



Wilton Town Council

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To: Cllr Angela Alexander, Cllr Charlotte Blackman, Cllr Alexandra Boyd (Mayor 2025-26), Cllr Michelle Ditton, Cllr Peter Edge, Cllr Amy Flanagan, Cllr Claire Forbes, Cllr Chris Harrison (Deputy Mayor 2025-26)
Cllr Phil Matthews, Cllr Mick Whillock

Invited to attend: Wiltshire Council Councillor Pauline Church
For Information: Members of the Public & Press

A G E N D A

FULL COUNCIL MEETING OF THE TOWN COUNCIL

You are summoned to a meeting of the council for the transaction of the business shown on the agenda below. To be held at **7 pm on Monday 10 November 2025** in the **Wilton Baptist Church, Market Square, Wilton SP2 0DG**. The meeting will also be hosted online. Public, press and non-committee members, join on your computer or mobile app using this [Join the meeting now](#) link.

Brie Logan
Interim Town Clerk & RFO, November 04 2025

Public Participation: The Chairman will invite members of the public to present their questions, statements or petitions. The period of time designated for public participation shall not exceed twenty minutes. A member of the public shall speak for no more than three minutes.

Members are reminded of their duty under the [Code of Conduct](#), [Scheme of Delegation](#) and [Standing Orders](#). The Council has a general duty to consider the following matters in the exercise of any of its functions: Equal Opportunities (race, gender, sexual orientation, marital status, religion, belief or disability), Crime & Disorder, Health and Safety and Human Rights.

All in attendance should be aware that filming, recording, photography or otherwise may occur during the meeting.

The 7 principles of public life

Selflessness, Integrity, Objectivity, Accountability, Openness, Honesty and Leadership
(Committee on Standards in Public Life, 1995)

1. [Apologies – To receive and consider for acceptance](#)
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9. [To consider an options report to upgrade the Public WC's](#)
10. [To consider quotes for Cemetery tople testing, pathways and next steps relating to the memorial garden](#)
11. [To consider Planning Applications](#)
12. [To consider the installation and associated costs of four new litter bins](#)
13. [To consider a request for more storage containers in the Pavilion Compound](#)
14. [Clerk's Report including correspondence and progress report on Full Council business](#)

Agenda Item No. 1

Apologies – To receive and consider for acceptance

The Council (including committees) should approve (or not) the reason for apologies given by absent councillors. If a council member has not attended a meeting of the council (or its committees) or has not tendered apologies which have been accepted by the council (or committee), for six consecutive months, they are disqualified.

Apologies received from Cllr Flanagan

Agenda Item No. 2

To receive any Declarations of Interests and Requests for Dispensation

Members and Officers are reminded of their obligations to declare interests in accordance with the Code of Conduct – adopted in May 2025. The Clerk will report any dispensation requests received. Where a matter arises at a meeting which relates to a councillor's interest, the councillor has the responsibility of declaring that interest in accordance with the adopted code of conduct.

Agenda Item No. 3

Minutes of the Full Council meeting held on 13 October 2025

When the meeting is approving the draft minutes of a previous meeting as an accurate record, the only issue for the meeting is whether the minutes accurately record the proceedings of the meeting and the resolutions made at them. It is irrelevant if the chairman or other councillors were not present at the meeting to which the draft minutes relate.

If it is necessary for the draft minutes of the previous meeting to be corrected because of inaccuracies, then the amendments to the draft minutes must be approved by resolution. (Tharmarajah, 2013, p. 154).

Recommendation

Confirm the accuracy of the Minutes of the Town Council meeting held on: [13 October 2025](#).

Confirm the correction of the minutes from September 02 – an updated payment list provides total value of redacted payments and is included in the revised version of the minutes from [02 September 2025](#).

To consider candidates for co-option on to Wilton Town Council

Background

Wilton Town Council currently has one vacant seat following the resignation of Cllr Hay. In accordance with Section 21 of the Representation of the People Act 1985 and the Local Government Act 1972, the Council is empowered to fill these vacancies by co-option.

A public notice inviting expressions of interest was published on 19 October, with a deadline for submissions set for 02 November 2025. Interested individuals were asked to submit a brief statement outlining their background, interest in serving on the Council, and any relevant experience.

Information

Two applicants have submitted expressions of interest (EOI) for co-option which have both been validated.

1. Maria LeFemina has submitted an EOI:

I feel I would make a good Town Councillor as I am passionate about fairness and equality wanting all residents to be heard and to have equal access to activities and resources.

I moved from London in the mid-1980s to continue my career as a secondary school geography teacher (specialising in biogeography) and have remained living in Ditchampton ever since, Wilton is a great town to live in and is surrounded by the most amazing countryside. I am interested in many aspects of the town and am already a member of the Wilton Flood Group and the Public Toilets Working Group. I was a member of the Town Council for a year 2022 to 2023 but was active in the community beforehand. In 2022 Cllr Boyd and I organised our first group of residents to look at the accessibility of the town for all including those in mobility scooters, manual wheelchairs and on foot. We then undertook a second accessibility audit in 2023. There is quite a high number of retired residents in Wilton who may or may not be registered disabled who require safe pavements and crossings along with young parents and children.

The second part of my career was working with older and disabled people, assessing them for Disabled Facilities Grants so that with necessary adaptations for access such as stairlifts, wet rooms or extensions they could remain safely in their own homes, I also assessed eligibility for benefits, Home Repair Grants and provided insulation and energy saving advice.

In April 2019 I set up the Wilton Wildlife Group which has undertaken voluntary conservation work on the nearby Grovely Down in partnership with Seeds4Success and completed the wildflower corner in Castle Meadow. Some members of the group record local species. I have managed to get a road verge in Ditchampton registered as a Protected Road Verge due to the rare species that have been found to live there and continue as a Verge Monitor for Wiltshire Council.

