

**MINUTES OF THE ANNUAL PARISH COUNCIL MEETING OF WILTON TOWN COUNCIL
HELD IN WILTON COMMUNITY CENTRE ON TUESDAY 6TH MAY 2025 7.00PM**

Present Councillor Alan Crossley, *Mayor of Wilton 2024/25*
Councillor Alexandra Boyd, *Mayor of Wilton, 2025/26*
Councillor Peter Edge
Councillor Claire Forbes
Councillor Chris Harrison
Councillor Phil Matthews

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

Also Present and Online 12 members of the public.
5 members of the public.

067/25 Welcome

The current Mayor of Wilton, Dr Alan Crossley, opened the meeting.

093/25 Election of Chair of Wilton Town Council and install the Mayor of Wilton for the year 2025/2026.

(a) To receive nominations from Members to elect a Councillor to the role of Chair of Wilton Town Council and Mayor of Wilton for the Civic year 2025 – 2026.
Councillor Edge nominated Councillor Boyd to the role of Mayor and Councillor Matthews seconded.

There were no other nominations.

(b) To elect a Chair of Wilton Town Council and install the Mayor for the Civic year 2025-2026.

Resolved: To elect Councillor Boyd to the role of Mayor.

Proposed: Councillor Edge Seconded: Councillor Matthews All in favour

(c) The newly elected Mayor signed the Declaration of Acceptance of Office as Mayor of Wilton

(d) The new Mayor will present a Past Mayor's badge to the outgoing Mayor at the Mayor making ceremony.

Please note that the address etc will be at the Mayor Making Ceremony on a date to be confirmed.

094/25 Vote of thanks to the Outgoing Mayor.

Councillor Forbes giving a Vote of Thanks to Dr Alan Crossley on behalf of Wilton TC said:

Dr Alan Crossley - I would like to say thank you for all that you have done over the last year as Mayor of Wilton and 5 years as Town Councillor. We would like to express our heartfelt gratitude for your dedicated service over that time. Your commitment to our community has been remarkable, and your efforts have not gone unnoticed. You have had the pleasure of opening new ventures in Wilton and supported local businesses and charities with events and I don't have the time here tonight mention them all. You have also ensured that the SIDs have batteries changed and keep giving us the data. You could mostly be found at Old St Marys Church in your boilersuit, which I'm sure most of us here tonight are aware of and have seen. I think the winter/Christmas just gone must be up there with the number of storms we had that kept causing problems for the lights, and you were always on hand to fix them where you could, even going out on Christmas Day to turn them back on, which was probably much to Yvonne's annoyance. I'm sure we'll still see you around Wilton, supporting Old St Marys, the flood group, or up a ladder changing the SID battery, and maybe in the blue boilersuit. Thank you for your support in Wilton and tireless work. We wish you all the best in the future and enjoy a well-earned rest and spending more time with your family

095/25 To elect the Deputy Chair and install the Deputy Mayor of Wilton for the year 2025/2026.

(a) To receive nominations from Members to elect a Councillor to the role of Deputy Chair of Wilton Town Council and Deputy Mayor of Wilton for the Civic year 2025 – 2026.

Councillor Edge nominated Councillor Harrison to the role of Mayor and Councillor Matthews seconded.

- (b) To elect a Deputy Mayor of Wilton Town Council for the Civic year 2025-2026.

Resolved: To elect Councillor Harrison to the role of Deputy Mayor.

Proposed: Councillor Edge Seconded: Councillor Matthews All in favour

- (c) The Deputy Mayor signed the Declaration of Acceptance of Office as Deputy Mayor of Wilton.

096/25 Apologies

Apologies had been sent by Councillors Blackman and Whillock.

097/25 Minutes

Resolved: To approve the Minutes of the Meeting held on 31st March 2025 with one amendment that Councillor Harrison proposed 081/25.

Proposed: Councillor Boyd Seconded: Councillor Forbes All in favour

Resolved: To approve the Minutes of the Extraordinary Meeting held on 15th April 2025 with one amendment that Councillor Hilliard seconded 090/25 and that the web site copy be updated.

Proposed: Councillor Boyd Seconded: Councillor Edge All in favour

098/25 To suspend Standing Orders at 715pm

Report from Wilton Neighbourhood Police Team

Councillor Boyd presented the report from Wiltshire Police that highlighted speeding offences and a community consultation in the mobile police station at The Guild, Wilton on the 17th April. A copy is on the website - 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, by call or may appear as an Agenda item for an appropriate committee meeting.

