

**MINUTES OF THE FULL COUNCIL MEETING OF WILTON TOWN COUNCIL  
HELD IN WILTON COUNCIL CHAMBER ON TUESDAY 4<sup>th</sup> FEBRUARY 2025 7.00PM**

**Present** Councillor Alan Crossley, *Mayor of Wilton*  
Councillor Charlotte Blackman  
Councillor Amy Flanagan  
Councillor Claire Forbes  
Councillor Chris Harrison  
Councillor Marti Hilliard  
Councillor Gail Moore  
Councillor John Page  
Councillor Teresa Taylor  
Councillor Mick Whillock

**In Attendance** Mrs Clare Churchill, *Town Clerk*  
Mr P Cornish, *Minutes Secretary*

**Also Present** 7 members of the public.  
**via ZOOM** 5 members of the public.

The Mayor of Wilton, Councillor Alan Crossley, opened the meeting by welcoming the new Councillor Amy Flanagan, who was co-opted at the meeting on the 21<sup>st</sup> January and had signed her declaration on the 27<sup>th</sup> January.

**024/25 Apologies**

Councillor Andrew Kinsey had sent his apologies.

**025/25 Minutes**

- (i) **Resolved:** To approve the Minutes of the Meeting held on 3rd December 2024 with the amendment to the exempt section.  
**Proposed: Councillor Crossley   Seconded: Councillor Taylor   Councillor Flanagan abstained, rest in favour**
- (ii) **Resolved:** To approve the Minutes of the Meeting held on 7th January 2025.  
**Proposed: Councillor Page   Seconded: Councillor Forbes   Councillor Flanagan abstained, rest in favour**
- (iii) **Resolved:** To approve the Minutes of the Extraordinary Meeting held on 21st January 2025 with a minor update to the header (date).  
**Proposed: Councillor Crossley   Seconded: Councillor Moore   Councillor Flanagan abstained, rest in favour**

**026/25 To suspend Standing Orders at 7:09pm**

Report from Wiltshire Police - Wilton Neighbourhood Policing.

Councillor Crossley read out the January and February reports from Wiltshire Police.

Community Engagement

15 minutes is set aside to allow local people to raise their issues and concerns. Questions and statements are restricted to 3 minutes. Questions not answered at the meeting could be answered in writing or may appear as an Agenda item for the next appropriate committee meeting.

Members of the public raised the following points:

- I. Please could they borrow the Town Clerk's wig on the 21<sup>st</sup> February?
- II. How much is left unspent in the s106 account as of now?
- III. How much is the Minute taker paid per meeting?
- IV. How much more is he going to be paid?
- V. Why are the minutes being published later and later by the Clerk during the last year?
- VI. What will the Mayor do to ensure that the Clerk publishes them promptly within two weeks of the meeting?
- VII. Is the s106 spreadsheet coming tomorrow?
- VIII. Could we lose that money if we don't spend it?
- IX. Wilton Cricket Club expressed their support for the replacement of the wicket.

- X. A representative of the Wilton Community Centre gave an update covering: the Users Meeting will be on 14/4/25 at 7pm, the icy car park is used at your own risk, surface water drains work and a recent electrical inspection.
- XI. Can the police consider placing a speed enforcement team in Shaftesbury Road?
- XII. Who does the cemetery attendance? A further 50 plots could be available.
- XIII. Cost of electricity looks rather a lot? Do these payments cover a three month period?
- XIV. Why is the cost of pavilion/cemetery electricity so high?
- XV. How many times per week are the public toilets in Wilton cleaned?
- XVI. Councillor Blackman requested that the Clerk put all documents relevant to a meeting in the Sharepoint folder
- XVII. Councillor Blackman requested that the Clerk include links to the documents in the agenda.
- XVIII. Councillor Blackman asked that the Zoom recordings be uploaded to Sharepoint.
- XIX. A member of the public had emailed Councillor Blackman and asked her to ask the following question - why is the reason to get the minutes to the Clerk and all Councillors deserving of a pay rise which will come out of Tax payers money, when a time span was set when the Minute Taker took the job on, as Councillor Blackman had rightly remembered and mentioned at one of the last meetings?

Report from the Unitary Councillor for Wilton.