2. Gary Blandford-Hull has submitted an EOI

I have lived in Wilton since November 2018 and would like to contribute my experience of over 55 years in Project Management in the Building Services industry to support the Town Council.

I have some previous experience as a Councillor, as I served as a Councillor on the Martin Parish Council for some years, and was involved with my wife in the setting up some projects and setting up of the Future Farms shop in the village and involved with other activities in the village. I also created an historical archive of Martin with another person which has now been published on the Martin Parish website.

I love living in Wilton, and I would like to become a Town Councillor so that I can help keep Wilton in the lovely environment it is for the enjoyment of the local people.

I believe my working career experience brings certain values which will assist and help me support the Council. I completed a Certificate in Management course some years ago to advance my management skills in my day-to-day work. I also have a can-do attitude and can see my way through to resolving problems.

I firmly believe that my skills and motivation will be an asset to help the Council to achieve its goals. I would like to have the opportunity to serve the local community in the Councils work for Wilton.

Each candidate has been invited to attend this meeting and will be given the opportunity to speak briefly to Council members regarding their application. This will allow members to ask questions and assess the suitability of each candidate.

Following the presentations, councillors will be asked to consider the applications and a vote to co-opt one candidate will take place.

- Each candidate will be invited to speak for up to 3 minutes.
- Members may ask questions following each presentation.
- A vote will be held in accordance with the [Co-option policy](#).
- The successful candidate(s) will be formally invited to sign the Declaration of Acceptance of Office and join the Council.

Section 3.1 of the policy states: *Voting will be in accordance with Standing Orders by a show of hands and will continue until one candidate has received an absolute majority of those Councillors present. At this stage, the successful candidate will be declared co-opted and, after signing the Declaration of Acceptance of Office form, will be invited to join the meeting.*

Recommendation

Councillors consider the suitability of each applicant and proceed with the vote to co-opt the candidate with the majority vote.

To receive a report for information to Full Council

Civic Report

Cllr Boyd, Mayor has provided a [Civic Report](#) covering October and November 2025. Councillors are invited to provide a verbal report on civic/ community events at this point.

Wiltshire Council Reports

Cllr Church is invited to provide an update on Wiltshire Council and Wilton related topics.

Other Reports

None

Local Organisation Reports

Local Organisation representatives are invited to provide a report at this point.

Recommendation

That the reports are received, and any points of note are identified for future meetings of the Council or its committees or for action by officers of the Council.

To approve payments and receive financial reports

Summary

The Council should have a clear understanding of the Council’s financial position throughout the year. Every local council must ensure that it has a sound system of internal control which facilitates the effective exercise of its functions. The council’s Risk Register lists out the internal control measures and this is in the process of being updated. Upon completion the updated register will be presented to WTC for consideration.

The following financial summaries are for the council to receive and note:

1. Bank Reconciliation

Bank Reconciliation at 31/10/2025			
	Cash in Hand 01/04/2025		416,073.56
	ADD		
	Receipts 01/04/2025 - 31/10/2025		298,434.92
			714,508.48
	SUBTRACT		
	Payments 01/04/2025 - 31/10/2025		302,690.25
A	Cash in Hand 31/10/2025 (per Cash Book)		411,818.23
Cash in hand per Bank Statements			
	Lloyds Business Bank Account 824	31/10/2025	20,337.59
	Commercial Instant Account 905	31/10/2025	88,284.70
	Lloyds Debit Card 360	31/10/2025	2,885.81
	Public Sector Deposit Fund	31/10/2025	300,000.00
	Stripe	31/10/2025	-22.95
			411,485.15
	Less unrepresented payments		201.52
			411,283.63
	Plus unrepresented receipts		534.60
B	Adjusted Bank Balance		411,818.23
A = B Checks out OK			

2. Year to date Receipts and Payments versus budget report

3. The payment list to the value of £27,001.56 is for the council to ratify, as per Financial Regulations section 7.8: *A full list of all payments made in a month shall be provided to the next council meeting and appended to the minutes.*

List of payments over £6,000 for approval (as per the WTC Financial Regulations)

Minute Ref:	Payee	Description	Cost
Aug25/15	Evotech	System Upgrade – Fire Alarm and Security	£7,208.10 inc. VAT

If any councillor would like to see any additional information, please let the office team know and this will be arranged.

Members should be kept up to date with the council's accounts to ensure that there are sufficient funds to meet commitments.

Bank Reconciliation

As per minute reference FC196c Cllr Ditton will review the Bank Reconciliation for October 2025.

Legal Implications

Every local authority shall make arrangements for the proper administration of their financial affairs and shall secure that one of their officers has responsibility for the administration of those affairs. Local Government Act 1972 s.151.

Recommendation

That the Council:

1. receives and notes the bank reconciliation, year-to-date receipts and payment [versus budget] and list of payments and raises any queries it may have.
2. resolves to approve the payment to Evotech for £7,208.10.

To consider three highways related requests

Request no.1

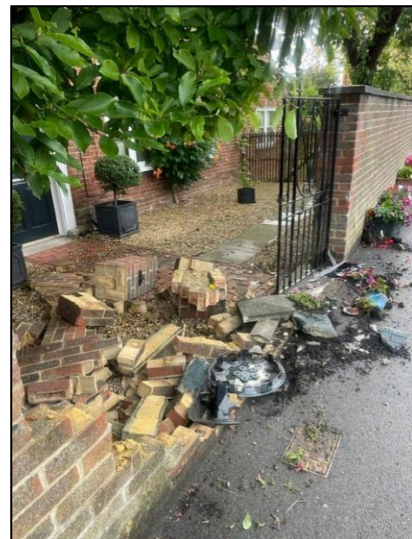
Background and Information

A resident from St John’s Square has submitted the following correspondence with a request for a signage and a barrier to be installed as described below.

