

**MINUTES OF THE FULL COUNCIL MEETING OF WILTON TOWN COUNCIL
HELD IN WILTON COMMUNITY CENTRE ON TUESDAY 4th MARCH 2025 7.00PM**

Present Councillor Alan Crossley, *Mayor of Wilton*
Councillor Charlotte Blackman
Councillor Claire Forbes
Councillor Chris Harrison
Councillor John Page
Councillor Mick Whillock

In Attendance Mrs Clare Churchill, *Town Clerk*
Mr P Cornish, *Minutes Secretary*
Charlotte King, *PCSO Wiltshire Police*
Pauline Church, *Unitary Councillor, Wiltshire Council.*

Also Present 6 members of the public.

via TEAMS 4 members of the public.

049/25 Welcome and Apologies

- (i) Councillors Hilliard and Moore had sent their apologies. Councillor Flanagan did not attend

050/25 Minutes

- (i) **Resolved: To take as read the Minutes of the Meeting of Wilton Town Council held on 4th February 2025.**
Proposed: Councillor Crossley Seconded: Councillor Whillock All in favour
- (ii) **Resolved: To approve as a true record the Minutes of the Extraordinary Meeting of Wilton Town Council held on 11th February 2025.**
Proposed: Councillor Crossley Seconded: Councillor Page All in favour

051/25 To suspend Standing Orders at 7.03pm

Report from Wiltshire Police - Wilton Neighbourhood Policing.

PCSO Charlotte King from Wiltshire Police briefed the Council on the March Report – covering the period of February:

- Motoring Related Offences - Speed Enforcement caught 50 vehicles speeding on 21 February 2025 in Wilton on The Avenue, over a period of 1 hour. The fastest vehicle was travelling at 59mph, while a further three drivers were caught exceeding 50mph. Of all drivers caught, nearly 60% were exceeding 40mph. On the day in question, it was overcast with occasional light rain. Roads were damp. Reflecting previous convictions and history: -
 - 31 drivers will be offered a speed awareness course
 - 15 drivers will receive a Fixed Penalty Notice and 3 points
 - 4 drivers will be subject to court recovery.
- Criminal Damage /ASB – Wiltshire Police have been informed that there has been an increase in anti-social behaviour within Wilton, however, they have not been receiving any reports for incidents of this nature. They would encourage anyone that sees or is aware of any incidents of anti-social behaviour please report this to Wiltshire Police to ensure that their resources are distributed appropriately. Use 999 whilst the incident is occurring or after the incident report it via 101 or their websites form.
- Community consultations - On Thursday 27th February, PCSO King and PC Boon attended Wilton Market Square with the Mobile Police Station. Thank you to everyone who came along for a chat, it was lovely to see you. If there are any local events ongoing, please do let the team know on their e-mail address, salisburyareanpt@wiltshire.police.uk and they will try their best to attend.

Regarding the car in the river, Wiltshire Police are unable to force its removal as the car is on private, Wilton Estate, land. They were asked if the Mobile Van could arrive later.

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:

- A) In the Wishford Play Area the 'No Dogs' sign has been vandalised. Could the Town Council consider providing a metal replacement with additional words underneath?
- B) The Carnival thanked the Town Council for its continued support; the grant application is for a marquee.
- C) The company that Cllr Crossley met – what was the company? Do they have an Occupational therapist?
- D) Have you contacted local stairlift companies such as the Stannah factory at Andover, just 30 minutes up the road for advice re a wheelchair accessible lift?
- E) Luggershall Council have adopted Working Groups. Could you consider having more general meetings open to all Councillors rather than small specialist committees that only meet every 2 months?
- F) The cemetery chapel ceiling has collapsed – does the Town Council have insurance on the chapel?
- G) What is happening about the car in the river?
- H) Are there any organisations in the Town who organise litter picks as they would like to take part.
- I) The Wilton Hill litter pick is a private affair organised by the residents.

Report from the Unitary Councillor for Wilton

Unitary Councillor Pauline Church provided a report highlighting the following:

DEVOLUTION – The proposed Heart of Wessex Strategic Mayoral Authority of Wiltshire, Somerset, Dorset, Bournemouth, Christchurch and Poole was not selected to be in the first tranche.

ROAD CLOSURE - On A3094 from the junction with Park Wall to the junction with Lower Road for 1 night on 10th April from 9pm to 6am to undertake improvements to traffic lights.

VE DAY STREET PARTY PERMISSIONS - For those planning to mark the occasion on 8 May and the event requires a road closure residents must submit an application at least eight weeks in advance. This means applications should ideally be received no later than 13 March 2025. More information can be found on the WC website.

