

**MINUTES OF THE FULL COUNCIL MEETING OF WILTON TOWN COUNCIL  
HELD IN WILTON COMMUNITY CENTRE ON MONDAY 31<sup>st</sup> MARCH 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 Mick Whillock

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

**Also Present** 5 members of the public.

**and Online** 5 members of the public.

**067/25 Welcome and Apologies**

No apologies

**068/25 Minutes**

**Resolved: To approve the Minutes of the Meeting held on 4th March 2025.**

**Proposed: Councillor Crossley      Seconded: Councillor Hilliard**

**All in favour**

**069/25 To suspend Standing Orders at 7:01pm**

Report from Wilton Neighbourhood Police Team

Cllr Crossley presented the report from Wiltshire Police. A copy is on the website -

[https://www.wiltontowncouncil.gov.uk/Wiltshire\\_Police\\_-\\_NPT\\_48851.aspx](https://www.wiltontowncouncil.gov.uk/Wiltshire_Police_-_NPT_48851.aspx)

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 an appropriate committee meeting. Members of the public raised the following points:

- A) Can the Council please provide larger more robust 'No Dogs' signs for the children's play areas?
- B) Can the Council please replace the goal posts that have been recently removed from the Bulbridge and Wishford Road play areas?
- C) The Wishford Road sign needs to be re-oriented so that it is more visible from the road.
- D) Could the Council look at the insurance cover the damage to the chapel?
- E) Several members of the public expressed their thanks to the Mayor, Alan Crossley, for all that he had done for the Town as Councillor and Mayor.

Report from the Unitary Councillor for Wilton.

Cllr Pauline Church to give a brief report covering these topics:

- The National Highways multi-year study of transport connectivity between the M4 and Dorset Coast.
- Fly tipping
- Preparation for local elections
- Roadworks in and around Wilton
- Support to stop smoking
- Condition of South Street and Portfield Road
- Wiltshire Police unit 'Operation Awake'
- The yellow hatch box and keep clear road markings have been repainted

followed by questions to Cllr Church about fading road signs in the car park and cars entering it the wrong way.

**070/25 To reinstate Standing Orders at 7:15pm**

**071/25 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) Cllr Crossley is progressing, the current signs are an interim measure. Please send the details to the Town Clerk.
- B) The Environment and Amenities Committee will be asked to look at this.
- C) The Environment and Amenities Committee will be asked to look at this.
- D) It is hoped that insurance cover includes the structural damage.
- E) The Mayor thanked members of the public for their comments.

**072/25 Declarations of Interest**

- (a) Cllrs Crossley, Forbes and Blackman both declared an interest in 079/25 (v)
- (b) None.
- (c) Wilton Town Councillors are reminded that it is their duty to ensure their Register of Interests is kept up to date.

**073/25 Exclusion of the Press and Public**

**Resolved: To exclude members of the public from 082/25 (ii) due to reasons of staff confidentiality.**

**Proposed: Councillor Crossley      Seconded: Councillor Hilliard      All in favour**

**Resolved: To exclude everyone bar councillors from 086/25 due to reasons of staff confidentiality.**

**Proposed: Councillor Blackman      Seconded: Councillor Forbes      All in favour**

**074/25 Mayor's report**

The Mayor had attended the High Sheriff of Wiltshire's Rule of Law Procession in Salisbury Cathedral and will attend a ceremony at the My Vet establishment.

**075/25 To receive the Minutes of the Policy and Resources Committee Meeting held on 18th March 2025**

Cllr Crossley as Chair briefed the Town Council on:

- (i) (PR/026/25) To purchase three new heaters for the Sports Pavilion, to replace the one previously removed and the two currently in place.

**Resolved: To accept the recommendation.**

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

- (ii) (PR/028/25 (viii) To book in external support to complete the required VAT Partial Exemption Calculations.

**Resolved: To accept the recommendation.**

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

- (iii) (PR/026/25.ix) That the Town Clerk will only upload bank payments once a week.

