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**Minutes of the Full Council Meeting on Monday 11 May 2026 at 7pm**  
**Held at the Wilton Baptist Church**

**Members Summoned and Present:** Cllr Angela Alexander, Charlotte Blackman (Deputy Mayor), Cllr Gary Blandford-Hull, Cllr Alexandra Boyd, Cllr Michelle Ditton, Cllr Peter Edge, Cllr Claire Forbes, Cllr Chris Harrison (Mayor), Cllr Maria La Femina, Cllr Phil Matthews and Cllr Mick Whillock

**Absent:** None

**Officers Present:** Brie Logan – Town Clerk

**In attendance:**

Cllr Pauline Church

Comms Officer

Press (0), Members of the public (5) online (2), Police (0)

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

**Public Participation**

- Has a Flood Risk Assessment been completed as part of the Compound and Car park works? It was confirmed a Flood Risk Assessment will be part of the due diligence associated with phase 2 - Car Park works.
- Has the Council checked whether planning application is required? It was confirmed that a pre-app has not yet been submitted however will be undertaken as part of the project process/due diligence.
- Reference agenda item 16 – Clerks report – why is the council, when it already has in its possession, a report that that has been produced and shared at no cost from two well qualified and experienced ecologists? Is the clerk suggesting that the report is not impartial? The chair explained the council had not commissioned the report and the correct process has to be followed. Further information is awaited from the Ecologist commissioned by Cllr La Femina.
- Cllr Edge reminded the public that no decisions have been made about the Car Park design.
- The chair further explained there is no plan for the car park at this stage. There is no suggestion that the wildflower area is to be removed or relocated. The council will consider options during the phase 2 design process.
- Draft minutes from April 2026 – wildflower meadow – have any councillors read the ID Verde report? It was confirmed that councillors had not yet received/seen the report, and that the assessment/information would be provided to Council as part of members' consideration of Phase 2.
- It was highlighted that the Fire Station consultation submission end date is 15 May 2026.
- Market – Yellow parking sign (opposite Wilton Village) comment raised about confusion around car park messaging. It was confirmed that the signage is erected the day before the market and is removed at the end of the event (Sunday).

Public participation ended at 7:18pm.

## **Cllr Church provided a Wiltshire Council Annual Report:**

- Councillor Church presented her annual report relating to Wiltshire Council, describing the past year as challenging, particularly in the context of local government finance and service pressures.
- She referred to the Liberal Democrat minority administration budget for 2026/27, which was brought forward alongside a three-year financial forecast, and set out her concerns about several elements of that budget.
- Specific issues highlighted included:
  - Proposals for three-weekly household waste collections
  - Significant increases in parking charges
  - Additional borrowing (circa £20 million) and the potential longer-term impact of this borrowing on Wiltshire taxpayers.
- She explained that these proposals had prompted considerable concern from residents, particularly around cost pressures and changes to day-to-day services, and that she had raised these matters within Wiltshire Council.
- Councillor Church also touched on highways and infrastructure issues, including the condition of roads and potholes, encouraging residents to report issues through installed reporting systems. while confirming she continues to raise local concerns with highways colleagues.
- Planning matters were referenced, including:
  - Broader challenges with the Wiltshire Local Plan,
  - Concerns around speculative planning applications, and
  - Recent local applications {Naish Felts} affected by flood risk considerations.
- The Save Our Fire Stations consultation, including:
  - Recent discussions involving John Glen MP and a meeting with a minister in London.
  - The funding pressures facing fire services.
  - The relationship between precept levels, direct government grant funding, and the funding anomaly used by the Treasury when calculating support for fire authorities.
  - The need for continued advocacy to address the potential impact on local ratepayers and services.
- She concluded by reaffirming her role in representing Wilton residents' interests at Wiltshire Council, maintaining dialogue with officers and fellow councillors, and feeding local concerns into wider county-level decision-making. Thanks were given to WTC for all that councillors do to also support their community.
- A member of the public asked whether it would be possible to approach the owners of the Naish Felts site about bringing forward a separate planning application for the old Coach Works / Coach House, rather than it remaining tied to the wider housing scheme. Cllr Church explained that the former Coach Works at the Naish Felts site had historically been tied to the wider planning application. She advised that, now the reserve matters application has been withdrawn, there is an opportunity for the owners to bring forward a separate proposal. However, she confirmed the site is in private ownership, and any redevelopment remains at the discretion of the landowner, with the role of the Council limited to encouraging engagement through the planning process.

The meeting commenced at 7:28pm.

### **FC01(a) Election of the Town Mayor/Chairman**

Officer report 0526FC01 was received.

