period of at least 14 days within the area of the council, a notice containing the following information:

- Any recommendation in respect of PBA made by the parish remuneration panel (see below).
- The level or levels at which the authority has decided to pay PBA and to which members it is to be paid.
- A statement that in reaching the decision was regarded as the recommendation of the parish remuneration panel.
- The council must keep a copy of the information referred to in the notice available for public inspection on reasonable notice (Regulation 25 (7)).
- The 2003 Regulations also require a notice to be published when the report of the parish remuneration panel is made to the council (Regulation 30). It may be possible for the two separate requirements to be satisfied by the publication of one notice with the proviso that it contains all of the required information and timescales allow it to be dealt with in this manner.

In May 2025, The Wiltshire Council Remuneration Panel carried out a review of the City, town and Parish Councillor allowances. The [full report](#) outlines the recommendations that can be found on page 5. Recommendation no 32 states: *The Panel recommends that the maximum basic allowance payable to members of parish and town councils is calculated using the Wiltshire Council scheme.*

Town’s and Parishes have been categorised using the electorate and characteristics:

Table 1: Categorisation of city, town, and parish councils

	Electorate (The number of councils that fall within each grouping is shown in brackets)	Characteristics
Level 1	0-1,000 (191)	Very small rural parishes
Level 2	1,001-2,000 (28)	Small rural parishes and small towns
Level 3	2,001-5,000 (16)	Larger rural parishes and small market towns
Level 4	5,001-10,00 (6)	Market towns
Level 5	10,001-20,000 (7)	Larger market towns
Level 6	20,001+ (3)	Major population centres

Wilton fits in to category 3 and the Basic Allowance is calculated as follows:

Table: Basic allowances

	Electorate (The number of councils that fall within each grouping is shown in brackets)	% of basic allowance paid to Wiltshire councillors	Maximum basic allowance available per city/town/parish councillor (rounded up to nearest £)
Level 1	0-1,000 (191)	1%	£165
Level 2	1,001-2,000 (28)	2%	£330
Level 3	2,001-5,000 (16)	4%	£660
Level 4	5,001-10,00 (6)	5%	£825
Level 5	10,001-20,000 (7)	8%	£1,320
Level 6	20,001+ (3)	12%	£1,980

In view of the number and the differences in both size and scale of activity, the Panel recommends that, each parish and town council should determine the basic and chairman's allowances, subject to the maximum set out above. Each council is in the best position to make a judgement, based on individual circumstances, whether it is appropriate to pay: a) all or part of the basic allowance to reflect any incidental costs and time commitment. b) a basic allowance to all members or just the chairman; or c) a higher amount to the chairman if all members are entitled to receive an allowance, subject to this not exceeding twice the maximum basic allowance set out above.

The report states (appendix 2 - page 12)

1. *Co-opted Members under the relevant regulations co-opted members of city, town and parish councils are **not** eligible to be paid basic allowances or a Chairman's allowance but may claim travel and subsistence allowances.*
2. *A city, town or parish councillor can choose not to receive all or part of any allowance to which they are otherwise entitled. To do so they must give written notice to the proper officer of the city, town, or parish council.*
3. *For taxation purposes HM Revenue & Customs (HMRC) considers councillors to have the same status as employees. For larger councils that already run payrolls or have payroll arrangements in place, it causes little additional work to add councillors to the payroll and treat them as employees for the purposes of tax and National Insurance matters. Councils are advised to investigate any additional costs that may arise from applying a basic allowance.*

Legal

The relevant law for England is set out in the Local Authorities (Members' Allowances) (England) Regulations 2003.

Recommendation

The council considers the information in the Wiltshire Council Remuneration Panel report and resolves to select one of the options as follows:

1. all or part of the basic allowance to reflect any incidental costs and time commitment.
2. a basic allowance to all members or just the chairman.
3. a higher amount to the chairman if all members are entitled to receive an allowance, subject to this not exceeding twice the maximum basic allowance set out above.