At about 1.30am on Tuesday September 9th, a car skidded off the A30 and demolished part of my garden wall. Subsequent enquiries have revealed that vehicles have left the road on many previous occasions and either landed on the pavement or hit the same wall. One neighbour was almost struck by a Landrover that came off the road. Many Wilton residents use that pavement on their way to the shops and, in my opinion, it is only a matter of time before there is a serious injury.

I reported the incident to Wiltshire Council, who opened a case and later closed it, to say that I must refer the case to Wilton Council first.

It would be helpful if there was more explicit signage warning of the sharp bend on the way into Wilton from the west. Perhaps the Council might consider installing an Armco barrier to protect pedestrians, as there is a double kerb at that point which would accommodate such a barrier.



Heading east, first set of chevrons can be seen

Heading east chevrons cannot be seen

The pictures illustrate how the chevrons (on each end of the triangle) come into view very late

Further research has identified:

- that from 1980 to 2023, the wall was knocked over 5 times.
- the first was in the early 80s, when a driver wedged his car in the scaffolding around the house.
- as a result the kerb was raised but they never had any ‘protective barriers’.

- *one of the incidents was caused by a driver 'returning from a family Sunday lunch'.*
- *there were no incidents since the traffic calming measures were introduced i.e.: the roundabout at Saddlers Mead and the build-outs on each side by Hanston's, with the exception of 2015.*
- 2015 incident was a young lady on the phone.

It would appear that the latest incident occurred because the car heading east swerved to avoid the car heading towards it, which was 'in the middle of the road'.

The resident has been advised by the Town Clerk that highways related matters fall under the jurisdiction of Wiltshire Council.

Legal Implications

Unitary authorities act as local highway authorities under the Highways Act 1980 and Road Traffic Act 1988. Their statutory responsibilities include maintaining public highways to ensure safety and usability.

Town councils, such as Wilton Town Council, do not hold statutory responsibility for highways or road safety. Their role is discretionary and supportive, including:

- Representing local views on public path orders and highway changes.
- Identifying and reporting issues to the highway authority.

Recommendation

The council considers this proposal in line with the Wiltshire Council LHFIG policy and sets its direction accordingly.

The council may also want to consider appointing a Town Council representative so there is representation at future LHFIG meetings. The [Terms of Reference for the LHFIG](#) outlines the membership and provides examples of projects which can and cannot be funded by LHFIGs.

Request no.2

Background and Information

In December 2017 a proposal was tabled by Cllr Edge in relation to parking on North Street. It would appear that this proposal was never received by Wiltshire Council.

Cllr Edge proposes at the next meeting that, Wilton Town council re affirms the decision made at the Town meeting held on the 5th of December 2017 to request Wiltshire Council to carry out the traffic order.

218.17 To consider a resolution tabled by Cllr Peter Edge, having given the required seven days' notice: "That the Town council requests Wiltshire Council to make a Traffic Regulation Order to prohibit footway/pavement parking on North Street, West Street and Shaftesbury Road in Wilton as soon as possible due to the increased amount of Parking on the pavements in these areas." The resolution was seconded by Cllr Matthews and carried unanimously. Action: The Clerk

Clerk advice: This type of request would need to be considered the Local highway and footway improvement group (LHFIG) and is a subgroup of the Community Area Board which deals specifically with highway issues.

Typically individuals raise highway issues by completion of a highways improvement form which can be found on the [Local Highway and Footway Improvement Groups](#) webpage.

Representation for individuals at the LHFIG is typically made through their local Parish or Town council and it would be for a Parish / Town representative to attend the group and endorse the highways concerns / suggestions being made.

Advice also sought from Wiltshire Council: Response in blue text as follows:

I have checked and can't find any evidence of the Council having received such a request. It would have to go through the LHFIG process. However, any request would need some robust photographic evidence that the pavement parking was causing regular problems and a TRO was required. Irrespective of their being a ban on pavement parking in place or not if the pavement parking is resulting the footway being completely obstructed then this can be reported to the Police who are able to deal with the matter using powers afforded to them for dealing with obstructions of the public highway. However, operational priorities will dictate how quickly the Police will be able to address any instances of the pavement being obstructed by parked vehicles.

I would also draw to your attention that in September of this year Parliament had its first reading of a bill to ban pavement parking in England and Wales (outside of London where it is already prohibited) which if passed into will likely make any parking currently taking place on the footway in North Street illegal.

Recommendation

The council considers this proposal in line with the Wiltshire Council LHFIG policy and sets its direction accordingly.

Request no.3

Background and Information

The following email request was sent to Cllr Church in September 2024.

I wanted to email to raise a possible request if I may please.

I own a horse at Grovely, and have noticed when I hack out (across the road to lead up to Grovely woods) that the amount of cars that speed up and down Water Ditchampton is concerning and can often cause issues whilst on horseback, trying to navigate a driver or someone who has driven too quickly and not seen us.

Cars often don't wait or want to wait for us to clear the road or come speeding along Water Ditchampton or down from The Hollows.

With young children also often on horseback using this road on a regular basis, it's concerning that this could result in an accident if someone was to be unaware of what could be up ahead of them.

I wondered if there was an option to have some signage placed along this road (in both directions) to alert drivers that there are horses up ahead (if they are unaware of the stables being located along the road) and if they could slow down?