NORTH STREET, WILTON ROAD CLOSURE - 17 MARCH TO 14 APRIL - Highways officers have agreed to revoke the one-way restriction to enable vehicles to exit via the Silver St junction. Two weeks prior to the start of works SGN are visiting affected residents and businesses to share contact details should there be any issues.

CIVIC SOCIETY AWARDS - Congratulations to Wilton winners @theclassicarchitecturecompany @mouldingthebuilder Stephen Linard, Harvey & Snowdon and @markfdavis

WILTSHIRE COUNCIL BUDGET SETTING - Wiltshire's budget of £527m for 2025/25, an increase of 4.5% on council tax, was approved at full council on 25th February.

The Unitary Councillor was asked where North Streets residents could park during the road closure and if there was a date for the road hatching to be done.

052/25 To reinstate Standing Orders at 7.24pm

053/25 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. NB - Councils cannot lawfully decide items of business that is not specified in the summons/agenda (See LGA1972 Sch 12, paras 10(2)(b) and Court Case Longfield Parish Council v Wright (1918) 88 LJ Ch 119). 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):

- A) The Town Council will support the signs replacement.
- B) See agenda item 061/25 (ii)
- C) Cllr Crossley clarified that the company is a lift installer and,
- D) Agreed that the works on the accessible toilet and upstairs access needs to be planned as a single project but tasks could be delivered individually.
- E) See agenda item 059/25.
- F) The Town Council has insurance on the chapel. There is a wider project on cemetery improvement being managed by the Environment & Amenities committee.
- G) See the Wiltshire Police Report above.

- H) This answered by a resident – see Question I above.
- I) It is not recommended that individuals do litter picks on parts of the primary road network eg A36.

054/25 Declarations of Interest

- (a) Cllrs Forbes and Blackman both declared an interest in 061/25 (iii)
- (b) None.
- (c) Wilton Town Councillors are reminded that it is their duty to ensure their Register of Interests is kept up to date.

055/25 Exclusion of the Press and Public.

None.

Resolved: To bring forward items 061/25 (ii) and 062/25 to be after 056/25.

Proposed: Councillor Crossley Seconded: Councillor Harrison All in Favour

056/25 Mayor's report

The Mayoress and Mayor only have one engagement planned in March which is the High Sheriff's Rule of Law Service in Salisbury on the 16th. There was possibly going to be an Opening ceremony for the new Veterinary Surgery in Kingsway but a date has not been finalised yet.

061/25 Managing the Council's Money

- (ii) To consider a grant application from Wilton Carnival Committee for £500 towards the 2025 Carnival (5th July 2025). Cllr Harrison queried why the carnival was paying to hire the pavilion. It was believed that a fee had to be paid for Town Council's insurance to cover the hirer's possible damage to the Pavilion. This will be considered by the Policy and Resources committee.

Resolved: To support the grant application.

Proposed: Councillor Crossley Seconded: Councillor Blackman All in Favour

062/25 Motion by Councillor Blackman regarding recent audits

Recent audits have brought to the Council's attention significant failings in Health & Safety procedures and record keeping. It's evident that these failures represent a risk to the safety of staff, tenants, councillors and members of the public and that remedial work must be undertaken urgently. Therefore, I propose that the Clerk draws up an Action Plan immediately, as a matter of priority and presents the plan to Full Council on Tuesday 1st April 2025. It was clarified that no additional hours would be allocated for this work; the Town Clerk was asked to highlight what wouldn't happen as a consequence of this work.

Resolved: That the Clerk draws up an Action Plan immediately, as a matter of priority and presents the plan to Full Council on Tuesday 1st April 2025.

Proposed: Councillor Blackman Seconded: Councillor Harrison All in Favour

057/25 To receive the Minutes of the Environment and Amenities Committee Meeting held on 18th February 2025.

As the Environment and Amenities Committee chair had sent their apologies Cllr Blackman recommended the following items, with updates, to the Full Council:

- (i) (EA/008/25) To request Option 2 for the South Street crossing at a cost of £1,750 to Wilton Town Council (based on a 25% contribution) and the remainder from the LHFIG budget if agreed by LHFIG).
- (ii) (EA/011/25.ii) To purchase a mobile cricket wicket cover totalling £5,600 plus VAT (option B, quote 3).
- (iii) (EA/012/25.ii) To accept a quote for the cleaning of the Minster Street fountain at a cost of £2,265.00 plus VAT on the understanding that the Risk Assessment and mitigations are in place.
- (iv) (EA/012/25) To agree to a maintenance schedule for the tennis courts. There being no quotes to review and approve this was clarified as to agreeing to the principle of scheduled maintenance.
- (v) (EA/016/25) To appoint a Contractor to install the Street name plates at a cost of £1800.

