

**MINUTES OF THE FULL COUNCIL MEETING OF WILTON TOWN COUNCIL  
HELD IN ENTRAIN SPACE CAFÉ - ERSKINE HOUSE ON TUESDAY 20TH MAY 2025 7.00PM**

**Present** Councillor Alexandra Boyd, *Mayor of Wilton*,  
Councillor Peter Edge  
Councillor Claire Forbes  
Councillor Chris Harrison  
Councillor Phil Matthews  
Councillor Mick Whillock

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

The Mayor of Wilton opened the meeting.

**126/25 Apologies**

Councillor Blackman had sent apologies.

**127/25 Minutes**

**Resolved: To approve the Minutes of the Meeting held on 6th May 2025.**

**Proposed: Councillor Boyd**

**Seconded: Councillor Forbes**

**All in favour**

**128/25 To suspend Standing Orders at 702pm**

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 a phone call or may appear as an Agenda item for an appropriate committee meeting. Members of the public raised the following points:

- a. The finance statements for 31<sup>st</sup> March and 6<sup>th</sup> May have file not found errors when clicked on the website
- b. In Castle Meadows the laminated sign has been ripped down.
- c. Given the caveats (firesafe and intruder alarm monitoring) cited in an insurance quote is the Town Council fully insured?

**129/25 To reinstate Standing Orders at 7:05pm**

**130/25 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. It is believed this is a re-occurrence of a technical issue with the website hosting provider.
- b. The Deputy Clerk is already dealing with this issue that was spotted during the weekly checks.
- c. The safe will be looked into soon but the items in the safe are insured as long as they are kept correctly.

The Deputy Clerk will progress alarm monitoring.

**131/25 Declarations of Interest**

- (a) Councillor Edge declared an interest in 135/25. He subsequently declared an interest in 138/25. Councillor Matthews subsequently declared an interest in 135/25 (post vote) and 138/25.
- (b) To consider any Dispensation Requests received by the Town Clerk. None

**132/25 Exclusion of the Press and Public.**

**Resolved: To exclude public, press and staff from 141/25 due to staff in confidence.**

**Proposed: Councillor Forbes**

**Seconded: Councillor Harrison**

**All in favour**

**133/25 Planning**

- (i) To respond to the following planning application - PL/2025/03466. The Co-operative Food, 19-21 North St, Wilton. Proposed internally illuminated digital screen totem.

**Resolved: Support**

**Proposed: Councillor Boyd Seconded: Councillor Edge**

**All in favour**

- (ii) To note the following application for prior permission - PL/2025/03992. 20 Waterditchampton, Wilton. Prior Notification (larger home extension scheme) 4.6m wide by 4.1m deep single storey rear extension, with parapet flat roof and brickwork to match existing

**Noted**

- (iii) To respond to the following application for tree work to a protected tree - PL/2025/04226. 3 King's Gate, Wilton. 1 Holm oak tree, 2 m crown reduction. Reasons for crown reduction are to keep the tree healthy by thinning the crown and bringing it in to shape

**Resolved: Support**

**Proposed: Councillor Edge Seconded: Councillor Boyd**

**All in favour**

**134/25 Managing the Council's Money**

- (i) **Resolved: To note the bank reconciliation dated 31st March 2025.**

**Proposed: Councillor Boyd Seconded: Councillor Forbes**

**All in favour**

- (ii) **Resolved: To note the income and expenditure dated 31st March 2025.**

**Proposed: Councillor Boyd Seconded: Councillor Edge**

**All in favour**

- (iii) **Resolved: To agree virements within the budget.**

**Proposed: Councillor Boyd Seconded: Councillor Forbes**

**All in favour**

- (iv) To confirm monies to be set aside as ear marked reserves as of 31st March 2025. The Town Clerk explained that the sums left over at the end of financial year are moved to earmarked reserves to retain the funds. There was a correction to 120/4235 Council Offices - Capital repairs the final figure should be £20,205.

**Resolved: Approve the updates to the ear marked reserves**

**Proposed: Councillor Boyd Seconded: Councillor Edge**

**All in favour**

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

Centre	Code	Payee	Description	Exc VAT	VAT	Total
400	4045	BACS Wilton Hardware	Hazard tape	8.32	1.66	9.98
120	4605	BACS Wilton Hardware	Sticky remover	5.41	1.08	6.49
120	4220	BACS Wilton Hardware	Batteries for damp monitor	5.83	1.16	6.99
100	4110	DD PWLB	Repayment of loan	4,566.73	0.00	4,566.73
400	4455	BACS Greenbarnes	Bulbridge noticeboard	1,326.22	265.25	1,591.47
400	4232	BACS Playsafety Limited	Annual inspections	452.00	90.40	542.40
100	4095	BACS Vision ICT	Website hosting June 25-June 26	320.00	64.00	384.00
100	4095	BACS Vision ICT	.gov fee June 25 - June 27	65.00	13.00	78.00
100	4065	BACS SLCC	ILCA course fees - Deputy	120.00	24.00	144.00
100	4065	BACS WALC	Chair's course	0.00	0.00	0.00
100	4065	BACS WALC	Clerk's course	40.00	8.00	48.00
200	4220	BACS LR Weedon Joinery	Replace cemetery door deposit	581.07	0.00	581.07

110	4085	DEBIT	Co-op	Card and Gift card	52.00	0.00	52.00
120	4210	DD	SSE	Office - Gas	173.25	8.65	181.90

**Resolved: to adopt the payment schedule**

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

- (vi) To agree new signatories for the Wilton Town Council bank accounts.

