

**MINUTES OF THE FULL COUNCIL MEETING OF WILTON TOWN COUNCIL  
HELD IN WILTON SPORTS PAVILLION ON TUESDAY 3<sup>rd</sup> JUNE 2025 7.00PM**

**Present** Councillor Alexandra Boyd, *Mayor of Wilton, 2025/26*  
Councillor Charlotte Blackman  
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 and Online** 11 members of the public.  
4 members of the public.

**Welcome**

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

**143/25 Apologies**

The Wilton Neighbour Police Team had sent their report with apologies.

**144/25 Minutes**

**Resolved: To defer approval of the Minutes of the Meeting held on 20th May 2025 as the members of the public had not had time to review them. Also, the pay schedule needed updating.**

**Proposed: Councillor Boyd Seconded: Councillor Blackman**

**All in favour**

**145/25 To suspend Standing Orders at 7:04pm**

Wilton Neighbourhood Police Team

The Town Clerk will circulate the report. The report highlighted a similar outcome from the Speed Enforcement Team on the Avenue, the need to continue reporting anti-social behaviour and given the recent rise in non-dwelling burglaries what practical steps residents can take.

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.

Members of the public raised the following points:

1. The Wilton Park and Ride is under-used. The Town Council's support is sought for an initiative that would establish a community hub at the park n ride. The hub could include a car wash run by veterans.
2. The Chairman of WAG was disappointed over the length of time it took to remove the car from the river. They had chased the various organisations.
3. Does Wilton Town Council have a policy on electric vehicle charging points?
4. Can the unsightly hoops beside by The Greyhound be removed to create space for an EV charger?
5. Can the painted lines in the Market Square be re-painted and a NO EXIT one added?
6. They supported the removal of map dispensers but ask that the maps be kept.
7. Where is the Town Trail advertised?
8. In the 6<sup>th</sup> May minutes the answers to the community questions were not aligned to the questions.
9. The item on working group terms of reference was deferred to this meeting – why is it not on the agenda?
10. Please don't change the Wishford Road sign.
11. What is WAG?

12. 6<sup>th</sup> May minutes stated that Councillor Edge proposed Councillor Harrison as the Mayor, this was also on the web site.
13. Is there an update on the Council Office window?
14. Has the asbestos survey been done?
15. A trustee for the Wilton CIC expressed concern over the impact long delays in updating the s106 agreement are having on residents – the Unitary Councillor remains sympathetic and updated the council on, what is, a complex legal matter.

Report from the Unitary Councillor for Wilton.

Councillor Pauline Church gave a brief report followed by questions to Councillor Church.

**146/25 To reinstate Standing Orders at 7:33pm**

**147/25 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).

Councillor Boyd, supported by the Town Clerk, other Officers 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):

1. The Mayor said that this will be looked at the next council meeting and discussed with the Unitary Councillor.
2. The Town Clerk said that they too had been chasing several organisations.
3. No.
4. The boxes could be removed but not the cycle rack hoops.
5. The Unitary Councillor would chase but it was a fair-weather job and could need a LHFIFG proposal.
6. See item 157/25
7. It could be advertised by producing a QR code (linked to a website with details) and then placing the QR code around Wilton.
8. The Town Clerk will review the minutes.
9. Currently the Town Council has only two active Working Groups – Toilets and Castle Meadow Car Park.
10. The Town Council agreed two back-to-back signs – one for Wishford Road and the other for Water Ditchampton. However, the specification was changed before the work was done. Is a sign needed for Water Ditchampton?
11. The member of the public said 'I prefer not to say'
12. The Town Clerk will check and correct.
13. The planning application has been submitted, and the Deputy Clerk is seeking quotes.
14. The selected supplier has been unable to make any of the three agreed dates, so a different supplier is being sought.  
It was agreed that all outstanding committee minutes would be considered for approval by a future Full council meeting.  
Councillors were asked to provide suggestions for cleaning contractors to the Town Clerk.
15. No response?

**148/25 Declarations of Interest**

- (a) No Declarations of Interest.
- (b) No Dispensation Requests received by the Town Clerk.

Councillor Blackman proposed that item 155 be moved to after 161 and that 156 be moved before 152. Councillor Edge said that a vote was not needed as the Mayor had the power to do this.

**149/25 Exclusion of the Press and Public.**

No items, if required, to be dealt with after the public, including the press, have been excluded under Public Bodies (Admissions to Meetings) Act 1960.

**150/25 Mayor's Report**

Period: May 6 – June 3, 2025

8th May – VE Day 80th Anniversary Flag Raising

I attended the flag-raising ceremony commemorating the 80th anniversary of Victory in Europe Day. This solemn occasion paid tribute to the bravery and sacrifice of those who served during World War II.

10th May – Inauguration of the 764th Mayor of Salisbury

I was privileged to attend the inauguration ceremony of the 764th Mayor of Salisbury. This event highlighted the enduring traditions of civic leadership and the importance of inter-town collaboration.