- (vi) (EA/017/25.ii) To accept a quote for the Architect to complete and submit the application for the noticeboard at the Churchyard of Old St Mary's at a cost of £320 plus planning portal fees.
- (vii) (EA/017/25.iii) To accept a quote for the Architect to complete and submit retrospective consent for the noticeboards at Minster Street and Castle Meadow at a cost of £320.00 per application plus planning portal fees.

Resolved: To accept the amended recommendations.

Proposed: Councillor Blackman Seconded: Councillor Forbes All in Favour

Following a question from Cllr Blackman the Town Clerk clarified that the order to remove the unwanted stone from the cemetery had been placed and also chased. Also, that Cllr Crossley would pursue the Highways Engineer for the work on sight lines.

058/25 Planning 7.45pm

To respond to Wiltshire Council on the following planning and tree applications:

- (i) PL/2025/01445 Wykeham House, 33C West Street - Complete removal of oak tree. Cllr Crossley briefed the Council that this is a large tree overshadowing the properties of Florence Court and with Ganoderma disease reported in the main stem base. It has outgrown its location and should be safely removed before the disease weakens it.

Resolved: To support the planning application.

Proposed: Councillor Crossley Seconded: Councillor Whillock All in Favour

- (ii) Planning Application: PL/2024/09343 Kingsway House, Kingsway - Retention and general repairs to the original, historic timber sliding sash and timber-framed windows to front elevation. Replacement of non-original timber-framed windows to rear elevation with double-glazed and FSC-sourced timber-framed windows kept in same style as those existing.

See Resolution for 058/25 (iii).

- (iii) PL/2025/01744 Kingsway House, Kingsway LBC - Retention and general repairs to the original, historic timber sliding sash and timber-framed windows to front elevation. Replacement of non-original timber-framed windows to rear elevation with double-glazed and FSC-sourced timber-framed windows kept in same style as those existing.

Resolved: To support the planning application and Listed Building Consent.

Proposed: Councillor Crossley Seconded: Councillor Page All in Favour

059/25 Structure of Wilton Town Council

To consider whether Wilton Town Council should move from the current Committee structure with Working Groups for particular areas (e.g. Castle Meadow Car Park, Toilets and Events) or to move from Committees to just Working Groups that would then report to Full Council. During a wide ranging discussion the following points were made:

- i. The Policy and Resources committee had concluded to retain the committee structure
- ii. Any changes to governance should be deferred to the incoming council.
- iii. Current working groups have difficulty starting, progressing or finishing their work.
- iv. Current committees do not use the delegated powers they already have. The Standing Orders and Schedule of Delegation should be looked at.
- v. The section in the Officer's Report is insufficient for the Council to take a decision.
- vi. Working Groups would be held in private resulting in issues over transparency.
- vii. Cllrs ensure that they are available for the published meeting schedule. Adopting working groups with their ad hoc sessions could make arranging meetings challenging.
- viii. 50% of the meeting attendees work full time, limiting their availability for sessions during the day
- ix. Wiltshire Council has more flexibility in terms of ad hoc items on agendas but this could be due to it being a Principal Authority. Town and Parish Councils are bound a different set of legislation, regulations and practices.

Resolved: To defer the examination of any re-structuring to the incoming council in June and in the meantime Cllrs will study other Town / Parish Councils.

Proposed: Councillor Crossley Seconded: Councillor Page All in Favour

060/25 To adopt the Wilton Town Council Meetings Policy

This is a new Policy combining the current Public Participation and Streaming of Meetings Policies. Cllr Crossley thanked Cllr Blackman who had developed the Policy.

Resolved: To adopt the revised policy.

Proposed: Councillor Blackman Seconded: Councillor Crossley All in Favour

061/25 Managing the Council's Money

- (i) Noting of the Bank Reconciliations dated 31st January 2025 inc Income & Expenditure.
Bank reconciliation. 31/1/2025 at £156,509.81

Resolved: To note as a true record.

Proposed: Councillor Crossley Seconded: Councillor Forbes All in Favour

CCLA Bank reconciliation. 31/1/2025 at £300,000

Resolved: To note the reconciliation.

Proposed: Councillor Crossley Seconded: Councillor Forbes All in Favour

Income and Expenditure. 31/1/2025. The Town Clerk apologised for not including the Balance Sheet. Queries were raised about the 4400 nominal, £37.99 in Donations & grants, electricity, cemetery spend being higher than Council Offices, the over-spend on rates (which could be due to incorrect biannual payments), virements to EMRs agreed at the December meeting and the possibility of using Rialtas to track s106 funds. The transfer of underspends to EMRs would be considered at the March Policy and Resources meeting. Cllr Blackman asked that finance reports be linked from the agenda and stored in both the meeting folder and the Monthly Reports and finance folder. The Town Clerk will require training in Rialtas to address some of the issues.