Members of the public raised the following points:

- a. Has the noticeboard for Bullbridge been ordered and when will it be fitted?
- b. Has the retrospective planning application for the noticeboards been submitted?
- c. Offered their congratulations to all councillors who were elected
- d. Will the Newsletter be re-instated?
- e. When will the damaged Welcome to Wilton signs be replaced?
- f. Regarding the extraordinary meeting – why was no planning application submitted before?
- g. Regarding the extraordinary meeting – how much will it cost to remove?
- h. Regarding the extraordinary meeting – how much will it cost to buy the replacement?
- i. Could the minimum quorum of working groups be three?
- j. Can members of the public join working groups?
- k. The agenda states that the Wilton Town Flood Group is not a Wilton Town Council working group – are they covered by the Town Council's insurance?
- l. Will at least one cubicle in the revamped toilets be unisex and hence available for all genders?
- m. Why weren't the finances published on the web site?
- n. The derelict house on Castle Lane is frequented by drug dealers and teenagers. Can the Town Council escalate this to Wiltshire Council?
- o. When will the goal posts be re-instated at Wishford Road?
- p. The Wishford Road sign needs to be re-installed on an angle
- q. Will Town Councillors parade for the carnival?
- r. Will the Town Council apply for a PRS licence for the Pavilion?

Report from the Unitary Councillor for Wilton.

The newly elected Unitary Councillor had no report and received no questions.

099/25 To reinstate Standing Orders at 726pm

100/25 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 Boyd, 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. No but it will be ordered soon.
- b. It is believed this has been done and the Town Clerk will check.
- c. This will be looked at when the Town Council has more members.
- d. Of the two broken signs provided to the Men's Shed, one was beyond economic repair but the other has been repaired. The Town Council needs to decide where the sole repaired sign is to be installed.
- e. The Town Council had been informed that as the Town Hall was not listed no planning application was required.
- f. Quotes are being obtained. Clarification is being sought about the CO's report.
- g. Quotes are being obtained.
- h. The minimum quorum of working groups will be considered later.
- i. Yes
- j. The Wilton Town Flood Group is not a Wilton Town Council working group to speed up decision making in time of emergency. Members are covered by the Town Council's insurance as long as they have completed the required training.
- k. The Toilet Working Group will look into this request.
- l. The finance reports were published at midday.
- m. Progress is dependent on the planning application being determined
- n. To be confirmed
- o. The specification for the Wishford Road sign was changed by someone other than an officer to make the sign parallel to the road.
- p. Town Councillors can decide to join the parade for the carnival
- q. The Town Clerk will explore applying for a PRS licence for the Pavilion

101/25 Declarations of Interest

- (a) No Declarations of Interest.
- (b) No Dispensation Requests.
- (c) Councillors confirmed that they have (or will) reviewed their Register of Interests and, if necessary, made any required changes.

102/25 Exclusion of the Press and Public.

No items.

103/25 Councillors Acceptance of Office forms

All Councillors must sign this after an ordinary election.
LGA 1972 s83(4)

- (i) All Councillors at the meeting had signed the forms.
- (ii) To agree a date for receipt of outstanding forms.

Resolved: That all other Councillors must sign the form before the next full council meeting.

Proposed: Councillor Edge Seconded: Councillor Harrison

All in favour

104/25 Co-option of Councillor

Following the ordinary election on 1st May 2025 only 7 seats were filled. The remaining seats (four) may be filled by co-option. Notices have been displayed around Wilton.
Representation of the People Act 1985 s21

- (i) To suspend Standing Orders to allow each Candidate 3 Minutes to speak.
- (ii) To reinstate Standing Orders.

- (iii) To Exclude Members of the Public and Press to discuss the applicants.
- (iv) To reopen the Meeting to Members of the Public and Press.
- (v) To vote to co-opt Candidates onto Wilton Town Council
- (vi) The successful Candidate to sign the Declaration of Acceptance of Office and join Wilton Town Council.

The Town Clerk said that they had received one application. Councillor Forbes suggested that the submitted co-option application be considered at this meeting with the other co-options being considered at a subsequent meeting.

Resolved: To defer this to June meeting as some residents were unaware that they could request to be co-opted and the additional time would give more residents a chance to consider co-option and apply.

Proposed: Councillor Edge Seconded: Councillor Boyd Councillor Forbes against, rest in favour

105/25 To confirm the Eligibility for the General Power of Competence

(Wilton Town Council Standing Orders)

It was noted that as less than two thirds of the Council stood for Election, Wilton Town Council does not meet the criteria and is therefore not eligible to use this power.