To receive and consider a report requesting more storage containers in the Pavilion Compound

Background

There are currently two shipping containers located in the Pavilion compound. One is used by WTC for storing flood defences, salt (see photo 1) and the other one is used by the Men's Shed (see photo 2)

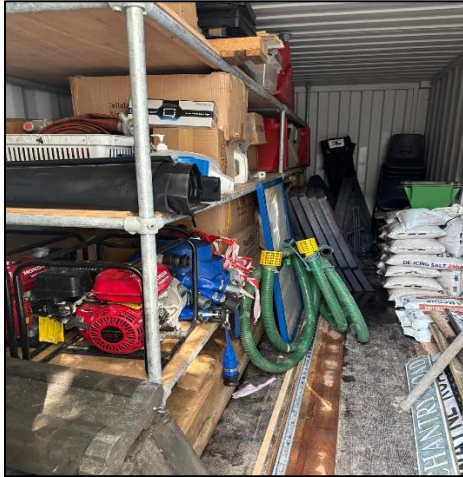


Photo 1



Photo 2

Storage is at a premium, and the Carnival are also seeking space to store their equipment. Likewise, the Men's Shed is also seeking extra storage space.

Information

It is proposed by Wilton Men's Shed and Wilton Carnival to seek permission from Wilton Town Council to re orientate the existing 2 council containers by 90 degrees in a clockwise direction; and to provide 2 additional ones for the Carnival/Community and the Men's Shed as shown in Appendix A

The works involved would require a new concrete pad approx. 4 meters x 7.5 meters to be laid adjacent to the Men's Shed and meeting up with the existing pad. The groundworks would also include removing excess material and the levelling of the compound to allow easy access to all the containers.

Financial

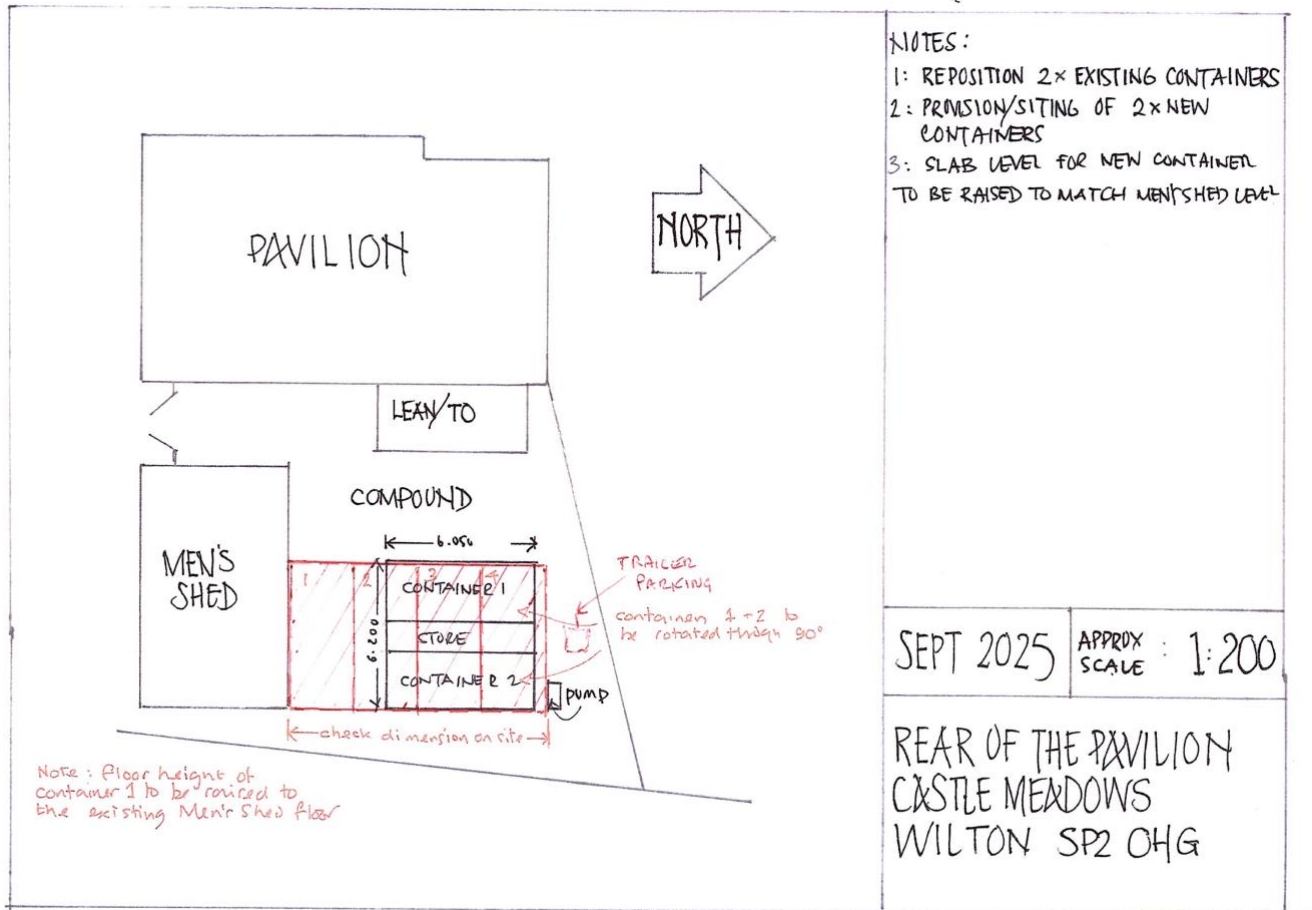
The costs, as borne by the Carnival and Men's Shed are shown in the [formal request letter](#).