Resolved: To note the Income & Expenditure.

Proposed: Councillor Crossley Seconded: Councillor Forbes All in Favour

- (ii) Considered after 057/25.

- (iii) To confirm payments as per attached payment schedule:

Date	Centre	Code	Payee	Description	Exc VAT	VAT	Total
To be authorised.							
04/03/2025	350	4220	K Fox	Pavilion cleaning	45.00	0.00	45.00
04/03/2025	350	4220	M Hopkins	Pavilion cleaning	102.71	0.00	102.71
04/03/2025	120	4035	MD Architecture	Planning - WTC Office	1,040.00	0.00	1,040.00
04/03/2025	120	4035	MD Architecture	Planning - OS location plan	26.40	0.00	26.40
04/03/2025	350	4225	Direct 365	3 in 1 package - assessments	490.00	98.00	588.00
04/03/2025	450	4220	J Forbes & D Sutcliffe	Install items in public toilets	40.00	0.00	40.00
04/03/2025	various		C Churchill	expenses	58.59	0.00	58.59
04/03/2025	350	4220	Durrant Exterior Cleaning	Pavilion pressure wash	527.50	0.00	527.50
04/03/2025	250	4220	Durrant Exterior Cleaning	OSM path pressure wash	149.75	0.00	149.75
					2,479.95	98.00	2,577.95
Direct Debits / Debit card payments							
04/03/2025	100	4110	PWLB	Loan - Pavilion	1,625.50	0.00	1,625.50
	100	4080	EE Ltd	Mobile phone - Clerk	35.99	5.60	41.59
18/02/2025	350	4220	Elite Locksmiths Ltd	thumb turn locks - pavilion	415.00	0.00	415.00
19/02/2025	400	4220	Edwards Sports	2 x tennis nets	255.04	51.01	306.05
24/02/2025	350	4220	Screwfix	Light bulb	14.15	2.83	16.98
TOTAL					4,825.63	157.44	4,983.07

The Town Clerk said that Cloudy IT had just submitted a new bill – this had increased to £187.45+VAT as they had taken on the Microsoft licence payments. Turnstone Renovations invoice cannot be paid as it did not satisfy the Town Councils requirements, no supplier details provided.

Resolved: To approve payment schedule and the additional payment for Cloudy IT.

Proposed: Councillor Crossley Seconded: Councillor Harrison All in Favour

- (iv) **Resolved: To agree to enter into a Side Agreement with Wiltshire Council on R2 funds.**

Proposed: Councillor Blackman Seconded: Councillor Crossley All in Favour

- (v) **Resolved: To agree to purchase 4 new recycled material benches, Option A (Lowther) at a cost of £2,527.08 for four, for the Shaftesbury Road Cemetery as the old benches were beyond economic repair and noting that there would be additional costs for a plinth and installation.**

Proposed: Councillor Crossley Seconded: Councillor Harrison All in Favour

- (vi) **Resolved: To agree to appoint a Contractor, option 2, to undertake maintenance on the tennis courts in Minster Street at a cost of £2,452.80.**

Proposed: Councillor Harrison Seconded: Councillor Crossley All in Favour

(vii) **Resolved: To accept a quote to undertake a full reinstatement of buildings valuation at a cost of £1,500.00**

Proposed: Councillor Crossley Seconded: Councillor Forbes Majority Approval

(viii) **Resolved: To accept the quote to undertake a new valuation of assets of value at a cost of £500 (2 hours) with subsequent hours at £150.**

Proposed: Councillor Crossley Seconded: Councillor Forbes Majority Approval

Cllr Blackman asked when the rest of the asset register would be checked. This would have been a task for the Deputy/Assistant Clerk and it was recognised that the Town Clerk had not had the time to review the register.

Cllr Page left the meeting.

Resolved: To extend the meeting by 15 minutes.

Proposed: Councillor Crossley Seconded: Councillor Whillock All in Favour

(ix) **Resolved: To agree to purchase a VE Day 80 flag, sized for the flag pole, to be raised on 8th May 2025 to commemorate the 80th anniversary of VE Day at a maximum cost of £70.**

Proposed: Councillor Whillock Seconded: Councillor Crossley All in Favour

(x) To note the following developer contributions:

R2 £7,88.34 to be allocated (by 10/06/2025)

Cllr Blackman asked who was doing the legionella and fire checks at the Pavilion; this is currently no one.