**Resolved: To accept the recommendation.**

**Proposed: Councillor Crossley      Seconded: Councillor Whillock      All in favour**

- (iv) (PR/026/25.xi) The information regarding the Local Government Pension Scheme was noted. The Town Clerk explained that 'to note' an item meant that the Town Council formally acknowledges that it has been informed.

**Resolved: To note the information.**

**Proposed: Councillor Crossley      Seconded: Councillor Hilliard      All in favour**

Other recommendations appear as separate agenda items.

**076/25 To adopt the following Policies**

The Town Clerk stated that they had not had time to review the three documents and asked the Town Council to allow time for them to review the three documents in detail. Standing Orders were suspended to allow the Officer of the Council who had updated the three documents to explain the changes.

- (i) Updated Standing Orders for Wilton Town Council.  
Cllr Blackman explained that motions were different from the Agenda Request Form.  
**Resolved: To accept with an amendment to the deadline for motions to be 7 days before the meeting.**  
**Proposed: Councillor Blackman      Seconded: Councillor Page      All in favour**
- (ii) Updated Procurement Policy for Wilton Town Council  
**Resolved: to accept the revised document.**  
**Proposed: Councillor Crossley      Seconded: Councillor Harrison      All in favour**
- (iii) Updated Financial Regulations  
**Resolved: to accept the revised document.**  
**Proposed: Councillor Blackman      Seconded: Councillor Harrison      All in favour**

**077/25 Planning**

- (i) PL/2025/02295 26 OLIVIER ROAD, WILTON - Variation of condition 2 (variation to the existing planning decision due to a window being moved for structural reasons. The extension has also been clad in grey horizontal timber) for application PL/2022/09447  
**Resolved: To respond with No Objection.**  
**Proposed: Councillor Crossley      Seconded: Councillor Moore      All in favour**
- (ii) PL/2025/0253. Island Lodge, Minster Street - T1 Magnolia – Fell.  
**Resolved: To respond with No Objection subject to a reasonable justification for felling being provided.**  
**Proposed: Councillor Crossley      Seconded: Councillor Hilliard      All in favour**
- (iii) PL/2025/02783. Pembroke Arms Hotel, Minster Street - 10 Ash trees – fell. Hazel tree – coppicing. Sycamore tree - removal of loose branches  
**Resolved: To respond with No Objection.**  
**Proposed: Councillor Crossley      Seconded: Councillor Whillock      All in favour**

**078/25 Insurance for Wilton Town Council**

- (i) To agree the Asset Register.  
Note that the recent valuation of assets of value is pending. The update to the reinstatement of buildings values is being undertaken on 27th March 2025. It was agreed to defer this item to give councillors time to review it.
- (ii) To agree the insurance quote received from Zurich for the year 1st April 2025 to 31st March 2026.  
Note the revised costs from the Asset Register will be sent to Zurich and the appropriate adjustments made. Cllr Blackman stated this was the second year that the Town Council has had to make an 11<sup>th</sup> hour decision on its insurance. The Town Council will need to progress the recommended updates to the intruder alarm and the safe.  
**Resolved: To accept the Zurich quote .**  
**Proposed: Councillor Crossley      Seconded: Councillor Hilliard      All in favour**

**079/25 Managing the Council's Money**

- (i) Noting of the Bank Reconciliation dated 28th February 2025 inc the detailed Balance Sheet and Income & Expenditure.  
**Resolved: To note the Bank Reconciliation**  
**Proposed: Councillor Crossley      Seconded: Councillor Forbes      All in favour**  
**Resolved: To accept the Balance Sheet**  
**Proposed: Councillor Crossley      Seconded: Councillor Whillock      All in favour**  
Cllr Blackman asked the Town Clerk to do a report on over/under-spends and proposed Ear Marked Reserves updates. The Policy and Resources committee would need to meet

before the next Full Council. Cllr Blackman raised a number of queries and was asked to provide details, cost centre/nominal/amount/query, to the Town Clerk.

