

## Minutes of the Full Council Meeting on Tuesday 02 September 2025 at 7pm Held in the Wilton Community Centre

**Members Summoned and Present:** Cllr Angela Alexander, Cllr Charlotte Blackman, Cllr Michelle Ditton, Cllr Peter Edge, Cllr Claire Forbes, Cllr Chris Harrison (Deputy Mayor 2025/26), Cllr Phil Matthews, Cllr Mick Whillock

**Absent:** Cllr Alexandra Boyd, Cllr Flanagan and Cllr Lay

**Officers Present:** Brie Logan – Interim Town Clerk, Steven Willis – Deputy Town Clerk

**In attendance:** Press (0), Members of the public (7), online (7), Police (1), Cllr Pauline Church

[Link to agenda](#)

### **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.

1. PC Boon provided an update on Wiltshire Police which included 219 speeding offences recorded on The Avenue in a five-day period. Speed awareness courses and fines issued to offenders. See link to the [police report](#) for more detail.
2. Concerns raised with antisocial driving and speeding in Wilton.
3. Police presence requested on Shaftesbury Road due to speeding issues.
4. When was the last speed check in North Street and cars coming up the wrong way?
5. Clarity needed with the annual year to date expenditure on defibrillators.
6. Clarity needed on NNDR acronym - (National Non-Domestic Rates).
7. Openreach plans to install telegraph poles in Saddlers Mead, causing resident unrest.
8. A new arts and culture festival is proposed for Wilton in September 2026. A CIC is being set up by the event organiser.
9. Sound issues persist in online meetings, with equipment upgrades being considered.

The meeting commenced at 7.25pm.

### **FC191 Apologies**

Officer report 0925FC1 was received

Proposed by Cllr Harrison and seconded by Cllr Whillock it was **RESOLVED** to accept apologies from Cllr Boyd and Cllr Flanagan.

<b>Action: Town Clerk</b>
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### **FC192 Declarations of Interest**

Officer report 0925FC2 was received. It was **NOTED** that Councillors should declare any interests if they arise.

Cllr Blackman declared an interest in agenda item 9 as a trustee of St Giles Hospital and will not vote.

Cllr Edge declared an interest in agenda item 9 as a trustee of St Giles Hospital and will not vote.

Cllr Matthews declared an interest in agenda 9 as his wife is the clerk of the PCC.

### **FC193 Minutes**

Officer report 0925FC3 was received.

Proposed by Cllr Matthews and seconded by Cllr Harrison it was **RESOLVED** to adopt the minutes from Full Council meetings held on 23 July 2025, 05 August 2025 and 12 August 2025.

### **FC194 To receive a report for information to Full Council**

Officer report 0925FC4 was received and **NOTED**.

**Civic Report** – included as a link within the agenda pack.

**[Wiltshire Council Report](#)** – Cllr Church provided further information on (1) Speeding and ANPR cameras required at North Street (2) Northern area board meeting on Thursday (3) Footpath meeting (LHFIG) at the Nadder Centre on Wednesday (4) Market square closure – Charter Fair (5) A303 Junction improvement – in the absence of the tunnel national Highways looking to improve the junction (5) Naish Felts reserved matters – both applications withdrawn this week (Flood zone 3).

**Other Reports** – Wiltshire Police report was provided in the public participation session

**Local Organisation Reports** – None.

### **FC195** It was **RESOLVED** to re-order the agenda item and bring item 10.3.1 forward.

Officer report 0925FC10.3.1 was received.

Proposed by Cllr Ditton and seconded by Cllr Matthews it was **RESOLVED** to:

submit a request to Wiltshire Council to conduct a second traffic survey over a longer period of time, understand the costs associated with the application and bring back to the next meeting for consideration by WTC.

### **FC196 To approve payments and receive financial reports**

Officer report 0925FC5 was received and the list of payments was **NOTED to the value of £35,547.85**.

- a) Proposed by Cllr Harrison and seconded by Cllr Matthews it was **RESOLVED** to receive and note the income and expenditure records, general reserves balance, Q1 budget report and list of payments.
- b) Proposed by Cllr Harrison and seconded by Cllr Edge it was **RESOLVED** to note there the one payment over £6,000 noting the redacted value as per GDPR regulations.
- c) Proposed by Cllr Harrison and seconded by Cllr Forbes it was **RESOLVED** to appoint Cllr Ditton to review and sign the bank reconciliation for Q2 (July, August and September) and Q3 (October, November and December).