I have noticed that this is common practice around other stables which do have road signs alerting road users, but there doesn't seem to be anything along Water Ditchampton.

Is this something you could possibly look into please? Or would this be something I need to raise to National Highways?

Advice also sought from Wiltshire Council: Response in blue text as follows:

I have just read the notes as it was before my time with the SWW CATG/LHFIG. On the basis that no signs have been erected I assume that WTC either didn't approach the stables, or the owners of the stables didn't agree to contribute to the funding.

- *The cost of providing two horse warning signs only would be £675 (this figure includes a 25% contingency).*
- *The cost of providing two horse warning signs accompanied by SLOW markings in the carriageway would be £1,300 (this figure includes a 25% contingency).*

If the TC and Stables between them wish to fund this work in their entirety, then they can do so. Alternatively, they can request the works through the LHFIG process.

Recommendation

The council considers this proposal in line with the Wiltshire Council LHFIG policy and sets its direction accordingly.

To consider appointing a company to develop the new WTC website

Background

In October 2025 the council received the following update:

The user experience of the website is poor and it is not modern in terms of functionality. A scope of works has been prepared for website companies to submit their proposals. All proposals will be presented to WTC for consideration in November 2025.

We invite you to tender for this project, which aims to significantly improve the Council’s digital presence and engagement with residents. The scope of works includes:

- *A full redesign aligned with our branding and accessibility standards (WCAG 2.1).*
- *Enhanced user experience and mobile responsiveness.*
- *Improved navigation and search functionality.*
- *Integration with Scribe Booking system and Cemetery modules.*
- *Secure content management and GDPR compliance.*
- *Additional features such as event calendars, feedback forms, and social media feeds.*

Information

Four companies have submitted tender proposals for the development of a new Wilton Town Council website.

<p>High level summary of works are shown for each proposal below - (see each proposal for full details) NOTE: the proposals have been converted to word docs and all branding removed as part of the redaction process.</p>		
<p>Company A</p>	<p>Tender proposal Company profile</p> <ol style="list-style-type: none"> 1. Very experienced in developing local government websites 2. Sole trader 3. Excellent after sales service 	<p>Site build £1,187+ hosting £17.50 per month inc. updates</p>
<p>Company B</p>	<p>Tender proposal Plus additional items:</p> <ol style="list-style-type: none"> 1. Transfer of all other content charged at £10 + VAT per page (+£2 per document down/upload). An accurate quotation can be provided once we know how many pages’ content we should migrate. 2. Forms & poll module: £50 + VAT per year 3. Planning portal integration (where supported) £100 + VAT per year 4. Online Payments Module (Sum Up/Gov Pay/Stripe/Worldpay compatible): £500 + VAT 5. Event Tickets Module (Online Payments module also required to sell tickets): £250 + VAT 6. WCAG compliance website compliance and monitoring scan & reports: £299 + VAT per year 7. Extended support for 12 hours: £720 + VAT <p>Very experienced in developing local government websites</p>	<p>Site build £999 + hosting PLUS includes migration for essential documentation</p> <p>Then £299 for year 2</p>

Company C	<p><u>Tender proposal</u> Plus</p> <ol style="list-style-type: none"> 1. Meetings and Agendas post type - separated into “Upcoming” and “Past Meetings”, including PDF download functionality - £250 2. Events post type - with simple date and time picker. Events will display in chronological order, ensuring the next upcoming event appears at the top of the page (not the most recently added). 3. Includes a simple call to action for event registration (e.g. phone number, email or contact form) - £200 4. Vacancies post type - with options to add job description, application details, and “how to apply” information (e.g. CV upload or contact form) - £250 5. Notification Banner - configured as a mini-carousel with user controls to scroll through, aiding WCAG compliance - £100 6. Social Media Feed Setup (e.g. Instagram) - £50 7. Scribe Integration - £50 8. Content Migration / Page Population - £300 <p>Experienced in developing local government websites</p>	<p>£1,800 PLUS additional items equating to £1,200</p> <p>Minus discount</p> <p>£2,100 total</p> <p>Hosting £10 per month</p>
Company D	<p><u>Tender proposal</u> Key Features</p> <ol style="list-style-type: none"> 1. User Experience & Navigation 2. Fully customisable layouts and menus 3. Clean, intuitive interface for site visitors 4. Easy for staff to update and maintain 5. Accessibility - Meets WCAG 2.1 AA compliance 6. Supports ARIA labels for assistive technologies 7. SEO friendly structure with meta snippets and alt tags 8. Fully responsive — with dedicated views for tablets and mobiles 9. Performance - Lightweight, fast-loading pages coded for speed 10. Supports frames (ideal for Scribe Bookings & Cemetery modules) 	<p>Build & Design Estimated Time: 30–50 hours</p> <p>Cost: £1,800 – £3,000</p> <p>Migration £960 - £1,200</p> <p>Hosting £275 per annum</p>

Legal Implications

Power to provide a website to give information about the council, its services and the services provided in the area by other local authorities, government departments, charities or other voluntary organisations. Legal reference - Local Government Act 1972, s.142

Recommendation

Due to the technical content of each proposal the council may want to consider appointing an IT qualified lead councillor to explore the technical detail of each tender submission and delegating this to the Interim Town Clerk in collaboration with the nominated councillor.

To consider an options report to upgrade the Public WC's

Background

Research has begun on the renovation works at the Public Toilets.

The [site plan](#) shows the current layout of the Public WC's. An electrical survey was undertaken in 2023 and the findings are identified as satisfactory as referenced in the [report](#).