Nominations: Cllr Harrison – no other nominations

Proposed by Cllr Edge and seconded by Cllr Matthews it was resolved to elect Cllr Harrison as the Town Mayor/Chairman for the 2026–2027 municipal and the Declaration of Acceptance of Office was duly signed.

### **FC01(b) Election of the Deputy Town Mayor/Deputy Chairman**

Officer report 0526FC01 was received.

Nominations:

1. Cllr Boyd - Proposed by Cllr Boyd and seconded by Cllr La Femina (2 votes)
2. Cllr Blackman – Proposed by Cllr Matthews and seconded by Cllr Alexander (9 votes)

It was resolved to elect Cllr Blackman as the Deputy Town Mayor/Deputy Chairman for the 2026–2027 municipal year and the Declaration of Acceptance of Office was duly signed.

### **FC02 Apologies**

Officer report 0526FC02 was received.

No councillors were absent

### **FC03 Declarations of Interest**

**Action: Town Clerk**

Officer report 0526FC03 was received. It was **NOTED** that Councillors should declare any interests if they arise.

No declarations were reported.

### **FC04 Minutes**

Officer report 0526FC04 was received.

Proposed by Cllr Matthews and seconded by Cllr Ditton it was **RESOLVED** to adopt the minutes from the Full Council meeting on [13 April 2026](#).

Proposed by Cllr Blackman seconded by Cllr Whillock it was **RESOLVED** to adopt the minutes from the Full Council meeting on [28 April 2026](#).

### **FC05 To confirm the re-adoption of the Civility and Respect Pledge, the Code of Conduct and Dignity at Work Policy**

Officer report 0526FC05 was received and noted.

Proposed by Cllr Matthews and seconded by Cllr Ditton it was **RESOLVED** to adopt, for the 2026/2027 municipal year, the Civility and Respect Pledge, the Code of Conduct and the Dignity at Work Policy, confirming these remain in force and are approved on an annual basis.

## FC06 Adoption of the Standing Orders and Financial Regulations

Officer report 0526FC06 was received and noted.

Proposed by Cllr Ditton and seconded by Cllr Blackman it was **RESOLVED** to adopt the Standing Orders and revised Financial Regulations for the 2026/2027 municipal year, noting they are based on the relevant NALC model templates, and approving the amendments to remove the Assistant Town Clerk as a Service Administrator from section 7 of the Financial Regulations and note the update [section 9.8.4] relating to the management of the inter-account transfers.

## FC07 Adoption of the Wilton Town Council Scheme of Delegation

Officer report 0526FC07 was received.

Proposed by Cllr Edge and seconded by Cllr Whillock it was **RESOLVED** to adopt the Scheme of Delegation and Terms of Reference for the 2026/2027 municipal year.

## FC08 To reaffirm membership for the Flood and River Management Advisory Committee

Officer report 0526FC08 was received.

Proposed by Cllr Chris Harrison and seconded by Cllr Maria La Femina, it was **RESOLVED** to approve the membership for 2026/27 and adopt the Terms of Reference for the Flood and River Management Advisory Committee, subject to the Clerk contacting the named members to confirm their willingness to serve.

## FC09 To approve the annual accounts year ending 31st March 2026 and 2025/2026 Annual Governance Accounting Statement (AGAR)

Officer report 0526FC09 was received.

Cllr La Femina requested a recorded vote for section (a):

In Favour	10	Cllrs Alexander, Blackman, Blandford-Hull, Boyd, Ditton, Edge, Forbes, Harrison, Matthews, Whillock
Against	0	
Abstain	1	Cllr La Femina

- a) Proposed by Cllr Harrison and seconded by Cllr Ditton it was **RESOLVED** to adopt the Internal Auditor's report and recommended actions for the year ending 31st March 2026 and notes the services of Do the Numbers Ltd as the Internal Auditor for 2026/2027.
- b) Councillor Harrison read out each of the assertions in AGAR section 1 - Proposed by Cllr Harrison and seconded by Cllr Edge it was **RESOLVED** to adopt, approve and duly sign Part 1 of the AGAR - the Annual Governance Statement for the year ending 31st March 2026.
- c) Proposed by Cllr Harrison and seconded by Cllr Whillock it was **RESOLVED** to adopt, approve and duly sign Part 2 of the AGAR - the Statement of Accounts for the year ending 31st March 2026 thereby approving the Council's Annual Return.
- d) Proposed by Cllr Blackman and seconded by Cllr Ditton it was **RESOLVED** to confirm the dates for exercise of public rights as 3rd June – 14th July 2026.
- e) Proposed by Cllr Alexander and seconded by Cllr Ditton it was **RESOLVED** to confirm there are no conflicts of interest with PKF Littlejohn.