Councillor Pauline Church gave an extensive report covering support available from Wiltshire Council, the proposed Heart of Wessex mayoral authority, road closures for North Street - 17 March to 14 April for SGN, free energy efficiency surveys, the Northbound lane closure of the Avenue from 17 Feb for 3 weeks, the delay to the resurfacing of The Avenue and the promotion of residents becoming a foster carer. In response to questions she recommended that the Co-op contact Wiltshire Council directly about the road closures. For more information please see - <https://www.facebook.com/Councillorpaulinechurch/>.

**027/25 To reinstate Standing Orders at 7:38pm**

**028/25 Community Engagement**

To respond to matters raised by the public. No decisions may be taken on such matters at the meeting unless due notice has been provided. No decision can be taken during this session, but the Chairman may decide to refer any matters raised for further consideration.

Councillor Crossley, supported by the Town Clerk and other councillors provided the following responses (note during this session Standing Orders were occasionally suspended to allow further comment from the members of the public):

- I. Yes of course.
- II. Will be detailed in the FOI response which will be sent by the deadline.
- III. £70 per meeting Minutes, noted that meetings have got longer.
- IV. A small increase is proposed.
- V. It was agreed at Staffing Committee the previous week that it would be to aim to upload the Minutes within a fortnight of the meeting. There was a discussion on the use of the word aim and the recording was listened to.
- VI. Councillor Forbes outlined that the meeting attendees would check the draft minutes, make amendments and they'd be on the website the following Monday. If the Clerk hasn't done this in time, Councillor Forbes would do so.
- VII. Yes
- VIII. In theory yes.
- IX. See agenda item.
- X. Thank you for the updates.
- XI. The Mayor has asked Wiltshire Police. The location is determined by the SID data. It is hoped that Wiltshire Highways will give their approval for a SID to be located in Shaftesbury Road.
- XII. The role is undertaken by several councillors.

**Action: Town Clerk** to meet with Mr Matthews to discuss.

- XIII. This needs to be checked by the Town Clerk.
- XIV. The water heaters are turned on to heat the several 300L hot water cylinders for the showers.

- XV. Monday to Friday and occasionally on Saturday.  
XVI. Agreed.  
XVII. Noted that the links will only work for people with access to the SharePoint.  
XVIII. This will be considered when the Policy & Resources committee review the associated updated policy.  
XIX. Noted.

**029/25 Declarations of Interest**

- (i) No Declarations of Interest.  
(ii) No Dispensation Requests received by the Town Clerk.

**030/25 Exclusion of the Press and Public**

Councillor Taylor resigned from Wilton Town Council and left the meeting.

**Resolved: That the Press, Public and staff be excluded from 33/25 (xi) by nature of the staff in confidence.**

**Proposed: Councillor Harrison Seconded: Councillor Page, 5 in favour, 2 abstained, 2 not present to vote.**

**031/25 Mayor's report**

On the 15th January the Mayoress and the Mayor attended Chris Whites Funeral premises to open their new Memory Post Box, Letters to Heaven. On the 27th January the Mayoress and the Mayor attended the Salisbury Civic Society Meeting for the Conservation Awards presented to Architects and Contractors in the Salisbury area, with the St Mary Magdalen Hospital Alms Houses being one of the Commended projects. The Mayor passed on his congratulations to Stephen Linard and Richard Moulding for their work in this project and to The Classic Architecture Company, Michael Lyons Architecture and Harvey and Snowdon Limited, who also received awards.

**Resolved: That item 035/25 (vii) be brought forward.**

**Proposed: Councillor Blackman Seconded: Councillor Moore All in favour.**

**035/25 (vii) Replacement of the Wicket at Castle Meadow**

**Resolved: That quote 2 be accepted.**

**Proposed: Councillor Crossley Seconded: Councillor Harrison All in favour.**

**032/25 To receive the Minutes and agree the Recommendations of the Policy and Resources Committee Meeting held on 21st January 2025**

Councillor Crossley as the Chair, recommended the following items.

- (i) (PR/009/25). To accept Quote 1 for the Internal Audit for the financial year 2025/2026.

**Resolved: That quote 1 be accepted.**

**Proposed: Councillor Crossley Seconded: Councillor Blackman All in favour.**

To note the following items

- (i) (PR/010/25) The current Council structure was discussed and discussions will continue.

Councils that currently operate a non Committee system will be consulted. It was proposed that this be considered at the March Full Council. The Town Clerk was asked to provide a short half page report on the pros and cons of Wilton Town Council replacing committees with working groups and providing links to other councils.