## Payment schedule (as resolved)

250	22.08.2025	£240.00	£0.00	£240.00	22.08.2025	SIMON CHARLES TOTH 600000001616050357 INV NO 15 070806 10 22AUG25 15:56
249	22.08.2025	£623.10	£0.00	£623.10	22.08.2025	R E HAYES LTD 300000001619705653 INV 84 401800 10 22AUG25 15:56
248	20.08.2025	£948.82	£0.00	£948.82	22.08.2025	WC PENSION FUND 200000001611184780 009 AUG 25 404433 10 20AUG25 21:31
247	20.08.2025	£95.71	£4.79	£100.50	22.08.2025	SSE ENERGY SUPPLY 0052429-DD01169945
246	20.08.2025	Redacted	£0.00	Redacted	22.08.2025	MS PAULA M JOHNSTO 300000001618605980 AUGUST PAY 089286 10 20AUG25 21:31
245	20.08.2025	Redacted	£0.00	Redacted	22.08.2025	MR S E WILLIS 200000001611184482 AUGUST PAY 090127 10 20AUG25 21:30
244	20.08.2025	Redacted	£0.00	Redacted	22.08.2025	BRIONY L 600000001614949818 WTC PAY AUGUST 542130 10 20AUG25 21:30
243	20.08.2025	£2,335.61	£0.00	£2,335.61	22.08.2025	HMRC - ACCOUNTS OF 200000001611184215 503PX00101591-0625 083210 10 20AUG25 21:30
242	20.08.2025	Redacted	£0.00	Redacted	22.08.2025	CLARE CHURCHILL 400000001620015322
241	19.08.2025	£310.30	£15.51	£325.81	22.08.2025	SSE ENERGY SUPPLY 0052429-DD01168932
240	18.08.2025	£9.35	£0.00	£9.35	22.08.2025	SERVICE CHARGES REF : 461345930
239	18.08.2025	£95.50	£19.10	£114.60	22.08.2025	MAINSTREAM DIGITAL WIL032DD
238	15.08.2025	£62.55	£12.51	£75.06	22.08.2025	YOURPARKINGSIGN CD 7516
237	15.08.2025	£13.74	£2.75	£16.49	22.08.2025	EPSON NJFHZEJ4QPXRIPS3J9
236	13.08.2025	£54.45	£10.89	£65.34	22.08.2025	EE LIMITED Q50280636645348797
235	13.08.2025	£335.00	£67.00	£402.00	22.08.2025	C B SKIPS 400000001616005420 INV 052597 207501 10 13AUG25 12:07
234	12.08.2025	£8.50	£0.00	£8.50	22.08.2025	SERVICE CHARGES REF : 461315830
233	06.08.2025	£152.92	£30.58	£183.50	22.08.2025	STARBOARD SYSTEMS 500000001607579415 INV 11407 206268 10 06AUG25 14:28
232	06.08.2025	£0.08	£0.02	£0.10	22.08.2025	STARBOARD SYSTEMS 300000001611004376 INV 11407 206268 10 06AUG25 14:39
231	06.08.2025	£123.50	£0.00	£123.50	22.08.2025	SARAH KURSLAKE 400000001612393873 JULY 2025 070806 10 06AUG25 14:19
230	06.08.2025	£42.00	£8.40	£50.40	22.08.2025	SANDRA SILK BOOKKE 500000001607567111 WTC 15134 090129 10 06AUG25 14:06
229	06.08.2025	£532.14	£106.43	£638.57	22.08.2025	IDVERDE LTD 400000001612386422 INV 10947442 300009 10 06AUG25 14:05
228	06.08.2025	£3,719.00	£743.80	£4,462.80	22.08.2025	IDVERDE LTD 300000001610985445 INV 10947441 300009 10 06AUG25 14:04
227	06.08.2025	£282.40	£56.48	£338.88	22.08.2025	HSBC CLOUDY GROUP 400000001612383711 D-08568 403333 10 06AUG25 14:00
226	06.08.2025	£350.00	£70.00	£420.00	22.08.2025	GLASSFIBRE FLAGPOL 400000001612385047 13686 406135 10 06AUG25 14:03
225	06.08.2025	£18.54	£3.71	£22.25	22.08.2025	ELANCITY 500000001607564557 SAJ-UK/2025/02700 406384 10 06AUG25 14:01
224	06.08.2025	£375.00	£0.00	£375.00	22.08.2025	DURRANT EXTERIOR C 500000001607562678 250731 309950 10 06AUG25 13:58
223	05.08.2025	£22.31	£1.12	£23.43	22.08.2025	BRITISH GAS BUSINE 604187260090525000
222	01.08.2025	£197.71	£0.00	£197.71	22.08.2025	WATER2BUSINESS 3037450601
221	01.08.2025	£665.59	£0.00	£665.59	22.08.2025	WATER2BUSINESS 0901138801

## Payment Schedule (updated version to reflect bulk salary payment with names redacted) – updated as per agenda item no.3 – November 2025 Full Council.