The Men's Shed committee is requesting that Wilton Town Council allocate funds to pay for the Grab lorry, concrete and Hi-Ab (to re-orientate the existing containers) at a cost of £1,337 + VAT.

New gates to the compound are also featured in the request for WTC to consider.

Recommendation - Members are asked to consider this request and associated costs of up to **£1,337** + the gates to the compound noting the cost is TBC.

Appendix A



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
Reference: PL/2025/07497 Mr C Rolfe 08/10/2025	WILTON HOUSE, WILTON SP2 0BJ Notification of proposed works to trees in a conservation area - Liquid Amber/Maple tree - fell
PL/2025/07577 Lucy Paterson 21/10/2025	3 SILVER STREET, WILTON SP2 0HX Notification of proposed works to trees in a conservation area - Beech 1 - General tree maintenance and pruning of canopy, seeking a reduction of up to 25% of canopy Beech 2 - General tree maintenance and pruning of canopy, seeking a reduction of up to 25% of canopy Holly tree - Mis- formed tree with 4 trunks. Looking to reduce canopy by 50%, this may be through general pruning or removal of 2 of the trunks depending on specialist advice. Overall reduction up to 50%. This has also been requested by Wilton Library as holly leaves are filling their gutters.
PL/2025/07745 Wilton Town Council/ ID Verde 24/10/2025	WILTON RECREATION GROUND, MINSTER STREET, WILTON, WILTSHIRE, SP2 0AX. Notification of proposed works to trees in a conservation area G1 4 Common Ash - Section fell to ground level. G2 Mixed Species - Remove significant deadwood. G2 8 Common Ash - Section fell to ground level. G2 9 Common Ash - Section fell to ground level. T5 Common Beech - 1 dead primary branch @11M, East. Prune to remove hung up branch. T17 Foxglove - 1 Hung up primary branch @2.5M, West. Multiple primary branch snags in lower crown. Crown lift to 2.5M. Prune to remove hung up branch. T22 Macrocarpa - Hazard beam @5M, South. Low hanging branches over footpath. Prune to remove hazard beam branch. Crown lift to 2.5M. T24 Cedar of Lebanon - Significant deadwood in crown. Low hanging branches. Prune to remove significant deadwood. Crown lift to 2-2.5M. T25 English Oak - Main stem epicormic shoots encroaching public footpath and road. Significant deadwood in crown. Prune to remove epicormic shoots from main stem. Remove significant deadwood. T26 Field Maple - Low hanging branches over footpath. Crown lift to 2.5M.

