Minutes of the Full Council Meeting on Monday 09 February 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:
Cllr Pauline Church
Neil Durrant (Comms Officer)
Press (0), Members of the public (8) online (6), Police (0)

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

Public Participation

- Closure of the Fire Station – attending meeting in support of keeping the station open - no action required.
- When looking at Fire Station data – it is selective – don't want the people of Wilton to be misled – for information.
- Support for the Carnival application – no action required.

The meeting commenced at 7:04 pm.

FC265 Apologies

Officer report 0226FC01 was received.
No councillors were absent – full attendance

FC266 Declarations of Interest

Action: Town Clerk

Officer report 0226FC02 was received. It was NOTED that Councillors should declare any interests if they arise.
Cllr Edge and Cllr Matthews declared an interest in agenda item 7 as trustees of the Carnival committee.
Cllr Blackman declared an interest in agenda item no.3 as one of the candidates is a neighbour.

FC267 Minutes

Officer report 0226FC03 was received.

Cllr La Femina requested that the LOWER word is inserted in the minutes (FC261] – Proposed by Cllr Matthews and seconded by Cllr Edge it was resolved to accept the amendment.

Proposed by Cllr Boyd and seconded by Cllr Ditton it was **RESOLVED** to adopt the minutes from the Full Council meeting on 12 January 2026.

FC268 To consider candidates for co-option on to Wilton Town Council

Officer report 0226FC04 was received.

Proposed by Cllr Edge and seconded by Cllr Matthews it was **RESOLVED** to co-opt Cllr Gary Blandford-Hull to Wilton Town Council. Cllr Blandford-Hull joined the meeting after signing the Declaration of Acceptance of Office.

Cllr Blackman abstained from the vote.

FC269 To receive various reports for information to Full Council

Officer report 0226FC05 was received and NOTED.

Civic Report – Cllr Harrison, Mayor provided an update on the Annual 799th Salisbury Charter Sunday event and referred to the Wilts TV interview where he explains the council priorities and community focus.

Cllr Harrison spoke to Councillors at the charter event about the Fire Station consultation and the need to have further collaborative conversations about Wilton representation.

Cllr Pauline Church provided a Wiltshire Council update:

- Wilton Fire Station – DWFRS – 8 Fire Stations – Wilton included in consultation. Wilton is one of the lowest funded services in the UK. Against the closure and leaves our town more vulnerable.
- Flooding – Water Ditchampton road opened on Friday by Wiltshire Council highways. As water levels are not receding, drivers are encouraged to drive slowly. Meeting with all stakeholders to drive proactive communications with residents is being arranged.
- Wiltshire Council budget – Cllr Church is a member of the Finance Select Committee – she advised residents and councillors to attend the Budget meeting on 24 February 2026.
- Cllr Church will make contact with Cllr Kevin Daley (Great Wishford) to raise concerns with potholes and the poor state of the road between Water Ditchampton and Great Wishford village.
- Request was made to erect a footbridge to aid pedestrians during floods – the member of the public was encouraged to refer the family to Cllr Church.

Wiltshire Police provided a report to cover January related activity - the chair read out the report.

- 26 vehicles caught speeding on 4 February 2026
- 22 drivers will be offered speed awareness courses

- 3 drivers will receive a Fixed Penalty Notice and 3 points
- 1 driver will be subject to court recovery
- Advice given to report flooding related incidents to Highways at Wiltshire Council – do not remove the signs and cones – it is Highways responsibility to assess road closures.

Other Reports - none

FC270 To approve payments and receive financial reports

Officer report 0226FC06 was received.

A. Proposed by Cllr Matthews and seconded by Cllr Whillock 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 Whillock and seconded by Cllr Matthews it was **RESOLVED** to approve the payments to the value of £41,216.28.

