

**MINUTES OF THE FULL COUNCIL MEETING OF WILTON TOWN COUNCIL
HELD IN WILTON SPORTS PAVILLION ON TUESDAY 17th JUNE 2025 7.00PM**

Present Councillor Alexandra Boyd, *Mayor of Wilton, 2025/26*
Councillor Angela Alexander
Councillor Charlotte Blackman
Councillor Michelle Ditton
Councillor Peter Edge
Councillor Amy Flanagan
Councillor Chris Harrison
Councillor Mick Whillock

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

Also Present 5 members of the public.

and Online 7 members of the public.

Welcome

The Mayor of Wilton, Councillor Alexandra Boyd, opened the meeting.

164/25 Apologies

Mrs Clare Churchill, *Town Clerk* and Councillors Lay, Forbes and Matthews had sent their apologies.

165/25 Minutes

- (i) **Resolved To approve the Minutes of the Wilton Town Council Meeting held on 20th May 2025. (LGA 1972 sch 12 para 41).**
Proposed: Councillor Harrison Seconded: Councillor Boyd
Councillors Blackman and Alexander abstained, rest in favour
- (ii) It was agreed to defer approval of the minutes of the Wilton Town Council Meeting held on 3rd June 2025 as Councillor Harrison queried the details in 145/25 – 15. Councillor Harrison also declared an interest in the matter. The Deputy Town Clerk was asked to listen to the recording and provide proposed changes to Councillor Harrison.
- (iii) **Resolved To approve the Minutes of the Policy and Resources Committee Meeting held on 18th March 2025.**
Proposed: Councillor Blackman Seconded: Councillor Harrison **All in favour.**
- (iv) Resolved To approve the Minutes of the Environment and Amenities Committee Meeting held on 15th April 2025.
Proposed: Councillor Blackman Seconded: Councillor Whillock **All in favour.**
- (v) To confirm that the typographical errors highlighted in the Minutes dated 6th May 2025 have been amended and for the edited Minutes to be re-signed.
The Mayor confirmed they had been resigned.

166/25 To suspend Standing Orders at 7.10pm

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 will be answered in writing or may appear as an Agenda item for the next appropriate committee meeting.

1. When will the 'Welcome to Wilton' signs be re-installed?
2. Can the cycle racks outside the Greyhound be moved?
3. What's the status of St Mary's Noticeboard?
4. Who owns the Wilton maps? Could the dispenser be moved to the Park n Ride site?
5. Disruption of the parking at the Hollows
6. The sound / video quality has deteriorated after the switch from Zoom to Teams. Please could a copy of the recording be sent to them after the meeting?
7. Two new Clearway signs have recently appeared in Wilton. However, there are no 'End of Clearway' signs. The Unitary Councillor agreed to determine what had happened.

8. Could the Town Council pass a resolution such that every action or resolution has an actionee and expected Timeframe listed in the minutes.

167/25 To reinstate Standing Orders

168/25 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. N.B Councils cannot lawfully decide items of business that is not specified in the summons/agenda (LGA1972 Sch 12, paras 10(2)(b) and Longfield Parish Council v Wright (1918) 88 LJ Ch 119).

1. It was **resolved that the sole refurbished sign would be installed at Portfield Road.**
Proposed: Councillor Blackman Seconded: Councillor Boyd All in favour.
Action: Cllr Edge
2. The ownership of the cycle hoops and the land they are standing on is unclear. The Deputy Town Clerk will contact Highways for details. **Action: Deputy Town Clerk**
3. See 171/25 (iv)
4. Councillor Boyd is to contact ex-Councillor Crossley for any information on the maps.
Action: Cllr Boyd
5. Councillor Whillock is to discuss the issue with Unitary Councillor Church. **Action: Cllr Whillock**
6. See 183/25
7. Councillor Edge is to progress this issue **Action: Cllr Edge**
8. **Councillor Blackman proposed that the Town Council pass a resolution such that every action or resolution has an action and expected timeframe listed in the minutes.**
Proposed: Councillor Blackman Seconded: Councillor Whillock All in favour.
Action: Minutes Secretary

169/25 Declarations of Interest

- (a) No Declarations of Interest.
- (b) No Dispensation Requests received by the Deputy Town Clerk.
- (c) Councillor Boyd said that she had reviewed the Councillors' Register of Interests and thought they had been completed.

170/25 Exclusion of the Press and Public.

Resolved To exclude members of the public, Press and staff for item 190/25 for reasons of staff in confidence.

Proposed: Councillor Boyd Seconded: Councillor Harrison

All in favour.

171/25 Planning

To respond to the following applications.