## FC10 To receive and note the monthly payments and bank reconciliation for April 2026

Officer report 0526FC10 was received.

The year-to-date summary of receipts and payments and the bank reconciliation update was **NOTED**.

- a) Proposed by Cllr Forbes and seconded by Cllr La Femina it was **RESOLVED** to approve the payments to the value of £29,195.44.
- b) Proposed by Cllr Edge seconded by Cllr Ditton it was **RESOLVED** to approve the payment of £6,892.99 to Zurich Insurance.

### Summary of Reconciliation and Cash in Hand (as at end March 2026)

Bank Reconciliation at 30/04/2026			
	Cash in Hand 01/04/2026		329,472.09
	<b>ADD</b> Receipts 01/04/2026 - 30/04/2026		215,538.56
			545,010.65
	<b>SUBTRACT</b> Payments 01/04/2026 - 30/04/2026		29,195.44
<b>A</b>	<b>Cash in Hand 30/04/2026</b> (per Cash Book)		<b>515,815.21</b>
	Cash in hand per Bank Statements		
	Lloyds Business Bank Account 824 30/04/2026	31,934.13	
	Commercial Instant Account 905 30/04/2026	183,342.48	
	Lloyds Debit Card 360 30/04/2026	538.60	
	Public Sector Deposit Fund 30/04/2026	300,000.00	
	Stripe 30/04/2026	0.00	
			<b>515,815.21</b>
	Less unrepresented payments		
			515,815.21
	Plus unrepresented receipts		
<b>B</b>	<b>Adjusted Bank Balance</b>		<b>515,815.21</b>
	<b>A = B Checks out OK</b>		

## Summary of payments for April 2026

Voucher No	Date	Net	VAT	Total	Description	Supplier
41	27/04/2026	£ 84.00	£ 16.80	£ 100.80	Pump for water fountain	Anchor Pumps
40	09/04/2026	£ 38.09	£ 7.62	£ 45.71	Maintenance	Toolstation Ltd
39	09/04/2026	£ 30.00	£ -	£ 30.00	Photo Competition	Everyman
38	23/04/2026	£ 45.90	£ -	£ 45.90	Photo Competition	Blue Diamond Garden Centre
37	09/04/2026	£ 100.00	£ -	£ 100.00	Photo Competition	Chickpea Group Ltd
36	13/04/2026	£ 19.77	£ 3.96	£ 23.73	Photo Competition	Amazon Business
35	13/04/2026	£ 10.99	£ -	£ 10.99	Bank charges- debit acc	Lloyds bank
34	14/04/2026	£ 66.96	£ 13.39	£ 80.35	Office Mobiles	EE Limited
33	22/04/2026	£ -	£ -	£-	VOID	Wilton Town Council
32	01/04/2026	£ 153.00	£ 30.60	£ 183.60	Scribe - monthly payment	STARBOARD SYSTEMS
31	08/04/2026	£ 255.52	£ 12.77	£ 268.29	British Gas	BRITISH GAS BUSINE 6041872600
30	09/04/2026	£ 30.64	£ 1.53	£ 32.17	British Gas	BRITISH GAS BUSINE 6041872600
29	09/04/2026	£ 43.78	£ 2.18	£ 45.96	British Gas	BRITISH GAS BUSINE 6041872600
28	10/04/2026	£ 220.21	£ 11.01	£ 231.22	British Gas	BRITISH GAS BUSINE 6041872600
27	17/04/2026	£ 8.50	£ -	£ 8.50	bank charges - current acc	Lloyds bank
26	17/04/2026	£ 95.70	£ 19.14	£ 114.84	Tel and broadband	Mainstream Digital Ltd
25	20/04/2026	£ 75.00	£ -	£ 75.00	Maintenance	R E Hayes Limited
24	20/04/2026	£ 22.44	£ -	£ 22.44	Tesco Stores Ltd	Tesco stores
23	20/04/2026	£ 65.74	£ 3.29	£ 69.03	British Gas	BRITISH GAS BUSINE 6041872600
22	21/04/2026	£ 32.25	£ 1.61	£ 33.86	British Gas	BRITISH GAS BUSINE 6041872600
21	23/04/2026	£ 153.00	£ 30.60	£ 183.60	Refund	STARBOARD SYSTEMS
20	02/04/2026	£ 2.27	£ -	£ 2.27	Stripe Fees (booking direct)	Stripe
19	21/04/2026	£ 34.46	£ -	£ 34.46	Equipment and supplies various	WILTON HARDWARE
18	24/04/2026	£1,626.64	£ -	£ 1,626.64	WC PENSION FUND	Wiltshire Council LGPS
17	24/04/2026	£1,723.86	£ -	£ 1,723.86	Tax and NI	HMRC
16	24/04/2026	£5,630.22	£ -	£ 5,630.22	Salaries	Wilton Town Council
15	17/04/2026	£4,394.14	£ -	£ 4,394.14	NDDR	Wiltshire Council
14	17/04/2026	£3,500.00	£ 700.00	£ 4,200.00	WC project costs	Healthmatic Limited
13	17/04/2026	£ 220.50	£ 44.10	£ 264.60	Public WC - commercial cleaning	Tisbury Housekeeping Services Lt
12	17/04/2026	£ 7.50	£ 1.50	£ 9.00	Printing (professional)	Salisbury Printing
11	17/04/2026	£ 418.00	£ -	£ 418.00	Printing (professional)	Salisbury Printing
10	17/04/2026	£ 150.00	£ 30.00	£ 180.00	Fire Alarm maintenance	EVOTEC
9	17/04/2026	£ 133.60	£ 26.72	£ 160.32	Stationery	Amazon Business
8	17/04/2026	£1,024.57	£ 204.91	£ 1,229.48	Annual membership	WALC
7	17/04/2026	£ 280.41	£ 56.08	£ 336.49	Monthly IT costs	CLOUDY GROUP LIMITED
6	17/04/2026	£ 153.00	£ 30.60	£ 183.60	Scribe Subscription	STARBOARD SYSTEMS
5	17/04/2026	£ 44.00	£ 8.80	£ 52.80	Payroll processing	Sandra Silk Ltd
4	17/04/2026	£ 339.00	£ -	£ 339.00	Fire extinguisher servicing and associated	EVOTEC
3	17/04/2026	£ 110.00	£ -	£ 110.00	Subscription (annual)	ICCM
2	17/04/2026	£ 68.78	£ -	£ 68.78	Electric for fountain at Minster Street	Wilton Bowls Club
1	01/04/2026	£6,892.99	£ -	£ 6,892.99	Annual insurance premium	Zurich Municipal
				£29,195.44		