**Resolved: To note the Income and Expenditure**

**Proposed: Councillor Crossley**

**Seconded: Councillor Forbes**

**All in favour**

- (ii) To consider the current Ear Marked Reserves and reallocate if necessary. Deferred to additional Policy and Resources Committee. The Town Clerk explained that agreeing the reallocation of EMRs is part of the financial year end close down activities. That the Close Down activities must be done before the next financial year is opened up and that this is required to record income and expenditure.

**Councillor Page left the meeting.**

- (iii) To consider quotes for the electricity supply, the current contract expires on 31st March 2025. Cllr Blackman expressed concern as the quotes had different readings from her spreadsheet and as such she would abstain. The differences were clarified by Cllr Crossley as being the annual usage for the day time tariff versus the average daily consumption. The Town Clerk said that they had provided readings for March 2024 and March 2025.  
**Resolved: To ask the Town Clerk to request quotes from 6 independent companies using the actual meter readings for the last 12 months.**

**Proposed: Councillor Blackman**

**Seconded: Councillor Crossley**

**All in favour**

- (iv) To agree to the charges for electricity for the Fountain at Minster Street.  
**Resolved: To propose to the Bowls Club that the Standing Charge be allocated to reflect the proportion of electricity consumed.**

**Proposed: Councillor Harrison**

**Seconded: Councillor Moore**

**All in favour**

- (v) To confirm payments as per the attached payment schedule.