Information

An underground CCTV survey was conducted on 24 October. The [CCTV Survey – Foul Drainage System report](#) provides insight in to the findings and the recommendations are as follows:

The current foul drainage system is in a reasonable condition but will require some minor work to be undertaken. Initially the system will require high pressure jetting to remove the scale build up to ensure a smooth run through the pipe runs preventing waste and tissue catching and reducing the chances of blockages. To prevent major excavations to be undertaken, lining of the pipes could be carried out where required to seal the misaligned sections and generally strengthen the system.

An Asbestos Containing Material (ACM) survey was conducted in June 2025. In terms of asbestos fundings, the [ACM report](#), whilst this was a visual inspection only, the report highlights potential suspicious asbestos findings.

Due to the potential asbestos findings on the tiled roof, a Renovation and Demolition survey was conducted on 29 October. This report will be circulated upon receipt.

A Condition and Measured survey including the basic measurements of the building is due to be carried out by a local surveying company. Confirmation of a date is awaited and upon receipt of the survey it will be circulated to members.

A quote for a [full measured survey](#) has been submitted at a cost of £1,500+VAT. This level of survey is only needed if the toilets are going to be reconfigured.

The quote for this survey includes for plans, elevations and sections of the toilets, with some topographical to the front and rear. The blue topographical area (shown in the link to the quote above) is freely accessible, but access to the purple area will need to be arranged in advance with the health clinic. The same access will be required to survey the rear elevation of the toilet block.

Note that this quote does NOT include a utility survey and that the company is arranging a quote via a third party for this service.

Information

Whilst the full measured survey decision could have been made under delegation it is prudent for the council to review how it wants to proceed before further time and expenditure is incurred. Therefore, the council is being asked to consider two options:

Option A: refurbish the current configuration.

Option B: full reconfiguration noting that design work and detailed drawings will be needed.

Financial

The sum of £60,381 is earmarked for the Public Toilet upgrade.

A specialist consultant has advised to allow £120k for option B noting a defined cost will be prepared if the council opts for a complete reconfiguration.

It has also been advised to allow up to £60k for renovation costs. A defined cost will be prepared if the council opts for the renovation of the existing facility.

Legal Implications

Power to provide public toilets Power to make byelaws. Legal reference - Public Health Act 1936, s.87 – England.

Recommendation

The council needs to carefully consider the costs associated with both options and set its direction accordingly.

To consider quotes for Cemetery topple testing, pathways and next steps relating to the memorial garden

Background

Maintenance at the cemetery has been limited over a number of years. As a result there is a requirement for Wilton Town Council to consider works that are deemed as necessary and as follows:

Part A – Information: Cemetery Topple Testing:

The ICCM [[Institute of Cemetery and Crematorium Management](#)] – section 3.4 states:
Every memorial must be inspected, and a record maintained of the inspection. The initial inspection to identify the immediate dangers to the public does not exempt the authority from maintaining a record of every memorial inspected.

It is recommended that there be three simple classifications of the priority of action. This ensures records are easily maintained and will, therefore be properly utilised. The priorities suggested are:

- Category 1- Immediate action is required to make the memorial safe or to stop the public accessing the memorial. This could be the permanent removal of the hazard or the temporary making safe of the hazard.
- Category 2 – The memorial is not an immediate danger to the public but is not fully stable and will, therefore, need to be 17 monitored every 12 months to assess any further deterioration of the memorial. The construction, material used, or position of the memorial may also qualify it as priority 2.
- Category 3 – The memorial is perfectly stable or below 625mm in height and will only need to be inspected in 5 years’ time.

Financial impact – Memorial Testing

Quotes have been sought and the following proposals have been submitted for consideration:

	High level summary of works (see detailed quotes for more information)	
Company A	<p>Tender proposal Quote for memorial safety inspection includes: Report for memorials requiring further action including photographs and costs to carry out any necessary repair work. All repair work would be covered by a 10-year warranty. Lead in time 4-6 weeks, with work conducted over a five-day period.</p>	£4,704 + VAT
Company B	<p>Tender proposal These memorials have been assessed as being in category one These memorials have been assessed as being in category two however should be monitored for further decay.</p> <p>Has conducted safety assessment (as referenced in the links above) and provided courses of action on how to deal with potentially dangerous memorials: Option 1 -- dismantle memorials with gantry / lay flat on grave. Option 2 -- Repair as follows: Lift crosses with gantry clean mortar bed, drill and fit stainless threaded bar and reseal base stone (x19). Dismantle, excavate and fit new level base, dowel memorial to base (x8).</p>	<p>£1,927.84 + VAT (dismantle x 27) OR £4,860.35 + VAT (x19) + £2,611.82 + VAT (x8)</p>

Part B – Information: Pathways:

The pathways have not been maintained to an adequate standard over a number of years and consequently works are required to address the uneven surface and edging thus mitigating risk to trip hazards.

Financial impact – Pathways

Company A	Tender proposal Excavate 50mm deep (390m length) 100m timber edging boards 12mm dust rolled Cotswold gravel	£29,724.00 + VAT
Company B*	Tender proposal includes Cotswold gravel 50mm depth PLUS	£14,683.04 (No VAT) Base price +
	Wood edging with pegs including labour	£8,798.72 (No VAT) =£23,481.76
	Or Steel edging including labour	£25,901.06 (No VAT) =£40,584.10
	Or concrete edging including labour	£21,839.70 =£36,522.74

Note that contractor B* supplied a quote in October 2024 and it is therefore prudent to add on a 5% increase in costs however due to time constraints an updated quote was not deemed feasible by the contractor.

Part C: Information: Memorial Garden

For a number of years excess spoil has been dumped in the memorial garden. This has created an issue where the volume of spoil has created signs of subsidence. An assessment has been carried out by a qualified and experienced builder who has recommended that until the area has been fully inspected by a structural engineer that it is not prudent and cost-effective for the council to consider any work until an inspection has been considered.