### FC11 To approve the Freedom of Information, Data Protection legislation and Website Accessibility Statement

Officer report 0526FC11 was received.

Proposed by Cllr Harrison and seconded by Cllr Matthews it was **RESOLVED** to approve the Town Council's Model Publication Scheme, Privacy Statement, Data Protection and Website Accessibility Statement for the 2026/2027 municipal year.

### FC12 To review and confirm the Bank Signatories for 2026/2027

Officer report 0526FC12 was received.

Proposed by Cllr Matthews and seconded by Cllr Whillock it was **RESOLVED** that the Bank Signatories for 2026/2027, as follows:

- Cllr Boyd
- Cllr Blackman
- Cllr Edge
- Cllr Forbes

### **FC13 To approve the Civic Offices Key Holders for 2026/2027**

Officer report 0526FC13 was received.

Proposed by Cllr Edge and seconded by Cllr Boyd it was **RESOLVED** to confirm the Civic Offices Key Holders for the 2026/2027 municipal year as follows:

- Cllr Boyd
- Cllr Edge
- Cllr Forbes
- Cllr Harrison

It was further noted that:

- a) each appointed key holder is issued their own set of keys/access fob(s) and recorded on a formal key register; and
- b) the named key holder list (including the call-out order) will be maintained and kept up to date with the alarm monitoring/ARC provider.

### **FC14 To consider and comment on planning applications**

Officer report 0526FC14 was received.

**Application: PL/2026/02613**

**Proposal:** Retrospective permission to replace two rear first floor timber windows with UPVC windows

**Location:** 34 South Street, Wilton, Salisbury, SP2 0JS

**Consultation:** 4 June 2026

Proposed by Cllr Edge and seconded by Cllr Ditton it was **RESOLVED** to support the retrospective application in principle, subject to, and guided by, the professional advice and comments of the Conservation Officer.

### **FC15 To receive various reports for information to Full Council**

Officer report 0526FC15 was received and NOTED.

**Civic Report** – It was noted that Cllr Chris Harrison attended the Rotary Gala on 1 May 2026. The event was well supported and raised funds for Wilton Primary School to support improved outdoor learning and play spaces for pupils. The fundraiser exceeded expectations, raising £10,000 on the night.

It was further noted that, on Saturday 10 May 2026, Cllr Harrison represented Wilton Town Council at Salisbury City Council's Mayor-Making ceremony, at which the Mayoral Chain was presented to the incoming Mayor, who became the 765th Right Worshipful the Mayor of the City of Salisbury. It was noted that Salisbury Food Bank is the Salisbury Mayor's charity of the year.