Summary of payment records for January

28.01.2026	£0.00	£1.11	Stripe Transaction Fee	Stripe
23.01.2026	£0.00	£867.00	WC PENSION FUND	Wiltshire Pension Fund
23.01.2026	£0.00	£1,622.98	P30 Tax and NI - January	HMRC Tax & NI
23.01.2026	£0.00	£5,536.97	Salaries - January	Wilton Town Council
20.01.2026	£19.10	£114.60	Tel and broadband	Mainstream Digital Ltd
20.01.2026	£130.00	£780.00	First Aid Training	BDM Limited
20.01.2026	£4.52	£95.01	BRITISH GAS BUSINE 604187392090525000	BRITISH GAS BUSINE 604187392090525000
20.01.2026	£5.30	£111.24	BRITISH GAS BUSINE 604187260090525000	BRITISH GAS BUSINE 604187260090525000
19.01.2026	£0.00	£8.50	bank charges - current acc	Lloyds bank
19.01.2026	£29.83	£178.98	PAT Tester	Screwfix Direct Ltd
19.01.2026	£25.60	£153.60	Burial Records Register	Shaw Shaw and Sons
15.01.2026	£5.28	£31.69	Office printer	Epson UK Ltd
14.01.2026	£35.52	£213.10	Sanitary Services	PHS Group
14.01.2026	£13.66	£81.98	Sanitary Services	PHS Group
14.01.2026	£10.93	£65.56	Sanitary Services	PHS Group
14.01.2026	£0.00	£500.00	Grant awarded	Fugglestone St Peter's Trust
13.01.2026	£2.68	£16.09	Sealant for radiators - Wifi installation	Screwfix Direct Ltd
13.01.2026	£10.89	£65.34	Office Mobiles	EE Limited
13.01.2026	£1.62	£34.12	BRITISH GAS BUSINE 604187394090525000	BRITISH GAS BUSINE 604187394090525000
13.01.2026	£2.54	£53.41	BRITISH GAS BUSINE 604187393090525000	BRITISH GAS BUSINE 604187393090525000
13.01.2026	£0.00	£0.00	BRITISH GAS BUSINE 604187261090525000	BRITISH GAS BUSINE 604187261090525000
13.01.2026	£1,103.43	£6,620.56	Cemetery Roof Works	Burfitt and Garrett
13.01.2026	£2,643.37	£15,860.24	Cemetery Roof Works	Burfitt and Garrett
13.01.2026	£0.00	£55.50	Key Cutting	Men's Shed @ Wilton
13.01.2026	£99.00	£594.00	Staff Training	WorkNest Limited
13.01.2026	£11.27	£67.61	Site visits and replacement of faulty door contact	EVOTEC
13.01.2026	£64.40	£386.40	Reprogramming Elite Panel	EVOTEC
13.01.2026	£156.00	£936.00	Intruder Alarm & CCTV maintenance	EVOTEC
13.01.2026	£11.33	£67.94	office expenses	Amazon Business
13.01.2026	£48.10	£288.60	MS365 and support	CLOUDY GROUP LIMITED
13.01.2026	£2.30	£13.82	MS 365 monthly payment - temporary licence	CLOUDY GROUP LIMITED
13.01.2026	£11.10	£66.60	Payroll processing	Sandra Silk Bookkeeping & Busi
13.01.2026	£19.90	£119.41	Public WC cleaning supplies	Amazon Business
13.01.2026	£2.58	£15.50	Public WC cleaning supplies	Amazon Business
13.01.2026	£2.53	£15.19	Public WC cleaning supplies	Amazon Business
13.01.2026	£0.00	£118.00	Mayor Expenses	Wilton Town Council
13.01.2026	£106.43	£638.57	Public WC cleaning contract	IDVERDE LTD
13.01.2026	£743.80	£4,462.80	Grounds Maintenance - monthly invoice	IDVERDE LTD
12.01.2026	£0.00	£8.50	Bank charges- debit acc	Lloyds bank
08.01.2026	£7.83	£164.46	BRITISH GAS BUSINE 604187395090525000	BRITISH GAS BUSINE 604187394090525000
06.01.2026	£0.00	£0.85	Stripe Transaction Fee	Stripe
06.01.2026	£0.00	£0.85	Stripe Transaction Fee	Stripe
02.01.2026	£30.60	£183.60	Scribe - monthly payment	STARBOARD SYSTEMS
		£41,216.28		

Summary of Reconciliation and Cash in Hand (as at end January 2025)

	Bank Reconciliation at 31/01/2026			
	Cash in Hand 01/04/2025			416,073.56
	ADD			
	Receipts 01/04/2025 - 31/01/2026			380,445.78
				796,519.34
	SUBTRACT			
	Payments 01/04/2025 - 31/01/2026			405,231.50
A	**Cash in Hand 31/01/2026** (per Cash Book)			**391,287.84**
	Cash in hand per Bank Statements			
	Lloyds Business Bank Account 824	31/01/2026	13,109.32	
	Commercial Instant Account 905	31/01/2026	75,488.69	
	Lloyds Debit Card 360	31/01/2026	2,691.53	
	Public Sector Deposit Fund	31/01/2026	300,000.00	
	Stripe	31/01/2026	0.00	
				391,289.54
	Less unpresented payments			1.70
				391,287.84
	Plus unpresented receipts			
B	**Adjusted Bank Balance**			**391,287.84**
	A = B Checks out OK			

FC271 To consider and comment on planning applications

Officer report 0226FC07 was received.