Financial Overview

The council has funds of £12,034 in Earmarked reserves and set an expenditure budget of £5,000 for repairs and maintenance for 2025/2026. The YTD spend for repairs and maintenance is £3,454.

The council has already committed funds of £18,735 for the repairs and maintenance needed to the Gatehouse as approved in October 2025.

The council has not allocated a budget for the paths or memorial testing however both these works are overdue.

Legal Implications

Power to provide and maintain cemeteries in or outside the council's area. Legal reference - Local Government Act 1972, s.214(1)

Recommendation:

The council considers the tender proposals and associated costs and selects its preferred contractor to undertake:

- (1) the pathway improvement works as outlined above.
- (2) the memorial testing and associated health and safety works.
and
- (3) the council considers closing the memorial garden until further notice; until a professional assessment has been undertaken by a qualified structural engineer to determine the stability of the land.

To consider and comment on planning applications

Summary

Planning applications listed below have been received and require comments to be submitted to the Local Planning Authority. Prior to the meeting, members are urged to view the planning application using the link below and to visit the site to understand local context. The presentation for the meeting is available to view in advance here. (Town and Country Planning Act, 1990 sch.1 para.8)

Planning App Ref	Proposal	Comments
<p>PL/2025/08165</p> <p>Consultation ends: 04 November (extension requested)</p>	<p>WILTON FIRE STATION, MINSTER STREET, WILTON, SALISBURY, SP2 0BH</p> <p>Notification of proposed works to trees in a conservation area.</p> <p>G2 Mixed species - Fell 3 Ash trees with significant ash dieback leaning over fire station boundary. G3 Mixed species - Prune to provide a 2m clearance from fire station building, to provide sufficient clearance from property.</p>	

Legal Authority and Implication

The Town Council is a consultee but does not have the authority to determine planning applications. The Council has the power to be notified of planning applications affecting the Council’s area and to comment (Town and Country Planning Act, 1990 sch.1 para.8)

Recommendation

That the Committee provides its response on the listed planning applications and considers responses to applications received without notice, in the form of **Support or Objection** with supporting reasons. Delegate to the Town Clerk all details in discharging this decision.

Additional Information

As part of Wilton Town Council’s response to planning proposals it needs to give material planning reason for its comments, be they of support or objection. Simply stating ‘No Objection’ or ‘Support’ is insufficient as there is a requirement to give the reasons for that decision.

Material Planning Reasons

- Biodiversity
- Local or Government Policy
- Noise/Disturbance
- Parking
- Heritage
- Overlooking/Loss of Privacy
- Landscape
- Impact on Light
- Effect on the appearance of the Area
- Height
- Impact on Access
- Design
- Road safety
- Residential Amenity
- Flooding Issues

- Economic Benefits
- Traffic or Highways

To assist here are a few examples as to how you might word something to give material planning reason for your thoughts.

Examples:

House Extension *No Objection as limited impact on amenity of neighbouring property*
Objection as will have detrimental impact on neighbouring property

New dwelling *Support, design is in keeping with locality*
Objection as design is not in keeping with local area

Vehicular access: *Support, will have no impact on road safety given proposed visibility splays or*
Objection as visibility is poor in this location and traffic speeds are high

To consider the installation and associated costs of four new litter bins...

Background

In April 2025 the Environment Committee - EA 130/25 minute reference: Resolved to support a request made by a resident to Wiltshire Council for additional litter bins on The Avenue (north of the railway bridge).

The resident has chased this up and it has since been confirmed this resolution was not progressed. An enquiry has since been made to Wiltshire Council about ordering the bin and this was the response:

I have spoken to the StreetScene Area Manager this morning about this matter he has had advised me of the following.

“The Council has a stock of litter bins here but we do not place out new litter bins unless there is a proven need to do so. The placing of bins is driven by data based on number of litter reports and grade of litter present based on the Code of Practice for litter and refuse. I would be happy to give some bins to the TC if they wanted to install and empty them, but we would not do so simply because they have been requested.”

As such if the TC are able to confirm that they wish to install and empty any bin provided the Council would be happy to supply you with a bin. The LHFIG could potentially consider funding the installation of the bins if the TC are able to confirm that they will fund the ongoing emptying of them. However, given the LHFIGs existing commitments it unlikely it would be funded before the 26/27 financial year and may be considered to be a lower priority for funding as the group has expressed a desire to concentrate on measures that address road safety concerns.

Additional bins were also agreed:

- at the bus stop on The Avenue southbound north of the railway bridge.
- at the entrance to Oakley Rd.
- at the bus stop near Hart Close (eastbound side).
- at the bus stop south of Fairview Road (westbound side).

Information

At Full Council in October 2025 the council deferred the decision on the installation of new litter bins until the costs of waste collection were understood.

Financial Information

ID Verde has advised of the costs associated with the additional bin collections and managing the additional waste.

The cost of emptying each bin on a weekly basis would be £13.55 per bin per week including the waste disposal costs. Therefore four extra bins being emptied weekly (as a starter for 10) the weekly cost would be an additional £54.20 which would equate to an additional £2,818.40 per annum.

The Installation costs are expected to be £240.

Legal Implications

Power to provide and maintain litter bins in streets or other public spaces and contribute to their provision and maintenance Legal reference - Litter Act 1983, ss.5-6.

Recommendation

The council considers the additional long-term on-costs associated with the installation of bins and makes its decision based on the information as set out above.

