

Minutes of the Full Council Meeting on Tuesday 10 March 2026 at 7pm
Held at the Wilton Baptist Church

Members Summoned and Present: Cllr Angela Alexander, Cllr Charlotte Blackman (Deputy Mayor), Cllr Alexandra Boyd, Cllr Michelle Ditton, Cllr Peter Edge, Cllr Claire Forbes, Cllr Chris Harrison (Mayor), Cllr Maria La Femina, Cllr Phil Matthews and Cllr Mick Whillock

Absent: None

Officers Present: Brie Logan – Town Clerk

In attendance:

Cllr Pauline Church

Press (0), Members of the public (2) online (5), Police (0)

The chair advised members and the public that the meeting was being recorded.

Public Participation

- Cllr Church provided an update as follows:
- **Wilton Fire Station Closure:** it was reported the fire authority's decision to consult on closing Wilton Fire Station, noting local concern at well attended public meetings. She explained the closure is driven by a budget deficit and highlighted lobbying efforts by John Glenn to address funding discrepancies. She encouraged everyone to respond to the public consultation.
- **Flooding:** Cllr Church stated flooding in Wilton has abated, flood warnings have been removed, and clean-up operations are ongoing. She expressed concerns about Wessex Water's capacity and recurring sewage issues at Churchill Court, with officers pressing for a resolution.
- **Wiltshire Council Budget:** Cllr Church described Wiltshire Council's approval of a 4.99% precept increase, the maximum allowed, and concerns about reduced bin collections and increased car parking charges, especially on Sundays. She warned these changes could harm the local economy.
- Representative from Save Our Fire Stations campaign – request for free use of the Pavilion for a resident consultation event – granted by resolution FC290A.
- Representative from Entrain provided an update on the facility and the demand for the service.

The meeting commenced at 7: 17pm.

FC283 Apologies

Officer report 0326FC01 was received.

No councillors were absent.

FC284 Declarations of Interest

Action: Town Clerk

Officer report 0326FC02 was received. It was NOTED that Councillors should declare any interests if they arise.

- Cllr Edge declared an interest in agenda item no.7 – Men's Shed trustee
- Cllrs Forbes and Whillock declared an interest in agenda item no.6 (no 30 Shaftesbury Road) as they know the resident.

FC285 Minutes

Officer report 0326FC03 was received.

Proposed by Cllr Matthews and seconded by Cllr Ditton it was **RESOLVED** to adopt the minutes from the Full Council meeting on [09 February 2026](#).

FC286 To receive various reports for information to Full Council

Officer report 0326FC04 was received and NOTED.

Civic Report – Cllr Harrison, Mayor provided an update on the Wilton Village event on 14 March.

Wiltshire Police provided a [report](#) to cover February related activity - the chair read out the report.

Speed Enforcement recorded 15 vehicles speeding over the course of 20 minutes on 27 February 2026 in Wilton, on The Avenue.

This stretch of road has a clearly displayed speed limit of 30mph. The fastest vehicle was recorded travelling at 44mph. On the day in question, it was bright, but roads were still damp from previous rain.

- 13 drivers will be offered speed awareness courses
- 2 drivers will receive a Fixed Penalty Notice and 3 points

Other Reports - none

FC287 To approve payments and receive financial reports

Officer report 0326FC05 was received.

- A. The year-to-date receipts and payments [versus budget] and the bank reconciliation update was **NOTED**.
- B. Proposed by Cllr Blackman seconded by Cllr La Femina it was **RESOLVED** to approve the payments to the value of £19,313.51.
- C. Proposed by Cllr Alexander and seconded by Cllr Whillock it was **RESOLVED** to appoint Cllr Ditton to carry out the bank reconciliation for Q1 2026/2027.
- D. Proposed by Cllr Blackman and seconded by Cllr Boyd it was **RESOLVED** to transfer the funds, as specified below into respective EMR's.

LHFIG – 20mph Speed limit	£5,000	Transfer to EMR LHFIG (new)
Cemetery pathway works	£23,482	Transfer to EMR Cemetery