- (i) PL/2025/4776. Land adjacent to Salisbury Substation, Wilton. Variation of conditions 2 and 3 of 19/05443/FUL - Proposed minor material amendments and amended landscape proposals.
Resolved To respond with No Comment.
Proposed: Councillor Boyd Seconded: Councillor Harrison All in favour.
- (ii) PLO/2025/0468. Castle Meadow, Castle Lane, Wilton. Proposed replacement freestanding notice board
Resolved To respond with Support.
Proposed: Councillor Blackman Seconded: Councillor Boyd All in favour.
- (iii) PL/2025/04769. Kings Street Playground, Minster St. Wilton. Proposed replacement freestanding notice board
Resolved To respond with Support.
Proposed: Councillor Boyd Seconded: Councillor Flanagan All in favour.

- (iv) PL/2025/04747. St Mary's Churchyard, Wilton. Proposed replacement freestanding notice board. The Conservation Officer has made a response to this application regarding the noticeboard material.

Resolved To respond with support.

Proposed: Councillor Harrison Seconded: Councillor Edge

All in favour.

- (v) PL/2025/04943 Pembroke Arms Hotel, Minster St, Wilton Fell 2 x Ash trees

Resolved To respond with support.

Proposed: Councillor Boyd Seconded: Councillor Blackman

All in favour.

- 172/25 The Town Council resolved to continue with two Full Council meetings per month with a review after six months.**

Proposed: Councillor Edge Seconded: Councillor Ditton

All in favour.

Action: Town Clerk

- 173/25 To receive and note the matters requiring attention of the Annual Play Inspections dated May 2025.**

The Deputy Town Clerk provided a summary of the annual play inspections and the weekly safety reports. It was agreed that the Deputy Town Clerk would develop a 3-5 year renewals plan for Minster St and Bulbridge play areas.

Action: Deputy Town Clerk

- 174/25 To discuss any necessary work identified on the Play Area Weekly Safety Reports.**

- (i) Bulbridge Play Area
- (ii) Minster St Recreation Ground
- (iii) Castle Meadow Recreation Ground
- (iv) Wishford Road Play Area

This was covered under item 173/25.

- 175/25 To confirm which Councillor will oversee the following areas:**

The following Councillors were confirmed to provide feedback for:

- (i) Bulbridge Recreation Ground – Councillors Boyd and Ditton
- (ii) Minster St Recreation Ground – Councillors Boyd and Edge
- (iii) Castle Meadow Recreation Ground – Councillors Edge and Whillock
- (iv) Wishford Road Recreation Ground – Councillors Blackman and Ditton

- 176/25 To discuss any grounds maintenance work required throughout the Council's estate.**

The Deputy Town Clerk, Officer and Cllr Blackman had met with the ground maintenance managers as part of an Annual Review of the contract.

- 177/25 To receive and note the report regarding the proposed 20mph speed limit within Wilton.**

The report was noted. It was unclear from the report what the next steps would be.

- 178/25 To receive an update regarding EV charging points.**

The Deputy Town Clerk provided an update. The Unitary Councillor recommended that Wilton Town Council lobby Wiltshire Council to make the Park and Ride EV charging points accessible to members of the public.

Resolved to publicise Wiltshire Council's EV Charging Point campaign on the council's website and SM platform.

Proposed: Councillor Harrison Seconded: Councillor Ditton

All in favour.

Action Deputy Town Clerk

- 179/25 To resolve to request a No Exit road marking by the Baptist Church / Market Square to stop vehicles exiting onto Silver Street.**

This request could go to Local Highways and Footpath Improvement Group which can also provide advice. The Unitary Councillor suggested a No Exit street sign as well and for the Town Council to consider funding all of cost to ensure that the work is done given the pressures on the LHFIFG

budget. It was decided that the Town Clerk is to ask LHFIG for advice, to obtain costings to do the work and then seek Town Council approval for the works.

Action: Town Clerk

180/25 To resolve whether to provide lifebelts at Castle Meadow.

The Deputy Town Clerk provided an update. Councillor Flanagan suggested adding a lifebelt to the Pavilion where it would be 'protected' by CCTV. **Resolved to not provide lifebelts.**

Proposed: Councillor Edge Seconded: Councillor Blackman 6 for, 2 Against, Approved by majority.

181/25 To confirm that Wilton Town Council should not apply for a PRS licence for the Castle Meadow Pavilion.

The Deputy Town Clerk provided an update – the only eligible event is the carnival hence they should arrange for their own cover. The Hire agreement may need updating

Resolved to not get a PRS licence.

Proposed: Councillor Blackman Seconded: Councillor Boyd

All in favour.

Action: Town clerk

182/25 Managing the Council's Money

(i) To confirm payments as per payment schedule.