13th May – Meeting with Wilton Bears Football Team

I met with the Wilton Bears football team to celebrate their achievements and discuss the role of sports in community development and youth engagement.

14th May – Mayoral Photos with Deputy Mayor and Consort

I took part in an official photo session alongside Deputy Mayor Councillor. Harrison and my Consort, Adrian. These photos mark a moment of unity and shared commitment to serving our community.

17th May – Visit to Wilton Cricket Club

I visited the Wilton Cricket Club, where the club extended its thanks to present and former Wilton Town Councillors for their support in securing a new cricket wicket and covers. This investment will benefit the club and the wider community for years to come.

23rd May – Engagement with Wilton CofE School Ambassadors

I joined the Ambassadors from Wilton Church of England School to officially test the newly installed swing set, including the accessible swing seat. This event marked a step forward in inclusive play and community well-being.

Upcoming Events

14th June – Inauguration of Amesbury's Mayor Monica Devendran

I will attend the inauguration ceremony of Monica Devendran as the new Mayor of Amesbury. This event will be an opportunity to strengthen ties between our neighbouring towns and celebrate civic leadership.

**151/25 Planning**

(i) To respond to the following application for tree works.

PL/2025/04433. Churchill Court, North Street. Notification of proposed works to trees in a conservation area

**Resolved: To respond with No Objection.**

**Proposed: Councillor Boyd Seconded: Councillor Matthews** ~~\_\_\_\_\_~~ **All in favour**

**156/25 Approval of Policies**

To approve the following policies that have been reviewed by the Officer of the Council and sent to the Town Clerk by Councillor Boyd

(i) Scheme of Delegation

**Resolved: To adopt.**

**Proposed: Councillor Blackman Seconded: Councillor Boyd**

**All in favour**

(ii) Statement of Internal Control

**Resolved: To adopt.**

**Proposed: Councillor Blackman Seconded: Councillor Boyd**

**All in favour**

**152/25 Approval of the Annual Governance and Accountability Return**

In accordance with the Local Audit and Accountability Act 2012 and the Accounts and Audit Regulations 2015 and the Practitioners Guide March 2024, Wilton Town Council must approve the Annual Governance and Accountability Return for the year ending 31st March 2025, by 30th June 2025.

- (i) Internal Audit report for 2024/25.  
The Internal Audit is scheduled for 29th May 2025, and the report will be circulated on 30th May 2025. The Interim report was considered at the January 2025 meeting.  
**Resolved: To note the report including all the conclusions and that there will be a future discussion on the extent of invoice checking.**  
**Proposed: Councillor Harrison Seconded: Councillor Whillock** **All in favour**
- (ii) Internal Auditor’s Statement on the Annual Governance and Return (AGAR)  
**Resolved: To note the Internal Audit Report statement on the AGAR.**  
**Proposed: Councillor Boyd Seconded: Councillor Harrison** **All in favour**
- (iii) Annual Governance Statement  
The Mayor completed each assertion on the Annual Governance Statement Page 4 of the AGAR.  
**Resolved: To note the Annual Governance Statement Page 4 of the AGAR.**  
**Proposed: Councillor Boyd Seconded: Councillor Whillock** **All in favour**  
The Chair of the Meeting signed the Annual Governance Statement The Town Clerk signed the Annual Governance Statement.
- (iv) Accounting Statements  
**Resolved: To accept the Accounting Statement. Page 5 of the AGAR.**  
**Proposed: Councillor Boyd Seconded: Councillor Edge** **All in favour**  
The Chair of the Meeting signed the Accounting Statement
- (v) Explanation of Variances  
**Resolved: To accept the Explanation of Variances**  
**Proposed: Councillor Boyd Seconded: Councillor Blackman** **All in favour**
- (vi) Public notice of Electors rights.  
**Resolved: To confirm the period for the electors’ rights will be from 1<sup>st</sup> July to 11<sup>th</sup> August and that inspections will be by appointment only**  
**Proposed: Councillor Boyd Seconded: Councillor Harrison** **All in favour**

**153/25 Managing the Council’s Money**

- (i) To note the bank reconciliation dated 30th April 2025.
- (ii) To note the income and expenditure dated 30th April 2025.  
**Resolved: To defer 153/25 (i) and (ii) to the 1<sup>st</sup> July meeting**  
**Proposed: Councillor Boyd Seconded: Councillor Matthews** **All in favour**
- (iii) To confirm payments as per payment schedule.