A. Application: PL/2026/00241
Proposal: Notification of proposed works to trees in a conservation area
Location: BULBRIDGE HOUSE, 46 SOUTH STREET, WILTON, SALISBURY, SP2 0JU
Consultation: 4 February 2026 – extension to 10/2 agreed
Proposed by Cllr Edge and seconded by Cllr Alexander it was **RESOLVED** to submit *no comment* for this application.
Comments: The council want to understand more about the scope of the works involved due to this location being in a conservation area hence no comment.

B. Application: PL/2026/00301
Proposal: Notification of proposed works to trees in a conservation area
Location: 48 WEST STREET, WILTON, SALISBURY, SP2 0DG
Consultation: 10 February 2026
Proposed by Cllr Edge and seconded by Cllr Alexander it was **RESOLVED** to submit *no comment* for this application.
Comments: The council want to understand more about the scope of the works involved due to this location being in a conservation area hence no comment.

C. Application: PL/2026/00029
Proposal: Notification of proposed works to listed building
Location: WILTON HOUSE, WILTON, SALISBURY, SP2 0BZ
Consultation: 26 February 2026
Proposed by Cllr Edge and seconded by Cllr Matthews it was **RESOLVED** to submit *in support* of this application.
Comments: No further comments.

FC272 To consider a Community Grant request for the Wilton Carnival

Officer report 0226FC08 was received.
Proposed by Cllr Boyd and seconded by Cllr Whillock it was proposed to give free venue hire every year for the Carnival. This motion **FELL**.

Proposed by Cllr La Femina and seconded by Cllr Forbes it was **RESOLVED** to award a grant of £500 to the Carnival committee and it was further approved to waive the hire charge for this event for 2026.

FC273 To receive an update on the Flood and River Management Advisory Committee
Officer report 0226 FC09 was received and noted.
Proposed by Cllr Edge and seconded by Cllr Matthews it was **RESOLVED** to approve the Terms of Reference, committee membership, ratify Pete Blackman as the chair and acknowledge the name change to the Flood and River Management Advisory Committee which reflects the wider scope of the plan.

FC274 To review the Pensions Discretionary Policy, Standing Orders, Financial Regulations, Scheme of Delegation, Fire Safety and Health & Safety policies.
Officer report 0226 FC10 was received and noted.

- Proposed by Cllr Blackman and seconded by Cllr Ditton it was **RESOLVED** to approve the Pensions Discretionary Policy;
- Proposed by Cllr Blackman and seconded by Cllr Whillock it was **RESOLVED** to approve the WTC Standing Orders;
- Proposed by Cllr Boyd and seconded by Cllr Forbes it was **RESOLVED** to approve the WTC Financial Regulations;
- Proposed by Cllr Edge and seconded by Cllr Ditton it was **RESOLVED** to approve the Scheme of Delegation;
  Proposed by Cllr Blackman and seconded by Cllr Ditton it was further **RESOLVED** to disband the Staffing Committee;
- Proposed by Cllr Harrison and seconded by Cllr Edge it was **RESOLVED** to approve the Fire Safety Policy – to include an update to reflect the council building is not linked to a brigaded service;
- Proposed by Cllr Whillock and seconded by Cllr Ditton it was **RESOLVED** to approve the Health & Safety Policy and Staff H&S Handbook.

Meeting suspended at 19:56 and reconvened at 19:59 due to an IT issue.

FC275 Clerk's Report including correspondence and progress report on Full Council business

Officer report 0226FC11.1 was received, and the following points were **NOTED:**

A. Public WC survey complete - noted
B. LHFIG request – noted
C. 20mph request update – noted
D. Wilton Fire Station – noted
E. Resident Engagement – social media insight stats – upward trend noted

FC276 Officer report 0226 FC11.2 was received and noted.