**Action: Town Clerk**

- (ii) (ii) (PR/011/25) The arrangements for the Annual Town Meeting on Monday 10th March were confirmed:

- Three rooms have been booked at the Wilton Community Centre, 1 for presentations and 2 for displays.
- Organisations can start setting up their displays from 5pm
- The Public may start arriving from 5.45pm
- Refreshments will be available.
- Presentations will run from 7 – 8pm with no presentations from Wilton Town Council Committee Chairs. Each presentation will be limited to 3 minutes.
- Presentations will be limited to a maximum of 15

- Break from 8 – 8.15pm
  - Questions and Answers from 8.15 – 9pm
  - All local groups will be invited and those not giving a presentation will be given priority at future Annual Town Meetings.
  - The event will be non political.
- (ii) PR/014/25) The Events working group confirmed the WG had met and discussed the recent Christmas Lights event.
- Sadly, the weather was too unsafe to try and raise the Holocaust Memorial Flag on the Holocaust Memorial Day. With the benefit of hindsight, the reading part of the ceremony could have been moved into Old Saint Mary's, where a small 'candle tribute' had been set up by the Trustees.

**033/25 To receive the Minutes and agree the Recommendations of the Staffing Committee Meeting held on 28th January 2025**

Councillor Forbes as Chair, recommended the following items:

- (i) To agree the Job Description and Person Specification for the position of Deputy Clerk
- (ii) To confirm the recruitment panel will consist of 3 Councillors interviewing, 1 Councillor observing and the Town Clerk will meet and greet all candidates.
- (iii) Confirm the vacancy advert for the position
- (iv) To confirm the application form.
- (v) To confirm that the successful candidate will be asked to complete a post offer medical questionnaire.
- (vi) To confirm the Employment Contract for the role.  
**Resolved: That (i) to (vi) be accepted.**  
**Proposed: Councillor Forbes Seconded: Councillor Harrison All in favour.**
- (vii) To increase the payment per meeting made to the Minutes Secretary from £70 to £80, on the condition that the Minutes are sent by 9am on the following Monday and that they are sent to all Councillors who attending the Meeting as well as the Town Clerk.
- (viii) To upload the Draft Minutes to the website within 2 weeks of the Meeting.
- (ix) The list of duties for the Officer of the Council were confirmed.
- (x) To source cleaning cover for the Pavilion following Football matches whilst the Town Cleaner is on sick leave.  
**Resolved: That (vii) to (x) be accepted.**  
**Proposed: Councillor Forbes Seconded: Councillor Blackman All in favour.**
- (xi) To agree to additional support from WorkNest (Council HR provider) – see exempt session.

**034/25 Planning**

To respond to the following planning application. Details of planning applications can be found on the Wiltshire Council website.

PL/2025/00274 28 Victoria Road - Proposed remodelling of front & side conservatory with internal alterations.

**Resolved: To support the application.**

**Proposed: Councillor Crossley Seconded: Councillor Page All in favour.**

**035/25 Managing the Council's Money**

- (i) To note the bank reconciliation dated 31st December 2024. The Town Clerk clarified that the interest from CCLA was shown on the income and expenditure report under income – bank interest.

**Resolved: To note.**

**Proposed: Councillor Crossley Seconded: Councillor Forbes All in favour.**

- (ii) To note the income and expenditure dated 20th January 2025 (correction). Councillor Harrison asked that the Clerk review the items that were significantly over-spent and provide a comment. Councillor Crossley asked if the concern was by percentage or value.

**Action: Town Clerk**

(iii) To confirm payments as per payment schedule.