	Centre	Code	Payee	Description	Exc VAT	VAT	Total	Cllr Sign
03/06/2025	200	4220	BACS RJ Electrical	Fix leaking pipe to sink	75.40	15.08	90.48	
03/06/2025	400	4220	BACS Signs in Motion	play area no dog signs	270.00	54.00	324.00	
03/06/2025	400	4145	BACS ElanCity Limited	Speed indicator device	2,500.00	500.00	3,000.00	
03/06/2025	400	4232	BACS Redlynch Leisure	Swings - Bulbridge & Minster S	13,994.67	2,798.93	16,793.60	authoris
03/06/2025	100	4100	BACS Amazon	triple docking station x 2	106.70	21.34	128.04	
03/06/2025	100	4115	BACS Auditing Solutions	Year end internal audit	510.00	102.00	612.00	
03/06/2025	400	4455	BACS Greenbarnes	Noticeboard - Bulbridge	1,326.22	265.25	1,591.47	
03/06/2025	110	4100	BACS Cloudy	MS365 - Cllrs	103.00	20.60	123.60	
03/06/2025	100	4100	BACS Cloudy	MS365 office & support	82.60	16.52	99.12	
09/06/2025	350	4205	DD British Gas	Electricity - Pavilion	0.65	0.03	0.68	
29/05/2025	100	4155	Debit Wiltshire Council	Planning fees	252.00	0.00	252.00	
30/05/2025	120	4210	DD SSE	Gas - Council offices	192.23	9.61	201.84	
					19,413.47	3,803.36	23,216.83	

- Resolved: To confirm payments as per payment schedule listed above**  
**Proposed: Councillor Edge Seconded: Councillor Harrison** **All in favour**
- (iv) 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).  
**Resolved: To leave the level of MS365 licences as is.**  
**Proposed: Councillor Harrison Seconded: Councillor Whillock** **All in favour**
- (v) To consider the renewal quote from Cloudy IT for the access to MS 365 and IT support.  
**Resolved: To select Option 1.**

**Proposed: Councillor Harrison Seconded: Councillor Whillock**

**All in favour**

- (vi) To note the current R2 funds and agree to allocate the unallocated funds. Councillor Blackman queried the funds available. The Town Clerk said that the funds would be secured when the funds were allocated to be spent and that the meeting on the 20<sup>th</sup> May had allocated the funds to the roundabout. Councillor Blackman asked the Town Clerk to get an extension as the funds might be lost.

**154/25 Health and Safety**

The Deputy Clerk is reviewing the reports and has a meeting scheduled with the Town Clerk to agree the action plan.

**157/25 Removal of Map Dispensers**

It was suggested that QR codes be placed around Wilton linking to a web site with information about the Town Trail.

**Resolved: To agree to the removal of the map dispenser boxes.**

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

**All in favour**

**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**

**159/25 Preparation of Agendas**

**Resolved: To confirm that the Town Clerk will send the draft agenda to the Chair of the Council relevant Committee by 2pm on the Monday before the agenda is to be published and that the Chair will respond to the Town Clerk by 8am on the Wednesday which is the day the agenda is to be published. Should the Chair be unavailable the Town Clerk will send the draft agenda to the Deputy.**

**Proposed: Councillor Boyd Seconded: Councillor Matthews**

**All in favour**

**160/25 To receive verbal reports from the Town Council's representative to:**

- (i) Wiltshire Association of Local Councils – Councillor Boyd said that they were unable to attend the latest meeting.
- (ii) South West Wiltshire Area Board – the next meeting is 16<sup>th</sup> July
- (iii) SWW Local Highways & Footway Improvement Groups (LHFIG) – the next meeting is 25<sup>th</sup> June
- (iv) South Wiltshire Operational Flood Working Group – Councillor Edge is due to attend the next meeting.
- (v) Wilton Church of England Primary School – Councillor Boyd had nothing to report
- (vi) Trustees of the Michael Herbert Hall – Councillor Blackman highlighted an issue of several vehicles occupying the car park who are not users of the hall.
- (vii) Wilton United Charities – Councillors Blackman & Boyd

**161/25 Town Clerk's Report – circulated to Councillors**

Noted. Both Councillor Blackman and the Deputy Clerk will be the Parish Steward representative.

**155/25 Co-option of Councillor**

Following the ordinary election on 1st May 2025 only 7 seats were filled. The remaining seats (four) may be filled by co-option. Notices have been displayed around Wilton. Four completed co-option forms have been received. Representation of the People Act 1985 s21

- (i) Standing Orders were suspended at 8:56pm. Each of the four candidates made a short statement.
- (ii) Standing Orders were re-instated at 9:01pm.
- (iii) It was decided to not exclude Members of the Public and Press.

(iv) Not applicable.

(v) To vote to co-opt Candidates onto Wilton Town Council

**Resolved: To co-opt all four candidates.**

**Proposed: Councillor Edge Seconded: Councillor Matthews**

**All in Favour**

(vi) The successful Candidates signed their Declaration of Acceptance of Office and joined Wilton Town Council.

**162/25 Date of next meeting**

The date of the next meeting of Wilton Town Council is Tuesday 17th June 2025.

**163/25 To close the meeting at 9:02pm.**