106/25 To receive the Minutes and agree the Recommendations of the Environment and Amenities Committee held on 15th April 2025

(Wilton Town Council Standing Orders)

- (i) (EA/039/25) To support a request for additional litter bins.
- (ii) (EA/041/25) To look for suitable locations within Wilton for EV charging points.
- (iii) (EA/042/25.vii) To refer a suggestion for a fancy dress football match to the football club.
- (iv) (EA/042/25.viii) To refer a suggestion for a celebrity cricket match to the cricket club.
- (v) (EA/045/25.ii) To not provide high netting at the river end of the football pitch.
- (vi) (EA/045/25.ii) To look into provision of lifebelts by other Councils near water.
- (vii) (EA/047/25.ii) To provide a socketed junior goal posts at Wishford Road play area.
- (viii) (EA/048/25.iii) To obtain quotes for a technical survey of the cemetery.
- (ix) (EA/038/25) To agree the Terms of Reference for the Public Toilet Working Group.

Resolved: To agree the recommendations plus the additional one of providing a third Speed Indicator Device at a cost of £2,500.00 plus VAT.

Proposed: Councillor Forbes Seconded: Councillor Boyd All in favour

107/25 To receive the Minutes and agree the recommendations of the Staffing Committee Meeting held on 29th April 2025.

- (i) That Wilton Town Council pays for the Deputy Town Clerk to complete the ILCA qualification at a cost of £120 plus VAT plus 3 hours per week study time (to be taken from current hours).
- (ii) That Staff complete required training courses as identified in the Health and Safety report, the cost of these courses fall within delegated the limit that the Town Clerk may spend. The details of courses to be agreed by Chair of Staffing Committee, Town Clerk and Deputy Town Clerk. First aid training to be sourced locally if possible.
- (iii) To look at a contract for the cleaning of the Pavilion rather than employing a member of staff.

Resolved: To agree the recommendations with (ii) being amended to refer to Chair of Staffing

Proposed: Councillor Matthews Seconded: Councillor Forbes All in favour

108/25 Managing the Council's Money

- (i) To note the bank reconciliation dated 31st March 2025.
- (ii) To note the income and expenditure dated 31st March 2025.
- (iii) To confirm monies to be set aside as ear marked reserves as of 31st March 2025.

Items (i) to (iii) were deferred to the 20th May meeting.

Councillors were asked to send their queries to the Town Clerk.

- (iv) To confirm payments as per payment schedule

	Centre	Code	Payee	Description	Exc VAT	VAT	Total	Clr Sign	Clr Sign
06/05/2025	400	4220	Glasdon	Elwood bench - Castle Meadow	896.11	179.22	1,075.33	authorised	
06/05/2025	350	4220	R J Electrical	Pavilion - check unvented cylinders	235.00	47.00	282.00	authorised	
06/05/2025	450	4600	I D Verde	Toilet cleaning - April	515.64	103.13	618.77	authorised	
06/05/2025	400	4460	I D Verde	Grounds maintenance - April	3,603.96	720.79	4,324.75	authorised	
06/05/2025	400	4220	The Great Outdoor Gym Company	Outdoor gym parts	251.00	50.20	301.20	authorised	
06/05/2025	100	4155	Woolley and Wallis	Valuation of Assets	500.00	100.00	600.00	Previously auth	
06/05/2025	100		Amazon Business	Office expenses	32.88	6.58	39.46	authorised	
06/05/2025	400	4232	Redlynch Leisure	Swings - Bulbridge & Minster St	13,994.67	2,798.93	16,793.60	authorised but cancelled	
06/05/2025	400		Wilton Bowls Club	Electric for fountain in 2024	74.65	0.00	74.65	authorised	
23/05/2025	100	4000	Staff salaries	PAYE May 2025	5,465.34	0.00	5,465.34	authorised	
23/05/2025	100	4000	HMRC	PAYE May 2025	1,080.22	0.00	1,080.22	authorised	
23/05/2025	100	4000	Wiltshire Council Pensions	Pension May 2025	690.64	0.00	690.64	authorised	
17/05/2025	400	4220	Durrant Exterior Cleaning	Shelter roof cleaning	364.00	0.00	364.00	paid	
22/05/2025	400	4220	R E Hayes	Various maintenance	258.12	0.00	258.12	paid	
22/05/2025	400	4220	R E Hayes	Castle Meadow fence repairs	1,299.81	0.00	1,299.81	paid	
30/04/2025	200	4220	Clare's House Clearances	Removal of waste from Cemetery	2,000.00	400.00	2,400.00	paid	
30/04/2025	400	4220	CB Skips	Compound skip	335.00	67.00	402.00	paid	
30/04/2025	350	4220	Attic Rooms Ltd	loft ladder and boarding	1,986.65	397.33	2,383.98	paid	
30/04/2025	350	4605	K Fox	Pavilion cleaning	60.00	0.00	60.00	paid	
14/04/2025	100	4080	EE	mobile phone x 3			66.73	DD	
14/04/2025	100	4063	Lloyds	Service charges			8.50	DD	
16/04/2025	100	4060	Epson	Office printer			27.92	DD	
received 1/5/25									
	100	4030	Sandra Silk	Payroll - April and May	76.00	15.20	91.20	authorised	
			Cloudy IT	IT and emails	185.60	37.12	222.72	authorised	
	400	4220	RE Hayes	Installation of bench	75.00	0.00	75.00	authorised	
	450	4220	Mayberry Electrical	Light replacement toilets	288.42	33.68	322.10		
	110	4041	Community Heartbeat Trust	Annual support (Baptist church)	126.00	25.20	151.20		
			Worknest	PAYG Support	3,803.00	760.60	4,563.60		
			4220 Mayberry Electrical	Rewire & test float switch	160.00	32.00	192.00		
	550	4220	Turnstone Renovations	Tennis court shelter - roof tiles	185.00	0.00	185.00		
	400	4220	Turnstone Renovations	Install litter bins	231.00	0.00	231.00		
	300	4220	Turnstone Renovations	Remove pole - Sth St car park	90.00	0.00	90.00		
	350	4220	Turnstone Renovations	safety strip on outside step	66.00	0.00	66.00		
	200	4220	Turnstone Renovations	Cemetery gates clean and repaint	750.00	0.00	750.00		
					39,679.71	5,773.98	45,556.84		

