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Minutes of the Full Council Meeting on Monday 12 October 2026 at 7pm
Held at the Wilton Baptist Church

Members Summoned and Present: Cllr Angela Alexander, Cllr Charlotte Blackman, Cllr Gary Blandford-Hull, Cllr Michelle Ditton, Cllr Chris Harrison, Cllr Maria La Femina and Cllr Phil Matthews

Absent: Cllr Alexandra Boyd, Cllr Peter Edge, Cllr Claire Forbes, Cllr Mick Whillock, Town Clerk

Officers Present: Neil Durrant (Communications Officer).

In attendance:

Cllr Pauline Church (Wiltshire Council)

Press (0), Members of the Public in-person (4) online (1), Police (0)

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

Public Participation

- There were no comments or questions from the public.

The meeting started at 7:01 pm

FC68 Apologies

Officer report 1026FC01 was received.

The Town Clerk was absent due to annual leave.

Apologies were received from Cllr Alexandra Boyd, Cllr Peter Edge, Cllr Claire Forbes & Cllr Mick Whillock

FC69 Declarations of Interest

Officer report 1026FC02 was received. It was **NOTED** that Councillors should declare any interests if they arise during the meeting.

No other declarations were reported.

FC70 Minutes

Officer report 1026FC03 was received.

Proposed by Cllr Matthews and seconded by Cllr Ditton it was **RESOLVED** to adopt the minutes from the Full Council meeting on 14 September 2026.

The motion was carried by 7 votes in favour, 0 against and 0 abstentions.

FC71 To receive a report for information to Full Council

Officer report 1026FC04 was received and noted.

Civic Report

Cllr Harrison reported that he and Cllr Blackman completed the 10 mile Midnight Walk route on 19 September, to fundraise for the Mayor's Appeal Charity, the Fund A Nurse campaign for Salisbury Hospice. Through sponsorship of the walk, a total of £1,477 has been raised to date.

The Mayor also took part in Engage Wilton's Tale of Two Mayors as part of the Autumn Festival and passed on his thanks to the organisers.

Wiltshire Council

Cllr Church gave a [verbal report](#) to Council.

Public Questions to Wiltshire Councillor

- A resident asked if there be more speed enforcement across Wilton if the Town & County Council are proposing a 20mph zone? Cllr Church stated that she has asked the police for more enforcement across Wilton.

Member Questions

- Cllr Matthews thanked the Mayor & Deputy Mayor for undertaking the Midnight Walk to raise money for the Mayor's Appeal.
- Cllr Blackman asked for clarification on the definition of "minor" and "major" planning applications and how they would meet the gateway. Cllr Ditton also asked for more details on the planning gateways and new process.
Officer's Note: Guidance on the new process can be found on the Ministry for Housing, Communities and Local Government [website](#).
- Cllr Matthews asked if there is any news on the Naish Felts site development. Cllr Church advised there was no recent update.
- Cllr La Femina asked if the bridges on the A36 had been considered as part of the Freight Action Plan (FAP). Cllr Church advised that early warning signage for height/weight limits is a part of the FAP.

Wiltshire Police - the Police were not in attendance and no report had been provided to Council prior to the meeting.

Other

- Wilton & District Thursday Club provided an update that the Town Council Community Grant they received had been put towards a coach trip outing to Swanage where the group had fish & chips and enjoyed an ice cream on the beach. The Chair of the Thursday Club passed on their members thanks to the Town Council for the grant.
- Cllr Ditton provided details of the upcoming Wilton Indies Scarecrow Trail from 24 to 31 October. Local business owners will be displaying scarecrows in their storefronts. A scarecrow workshop will be held at Wilton Community Centre on 20 October, to which all residents are welcome. The town's Trick or Treat Trail will be held on Saturday 31 October.
- Cllr Blackman provided details of the upcoming RDA Fete on 24 October as part of their Raise the Roof campaign

FC72 To receive financial reports and approve payments

Officer report 1026FC05 was received.