Date	Centre	Code	Payee	Description	Exc VAT	VAT	Total
<b>To be authorised.</b>							
04/02/2025	120	4220	KONE	Annual lift maintenance 2025	528.24	105.65	633.89
04/02/2025	400	4460	ID Verde	Grounds maint - January	3,603.96	720.79	4,324.75
04/02/2025	450	4600	ID Verde	Toilet cleaning - January	515.64	103.13	617.77
04/02/2025	100	4031	Sandra Silk	Payroll - January	37.00	7.40	44.40
04/02/2025	110	4075	Cloudy Ltd	7 x MS365	57.68	14.42	72.10
04/02/2025	100	4100	Cloudy Ltd	IT support - January	76.42	12.40	88.82
					<b>4,818.94</b>	<b>963.79</b>	<b>5,781.73</b>
<b>Direct Debits / Debit card payments</b>							
22/01/2025	110	4075	Microsoft	MS365 x 6	61.80	12.36	74.16
03/02/2025	120	4215	Wessex Water	Water & sewerage - Council Offices	102.49	0.00	102.49
03/02/2025	450	4215	Water2business	Water & sewerage - Public toilets	184.71	0.00	184.71
03/02/2025	350	4215	Water2business	Water & sewerage - Castle meadow	123.77	0.00	123.77
	120	4210	SSE	Gas - Council Offices	189.81	9.49	199.30
	100	4080	EE Ltd	Mobile phone - Clerk	35.99	5.60	41.59
<b>TOTAL</b>					<b>5,517.51</b>	<b>991.24</b>	<b>6,507.75</b>

The Town Clerk highlighted the following additional / change to payments:

- Repairs to Castle Meadow gate and potholes due to recent storms - £340 ex VAT payable to RE HAYES.
- Payroll January - £38.40 – amended total

**Resolved: To confirm payments.**

**Proposed: Councillor Crossley Seconded: Councillor Moore All in favour.**

Councillor Blackman asked the Clerk to see if Rialtas could produce the payment schedule, to check the formulas in the payments spreadsheet and could the payments spreadsheet have tabs for each meeting's payments.

**Action: Town Clerk**

(iv) To note expenditure, if any, authorized by the Town Clerk using delegated powers:

- Screwfix, security chain and padlock £62.47 + VAT
- Pavilion boot brush - £271.62 + VAT
- Planning portal - £347.33 + VAT of £11.67
- Soap dispensers – £32.67 + VAT

(v) **Resolved:** To authorise Paula Johnston to make purchases on behalf of Wilton Town Council.

**Proposed: Councillor Blackman Seconded: Councillor Harrison 5 for, 4 against.**

(vi) To provide Paula Johnston with a Wilton Town Council Debit Card and a Purchase Order book.

**Proposed: Councillor Blackman Seconded: Councillor Whillock 5 for, 4 against.**

**Action: Town Clerk**

~~(vii) To replace the artificial cricket wicket in Castle Meadow and to appoint a Contractor to supply and install a new English Cricket Board approved non turf wicket in Castle Meadow. Covered earlier.~~

**Proposed:**

**Action; Council Officer**

(vi) To note the following developer contributions: R2 £46,872.34 to be allocated, made up of:

- £1,826.52 (exp 14/04/2025)
- £45,045.82 (exp 10/06/2025)

### 036/25 To receive verbal reports from the Town Council's representative to

- Wiltshire Association of Local Councils. Councillor Kinsey had sent his apologies.
- South West Wiltshire Area Board – the next meeting will be on the 19th February in the Wilton Community Centre and all Councillors and residents are encouraged to attend.
- SWW Local Highways & Footway Improvement Groups (LHFIG). The next meeting of this Group will be 5<sup>th</sup> Feb.
- South Wiltshire Operational Flood Working Group. The next meeting of this Group will also be on the 19th February, but as Councillor Crossley has a prior engagement that morning, another member of the Wilton Flood Group will attend the meeting.
- Wilton Church of England Primary School, Councillor Moore is the representative.
- Trustees of the Michael Herbert Hall - no meeting since previous report.
- Wilton United Charities - the next meeting will be 5<sup>th</sup> Feb.

**037/25 Town Clerk's Report – circulated**

It was confirmed that the Newsletter Working Group has been disbanded.

**038/25 Date of next meeting Tuesday 4th March – Venue TBC**

**EXEMPT SESSION**

9:00pm Councillor Page left the meeting

**Resolved: to extend the meeting by ten minutes.**

**Proposed: Councillor Crossley Seconded: Councillor Forbes All in favour.**

**039/25 Resolved: To agree to additional support from WorkNest (Council HR provider).**

**Proposed: Councillor Harrison Seconded: Councillor Page All in favour.**

**Action: Cllr Forbes**

9:10pm Councillor Moore left the meeting

Councillor Crossley informed the Council: "Before I close this meeting I would like to make a short statement. I think it only proper that I should give Wilton Town Council advance notice that I will not be standing for election on the 01st May. I have decided to invest more of my time with my family. Thank you."

**039/25 To close the meeting. 9:14pm**