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

A. Management of Memorials – cost £260
B. Purchase Grant of Burial book – cost £153.60
C. Purchase of a PAT tester and PASS stickers – cost £178.98
D. Gas Safety Inspection – cost £95
E. Play Park Operational Inspector training course – cost £495 + £285
F. Asbestos Survey Council Offices – cost £400.20
G. Skip hire, Pavilion compound – cost £354
H. Council Office – Consumer unit upgrade – cost £925
I. First aid kit replacement – cost £38.50

FC277 Officer report 0226FC11.3 was received.

A. **Mayor's Bank Account** - Proposed by Cllr La Femina and seconded by Cllr Boyd it was **RESOLVED** to ratify the closure of this account noting residual funds will be transferred to the WTC business account and set up a dedicated EMR for the funds raised for the mayor's charity.

B. **Public Toilets project** - Proposed by Cllr Edge and seconded by Cllr Blackman it was **RESOLVED** that Cllr Blackman and Cllr Blandford-Hull are the councillor representatives for the WC project.

   It was further noted that WTC needs to be guided by the experts on this project so that all aspects of compliance with the Equalities Act are delivered and the new facility is fully accessible.

C. **Photo Competition** - Proposed by Cllr Harrison and seconded by Cllr Alexander it was **RESOLVED** to formally thank the Rotary Club for the donation of £500 for the prizes.

D. **Council Chamber accessibility** - Proposed by Cllr Harrison and seconded by Cllr Edge it was **RESOLVED** to cease servicing the stair lift with immediate effect [in light of the annual servicing cost and the current non-use of the council chamber].

   It was further noted the Council is committed to reasonable adjustments to support accessibility should a need arise in future. If access to the Council Chamber is required by a councillor, staff member, or member of the public, appropriate arrangements will be explored at that time.

E. **Cemetery drainage report -** Proposed by Cllr Harrison and seconded by Cllr Matthews it was **RESOLVED** to note the formal update; pathway works will not commence until drainage issue is resolved.

FC278 To consider entering in to a confidential session to consider the Town Clerk vacancy and receive a staffing update

Proposed by Cllr Harrison and seconded by Cllr Ditton it was **RESOLVED** to enter in to a confidential session.

FC279 Officer [confidential] report 0226 FC12 report was received.

Cllr Harrison declared an interest in this item due to a former professional relationship with the Interim Town Clerk.

Proposed by Cllr Harrison and seconded by Cllr Alexander it was **RESOLVED** to extend the meeting to 9:30pm.

FC 280 Staffing Update no.1 - Proposed by Cllr Boyd and seconded by Cllr Alexander it was **RESOLVED** to approve the contract changes for the Assistant Town Clerk and Comms Officer and delegate the management of the contract changes to the Town Clerk.

FC 281 Staffing Update no.2 - Proposed by Cllr Alexander and seconded by Cllr Boyd it was **RESOLVED** to delegate the management of the staffing matter to the Town Clerk in consultation with Worknest. It was further agreed to update each councillor once the matter has been resolved.

The Interim Town Clerk left the room.
Cllr Blackman (Deputy Mayor) chaired the Town Clerk vacancy agenda item.
Cllr Harrison abstained from each of the votes within FC282.

FC282 Town Clerk Vacancy - Proposed by Cllr Alexander and seconded by Cllr Edge it was **RESOLVED** to appoint the Interim Town Clerk to the Town Clerk/ Responsible Finance Officer (RFO) position.

Proposed by Cllr Ditton and seconded by Cllr Whillock it was further **RESOLVED** to approve the Town Clerk/ Responsible Finance Officer enhanced Job Description.

Proposed by Cllr Boyd and seconded by Cllr Edge it was further **RESOLVED** to appoint on Scale Point LC2 range 29 - 32.

Proposed by Cllr Ditton and seconded by Cllr Alexander it was further **RESOLVED** to pay the rate of pay as per the existing temporary contract subject to an annual review and satisfactory performance.

Proposed by Cllr Ditton and seconded by Cllr Alexander it was further **RESOLVED** that the Town Clerk/ Responsible Finance Officer is a nominated Bank Signatory on the WTC bank accounts.

There being no further business, the meeting was closed at 21:31.

These minutes were adopted on 10 March 2026 under minute reference FC285 as a true record of the decisions taken and are duly signed below by the chair of that meeting.

Signature of chair – *Cllr Chris Harrison*

Dated 10 March 2026