To consider a request for more storage containers in the Pavilion Compound

Background and Information

In October the Wilton Men's Shed submitted a proposal to seek permission from Wilton Town Council to re orientate the existing 2 council containers by 90 degrees in a clockwise direction; and to provide 2 additional ones for the Carnival/Community and the Men's Shed as shown in Appendix A

The works involved would require a new concrete pad approx. 4 meters x 7.5 meters to be laid adjacent to the Men's Shed and meeting up with the existing pad. The groundworks would also include removing excess material and the levelling of the compound to allow easy access to all the containers.

The council **RESOLVED** that the Men's Shed be authorised to develop a comprehensive project plan to include detailed Risk Assessments and clear statements outlining responsibilities for all aspects of the proposed work and this plan is represented to WTC at a future meeting.

The Men's Shed has prepared and submitted a [comprehensive project plan](#) which includes the Risk Assessment and outlines responsibilities for all aspects of the proposed work.

Financial

The costs, as borne by the Carnival and Men's Shed are shown in the [formal request letter](#).

The costs of the total project are as follows:-

1 x digger for a day	£450 zero VAT
1 x grab lorry to remove spoil	£465 + VAT
4.5 Cubic Metres concrete	£522 + VAT
1 x Hi-Ab hire to reorientate containers	£350 + VAT
2 x new containers including delivery	£4,400 + VAT
	£6,187 + VAT

- Wilton Carnival can pay for the cost of 1 x container @ £2,640
- Wilton Men's Shed pays for the digger and 1 x container @ £3,090
- The proposal is requesting that the council pays for the Grab lorry, concrete and Hi-Ab @ £1337 + VAT plus new gates to the compound.

The Men's Shed committee is requesting that Wilton Town Council allocate funds to pay for the Grab lorry, concrete and Hi-Ab (to re-orientate the existing containers) at a cost of £1,337 + VAT.

New gates to the compound are also featured in the request for WTC to consider however a costing has not been provided [to date].

Budget overview:

The repairs and maintenance budget (4221) for the Pavilion is £3,000 versus YTD spend of £4,005.99. The repairs and maintenance budget (4223) for Parks/Open Spaces is £10,000 versus TYD spend of £35,416.88.

Ear Marked Reserves for Car Parks has a balance of £4,000.

Legal Implications

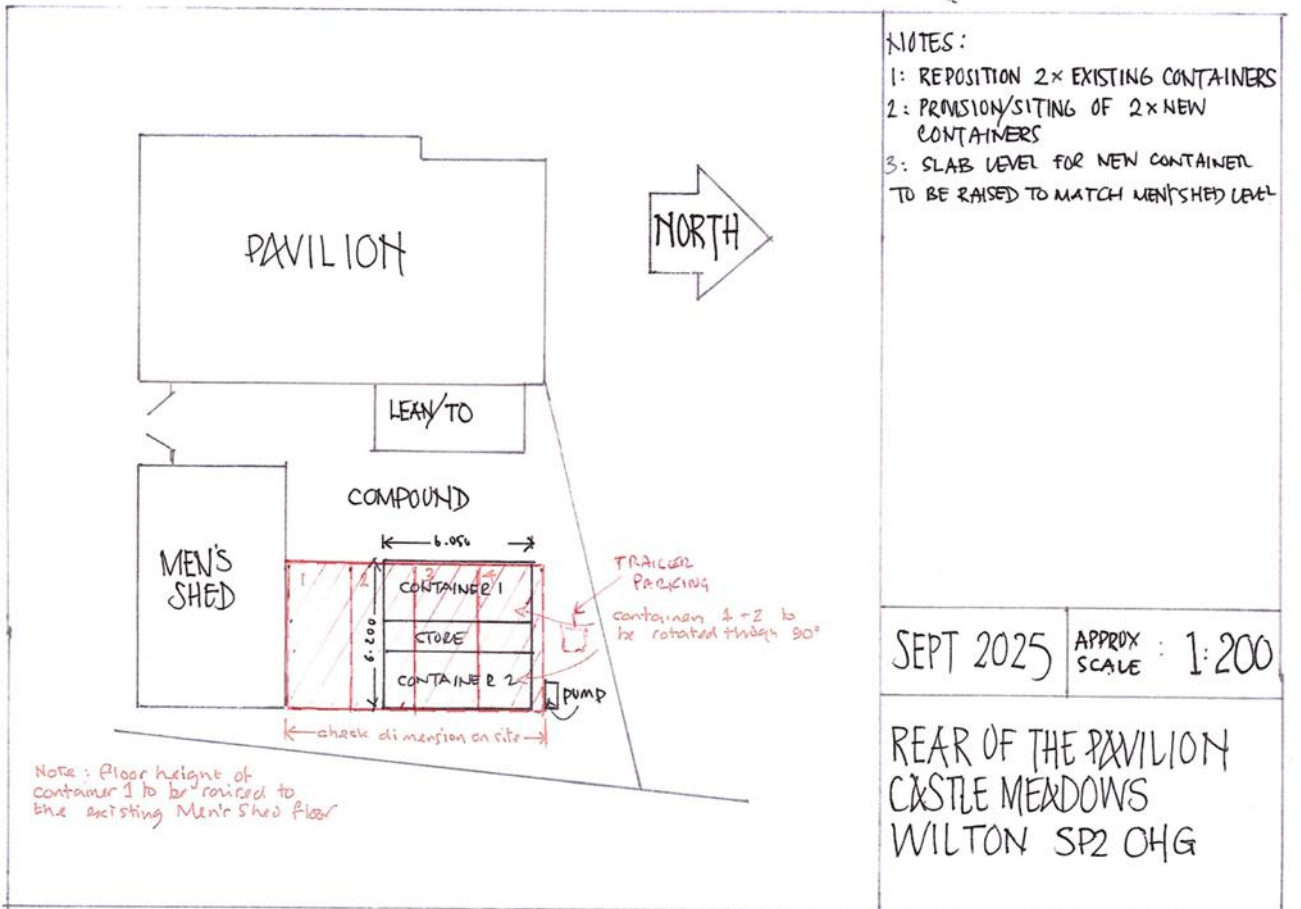
Power to provide and contribute to a wide range of recreational facilities in or outside the council's area. Legal reference - Local Government (Miscellaneous Provisions) Act 1976, s.19.