Summary of payment records for February

Voucher No	Date	VAT	Total	Description	Supplier
613	19/02/2026	£ 19.10	£ 114.60	Tel and broadband	Mainstream Digital Ltd
612	27/02/2026	£ -	£ 1.21	Stripe Transaction Fee	Stripe
611	27/02/2026	£ -	£ 0.85	Stripe Transaction Fee	Stripe
610	17/02/2026	£ -	£ 8.50	Bank charges	Lloyds bank
609	16/02/2026	£ -	£ 9.40	Office supplies	Tesco stores
608	26/02/2026	£ 9.64	£ 57.85	Event costs	Amazon Business
607	26/02/2026	£ 4.97	£ 29.79		Vistaprint
606	26/02/2026	£ -	£ 70.84	Staff training and travel exp	Booking.com
605	26/02/2026	£ 40.20	£ 241.19	Resident publication delive	Royal Mail
604	25/02/2026	£ -	£ 40.38	Staff training and travel exp	Trainline
603	18/02/2026	£ 110.00	£ 660.00	Asbestos Survey	BREEZE ENVIRONMENT
602	18/02/2026	£ -	£ 6.50	Design software	Canva
601	26/02/2026	£ -	£ 34.99	Facilities Officer uniform/	Amazon Business
600	26/02/2026	£ 4.90	£ 29.37	Public WC cleaning supplie	Amazon Business
599	18/02/2026	£ 9.03	£ 54.19	EPSON NJFHZJEJ4QPXRIPS3	Epson Subscription
594	19/02/2026	£ -	£ 1,910.90	HMRC	HMRC Tax & NI
593	19/02/2026	£ -	£ 1,703.91	WC PENSION FUND	Wiltshire Pension Fund
592	25/02/2026	£ -	£ 5,376.58	Salaries	Wilton Town Council
591	19/02/2026	£ -	£ 725.00	LHFIG 20mph Speed Asses	Wiltshire Council
590	19/02/2026	£ 2.50	£ 14.99	Public WC cleaning supplie	Amazon Business
589	19/02/2026	£ 20.00	£ 120.00	Fire extinguisher service	EVOTEC
588	19/02/2026	£ 20.00	£ 120.00	Fire extinguisher service	EVOTEC
587	19/02/2026	£ 72.60	£ 440.61	Defibrillator monthly check	BDM Limited
586	19/02/2026	£ -	£ 145.00	LHFIG West Street Bollard	Wiltshire Council
585	19/02/2026	£ -	£ 471.25	LHFIG Minster Street surfa	Wiltshire Council
584	19/02/2026	£ -	£ 218.75	LHFIG Crow Lane improvem	Wiltshire Council
583	19/02/2026	£ -	£ 264.50	LHFIG Market Place car par	Wiltshire Council
582	19/02/2026	£ -	£ 27.50	Printing	SPECTRUM
581	19/02/2026	£ 19.00	£ 114.00	Boiler service and gas inspe	Aquagas Salisbury Ltd
580	19/02/2026	£ 2.51	£ 15.04	Public WC cleaning supplie	Amazon Business
579	19/02/2026	£ 1.48	£ 8.90	Public WC cleaning supplie	Amazon Business
578	19/02/2026	£ 3.36	£ 20.14	Public WC cleaning supplie	Amazon Business
577	19/02/2026	£ 0.83	£ 6.65	Office equipment	Amazon Business
576	19/02/2026	£ 7.50	£ 44.99	Fire door seal strips	Amazon Business
575	19/02/2026	£ 1.08	£ 8.16	Office IT equipment	Amazon Business
574	22/12/2025	£ -	-£ 0.85	Stripe Transaction Fee	Stripe
573	22/12/2025	£ -	-£ 0.85	Stripe Transaction Fee	Stripe
571	02/02/2026	£ 30.60	£ 183.60	Scribe - monthly payment	Scribe Support
570	13/02/2026	£ 5.00	£ 29.99	Flood Warden equipment	Screwfix
569	04/02/2026	£ 59.00	£ 354.00	Skip - Compound	LB waste Management
568	10/02/2026	£ -	£ 8.50	Bank charges- debit acc	Lloyds Debit Card Charges
567	13/02/2026	£ 14.38	£ 86.29	Office Mobiles	EE Limited
566	13/02/2026	£ 746.72	£ 4,480.30	Pavilion new heating	Mayberry Electrical
565	13/02/2026	£ 176.00	£ 1,056.00	Pavilion lighting	Mayberry Electrical
TOTAL			£ 19,313.51		

Summary of Reconciliation and Cash in Hand (as at end February 2026)

Bank Reconciliation at 28/02/2026		
Cash in Hand 01/04/2025		416,073.56
ADD Receipts 01/04/2025 - 28/02/2026		390,648.68
		806,722.24
SUBTRACT Payments 01/04/2025 - 28/02/2026		443,298.56
A Cash in Hand 28/02/2026 (per Cash Book)		363,423.68
Cash in hand per Bank Statements		
Lloyds Business Bank Account 824	28/02/2026	15,681.22
Commercial Instant Account 905	28/02/2026	46,493.82
Lloyds Debit Card 360	28/02/2026	1,248.64
Public Sector Deposit Fund	28/02/2026	300,000.00
Stripe	28/02/2026	0.00
		363,423.68
Less unrepresented payments		363,423.68
Plus unrepresented receipts		
B Adjusted Bank Balance		363,423.68
A = B Checks out OK		

FC288 To consider and comment on planning applications

Officer report 0326FC06 was received.

