

**MINUTES OF THE FULL COUNCIL MEETING OF WILTON TOWN COUNCIL
HELD IN SPORTS PAVILION ON TUESDAY 5th AUGUST 2025 7.00PM**

Present	Councillor Chris Harrison, Meeting Chair, <i>Deputy Mayor of Wilton, 2025/26</i> Councillor Angela Alexander Councillor Charlotte Blackman Councillor Michelle Ditton Councillor Peter Edge Councillor Claire Forbes Councillor Phil Mathews Councillor Mick Whillock
In Attendance	Steven Willis, <i>Deputy Town Clerk</i> Paul Cornish, <i>Minutes Secretary</i>
Also Present	6 members of the public.
and Online	2 members of the public.

Welcome

The Deputy Mayor of Wilton, Councillor Harrison, opened the meeting at 7:01pm. He informed the meeting that Clare Churchill had decided to leave the posts of Town Clerk and Responsible Financial Officer of Wilton Town Council from 1st August 2025.

1. Apologies

Councillors Boyd, Lay, and Flanagan had sent their apologies.

2. To receive a report from the Wilton Neighbourhood Police Team

Wilton Neighbourhood Police Team had sent their apologies.

3. To receive a report from Councillor Pauline Church, Unitary Councillor for Wilton

Unitary Councillor Church provided the following updates:

RESURFACING WORKS ON THE AVENUE, WILTON - has been undertaken on the lower section.

WILTON COUNCIL HOUSE IS TO BE SOLD - Based on a decision on 8th July cabinet. The council houses at 6a Kingsbury Square and in Barford St Martin will be sold.

MUCH NEEDED WORK ON THE A30 BETWEEN WILTON AND BARFORD ST MARTIN - the road will be closed on Thursday 7th August for one night.

FREE SWIMMING FOR ELIGIBLE CHILDREN - Wiltshire Council is offering up to 10 free swimming sessions for more than 6,000 children and young people. Throughout the school summer holidays, the free swimming pilot scheme will be available at all of our leisure centres (including Five Rivers) with a pool for children and young people who are part of the FUEL holiday activity and food programme, as well as children in secondary school who are eligible for benefit-related free school meals

NO EXCUSE FOR ABUSE - Wiltshire Council has launched a new campaign – No Excuse for Abuse – to raise awareness about the unacceptable treatment some of its staff and contractors face while simply doing their jobs and serving their communities. If people witness abuse towards council staff or contractors, they can report it by calling 0300 456 0100.

For more details please visit her Facebook page - <https://www.facebook.com/cllrpaulinechurch>

4. Community Engagement

15 minutes is set aside to allow local people to ask questions or make comments. Speakers are asked to limit themselves to three minutes each.

- (i) Offered congratulations regarding the new road markings in the Market Square
- (ii) Asked for an update on the St Mary's noticeboard
- (iii) Could the foliage overhanging the Salisbury Road pavement be cut back?
- (iv) Commended SSE for working hard to fix the repeated power cuts.
- (v) Could the Council explain why the cemetery is closed for burials as they wish to bury their father there.

- (vi) Could the pavilion cleaner also clean the sign for the Castle Meadow car park wild flower patch?
- (vii) Could they have a SID at the top of Shaftesbury Road?

5. To respond to matters raised in Community Engagement

- (i) Noted
- (ii) See agenda item 13
- (iii) The Council could ask the resident to cut it back however Unitary Councillor Church offered to raise a request with StreetScene for them to do the work
Action: Cllr Church
- (iv) The Council commended SSE for working hard to fix the repeated power cuts.
- (v) Councillor Harrison said that works are needed to resolve the anomalies with the cemetery records and that the Council could not consider making a dispensation for one burial as that would set a precedent for other families. Also see agenda item 18
- (vi) The Deputy Town Clerk will add signs to the maintenance schedule
Action: Deputy Town Clerk
- (vii) The comments will be provided to the SID Working Group.

Standing Orders are now in force at 718pm

6. Minutes

Resolved To approve the Minutes of the meeting held on 15th July 2025

Proposed: Councillor Harrison; Seconded: Councillor Mathews

Councillor Alexander abstained; rest in favour

The minutes of 23rd July were late in being published and so the Chair asked for them to be deferred to the next meeting.

Action: Deputy Town Clerk

7. Declarations of Interest

- No Declarations of Interest in matters on this Agenda.
- No Dispensation Requests received by the Town Clerk.