Recommendation

Members are asked to consider this request and associated costs of up to £1,337 + the gates to the compound noting the cost of gates is TBC and if approved a budget cost code is allocated.

Appendix A

Site – proposed layout



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

Report Content/Detail

Reports provided within this item are to be received, they provide updates on decisions already taken by the Council and actions taken under the Scheme of Delegation (where not previously reported) that need to be resolved.

14.1 Clerk’s Report

Council Office Mayors Parlour window - Following a recent survey visit for the new window at the council offices, the scaffolding will be erected on the 17th November, with the installation booked for the 18th November.

Interview for Facilities Officer and Assistant Town Clerk – Interviews are scheduled for four candidates on Monday 10 November. A verbal update will be provided at the meeting.

Freedom of Information Request – On 02 October WTC received a Freedom of Information request in relation to staff salaries. The [redacted] request and the response on behalf of Wilton Town Council was sent on 29 October and can be viewed via this [link](#).

14.2 Delegated Decisions for Information (within the Clerk’s delegated spend)

No	Delegated Decision	Comments	Cost	Budget
14.2.1.	Refurbishment and Demolition - Asbestos Survey for public WC’s	In advance of preparing the Public WC Options report for WTC to consider a survey has been commissioned as part of the research.	£395	Budget code 4155 Consultancy and Professional fees YTD spend £10,112 v budget £1,000
14.2.2	Installation of tap at public WC’s	<ul style="list-style-type: none"> To supply and install a cold feed into cleaners’ cupboard. To supply and install a lever valve to allow tap to be remotely isolated. To supply and install pipework to tap in men’s WC to the right-hand side as you enter. To lag pipework. To enclose pipework to tap in galvanised trunking. 	£364.62 +VAT	Budget code 4222 WC Repairs and maintenance YTD spend £609.37 v budget £1,000
14.2.3	Microsoft 365 business licence	An office admin [volunteer] has been set up with a MS licence and access granted to selected files to carry out the admin function. The costs are expected to equate to £34.56 based on the support function for an initial period of 3-months.	£11.52 per month + VAT	Budget code 4100 IT Hardware and software YTD spend £7,533.62 v budget £0

Recommendation

That the reports are received and noted and any actions arising identified for future meetings of the Council and **resolves** on any matters as referenced above and as follows:

1. The costs associated with the survey (14.2.1) noting the YTD spend on 4155 will be £10,507 which equates to an overspend of £9,507.
2. The costs associated with the MS licence (14.2.3) noting the YTD spend on 4100 will be £7,533.62 versus budget of £0.

14.3 Other Matters to resolve

No	Recommendation:	
14.3.1	<p>Pavilion Heaters and Lighting</p> <p>The Pavilion's current heating and lighting systems are no longer fit for purpose and require urgent modernisation to meet operational, environmental, and user comfort standards.</p> <p>Heating System</p> <ul style="list-style-type: none">• The existing heating system is not adequately rated for the volume of space it is expected to heat, nor is it suited to the specific environmental demands of areas such as changing rooms. The temperature controls and remote management capabilities are outdated, lacking modern features such as:• Open-window/door detection, which prevents energy waste;• Zoning capabilities, allowing only occupied areas to be heated;• Frost protection settings, which safeguard the building during cold periods.• These limitations result in inefficient energy use, inconsistent comfort levels for users, and increased operational costs. Upgrading the heating system would improve user experience, reduce energy consumption, and align with the council's sustainability goals. <p>Lighting System</p> <ul style="list-style-type: none">• The Pavilion's lighting system does not utilise energy-efficient LED technology. Many of the existing fittings rely on outdated bulb types that are increasingly difficult to source due to obsolescence. This presents a growing maintenance challenge and contributes to higher energy usage. <p>Upgrading to modern LED lighting would:</p> <ul style="list-style-type: none">• Reduce energy consumption and carbon footprint.• Lower maintenance demands and costs.• Improve lighting quality and reliability.• Support the council's environmental and sustainability objectives. <p>Hot Water System</p> <p>The Pavilion's hot water tanks lack modern control and monitoring features. There is currently no method of:</p> <ul style="list-style-type: none">• Remote activation, which would allow efficient scheduling based on usage;• Monitoring hot water levels, to ensure availability and avoid waste;• Utilising existing solar panels to contribute to water heating, reducing reliance on grid energy. <p>These limitations hinder energy efficiency and operational flexibility. Integrating smart controls and solar compatibility into the hot water system would reduce running costs and better utilise renewable energy resources already available on-site.</p>	<p>Lighting £880+VAT</p> <p>Heating £3,740+ VAT</p>

Legal Implications

Power to provide and contribute to a wide range of recreational facilities in or outside the council's area. Legal reference - Local Government (Miscellaneous Provisions) Act 1976, s.19

Recommendation: The council considers the proposal and commissions the works to meet operational, environmental, and user comfort standards and formally thanks Mr Pete Blackman [volunteer] for his support with contractor liaison.

14.3.2 Payroll The payroll provider has confirmed that Paula Johnston has been processed as a amendments leaver.

Recommendation: The council resolves to note this payroll update