Resolved: To confirm payments noting that additional signatories are required for future payments and that the additional invoices will be considered on 20th May.

Proposed: Councillor Boyd Seconded: Councillor Edge All in favour

- (v) To consider the quotes for utilities for the five Wilton Town Council sites:

Council Offices (gas and electric)

Public Toilets (electric)

Old Church of St Mary (electric)

Sports Pavilion (electric)

Cemetery (electric)

And to agree a new contract for supply.

Resolved: To accept the Deputy Town Clerk's recommendation of British Gas for both gas and electricity.

Proposed: Councillor Edge Seconded: Councillor Boyd All in favour

109/25 To Confirm the Insurance cover for Wilton Town Council

Noted

110/25 To Confirm the Asset Register dated 31st March 2025 as correct.

This has been updated to reflect revised buildings replacement costs and assets of value.

111/25 To receive verbal reports from the Town Council's representative to;

- (i) Wiltshire Association of Local Councils – Nothing to report
- (ii) South West Wiltshire Area Board – no meeting since the last Wilton TC meeting
- (iii) SWW Local Highways & Footway Improvement Groups (LHFIG) – no meeting since the last Wilton TC meeting
- (iv) South Wiltshire Operational Flood Working Group – Met on 16th April, no councillor able to provide report.
- (v) Wilton Community Centre – no report received.
- (vi) Wilton Church of England Primary School – no representative.
- (vii) Trustees of the Michael Herbert Hall – no meeting

(viii) Wilton United Charities – no meeting.

112/25 To review and confirm the following Policies:

- | | |
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| (i) Banners and Signs | (xxiii) Investment Strategy |
| (ii) Biodiversity | (xxiv) Lone Worker Policy |
| (iii) CCTV Policy and Request form | (xxv) Mayoral Allowance Policy |
| (iv) Cemetery Policy | (xxvi) Mayor Making Procedure |
| (v) Code of Conduct | (xxvii) Meeting Policy |
| (vi) Co-option Policy | (xxviii) Online Banking Payment Policy |
| (vii) Community Grants & application form | (xxix) Pesticide Policy |
| (viii) Complaints Policy | (xxx) Press and Media Policy |
| (ix) Council Debit Card Policy | (xxxi) Procurement Policy |
| (x) Data Protection Policy | (xxxii) Publication Scheme |
| (xi) Dignity for All Policy | (xxxiii) Risk Management Policy |
| (xii) Disciplinary Policy | (xxxiv) Safeguarding Policy |
| (xiii) Email Policy | (xxxv) Scheme of Delegation |
| (xiv) Equality Policy | (xxxvi) Sickness Policy |
| (xv) Expenses Policy | (xxxvii) Social Media Policy |
| (xvi) Flag Flying Policy | (xxxviii) Standing Orders |
| (xvii) Flexible Working Policy | (ixl) Statement of Internal Control |
| (xviii) Financial Regulation | (xl) Trailer Policy |
| (xix) General Reserves | (xli) Tree Policy |
| (xx) Grievance Policy | (xlii) Volunteering Policy |
| (xxi) Health and Safety Policy | |
| (xxii) High Consequence Infectious Disease Policy | |

Resolved: To confirm that the policies exist and that they will be reviewed.