062/25 Motion by Councillor Blackman regarding recent audits.

Considered earlier.

063/25 To receive verbal reports from the Town Council's representatives

WALC– Cllr Kinsey was the representative.

SWWAB – meeting held February 2025. Cllr Crossley reported that the Wilton Community Centre. Held in the Wilton Community Centre with Councillor Pauline Church and myself in attendance. A verbal report was received from Wiltshire Police, focusing on rural crime, community speedwatch and also anti-social behaviour in the Westbury, Warminster and Mere/Tisbury areas. Presentations were given on Support for Farming Businesses, the Cranborne Chase National Landscape programmes, The National Trust at Stourhead and the Nadder Centre in Tisbury. Virtually all of the remaining 2024-2025 Grant budgets were allocated to Older & Vulnerable (£500) and Young People (£19,148) projects.

SWW Local Highways and Footpath Improvement Group – meeting held 5th February. Cllr Crossley reported that the meeting confirmed there was no money left in the 2024-2025 budget and that the Group has advanced allocated £12,200 from its 2025-2026 budget. This will severely restrict what can be supported over the coming year.

- **New issue** 14.24.12 for a new pedestrian crossing on The Avenue. Design work likely to commence in April 2025.
- **Agreed works** at Crow Lane- North Street, Kingsbury Square, have been delayed due to poor weather for laying road markings.
- Bollard at four corners being reassessed due to encountering shallow utilities at the chosen location.
- **Full Assessment Reports** on the 20mph speed limit are being prepared by the Highway Engineer. Costing Report for two options for the South Street crossing were due to be sent to the Wilton Town Council in February (this has been received and a recommendation made to Full Council).
- **Next meeting:** 25th June 2025

Resolved: To extend the meeting by 5 minutes.

Proposed: Councillor Crossley Seconded: Councillor Whillock All in Favour

South Wiltshire OFWG – Cllr Crossley reported that The dates for discretionary gully tanker visits are sent to Councils with a form to be returned identifying the top 5 gulley issues.

There are 3 CCTV gangs operating across Wiltshire and 5 sites for each Area have been nominated for CCTV schemes by the area highway engineers. The drainage team are currently working through the nominated sites.

The Wiltshire Cllr for the Nadder Valley asked if the site list could be circulated to the parishes and this was agreed by Highways Drainage.

Wiltshire Council Drainage team are currently bidding for some funding in conjunction with the Environment Agency to install local telemetry in locations where this would be useful to help particularly in areas at risk of flooding, e.g. trash screens, local watercourses/ditches or rivers. Towns and Parishes are being asked to let Wiltshire Council Drainage know in the next 4 weeks if they would be interested in participating, as their engagement is necessary to take applications forward.

North Street was discussed with Highways Drainage who suggested Wilton Town Council make a submission to LHFIFG regarding drains for Crow Lane and the 3 gullies at the Junction between Russell Street, Crow Lane & North Street. Highways Drainage confirmed that a similar exercise of rearranging the ends of road drains emptying into the River Stour had been successful.

Wiltshire Council Drainage agreed it was permissible to rod out road drains, but with the obvious precautions. This was in reference to the drains that run into the Wylde tributary that runs alongside Crow Lane.

Wiltshire Council Drainage also confirmed that the Churchill Court drainage investigations are still on going.

Atkins are actively pursuing BT regarding access to the telephone exchange car park so that the drainage issue from No.3 Shaftesbury Road can be investigated.

Next Meeting 16/04/2025 in Warminster Civic Centre.

Wilton Church of England Primary School – Nothing to report

Trustees of Michael Herbert Hall – Cllrs Blackman, Crossley and Page had nothing to report. Cllr Blackman raised a request about a resident asking for a copy of the CCTV. The Town Council's policy is that, after previous abuse of the recordings, only Wiltshire Police would be provided with copies. It was agreed that the Town Clerk would make an archive copy of the relevant recordings but not release them.

Wilton United Charities – Cllrs Blackman and Crossley had nothing to report.

Resolved: To extend the meeting to 9:30pm.

Proposed: Councillor Crossley Seconded: Councillor Whillock All in Favour

064/25 Town Clerk's Report – circulated to Cllrs

Resolved: To schedule the next Full Council meeting for Monday 31st March 2025.

Proposed: Councillor Crossley Seconded: Councillor Forbes Majority in favour

065/25 Date of next meeting

To confirm the date of the next meeting of Wilton Town Council, which will be on Monday 31st March 2025 at 7pm. Venue to be agreed.

066/25 To close the meeting at 9:30pm