Proposed by Cllr Ditton and seconded by Cllr Alexander it was **RESOLVED** to receive and note the bank reconciliation, year-to-date receipts and payments against budget and the monthly breakdown by cost code, and to ratify payments to the value of £45,750.83.

The motion was carried by 7 votes in favour, 0 against and 0 abstentions.

Summary of Reconciliation and Cash in Hand (as at 21 September 2026)

A	Bank Reconciliation at 21/09/2026		
	Cash in Hand 01/04/2026		329,472.09
	ADD Receipts 01/04/2026 - 21/09/2026		241,911.61
	SUBTRACT Payments 01/04/2026 - 21/09/2026		571,383.70
	Cash in Hand 21/09/2026 (per Cash Book)		188,540.18
			382,843.52
B	Cash in hand per Bank Statements		
	Lloyds Business Bank Account 824 21/09/2026	14,373.97	
	Commercial Instant Account 905 21/09/2026	68,469.55	
	Lloyds Debit Card 360 21/09/2026	0.00	
	Public Sector Deposit Fund 21/09/2026	300,000.00	
	Stripe 21/09/2026	0.00	
			382,843.52
	Less unrepresented payments		
			382,843.52
	Plus unrepresented receipts		
	Adjusted Bank Balance		382,843.52
	A = B Checks out OK		

Summary of Payments (August 2026)