Date	Centre	Code	Payee	Description	Exc VAT	VAT	Total
31/03/2025	100	4055	Zurich	Insurance premium	6,635.58	0.00	6,635.58
31/03/2025	100	4100	P Blackman	Floordesign2	17.99	0.00	17.99
31/03/2025	350	4220	Durrant Exterior Cleaning	Solar Panel cleaning	108.00	0.00	108.00
31/03/2025	400	4220	Stuart Canvas Group	4 x cricket wicket covers	5,600.00	1,120.00	6,720.00
31/03/2025	400	4220	R E Hayes	Drain cover repair	279.70	0.00	279.70
31/03/2025	350	4220	Mayberry Electrical	Electrical work - Pavilion	718.66	143.73	862.39
31/03/2025	100	4070	A Crossley	Expenses - Councillor	89.33	0.00	89.33
31/03/2025	110	4085	A Crossley	Mayoral expenses	267.18	0.00	267.18
31/03/2025	120	4045	Evotec	Fire extinguisher	45.00	9.00	54.00
31/03/2025	120	4045	Amazon	Water thermometer for Council office	8.74	1.75	10.49
31/03/2025	350	4220	Amazon	Replacement allen key for pavilion	8.98	0.00	8.98
31/03/2025	110	4070	Spectrum	Printing 10 x notice of election	23.00	0.00	23.00
31/03/2025	550	4220	Wilton Garden Maintenance	Bench repairs tennis court shelter	1,935.72	0.00	1,935.72
31/03/2025	100	4155	Woolley and Wallis	Update assets valuations	500.00	100.00	600.00
31/03/2025	100	4155	Woolley and Wallis	Reinstatement of buildings valuation	1,500.00	300.00	1,800.00
31/03/2025	350	4220	M Hopkins	Pavilion cleaning	65.36	0.00	65.36
31/03/2025	100	4155	MCD Architecture	Planning - Minster St n/b	346.40	0.00	346.40
31/03/2025	100	4155	MCD Architecture	Planning Castle Meadow n/b	346.40	0.00	346.40
31/03/2025	100	4155	MCD Architecture	Planning - Old St Mary's n/b	346.40	0.00	346.40
31/03/2025	250	4220	Simon C Tothill	Old St Mary's bench refurb	367.00	0.00	367.00
31/03/2025	400	4450	RE Hayes	Installation of street nameplates	1,800.00	0.00	1,800.00
31/03/2025	100	4031	Sandra Silk	Payroll	32.00	6.40	38.40
31/03/2025	400	4460	I D Verde	Grounds Maintenance - Feb	3,603.96	720.79	4,324.75
31/03/2025	450	4600	I D Verde	Public toilets - cleaning Feb	513.64	103.13	618.77
31/03/2025	400	4460	I D Verde	Grounds Maintenance - Mar	3,603.96	720.79	4,324.75
31/03/2025	450	4600	I D Verde	Public toilets - cleaning Mar	513.64	103.13	618.77
31/03/2025	100	4100	Cloudy IT	IT support	92.70	18.54	111.24
31/03/2025	110	4100	Cloudy IT	MS 365 accounts	82.60	16.52	99.12
31/03/2025	110	4082	Wilton Community Centre	Room hire - Council meetings	80.00	0.00	80.00
31/03/2025	150	4320	Wilton Community Centre	Room hire Annual Town meeting	96.00	0.00	96.00
31/03/2025	400	4232	Redlynch Leisure	New swings - Minster St	5,732.00	1,146.40	6,878.40
31/03/2025	400	4232	Redlynch Leisure	New Swings - Bulbridge	8,283.50	1,656.70	9,940.20
<b>Direct Debits</b>				<b>SUB TOTAL</b>	<b>43,643.44</b>	<b>6,166.88</b>	<b>49,814.32</b>
25/03/2025	250	4205	SSE	Electric - Old St Mary's	130.84	6.55	137.39
25/03/2025	450	4205	SSE	Electric - Public toilets	150.25	7.52	157.77
25/03/2025	200	4205	SSE	Electric - Cemetery	272.40	13.62	286.02
25/03/2025	350	4205	SSE	Electric - Pavilion	1,045.87	52.29	1,098.16
25/03/2025	120	4205	SSE	Electric - Council Office	79.37	3.98	83.64
31/03/2025	120	4210	SSE	Gas - Council offices	178.90	8.95	187.85
13/03/2025	100	4080	EE	Mobile phone - Town Clerk	35.99	5.60	41.59
17/03/2025	100	4060	Epson	Printer - office	21.44	4.29	25.73
17/03/2025	100	4063	Lloyds	Service charges	8.50	0.00	8.50
18/03/2025	100	4063	Lloyds	Service charges - current a/c	8.50	0.00	8.50
				<b>SUB TOTAL</b>	<b>45,575.50</b>	<b>6,269.68</b>	<b>51,849.47</b>
<b>Debit card payments</b>							
13/03/2025	400	4220	The Sign Shed	Play area signage	87.06	17.41	104.47
17/03/2025	400	4220	Royal Mail	underpayment of parcel	3.30	0.00	3.30
21/03/2025	400	4455	Kingfisher Direct	4 x litter bins	737.00	147.00	884.00
				<b>TOTAL</b>	<b>46,402.86</b>	<b>6,434.09</b>	<b>52,841.24</b>

**Resolved: To accept the amendments as provided by the Town Clerk and the cricket wicket covers and swings going into the 25/26 financial year.**

**Proposed: Councillor Harrison      Seconded: Councillor Whillock      Passed by Majority**

**Resolved: To extend the meeting by 30 minutes.**

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

- (vi) To appoint a Contractor to supply and install a new roundabout in Minster Street play area. The current roundabout is accessible, the proposed replacement would not be similar; Cllr Blackman said that the choice was affected by cost (accessible roundabouts cost more) vs demand (there would be little / no demand for accessible roundabouts).

**Resolved: To accept supplier C.**

**Proposed: Councillor Blackman      Seconded: Councillor Moore      Rejected by Majority**

**Resolved: To request 3 quotes for accessible roundabouts.**

**Proposed: Councillor Crossley      Seconded: Councillor Hilliard      Passed by Majority**

- (vii) **Resolved: To purchase a new two bay noticeboard for Bulbridge recreation area.**