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>

To consider the Full Council meeting schedule

Background

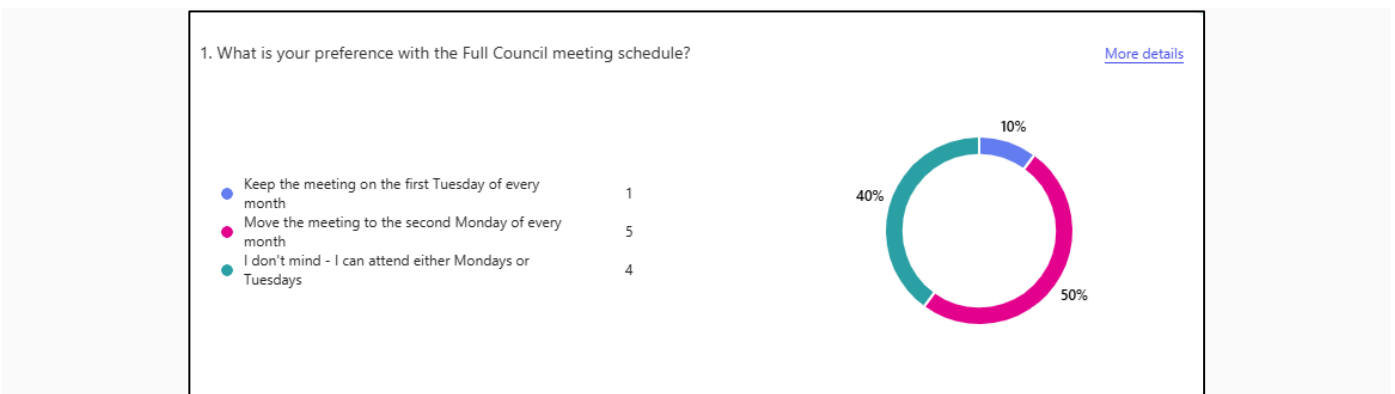
The current scheduling of Council meetings has resulted in a recurring issue where financial reports presented are consistently one month behind. This delay is due to the meetings being held too early in the month, before the previous month end is closed, and reconciliation process is complete.

Issue

- Month-end financial procedures typically require several working days to finalise.
- When Council meetings are scheduled in the first week of the month, there is insufficient time to prepare accurate and complete financial reports for the preceding month.
- As a result, Council decisions are made without the most current financial data, which can affect transparency and informed decision-making.

Information

Individual councillors were asked to complete an online poll to determine their preference with the meeting schedule. The results of the poll are as follows:



Since circulating the poll, it has been requested that the meetings continue to be held on Tuesdays but moving to the second Tuesday of every month.

If councillors opt to have meetings on Mondays then the venue will need to be the Pavilion as the Community Centre has confirmed the room is unavailable as it is pre-booked on Monday evenings.

Proposal

To address this issue, it is proposed that Council meetings be moved to either the second Monday OR Tuesday of each month. This adjustment will:

- Allow sufficient time for month-end financial processes to be completed.
- Ensure that financial reports presented are up-to-date and reflect the full previous month.
- Improve the quality and relevance of financial information available for Council discussions and resolutions.

Benefits

- Timeliness: Financial reports will be current and complete.
- Efficiency: Councillors will have adequate time to read papers and prepare for discussions.
- Professionalism: Meetings will be more businesslike, with well-informed resolutions and decisions.

Recommendation

It is recommended that Council adopts the proposed change to hold monthly meetings on the second Monday or Tuesday of each month, effective from November 2025.