	Centre	Code	Payee	Description	Exc VAT	VAT	Total
25-Jun-25	100	4000	BACS Staff salaries	PAYE Jun 2025	4,957.51	0.00	4,957.51
25-Jun-25	100	4000	BACS HMRC - PAYE	PAYE Jun 2025	1,180.62	0.00	1,180.62
25-Jun-25	100	4000	BACS Wiltshire Council	Pension Jun 2025	653.96	0.00	653.96
	400	4460	BACS ID Verde	Grounds Maintenance - May	no inv received		
	450	4600	BACS ID Verde	Toilets - May	no inv received		
17/06/2025	400	4220	BACS ID Verde	Tree works - Minster St	733.80	146.76	880.56
17/06/2025	400	4220	BACS Redlynch Leisure	Repair to grass mats	200.00	40.00	240.00
17/06/2025	400	4220	BACS Wilton Hardware	Maintenance items play areas	69.50	13.90	83.40
17/06/2025	500	4600	BACS Salisbury Window Cleaning	King St roof - bus shelter	60.00	0.00	60.00
17/06/2025	500	4600	BACS Salisbury Window Cleaning	Wishford Rd bus shelter	50.00	0.00	50.00
17/06/2025	250	4220	BACS LR Weedon Joinery	replace doors at cemetery	1,100.00	0.00	1,100.00
Authorised and paid							
09/06/2025	500	4600	BACS Salisbury Window Cleaning	West St roof - bus shelter	60.00	0.00	60.00
09/06/2025	500	4600	BACS Salisbury Window Cleaning	Burcombe Lane bus shelter	45.00	0.00	45.00
09/06/2025	500	4600	BACS Salisbury Window Cleaning	St Andrews roof - bus shelter	50.00	0.00	50.00
09/06/2025	110		BACS Cloudy IT	7 Cllr MS365	72.10	14.42	86.52
09/06/2025	100		BACS Cloudy IT	Office MS365 & support	92.90	18.58	111.48
09/06/2025	110		BACS Cloudy IT	4 Cllr accounts - MS365	34.34	6.87	41.21
10/06/2025	100	4063	DD Lloyds bank	service charges	8.50	0.00	8.50
18/06/2025	100	4080	DD Mainstream	Office - Broadband	34.50	6.90	41.40
18/06/2025	100	4080	DD Mainstream	Office - phone	26.50	5.30	31.80
18/06/2025	350	4080	DD Mainstream	Pavilion - Broadband	34.50	6.90	41.40
17/06/2025	100	4063	DD Lloyds bank	service charges	8.50	0.00	8.50
					9,472.23	259.63	9,731.86

Resolved to accept the pay schedule.

Proposed: Councillor Boyd Seconded: Councillor Edge

All in favour.

(ii) To note the current R2 funds and agree to allocate the unallocated funds. Councillor Blackman said there were no funds left.

183/25 To resolve how to improve the audio for Teams meeting for Members of the public attending online.

The Deputy Town Clerk gave an update on the recent audio test. It concluded that whilst the recording is audible the live stream has poor audio. The Deputy Town Clerk will investigate further.

Resolved for the Deputy Clerk to investigate further

Proposed: Councillor Harrison Seconded: Councillor Blackman

All in favour.

Action: Deputy Town Clerk

184/25 Health and Safety

The Deputy Town Clerk gave an update – the Asbestos Survey had been completed and the report is due.

185/25 To confirm the membership of the Wilton Flood Group.

Flood Wardens are confirmed as:

Peter Edge

Alan Crossley

Anthony Brown Hovelt

Pete Blackman

Volunteers confirmed as:

Rachel Ashton Brown

Maria La Femina

Sara Morley

Yvonne

Martin

Mick Whillock

Pauline Church

John Catchpole

Tim Phelps

Those in bold have a Flood Warden pack consisting of hi-vis, torch, first aid kit etc.

186/25 To confirm the membership of the Speed Indicator Device (SID) Group.

The following volunteers have completed the Wiltshire Council training:

Ray Bailey

Geoff Brewer

Pete Blackman

Alan Crossley

Each volunteer has been provided with a hard hat, gloves and hi-vis vest. Adrian Boyd and Cllr Edge intend to take the training. The Wiltshire Council training can be accessed via the Town Clerk who will forward contact details to Wiltshire Council and Wiltshire Council will then contact the Volunteer.

187/25 To support the proposal made by Curtis Thomas at the meeting held on 3rd June 2025 regarding a car wash and valeting service at the Wilton Park and Ride site.

To note that the land in question belongs to Wiltshire Council and the discussions for the project would be between the applicant and Wiltshire Council.

Resolved to support the proposal in principle

Proposed: Councillor Edge Seconded: Councillor Boyd

All in favour.

188/25 Town Clerk's Report – circulated to Councillors

Noted

189/25 Date of next meeting

The date of the next meeting of Wilton Town Council is on Tuesday 1st July 2025 to be held in Room 2 of Wilton Community Centre, West Street.

Please note change of venue.

EXEMPT SESSION – MEMBERS OF THE PUBLIC, PRESS AND STAFF LEFT AT 8.45PM

190/25 Staffing Update

Cllr Harrison, Chair of Staffing Committee, tabled a confidential report.

Resolved: to agree to the proposal in the confidential report.

Proposed: Cllr Harrison; Seconded: Cllr Boyd; All in favour

191/25 To close the meeting at 9.45pm

DRAFT