**Proposed: Councillor Crossley      Seconded: Councillor Hilliard      All in favour**

- (viii) **Resolved: To close the Neighbourhood Planning Bank Account and transfer the funds into the Wilton Town Council Ear Marked Reserve for Neighbourhood Planning.**  
**Proposed: Councillor Crossley      Seconded: Councillor Blackman      All in favour**
- (ix) **Resolved: To agree to cover the account charges for the Mayor's Appeal Bank Account of £51 per annum funded from the Mayoral Allowance nominal.**  
**Proposed: Councillor Crossley      Seconded: Councillor Hilliard      All in favour**
- (x) **Resolved: To note the following developer contributions: R2 £7,880.34 to be allocated (by 10/06/2025)**  
**Proposed: Councillor Crossley      Seconded: Councillor Whillock      All in favour**

#### **080/25 Action Plan**

The Town Clerk said that their focus had been on progressing the asbestos survey.

#### **081/25 Charges for the Sports Pavilion**

This was raised at Full Council on 4th March and subsequently omitted from the Policy and Resources Committee Agenda. To consider the charges for hiring the Sports Pavilion by Wilton Community Carnival.

**Resolved: To ask the Carnival Committee to complete a booking form with no charge.**

**Proposed: Councillor Harrison      Seconded: Councillor Blackman      All in favour**

#### **082/25 To receive verbal reports from the Town Council's representatives**

WALC– There is an executive meeting on 31st March. Currently there is no rep for Wilton Town Council

SWWAB – Next meeting 9th July 2025 at East Knoyle (there is an extraordinary meeting on 20th May).

SWW Local Highways and Footpath Improvement Group – next meeting 25th June 2025

South Wiltshire OFWG – Cllr Crossley: the next meeting is 16<sup>th</sup> April at Warminster.

Wilton Church of England Primary School – Cllr Moore: nothing to report

Trustees of Michael Herbert Hall – Cllrs Blackman, Crossley and Page: nothing to report

Wilton United Charities – Cllrs Blackman and Crossley: nothing to report

#### **083/25 Town Clerk's Report – circulated to Cllrs**

The legionella testing was undertaken by Sarah.

#### **084/25 Date of next meeting**

To confirm the date of the next meeting of Wilton Town Council, which will be on Tuesday 6th May 2025 at 7pm. Please note this is the Annual Meeting of Wilton Town Council. Venue to be confirmed

**Resolved: To extend the meeting by 30 minutes.**

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

#### **085/25 To confirm the recommendation of the Staffing Committee (meeting held 18th March 2025)**

Cllr Forbes as Chair of the Staffing Committee briefed the Town Council on the following.

(i) **Resolved: To proposed the appointment of the Deputy Town Clerk**  
**Proposed: Councillor Forbes      Seconded: Councillor Moore      All in favour**

(iii) **Resolved: To confirm the start date as 7th April 2025.**  
**Proposed: Councillor Forbes      Seconded: Councillor Blackman      All in favour**

(iv) **To confirm the purchase of a mobile phone and laptop for the Deputy Town Clerk.**  
**Resolved: To purchase an EE plan, Quote 5 Plan3.**  
**Proposed: Councillor Forbes      Seconded: Councillor Whillock      All in favour**  
**Resolved: To purchase quote 2 including setup.**  
**Proposed: Councillor Forbes      Seconded: Councillor Harrison      All in favour**

EXEMPT SESSION – PRESS and PUBLIC

**085/25 To confirm the recommendation of the Staffing Committee (meeting held 18th March 2025)**

**(ii) Resolved: To confirm the pay scale as 15.**

**Proposed: Councillor Forbes      Seconded: Councillor Whillock**

**All in favour**

EXEMPT SESSION – PRESS and PUBLIC and EMPLOYEES and CONTRACTORS

**086/25 To agree decision making powers to a Panel for WorkNest review to include Chair of Staffing and two non Staffing Committee Councillors**

**Resolved: that the panel will consist of Councillors Flanagan, Forbes and Whillock.**

**Proposed: Councilor Blackman   Seconded: Councillor Harrison   All in favour.**

**087/25 To close the meeting at 10.00pm**

**DRAFT**