To consider Grant applications for the Wilton Community Centre and the Fugglestone St Peter Trust

Background

The [Community Grant Policy](#) can be accessed for further information. Wilton Town Council makes grants to organisations working for the benefit of the community in Wilton. The grants are awarded based on monies generated by the council taxpayers of Wilton and accordingly the council has a responsibility to satisfy itself that grants will provide benefit to the local community.

Information

Two applications have been submitted as follows:

1. The Wilton Community Centre is seeking a grant of £500 towards the cost of hosting a Christmas lunch for elderly individuals and those who may be spending the festive season alone. The [full grant application](#) provides further detail on this project
2. The Fugglestone St Peter Trust is seeking a grant of £1,000 towards the costs associated with a Wilton Intergenerational Heritage Arts Project. The WTC funds would be used towards performance costs and recording the oral history section of this project. The [full grant application](#) provides further detail on the project.

Financial Information

The value of grant applications (as submitted) is £1,500.

Budget line 4121 - Grants awarded year to date expenditure is £500 against an allocated budget of £3,000.

Recommendation

The Council considers awarding grants to local organisations in accordance with its Community Grants Policy and that the Town Clerk be authorised to take all such steps as considered necessary to comply with the resolution.

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.

13.1 Clerk's Report

IT Policy

WTC minute reference FC 202a) states: *Proposed by Cllr Edge and seconded by Cllr Matthews it was **RESOLVED** to approve the adoption of the Information Technology & Email Policy noting this supersedes the current Email policy on the proviso that the minor refinements relating to personal use are removed from the policy and noting the updated Policy will be presented at the October meeting.*

The **Information Technology & Email Policy** has since been updated.

S106 sales invoice

An invoice for £67,712.52 was submitted to Wiltshire Council and the S106 payment is expected in the near future.

Councillor Attendance at meetings

To aid transparency an attendance tracker has been set up which will be made public at year end and will feature in the annual report.

WTC website

The user experience of the website is poor, and it is not modern in terms of functionality. A [scope of works](#) has been prepared for website companies to quote against. The proposals will be presented to WTC for consideration in November 2025.

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

No	Delegated Decision	Comments	Cost	Budget
13.2.1	Weekly cleaning of the Pavilion	A short term 3-month agreement has been agreed with Tisbury Cleaning Services who will service the pavilion on a weekly basis	£60 per week	4221 Pavilion - repairs and maintenance
13.2.2	Remembrance Sunday Parade	A Road Closure application has been submitted and the TTRO has been approved	£0	N/A
13.2.3	Christmas Light Switch on event on 28 November	A Road Closure application has been submitted and the TTRO has been approved Risk assessment link Event plan link Marquee First Aid and Security Lights	£932 £401 £10,350	4300 Civic Events – Christmas Lighting Budget £7,000 versus actual expenditure expected to be £11,683

13.2.4	Wilton Defibrillator's	Monthly checks have been organised to ensure that the equipment is ready to use in the event of an emergency.	£25 per month	4043 Defibrillators Budget available £374
13.2.5	Public Toilet CCTV survey and Report – A specialist drainage company has been commissioned to carry out a survey in advance of renovation works.	The scope of works include: • Carry out all health and safety checks and site set up. • To carry out a full CCTV survey of the public toilets using the existing inspection chambers for access. • Upon completion submit a full written report with video and photos highlighting any potential issues.	£485 + VAT	
13.2.6	Meeting equipment - audio and visual	The Meeting Owl 4+ should enable residents who join on-line to have an improved user experience.	£1,899 inc. VAT	4101 Civic and Democratic – IT hardware £1,486.65 overspent

Recommendation

That the reports are received and noted and any actions arising identified for future meetings of the Council or its Committees and to **resolve** on any matters as referenced above and as follows:

1. Approves the Christmas Light event expenditure noting the overspend of £4,683 against budget line 4300
2. Ratifies the expenditure for the Owl noting the overspend of £3,385.65 against budget line 4101