A. Application: [PL/2026/00599](#)

Proposal: Householder planning permission – internal refurbishment

Location: 40 Shaftesbury Road, Wilton, Salisbury, SP2 0DR

Consultation: 13 March 2026

Proposed by Cllr Edge and seconded by Cllr Blandford-Hull it was **RESOLVED** to **SUPPORT** the application.

Comments: None

B. Application: [PL/2026/00969](#)

Proposal: Notification of proposed works to trees in a conservation area

Location: Wilton Shopping Village Car Park

Consultation: 06 March 2026 – extension agreed

Proposed by Cllr Matthews and seconded by Cllr Whillock it was **RESOLVED** to **SUPPORT** the application.

Comments: None

C. Application: [PL/2026/00029](#)

Proposal: Proposed 2 Bed dwelling to land at rear of 30 Shaftesbury Road, with new vehicular access proposed off Victoria Road

Location: 30 Shaftesbury Road, Wilton, Salisbury, SP2 0DR

Consultation: 24 March 2026

Proposed by Cllr Matthews and seconded by Cllr Blandford-Hull it was **PROPOSED** to **SUPPORT** to this application. This motion **FELL**.

Proposed by Cllr Blackman and seconded by Cllr Ditton it was **RESOLVED** to **OBJECT** to this application.

Comments: The proposed dwelling is disproportionately large for the plot, resulting in a cramped and out-of-character form of development, and the lack of parking would lead to increased pressure on already limited on-street parking.

Cllrs Forbes and Whillock abstained from this vote.

FC289 To receive a formal update on the status of the projects

Officer report 0326FC07 was received.

- A.** Project 1 – Christmas Lights - Proposed by Cllr Edge and seconded by Cllr Forbes it was **RESOLVED** to assign Cllr Ditton and Cllr Edge to the Christmas 2026 project.
- B.** Project 2 – Website update - Proposed by Cllr Harrison and seconded by Cllr Whillock it was **RESOLVED** to note the website update.
- C.** Project 3 – Public WC project - Proposed by Cllr Alexander and seconded by Cllr Edge it was **RESOLVED** to progress the Public WC project and appoint Wallgate and Healthmatic in line with the Council’s Financial Regulations, subject to three competitive quotes being obtained for the associated building works, to be secured in collaboration with the appointed contractors.

Rationale: Wallgate and Healthmatic are both Wiltshire-based, nationally award-winning contractors with a strong track record in public facilities. Their appointment supports local enterprise while offering value for money, with particular regard given to whole-life costs, including reduced long-term maintenance and servicing requirements.

A recorded vote was requested by Cllr La Femina:

In Favour	11	Unanimous
Against	0	
Abstain	0	

- D.** Project 4 and 5 Men’s Shed Compound works and Car park project - Proposed by Cllr La Femina and seconded by Cllr Boyd it was **RESOLVED** to assign Cllr La Femina to the Men’s Shed compound works and Pavilion Car Park project as co-project lead.

Proposed by Cllr Blackman and seconded by Cllr Ditton it was further **RESOLVED** to assign Cllr Blandford-Hull to the Men’s Shed compound works and Pavilion Car Park project as co-project lead.

This project is a single council managed project in 2 phases (as per option 2).

- E.** Project 4 - Men’s Shed Lease - works – Proposed by Cllr Blackman and seconded by Cllr Forbes it was **RESOLVED** to appoint Company C (Bonallack and Bishop) to progress the Men’s Shed lease renewal.
- F.** Strategic Plan - Proposed by Cllr Harrison and seconded by Cllr Forbes it was **RESOLVED** to adopt the Plan, with the inclusion of a Play Masterplan to provide a structured and coordinated framework for the future development and enhancement of play provision across the town.

FC290 To consider the Wilton Town Council response to the Dorset and Wiltshire Fire Rescue Service consultation on the proposed closure of Wilton Fire Station

Officer report 0326FC08 was received and noted.

Proposed by Cllr Harrison and seconded by Cllr Boyd, it was **RESOLVED** to approve and submit the Wilton Town Council formal consultation response to Dorset & Wiltshire Fire and Rescue Service (DWFRS).

The response can be viewed via this link. [2026 03 10 Combined Statement and Consultation Response.pdf](#)

A. Proposed by Cllr Edge and seconded by Cllr Whillock, it was **RESOLVED** to grant free use of the Pavilion to the Save our Fire Station campaign group.