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242/244/245/246	20.08.2025	£22,780.94	£0	£22,780.94	22.08.2025	SALARIES - AUGUST
241	19.08.2025	£310.30	£15.51	£325.81	22.08.2025	SSE ENERGY SUPPLY 0052429-DD01168932
240	18.08.2025	£9.35	£0.00	£9.35	22.08.2025	SERVICE CHARGES REF : 461345930
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222	01.08.2025	£197.71	£0.00	£197.71	22.08.2025	WATER2BUSINESS 3037450601
221	01.08.2025	£665.59	£0.00	£665.59	22.08.2025	WATER2BUSINESS 0901138801

## Balance sheet:

Wilton Town Council	
BANK ACCOUNTS	
1 September 2025 (2025 - 2026)	
Lloyds Business Bank Account 824	£3,121.22
Commercial Instant Account 905	£26,216.11
Lloyds Debit Card 360	£5,554.58
Public Sector Deposit Fund	£300,000.00
Stripe	
<b>Total in Banks</b>	<b>334,891.91</b>
<b>Cash</b>	
<b>GRAND TOTAL (Banks and Cash)</b>	<b>£334,891.91</b>

**Action: Town Clerk**

### FC197 To consider items relating to Internal Controls and Risk Management

Officer report 0925FC06 was received.

Proposed by Cllr Harrison and seconded by Cllr Whillock it was **RESOLVED** to:

- a) confirm the bank signatories for the remainder of the municipal year 2025/26 as Cllrs Blackman, Boyd, Edge and Forbes.

Proposed by Cllr Harrison and seconded by Cllr Edge it was **RESOLVED** to:

- b) confirm the key holders for the remainder of the municipal year 2025/26 as Cllrs Boyd, Edge Forbes and Harrison.

**Action: Town Clerk**

### FC198 To receive and note a staffing update

Officer report 0925FC07 was received and **NOTED**.

### FC199 To consider the status of Committees and Working groups

Officer report 0925FC08 was received.

Proposed by Cllr Harrison seconded by Cllr Edge it was **RESOLVED** to:

- a) Suspend the working groups and standing committees.

Proposed by Cllr Harrison seconded by Cllr Edge it was **RESOLVED** to:

- b) approve the minutes from the 03 June 2025 Staffing Committee meeting.

Proposed by Cllr Edge seconded by Cllr Matthews it was **RESOLVED** to:

- c) receive and note Councillor Harrison's resignation from the Staffing Committee and appoint Cllr Blackman as the chair for the remainder of the municipal year 2025/2026.

Legal: *Local Government Act, 1972 s.101) a local authority may arrange for the discharge of any of their functions by a committee Local Government Act 1972, s.102(3).*

**Action: Town Clerk**

**FC200 To consider and comment on planning applications**

Officer report 0925FC09 was received and **NOTED**.

**Application: PL/2025/06594**

**Proposal:** Single Story Rear Extension

**Location:** 83 Bulbridge Road, Wilton SP2 0LE

**Consultation:** 15 09 2025

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

**Comments:** No further comments

**Application: PL/2025/06942**

**Proposal:** Acacia tree – fell

**Location:** St Giles Hospital, 8-16 King Street, Wilton SP2 0AX

**Consultation** 13 09 2025

Proposed by Cllr Harrison and seconded by Cllr Ditton it was **RESOLVED** to **Support** the application

**Comments:** No further comments

**Action: Town Clerk**

**FC200 Clerk's Report including correspondence and progress report on Full Council business**

Officer report 0925FC10.1 was received, and the following points were **NOTED**:

- a) The S106 application of value of £58,577.77
- b) Local Government Staff Pay 2025 award

**FC201** Officer report 0925FC10.2 was received.

Proposed by Cllr Harrison seconded by Cllr Matthews it was **RESOLVED** to ratify the expenditure as per the Scheme of Delegation:

- a) Removal of four damaged waste bins at a cost of £240
- b) Councillor training at a cost of £35

**FC202** Officer report 0925FC10.3. was received.

- a) Proposed by Cllr Edge and seconded by Cllr Matthews it was **RESOLVED** to approve the adoption of the Information Technology & Email Policy noting this supersedes the current Email policy on the proviso that the minor refinements relating to personal use are removed from the policy and noting the updated Policy will be presented at the October meeting.

Proposed by Cllr Edge and seconded by Cllr Alexander it was **RESOLVED** to approve the expenditure associated with the tree surgery at the cemetery noting these works are classified as a one off gesture of goodwill and are in contravention of the Tree Policy noting the overspend on the Tree Works budget line 200/4350.

**Action: Town Clerk**

There being no further business, the meeting was closed at 20:26pm.

These minutes were adopted on 13 October 2025 under minute reference FC25/210 as a true record of the decisions taken and are duly signed below by the chair of that meeting.

Signature of chair.....

Dated.....