13.3 Other Matters to resolve

		Description	Cost
13.3.1	External Audit – PKF update	The conclusion of the External Audit was received on 26 September 2025. The completion letter includes the Notice of Conclusion of Audit template and the fee invoice; Analysis of the Sections 1 & 2 of the Annual Governance & Accountability Return (AGAR) details the findings on the Section 3 report (External Auditor Report and Certificate) of the AGAR.	Cost £670 + VAT 4115 Audits Budget available £2,500
	Recommendation:. The council resolves to receive the Section 3 – External Auditor's Report and notes the findings and the Certificate and approves the fee associated with the external audit.		
13.3.2	WTC response to the Area Board survey	The response to the Wiltshire Council Area Board survey was due for submission on behalf of WTC by 07 October. The link to the completed survey provides all the information that was submitted.	Cost £0

	Recommendation: The response and submission is delegated to the Town Clerk in consultation with the mayor		
13.3.3	River bank Survey	A quote has been sourced for the following: Provision of an Early Contractor Input (ECI) site visit conducted by a Technical Lead to assess and advise on the flow and erosion, followed by a technical note of finding and recommendations. Councillors are requested to read the Riparian Rights, Responsibilities and Guidance documentation	£923.88 + VAT
	Recommendation:. The council considers the quote and approves the expenditure as it is critical that the expert guidance is followed as per recommendations that will be referenced in the technical report. Once the report has been published then a further update will be presented to WTC which will outline the recommendations and next steps.		
13.3.4	Litter bins	In April 2025 the Environment Committee - EA 130/25 minute reference: Resolved: To support a request made by a resident to Wiltshire Council for additional litter bins on The Avenue (north of the railway bridge). The resident has chased this up and it has been confirmed this was never ordered. An enquiry was made to Wiltshire Council about ordering the bin and this was the response: <i>I have spoken to the Streetscene Area Manager this morning about this matter he has had advised me of the following.</i> <i>“The Council has a stock of litter bins here but we do not place out new litter bins unless there is a proven need to do so. The placing of bins is driven by data based on number of litter reports and grade of litter present based on the Code of Practice for litter and refuse. I would be happy to give some bins to the TC if they wanted to install and empty them, but we would not do so simply because they have been requested.”</i> <i>As such if the TC are able to confirm that they wish to install and empty any bin provided the Council would be happy to supply you with a bin. The LHFIFG could potentially consider funding the installation of the bins if the TC are able to confirm that they will fund the ongoing emptying of them. However, given the LHFIFGs existing commitments it unlikely it would be funded before the 26/27 financial year and may be considered to be a lower priority for funding as the group has expressed a desire to concentrate on measures that address road safety concerns.</i> Additional bins were also agreed: • at the bus stop on The Avenue southbound north of the railway bridge • at the entrance to Oakley Rd. • at the bus stop near Hart Close (eastbound side) • at the bus stop south of Fairview Road (westbound side) ID Verde has confirmed ONE extra bin collection and the associated cost of managing the additional waste would equate to £ x per annum.	Installation costs – £x per bin + ongoing annual cost of £x for the additional bin emptying and waste management
	Recommendation: The council considers the additional long-term on-costs associated with the installation of bins and makes its decision once the new information has been considered.		

13.3.5	Election and Co-option	Wiltshire Council has confirmed that no requests have been received to hold an election for the Councillor vacancy, as advertised on 12 September 2025. Please find attached confirmation that the Town Council can now proceed with the co-option of new Councillors. The National Association of Councils (NALC) has produced a procedure for the co-option of councillors. Although seeking 'expressions of interest' is not a legal requirement, the National Association of Local Councils (NALC) recommends that Councils always give public notice of vacancies because this makes the process of co-option open and transparent and should attract more potential candidates.	
	Recommendation: The council advertises for Expressions of Interest with reference to the Person Specification as outlined in the procedure above.		