8. Exclusion of the Press and Public.

Resolved To exclude public, press and staff from item 21 on staffing matters.

Reason: confidential staffing matters.

Proposed: Councillor Harrison; Seconded: Councillor Whillock; all in favour

9. Wilton Mayor's Report

Councillor Harrison gave a summary of the Mayor's report.

The Meeting Chair brought item 18 forward.

18. Cemetery Matters

Councillor Forbes said that 5 councillors had visited the cemetery and determined that there are quite a lot of anomalies between the new mapping system and the actual graves in the cemetery. Councillor Edge stated that a detailed survey of the cemetery is needed to determine which of the plots is occupied to ensure that the Wilton Town Council's records aligned with the cemetery. Councillor Mathews said that he had overseen funerals at the cemetery for 17 years and was aware of the decision taken 12 years ago to use the disused footpaths for new burials. Councillor Harrison read aloud the resolution passed by Full Council on 3rd June 2025 was:

158/25 Cemetery: The Town Clerk said that this does not affect burials that have been booked or burials where the Exclusive Right of Burial has been purchased. The Technical Survey is needed to confirm the number and location of empty plots. The Deputy Clerk is to lead on the cemetery works.
Resolved: To pause new burials and interments. Proposed: Councillor Harrison
Seconded: Councillor Whillock Councillor Mathews abstained, rest in Favour

10. Managing the Council's money

Councillor Harrison explained that the Council was in the process of moving its finance package from Rialtas to Scribe and so no information on finances would be available at this meeting. The Deputy Town Clerk is setting up Councillors to access the new finance system.

	Centre	Code	Payee	Description	Invoice No.	Invoice date	Exc VAT	VAT	Total
	100	4100	Parish Online	Annual renewal	00HY244-0008	16/07/2025	£ 90.00	£ 18.00	£ 108.00
	250	4220	REHayes Ltd	Removal of OSM noticeboard	78	18/07/2025		£ -	£ 65.00
	400	4232	Mark Harrod Ltd	Castle Meadow Football	60454	23/07/2025	£ 3,293.22	£ 658.64	£ 3,951.86
	400	4232	Mark Harrod Ltd	Goals	60449	23/07/2025	£ 779.37	£ 155.87	£ 935.24
				Wishford Rd Football Goals				£ -	£ -
	100	4000	3 x members of staff	Salaries July 2025			£ 5,126.20	£ -	£ 5,126.20
	100	4000	HMRC	TAX & NICs			£ 1,312.22	£ -	£ 1,312.22
	100	4000	Local Gov Pensions Scheme	EE & ER pension contribution			£ 1,153.87	£ -	£ 1,153.87
	400	4460	id verde	Grounds Maintenance - July	idverde10947441.pdf	30/07/2025	£ 3,719.00	£ 743.80	£ 4,462.80
	450	4600	id verde	Toilets - July	idverde10947442.pdf	30/07/2025	£ 532.14	£ 106.43	£ 638.57
			ElanCity	SID extended warranty	ElanCitySO-UK06037.pdf	30/07/2025	£ 18.54	£ 3.71	£ 22.25
	110	4075	Cloudy IT	IT Service and Support	Invoice -INV-D-08568.pdf		£ 282.40	£ 56.48	£ 338.88
	100	4031	Sandra Silk	Payroll July 2025	15134 - Sandra Silk J	31/07/2025	£ 42.00	£ 8.40	£ 50.40
	350	4225	Skeaky Clean	July cleaning and checks	cleaning invoice W	04/08/2025	£ 123.00	£ -	£ 123.00
	110		Exterior Cleaning	Paving Pressure Wash	ExteriorCleaning_2	31/07/2025	£ 375.00	£ -	£ 375.00
	100	4100	Scribe	Monthly subscription	Invoice INV-11407	01/08/2025	£ 153.00	£ 30.60	£ 183.60
	110	4220	Harrison	Flagpole service	Harrison INV-13686	21/05/2025	£ 350.00	£ 70.00	£ 420.00
			Paid by direct debit						
16/07/2025	100	4060	Epson	Printer ink			£ 13.74	£ 2.75	£ 16.49
	100		Information Commissioner	Data Protection Reg Cert to 22/7/26				£ -	£ -
22/07/2025	250	4205	British Gas 604187260	St Mary's Church			£ 22.32	£ 1.12	£ 23.44
15/07/2025	350	4205	British Gas 604187260	Sports Pavilion			£ 364.00	£ 18.20	£ 382.20
15/07/2025	120	4205	British Gas 604187392	Council Offices (electric)			£ 54.15	£ 2.71	£ 56.86
15/07/2025	200	4205	British Gas 604187393	Cemetery			£ 20.33	£ 1.02	£ 21.35
15/07/2025	450	4205	British Gas 604187394	Public Toilets			£ 28.70	£ 1.44	£ 30.14
15/07/2025	120		British Gas 604187395	Council Offices (gas)			£ 76.35	£ 3.82	£ 80.17
			Paid by debit card						
29/07/2025	110	4320	Newton Newton Flags	VJ Day flag	Newton1346.pdf	28/07/2025	£ 65.00	£ 13.00	£ 78.00
24/07/2025	420	4220	AMZNMktplace*RS0XA5M2	Anti-flood cap	amazonGB56BQ00ABEI.pdf		£ 28.95	£ 5.79	£ 34.74
18/07/2025	100		DOCS-STORE.CO.UK	CCTV log book	11342	17/07/2025	£ 17.85	£ 3.57	£ 24.80
17/07/2025	400	4220	KINGFISHER DIRECT LTD	4x new bins	Invoice	16/07/2025	£ 797.72	£ 159.54	£ 957.28
				Total			£ 18,023.50	£ 1,901.76	£ 19,990.26

