

Minutes of the Full Council Meeting on Monday 12 January 2026 at 7pm Held at the Wilton Baptist Church

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

Absent: None

Officers Present: Brie Logan – Interim Town Clerk

In attendance:

Neil Durrant (Comms Officer)

Press (0), Members of the public (4), online (4), Police (0)

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

Public Participation

Members of the public were invited to make representations to the Council on any matters relating to the work of the Council or to raise any issues of concern, the following matters were raised.

- Respect and thanks were given to the outgoing mayor for her service
- Gateway sign at the top of Shaftesbury Road – any news on it being replaced? Advice was given that this was currently on hold due to conflicting priorities.
- St Mary's Church noticeboard – any progress? Response was given advising the noticeboard is expected to be installed by this weekend.
- Sign at the bottom of Kingsway needed – this was noted.
- Clear and concise way of presenting the budget information
- Does WTC have a policy on tree management? Advice was given that WTC has a Tree Policy and has adopted a risk based system of tree management.
- What is happening about keeping the historic Charters safe? An update referenced that this is featured in the emerging Strategic Plan

The meeting commenced at 7:10 pm.

FC253 Apologies

Officer report 0126FC01 was received.

It was noted that Cllr Pauline Church was absent

FC254 Declarations of Interest

Action: Town Clerk

Officer report 0126FC02 was received. It was NOTED that Councillors should declare any interests if they arise.

FC255 Minutes

Officer report 0126FC03 was received.

Proposed by Cllr Matthews and seconded by Cllr Ditton it was **RESOLVED** to adopt the minutes from the Full Council meeting on 08 December 2025.

FC256 To elect a mayor for the remainder of the 2025/2026 mayoral year

Officer report 012026FC04 was received.

- A. Proposed by Cllr Harrison and seconded by Cllr Matthews it was **RESOLVED** to formally thank Cllr Boyd for her commitment and service as mayor since May 2025.
- B. Proposed by Cllr Matthews and seconded by Cllr Boyd it was **RESOLVED** to elect Cllr Harrison as mayor for the remainder of the 2025/2026 term.
- C. Proposed by Cllr Whillock and seconded by Cllr Edge it was **RESOLVED** to elect Cllr Blackman as deputy mayor for the remainder of the 2025/2026 term

FC257 To receive various reports for information to Full Council

Officer report 0126FC05 was received and NOTED.

Civic Report – Cllr Boyd provided a [Civic Report](#) covering December 2025 and the report was included in the agenda report.

Other Reports

- The Rotary Club has invited Cllr Boyd to continue as an honorary member.
- The chair read out the [Police Report](#).
- Wilton United Charities – vacant flat has now been tenanted.

FC258 To approve payments and receive financial reports

Officer report 0126FC06 was received –

- A. Proposed by Cllr Matthews and seconded by Cllr Blackman it was **RESOLVED** to receive and note the year-to-date receipts and payments [versus budget] and the bank reconciliation update.
- B. Proposed by Cllr Edge and seconded by Cllr Ditton was **RESOLVED** to approve the payments to the value of £42,043.07.
- C. Proposed by Cllr Boyd and seconded by Cllr La Femina it was further **RESOLVED** to approve the payment to Burfitt and Garrett for £13,216.87 + VAT and the second invoice for £5,517.13 +VAT (noting the final payment invoice was received after papers had been published) – total value £18,735.