FC291 To consider updates to various policies

Officer report 0326FC09 was received and noted.

Proposed by Cllr Matthews and seconded by Cllr Alexander it was **RESOLVED** to approve the following policies en-bloc.

- A. IT and Email Policy – Appendix A – Bring your own Device Policy[BYOD]
- B. Signs & Banners Policy
- C. Highway Request Policy
- D. Lone Working Policy
- E. Social Media Policy

FC292 To resolve on the appointment of an Insurance Provider for 2026/2027

Officer report 0326FC10 was received and noted.

Proposed by Cllr La Femina and seconded by Cllr Blackman it was **RESOLVED** to appoint Company A [Zurich Insurance] to supply the Insurance cover for 2026/2027 at a total cost of £6,892.99.

Cllr Blandford-Hull left the meeting at 20:44 – returned at 20:46.

FC293 To receive an update from MS365/ SharePoint working group

Officer report 0326FC11 was received and noted.

Proposed by Cllr Blackman and seconded by Cllr Ditton it was **RESOLVED** to note the information, endorse the ongoing SharePoint restructure, and support the introduction of revised access permissions, view only access noting councillor training will be organised once the new system is in place.

FC294 To consider and approve amendments to the Asset Register

Officer report 0326FC12 was received and noted.

Proposed by Cllr Harrison and seconded by Cllr Ditton it was **RESOLVED** to approve the value of the Asset Register for 2025/2026 year-end as £631,250 noting the amendment to the value of the Stanton bench (£1,119) bench and the inclusion of the Wildlife Signage (£1,403) resulting in the revised value of the Asset Register being confirmed as £631,534.

FC295 To consider joining the Armed Forces Covenant scheme

Officer report 0326FC13 was received and noted.

Proposed by Cllr Edge and seconded by Cllr Whillock it was **RESOLVED** to sign the Armed Forces Covenant pledge and apply for the Bronze tier of the Employer Recognition Scheme.

FC296 Clerk's Report including correspondence and progress report on Full Council business

Officer report 0326FC14.1 was received, and the following points were **NOTED**:

- A. Men's shed electrical - meter reading process and database set-up.
- B. Solar Feed-in-Tariff – meter reading process now set up.
- C. Wilton Community Centre the [2025 Impact Report](#) – noted.
- D. LHFIG update – invoices paid – noted.
- E. PHS contract – contract amended – noted.

FC293 Officer report 0326FC14.2 was received and noted.

Proposed by Cllr Harrison and seconded by Cllr Alexander it was **RESOLVED** to ratify the clerk's delegated spend as follows:

A. Fire Extinguisher replacements	£339
B. Drain clearance equipment	£430
C. Cleaning supplies	£111
D. Canva Annual Subscription	£100
E. Christmas Tree – Independent Risk survey	£525
F. Royal Mail – resident publication delivery	£192.96
G. VistaPrint	£28.38
H. Event Equipment	£57.85
I. Commercial Clean – Public WC's	£49 per week
J. Meeting venues	£25 per meeting

FC294 Officer report 0326FC14.3 was received.

- A. Proposed by Cllr Matthews and seconded by Cllr La Femina it was **RESOLVED** to instruct Going Underground to carry out the Drainage Works at the cemetery at a cost of £6,985 +VAT taking funds from budget line 4227 Cemetery Repairs and Maintenance.
- B. Proposed by Cllr Harrison seconded by Cllr Whillock was **RESOLVED** to note the Payroll update:

Facilities Officer	+ 12 hours per week (total 30)	Fixed-term until June 2026
Assistant Town Clerk	- 8 hours per week (total 8)	To be reviewed in April 2026
Town Clerk	+ 8 hours per week (total 32)	To be reviewed in April 2026
Comms Officer	+ 6 hours (total 14)	Permanent

- C. Proposed by Cllr Edge and seconded by Cllr Alexander it was **RESOLVED** to approve the printing costs up to the value of £400 associated with the Resident publication/ external comms and appoint Cllrs Ditton and Forbes to proof read the final version prior to printing taking funds from Subscriptions & Publications line number 4075.
- D. Proposed by Cllr Matthews and seconded by Cllr Forbes it was **RESOLVED** to approve the grant to Wilton and District Car Link for £250 taking funds from Grants awarded line number 4120.

There being no further business, the meeting was closed at 21:07

These minutes were adopted on **enter date**, under minute reference **enter ref.** as a true record of the decisions taken and are duly signed below by the chair of that meeting.

Signature of chairCllr Chris Harrison

Dated 13 April 2026