Resolved To confirm payments as per the payment schedule dated 5th August 2025.

Proposed: Councillor Edge; Seconded: Councillor Harrison; all in favour

11. Health and Safety

The Deputy Town Clerk reported that: they had identified five training courses; the grounds maintenance contractor has a new playground inspector and so the quality of the reports had improved; that the vandalised signs are being replaced.

12. To consider Operational Maintenance proposals for play & gym equipment

Resolved To accept quote 1

Proposed: Councillor Blackman; Seconded: Councillor Ditton; all in favour

13. Noticeboard at St Mary's Old Church

Resolved To remove the header and install the noticeboard

Proposed: Councillor Edge; Seconded: Councillor Blackman; all in favour

14. Wishford Road Play Area

Resolved To agree to the proposed rent increase for the Wishford Road Play Area, from £112 p/a to £132 p/a, w/e/f 25th March 2025, in line with the terms of the lease

Proposed: Councillor Harrison; Seconded: Councillor Edge; all in favour

15. **To consider security and fire alarm upgrade proposals**
Resolved To accept quote 2838
Proposed: Councillor Edge; Seconded: Councillor Whillock **All in Favour**
Resolved To not accept quote 1966
Proposed: Councillor Edge; Seconded: Councillor Blackman **All in Favour**
Resolved To accept quote 3063
Proposed: Councillor Edge; Seconded: Councillor Harrison **All in Favour**
Resolved To not accept quote 3067
Proposed: Councillor Edge Seconded: Councillor Alexander **All in Favour**
Resolved To accept quote 1965
Proposed: Councillor Edge; Seconded: Councillor Ditton **All in Favour**
Resolved To accept quote 3096
Proposed: Councillor Edge; Seconded: Councillor Blackman **All in Favour**
16. **To resolve: To purchase a mounting pole for new SOLAR SID on South Street**
Resolved To accept option 1
Proposed: Councillor Blackman; Seconded: Councillor Forbes 7 in favour, 1 against, approved by majority.
17. **Full Council meetings**
There was discussion on whether to continue with two Full Council meetings per month or to reduce to one. Previously, the Council held one Full Council and one committee meeting per month. Standing Orders were suspended for Unitary Councillor Church to highlight that it was important for the Town Councillors to have the opportunity to have sufficient debate on the items before the vote.
Resolved: To have a one Full Council meeting per month.
Proposed: Councillor Harrison; Seconded: Councillor Edge 7 for, 1 abstained, carried by majority.
19. **To receive verbal reports (if any) from the Town Council's representative to:**
- Wiltshire Association of Local Councils – no update
 - South West Wiltshire Area Board – no update.
 - Wilton Church of England Primary School – no update
 - Trustees of the Michael Herbert Hall – no update.
 - Wilton United Charities - Councillor Blackman provided an update: the AGM had been held on 23rd July 2025; extensive work had been carried out on the roof and windows; the finances remain stable.
20. **Officers' Report**
No comments.
22. **Date of next meeting**
The next Full Council will be 2nd September 2025.
- The Chair closed the meeting at 8:12pm.
21. **Staffing Matters**
Councillor Harrison updated members on staffing matters.