Summary of payment records for December

24.12.2025	£0.00	£6,006.16	Salaries - December	Wilton Town Council
24.12.2025	£0.00	£1,581.11	HMRC	HMRC Tax & NI
24.12.2025	£0.00	£1,085.18	WC PENSION FUND	Wiltshire Pension Fund
19.12.2025	£11.52	£241.97	British Gas	BRITISH GAS BUSINE 604187260090525000
22.12.2025	£0.96	£5.75	Stationery	Tesco stores
22.12.2025	£34.11	£204.68	Pavilion Wi-Fi access point	Broadbandbuyer.com
28.12.2025	£0.00	£0.92	Stripe Transaction Fee	Stripe
28.12.2025	£0.00	£0.85	Stripe Transaction Fee	Stripe
28.12.2025	£0.00	£0.85	Stripe Transaction Fee	Stripe
28.12.2025	£0.00	£0.85	Stripe Transaction Fee	Stripe
28.12.2025	£0.00	£0.85	Stripe Transaction Fee	Stripe
28.12.2025	£0.00	£0.85	Stripe Transaction Fee	Stripe
22.12.2025	£2.75	£57.78	Electric	BRITISH GAS BUSINE 604187393090525000
22.12.2025	£0.00	£4,566.73	PUBLIC WORKS LOANS WILTON	PWLB Pavilion
09.12.2025	£1.71	£35.82	Electric - Public toilets	BRITISH GAS BUSINE 604187261090525000
09.12.2025	£2.08	£43.66	Electric	BRITISH GAS BUSINE 604187260090525000
16.12.2025	£0.00	£8.50	bank charges - current acc	Lloyds bank
17.12.2025	£0.00	£50.00	Event costs	Sarum Morris
17.12.2025	£0.00	£210.00	Minute Clerk invoice	Wilton Town Council
18.12.2025	£4.79	£100.55	Office - Gas	BRITISH GAS BUSINE 604187395090525000
18.12.2025	£19.10	£114.60	Tel and broadband	Mainstream Digital Ltd
19.12.2025	£1.93	£40.63	Electric - Old St Mary's	BRITISH GAS BUSINE 604187260090525000
17.12.2025	£1.83	£10.99	Office printer	Epson UK Ltd
15.12.2025	£11.60	£69.59	Office Mobiles	EE Limited
15.12.2025	£0.00	£8.50	Bank charges- debit acc	Lloyds bank
17.12.2025	£3.36	£20.16	IT hardware - adapter	Amazon Business
17.12.2025	£0.00	£41.93	Hardware supplies - various	Wilton Hardware Garden & DIY
17.12.2025	£1,012.00	£6,072.00	Xmas Lights installation	Icthus Event Solutions Ltd
17.12.2025	£0.00	£1,729.00	NNDR - 5th St car park	Wiltshire Council
17.12.2025	£0.00	£2,146.00	NNDR - Council Offices	Wiltshire Council
17.12.2025	£0.00	£684.00	NNDR - Cemetery	Wiltshire Council
17.12.2025	£76.50	£459.00	IT Services	CLOUDY GROUP LIMITED
17.12.2025	£45.94	£275.64	IT Services	CLOUDY GROUP LIMITED
17.12.2025	£8.00	£48.00	Payroll processing	Sandra Silk Bookkeeping & Busi
17.12.2025	£30.60	£183.60	Scribble Subscription	STARBOARD SYSTEMS
17.12.2025	£66.80	£400.80	Event management - First Aid Cover	Collingwood Services Ltd
17.12.2025	£743.80	£4,462.80	Grounds Maintenance - monthly invoice	IDVERDE LTD
17.12.2025	£0.00	£128.49	Servicing of WC	GREENFLOW WATER SAVING
17.12.2025	£54.00	£324.00	Pavilion cleaning	Tisbury Country Housekeeping Ltd
17.12.2025	£155.40	£932.40	Christmas event - marquee hire	W Shipsey & Sons Ltd
17.12.2025	£10.00	£60.00	website hosting	Vision ICT Ltd
17.12.2025	£184.78	£1,108.67	River survey and Technical Report	Five Rivers Environmental Contracting
17.12.2025	£206.00	£1,236.00	Tree Works	DW Tree Services Ltd
17.12.2025	£0.00	£185.48	Tablet for Facilities Officer	Amazon Business
17.12.2025	£90.60	£543.60	public toilets lock repair	Leigh's Locks
17.12.2025	£607.20	£3,643.20	Xmas Lights installation	Icthus Event Solutions Ltd
17.12.2025	£0.00	£24.00	Room hire - meetings	Wilton Community Centre
17.12.2025	£373.20	£2,239.20	Tree Works	IDVERDE LTD
17.12.2025	£106.43	£638.57	Public WC cleaning contract	IDVERDE LTD
17.12.2025	£58.14	£348.84	Monthly play inspections	Kompan Limited
09.12.2025	£0.00	£1.34	Stripe Transaction Fee	Stripe
03.12.2025	£0.00	£0.85	Stripe Transaction Fee	Stripe
03.12.2025	£1.26	£26.55	BRITISH GAS BUSINE 604187260090525000	BRITISH GAS BUSINE 604187260090525000
£42,043.07				

Summary of bank account balances (as at end December 2025)

Wilton Town Council	
BANK ACCOUNTS	
Lloyds Business Bank Account 824	£11,229.51
Commercial Instant Account 905	£115,420.17
Lloyds Debit Card 360	£2,506.37
Public Sector Deposit Fund	£300,000.00
Stripe	
Total in Banks	429,156.05
Cash	
GRAND TOTAL (Banks and Cash)	£429,156.05

FC259 To consider and comment on planning applications

Officer report 0126FC07 was received.