**Wiltshire Police** - the chair read out the [Wiltshire Police report](#) for May 2026.

#### **Other Reports**

Cllr Boyd thanked the Rotary Club of Wilton for its match-funding contribution in support of the Mayor's Charity for 2025/26 (Seeds4Success), noting that this was a welcome and unexpected gesture and was much appreciated. Cllr Boyd added that the contribution would make a meaningful difference in supporting the charity's work.

Cllr Boyd reported that she attended the Salisbury City Council’s Mayor Making ceremony and that she was pleased to be able to attend and represent Wilton Town Council in her personal capacity.

**FC16 Clerk’s Report including correspondence and progress report on Full Council business**

Officer report **0526FC16.1** was received, and the following points were **NOTED**:

- a) Wishford Road Goalposts were erected on 24 April 2026.

Officer report **0526FC16.2** was received and noted.

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

a) Replacement street name signage for King Street and Queen Street. It was further noted to order a sign for St Edith’s Close as part of phase 2 plans and revisit the Welcome to Wilton signage	£714 + VAT
b) Design Jam – hosting and maintenance	£60 per month
c) Castle Meadow Pavilion Car Park (Phase 2): Independent Ecology Advice  It was NOTED that quotations are being sought from suitably qualified ecological consultants for proportionate independent ecology advice to inform Members’ consideration of the Phase 2 design, with a further update to be reported to Full Council.  A motion was proposed by Cllr Edge and seconded by Cllr Matthews to defer/suspend progressing the independent ecology advice until the Phase 2 car park plans are presented for Council consideration. The motion was withdrawn and was not put to the vote.	TBC
d) Camera Phone Gimbal	£62.50 + VAT
e) Inter-bank transfer of £170,000 was noted	£0

Officer report **0526FC16.3** was received.

- a) Proposed by Cllr Blackman and seconded by Cllr Blandford-Hull it was **RESOLVED** to appoint company C (Then-Now-When) Architect to carry out the Civic Offices Condition report at a cost of £3,750 to include a measured building survey, drone survey of the roof, Building Condition Report and Principal Designer Duties.
- b) Proposed by Cllr Ditton and seconded by Cllr Boyd it was **RESOLVED** to ratify the decision to allocate CIL funds of £3,565.48 to EMR Open Spaces and Play.
- c) Proposed by Cllr Edge and seconded by Cllr Ditton it was **RESOLVED** to resolve to note the Policy update.
- d) Wilton Carnival – Proposed by Cllr Mick Whillock and seconded by Cllr Alexandra Boyd, it was **RESOLVED** that the Town Council will participate in the Wilton Carnival event, with Members attending in casual dress and carrying the Town Council banner.

**FC17 To consider entering in to a confidential session to consider a staffing update**

Proposed by Cllr Harrison and seconded by Cllr Ditton it was **RESOLVED** that the public be excluded during the discussion of the remaining agenda items on the grounds that they involve the likely

disclosure of confidential information and the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

The meeting adjourned at 20:30

The meeting reconvened at 20:34

**Officer Confidential Staffing report 0526FC17 was received.**

- a) Proposed by Cllr Boyd and seconded by Cllr Matthews it was **RESOLVED** to approve the regrading of the Communications Officer role to NJC SCP range 24 to 28 and approve the updated job description.
- b) Proposed by Cllr Boyd and seconded by Cllr Alexander it was **RESOLVED** to approve the regrading of the Facilities Officer role to NJC SCP range 18 to 23 and approve the updated job description including the introduction of a £50 bank holiday availability retainer for being on call when not on a scheduled rota.
- c) Proposed by Cllr Ditton and seconded by Cllr Edge it was **RESOLVED** to approve the Facilities Officer contractual hours change from 18 to 30 hours per week, and confirm that the current temporary arrangement becomes permanent with effect from 1 June 2026.
- d) Proposed by Cllr Harrison and seconded by Cllr Whillock it was **RESOLVED** to note the resignation of the Assistant Town Clerk from 30 April 2026.
- e) Proposed by Cllr Alexander and seconded by Cllr Boyd it was **RESOLVED** to approve the Town Clerk permanent contractual hours change to 32 hours per week.  
Cllr Harrison abstained from the vote.
- f) Proposed by Cllr Ditton and seconded by Cllr Whillock it was **RESOLVED** to delegate to the Town Clerk the implementation of the above (contracts, payroll changes and job descriptions), including all associated governance actions.

There being no further business, the meeting was closed at 20:52

These minutes were adopted on 11 June 2026 under minute reference [insert] 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 11 June 2026