Proposed: Councillor Edge

Seconded: Councillor Matthews

All in favour

113/25 To review the Terms of Reference, including delegation, for the following Committees:

- (i) Environment and Amenities Committee
- (ii) Policy and Resources Committee
- (iii) Staffing Committee

Resolved: To accept that they are there.

Proposed: Councillor Edge

Seconded: Councillor Matthews

All in favour

114/25 To Confirm the Membership of Wilton Town Council Committees.

- (i) Environment and Amenities Committee
- (ii) Policy and Resources Committee

Resolved: To suspend Environment and Amenities and Policy and Resources Committees until more councillors have joined Wilton Town Council.

Proposed: Councillor Boyd

Seconded: Councillor Forbes

All in favour

- (iii) Staffing Committee

The Mayor confirmed that Councillors Blackman, Forbes, Harrison, Edge and Boyd will be on the staffing ctee.

115/25 To confirm the Terms of Reference for the following Working Groups.

- (i) Castle Meadow Car Park Working Group
- (ii) Events Working Group
- (iii) Heritage Working Group
- (iv) Policy Working Group
- (v) Speed Indicator Device Working Group
- (vi) Toilet Working Group

Defer to 3rd June with the Town Clerk to update quora to be three.

116/25 To Confirm the Councillor Membership of the following Wilton Town Council Working Groups

- (i) Castle Meadow Car Park Working Group
 - (ii) Events Working Group
 - (iii) Heritage Working Group
 - (iv) Policy Working Group
 - (v) Speed Indicator Device Working Group
 - (vi) Toilet Working Group
- Defer to 3rd June.

117/25 To Confirm the Membership of the Wilton Town Flood Group.

Please note this is an independent Group, not a Working Group of Wilton Town Council but having completed the training its members would be covered by the Town Council's insurance.
The Town Clerk is to check membership and the Town Council will confirm members on the 3rd June.

118/25 To Confirm the arrangements of Representation on External Bodies and the arrangements for reporting back to Wilton Town Council.

(Wilton Town Council Standing Orders)

- (i) Wiltshire Association of Local Councils – Councillor Boyd
- (ii) South West Wiltshire Area Board – All Councillors
- (iii) South West Wiltshire Local Highways and Footpath Improvement Group – defer to 3rd June.
- (iv) South Wiltshire Operational Flood Working Group and Wilton Flood Group – Councillor Edge
- (v) Wilton Church of England Primary School – defer to 3rd June
- (vi) Trustees of the Michael Herbert Hall – Councillor Edge
- (vii) Wilton United Charities - defer to 3rd June
- (viii) Other external bodies not listed above none.

Councillor Matthews left the meeting.

119/25 To appoint Do the Numbers Limited as the Town Council's Internal Auditor for financial year 1st April 2025 to 31st March 2026.

The Policy and Resources made the recommendation on 21st January 2025.

Resolved: To appoint Do the Numbers Limited as the Town Council's Internal Auditor for financial year 1st April 2025 to 31st March 2026.

Proposed: Councillor Boyd Seconded: Councillor Forbes

All in favour

Councillor Matthews re joined the meeting.

120/25 To confirm the dates and times of ordinary meetings of the Council and Committees for the ensuing year – see attached.

The next meetings will be 20th May, 3rd June and 17th June. Subsequent meetings will be decided.

121/25 To Confirm Wilton Town Council's subscriptions to other bodies (to include Staff subscriptions).

Membership of WALC, ICCM, BTA and SLCC was confirmed.

122/25 Town Clerk's Report – circulated to Councillors

Noted

123/25 To confirm the date for the Mayor Making Ceremony – all Councillors are requested.

The Mayor will specify the date.

124/25 Date of next meeting

To confirm the date of the next meetings of Wilton Town Council on Tuesday 20th May and 3rd June 2025.

125/25 To close the meeting at 8:46pm