Application: [PL/2025/09648](#)

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

Location: Wilton House

Consultation: 22 January 2026

Proposed by Cllr Edge and seconded by Cllr Matthews it was **RESOLVED** to submit *in support* for this application.

Comments: No further comments.

FC260 To consider a Highways/ LHFIG Request relating to parking on North Street

Officer report 012026FC08 was received and noted. Proposed by Cllr Edge and seconded by Cllr Matthews it was **RESOLVED** to not support the request for Wiltshire Council to review parking on North Street via LHFIG and the Area Board for the following reasons:

- Parking in this area is heavily used, including by Salisbury city workers.
- There are more households than available spaces, and demand exceeds supply.
- Increased home working has added further pressure on parking.
- Residents' permits would not resolve the issue due to limited capacity.
- The matter was researched in 2023, and no viable solution was identified.

FC261 To consider the draft budget for adoption and resolve the precept demand for the financial year 2026/ 2027

Officer report 0126 FC09 was received and noted. Cllr La Femina requested a recorded vote.

Councillor La Femina proposed option 2; to increase the precept by £51.22 per annum (32%) and to allocate £50k of Ear Marked funds to the Pavilion car park project. This proposal was not seconded.

A. Proposed by Cllr Edge and seconded by Cllr Matthews it was **RESOLVED** to approve the 2026/2027 draft budget.

In favour	8	Cllrs Blackman, Boyd, Ditton, Edge, Forbes, Harrison, Matthews and Whillock
Against	2	Cllrs Alexander and La Femina
Abstentions	0	
MOTION CARRIED		

B. Proposed by Cllr Edge and seconded by Cllr Matthews it was **RESOLVED** to submit the precept demand to Wiltshire Council by 20 January 2026 to a value of £393,982.45.

In favour	8	Cllrs Blackman, Boyd, Ditton, Edge, Forbes, Harrison, Matthews and Whillock
Against	2	Cllrs Alexander and La Femina
Abstentions	0	
MOTION CARRIED		

C. Proposed by Cllr Ditton and seconded by Cllr Boyd it was **RESOLVED** to confirms the rollover of EMR funds (as of 31st December 2025) associated with the projects as £136,236.

In favour	10	Cllrs Alexander, Blackman, Boyd, Ditton, Edge, Forbes, Harrison, La Femina, Matthews and Whillock
Against	0	
Abstentions	0	
MOTION CARRIED		

D. Proposed by Cllr Blackman and seconded by Cllr Boyd it was **RESOLVED** to reduce the number of account codes with in the accounting centres as outlined in the [Annual Budget By Centre for 2026/2027 report](#).

In favour	10	Cllrs Alexander, Blackman, Boyd, Ditton, Edge, Forbes, Harrison, La Femina, Matthews and Whillock
Against	0	
Abstentions	0	
MOTION CARRIED		

FC262 Clerk's Report including correspondence and progress report on Full Council business

Officer report 0126FC10.1 was received, and the following points were **NOTED**:

- A. Cemetery Gatehouse roof works
- B. Pavilion Heaters and lighting now complete

FC263 Officer report 0126 FC10.2 was received and noted and the following expenditure was ratified.

- A. Rialtus Contract – contract settlement at a cost of £520.50
- B. IOSH course at a cost of £495
- C. Chubb Contract – contract settlement at a cost of £233 per annum

FC264 Officer report 0126FC10.3 was received.

- A. **Tree Lights at Market Square** - Proposed by Cllr Blackman and seconded by Cllr La Femina it was **RESOLVED** to keep the lights lit until the end of January noting they will be removed by the contractor with the rest of the lights.
- B. **Councillor Notice of Vacancy** - Proposed by Cllr Harrison and seconded by Cllr Blackman it was **RESOLVED** to note the update and proceed with the recruitment of a co-opted candidate noting that candidates will be given an opportunity to present at the February meeting.
- C. **Payroll** – Proposed by Cllr Edge and seconded by Cllr Matthews it was **RESOLVED** to approve the payroll update to reflect that Steve Willis has been processed as a leaver.
- D. **Cemetery** - Proposed by Cllr Matthews and seconded by Cllr Boyd it was **RESOLVED** to approve the additional roof works as specified by Burfitt and Garrett at a cost of £5,163+ VAT.
- E. **Health and Safety reporting** – Proposed by Cllr Matthews and seconded by Cllr Boyd it was **RESOLVED** to note the report acknowledging a quarterly progress update will be provided to review progress.

There being no further business, the meeting was closed at 20:22.

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 chair – To be signed on 09 February

Dated 09 February 2026

DRAFT