**Resolved: For Councillors Harrison, Boyd and Edge to become additional bank signatories**

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

- (vii) The current R2 funds are about £11,000. They need to be allocated, but not necessarily spent by June 2025.

**Resolved: To allocate the funds to the roundabout upgrade – 136/25.**

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

- (viii) To consider the level of MS365 provided to Councillors. Currently Councillors have the standard plan costing £10.80 plus VAT per month (£129.60 plus VAT per annum per Councillor), the supplier Cloudy IT has recommended that councillors have Business Basic which provides web based Office applications at a cost of £4.83 per councillor per month. Some Councillors were finding it hard to use the Town Council's MS365 apps as opposed to their own personal MS365 licensed apps. The Town Clerk said the MS365 licences can be upgrade mid-year but not downgraded and that CloudyIT have aligned the licences to a common renewal date. The Town Clerk will confirm the renewal date.

**Resolved: To defer the debate to the June meeting after the new councillors have the experience of the Town Council's MS365 apps.**

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

- (ix) To consider the renewal quote from Cloudy IT for the access to MS 365 and IT support.

**Resolved: To defer the debate to the June meeting.**

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

**135/25 Donation to Wilton Town Council of 6 picnic benches**

- (i) To accept the donation of 6 picnic benches from Wilton Carnival Committee.

**Resolved: To accept the donation and send a letter of thanks.**

**Proposed: Councillor Boyd**      **Seconded: Councillor Mathews**

**Councillor Edge abstained, the majority in favour**

- (ii) To confirm the location for the benches. Councillor Edge requested to use the Town Council's trailer to move the benches.

**Resolved: for the Officers and Councillor Edge to agree the exact locations as all 6 are to be moved to Castle Meadow.**

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

- (iii) To agree the security (if required) for the benches. To leave security eg ground anchor or chains for the Officers.

**136/25 Replacement Roundabout at Minster Street Recreation Ground**

- (i) To consider whether to upgrade the damaged roundabout at Minster St with either a flush or standard roundabout.

- (ii) To choose a preferred option and agree the order.

**Resolved: To select a flush roundabout, quote B1, with a proper maintenance schedule and that the Town Clerk is authorised to vire budgets to meet any shortfall after the R2 funds (see 135/25 (vi)).**

**Proposed: Councillor Edge**      **Seconded: Councillor Boyd**      **All in favour**

**137/25 Telephone box**

To respond to the proposal by BT to remove the phone box at Randall's Croft Road.

**Resolved: To keep the phone box as it is in an area of high deprivation as highlighted by Wiltshire Council's Joint Strategic Needs Assessment.**

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

**138/25 Road Closure – Wilton Market Sq and North Street on Saturday 6th July 2025**

To respond to the road closure application made by Wilton Carnival. Councillor Edge declared as interest as did Councillor Matthews who also declared an interest in 135/25.

**Resolved: support the road closure.**

**Proposed: Councillor Boyd**

**Seconded: Councillor Harrison**

**Councillors Edge and Mathews abstained, majority in favour**

**139/25 To consider a request to surrender part of the lease of South St Car Park**

A request has been made to surrender part of the car park which is included in the lease between Wilton Estate and Wilton Town Council and for that space to be leased by Wilton Estate to the nursery. No car spaces are being lost. It would enable safer access to the nursery.

**Resolved: Agree to surrender the small area to Wilton Estate for them to lease it to the nursery.**

**Proposed: Councillor Boyd**

**Seconded: Councillor Forbes**

**All in Favour**

**139/25 Town Clerk's Report – circulated to Councillors**

Councillor Boyd, the Mayor, informed the Town Council that she and the Deputy Mayor (Councillor Harrison) had decided that during a cost of living crisis it was not ethical to hold the Mayor Making ceremony. The Past Mayor's medal could be presented at a meeting of the Town Council. Councillor Edge said that the Mayor Making ceremony is a small event which had minimal cost as it was the Civic Sunday that incurred most of the costs.

**140/25 Date of next meeting**

The date of the next meeting of Wilton Town Council is on Tuesday 3rd June 2025.

**EXEMPT SESSION – MEMBERS OF THE PUBLIC AND STAFF LEFT THE MEETING.  
COUNCILLOR MATHEWS ALSO LEFT THE SESSION.**

**141/25 Update on Worknest review**

To receive an update on the review and the next steps.

**142/25 To close the meeting at 9pm**