Date	Net	VAT	Total	Description	Supplier
15/09/2026 00:00	£ 17.52	£ -	£ 17.52	Bank charges- current	Lloyds bank
16/09/2026 00:00	£ 60.00	£ 12.00	£ 72.00	Website hosting and maintenance	Design Jam Ltd
16/09/2026 00:00	£ 727.96	£ 145.59	£ 873.55	Tel and broadband	Mainstream Digital Ltd
14/09/2026 00:00	£ 69.85	£ 13.97	£ 83.82	Office Mobiles	EE Limited
18/09/2026 00:00	£ 212.08	£ 42.42	£ 254.50	Sanitary Services	PHS Group
18/09/2026 00:00	£ 9.50	£ -	£ 9.50	Sale of map (cemetery)	Wiltshire Council
17/09/2026 00:00	£ 485.00	£ -	£ 485.00	Repairs and maintenance (various)	R E Hayes Limited
18/09/2026 00:00	£ 78.20	£ 15.60	£ 93.80	Flood Warden equipment	Amazon Business
18/09/2026 00:00	£ 16.44	£ 3.28	£ 19.72	Cleaning Supplies Various	Amazon Business
18/09/2026 00:00	£ 29.55	£ 5.90	£ 35.45	Cleaning Supplies Various	Amazon Business
18/09/2026 00:00	£ 22.53	£ 4.50	£ 27.03	safety supplier	Amazon Business
18/09/2026 00:00	£ 27.67	£ 5.53	£ 33.20	Cleaning Supplies Various	Amazon Business
18/09/2026 00:00	£ 11.66	£ 2.33	£ 13.99	Cleaning Supplies Various	Amazon Business
18/09/2026 00:00	£ 16.64	£ 3.33	£ 19.97	safety supplier	Amazon Business
18/09/2026 00:00	£ 23.46	£ 4.69	£ 28.15	safety supplier	Amazon Business
18/09/2026 00:00	£ 16.64	£ 3.33	£ 19.97	Defibrillator monthly check and sup	Amazon Business
18/09/2026 00:00	£ 840.00	£ 168.00	£ 1,008.00	External Audit	PKF Littlejohn LLP
18/09/2026 00:00	£ 236.60	£ 47.32	£ 283.92	Monthly IT costs	CLOUDY GROUP LIMITED
18/09/2026 00:00	£ 1,481.76	£ 296.35	£ 1,778.11	Electric - Old St Mary's	Mayberry Electrical
18/09/2026 00:00	£ 680.00	£ 136.00	£ 816.00	Cemetery works	Gent Tree Ltd
18/09/2026 00:00	£ 880.00	£ 176.00	£ 1,056.00	Garden of Remembrance	Gent Tree Ltd
03/09/2026 00:00	£ 19.14	£ 0.96	£ 20.10	Office - Gas	BRITISH GAS BUSINE 604187260090525000
02/09/2026 00:00	£ 134.68	£ 26.94	£ 161.62	Flood Warden equipment	Workwear Express
01/09/2026 00:00	£ 153.00	£ 30.60	£ 183.60	Scribe - monthly payment	STARBOARD SYSTEMS
02/09/2026 00:00	£ 713.77	£ 142.78	£ 856.55	Flood Warden equipment	Screwfix Direct Ltd
04/09/2026 00:00	£ 1,625.50	£ -	£ 1,625.50	PUBLIC WORKS LOANS WILTON	PWLB Pavillion
01/09/2026 00:00	£ 64.82	£ 3.24	£ 68.06	Electric	BRITISH GAS BUSINE 604187260090525000
01/09/2026 00:00	£ 10.98	£ 0.54	£ 11.52	Electric	BRITISH GAS BUSINE 604187260090525000
01/09/2026 00:00	£ 24.72	£ 1.23	£ 25.95	Electric	BRITISH GAS BUSINE 604187260090525000
11/09/2026 00:00	£ 0.85	£ -	£ 0.85	Stripe Transaction Fee	Stripe
08/09/2026 00:00	£ 3,709.71	£ -	£ 3,709.71	Cemetery works	R E Hayes Limited
02/09/2026 00:00	£ 32.45	£ -	£ 32.45	Equipment and supplies various	WILTON HARDWARE
02/09/2026 00:00	£ 636.95	£ 127.39	£ 764.34	Litter bins	Glasdon UK Limited
02/09/2026 00:00	£ 3,899.83	£ 779.97	£ 4,679.80	Annual supp & maint	WorkNest Limited
02/09/2026 00:00	£ 16.66	£ 3.33	£ 19.99	Cleaning Supplies Various	Amazon Business
02/09/2026 00:00	£ 46.00	£ 9.20	£ 55.20	Payroll processing	Sandra Silk Ltd
15/09/2026 00:00	£ 4,532.50	£ 906.50	£ 5,439.00	Signage	Signs of the Times Limited
02/09/2026 00:00	£ 30.00	£ 6.00	£ 36.00	SLA - Janitor Services	Our Wilton CIC
15/09/2026 00:00	£ 6,666.00	£ 1,333.20	£ 7,999.20	Christmas Lights	Blachere Illuminations UK Ltd
15/09/2026 00:00	£ 7,112.00	£ 1,422.40	£ 8,534.40	Christmas Lights	Blachere Illuminations UK Ltd
02/09/2026 00:00	£ 3,748.16	£ 749.63	£ 4,497.79	Grounds Maintenance - monthly inv	IDVERDE LTD
TOTALS	£ 39,120.78	£ 6,630.05	£ 45,750.83		

FC73 To consider and comment on planning applications

Officer report 1026FC06 was received.

Application: PL/2026/005959

Proposal: Yew tree in back garden - reduce by 2.5m and crown raise to 3m from the ground to make more compact and balanced

Location: 8 KINGS GATE, WILTON, SALISBURY, SP2 0RP

Consultation Deadline: 17 October 2026

Proposed by Cllr Matthews and seconded by Cllr La Femina it was **RESOLVED** to **SUPPORT** the application

The motion was carried by 7 votes in favour, 0 against and 0 abstentions.

Application: PL/2026/05960

Proposal: Yew Tree - prune back to previous pruning points to make more compact and balance to create more light in the back garden

Location: 9 KINGS GATE, WILTON, SALISBURY, SP2 ORP

Consultation Deadline: 17 October 2026

Proposed by Cllr Matthews and seconded by Cllr La Femina it was **RESOLVED** to **SUPPORT** the application

The motion was carried by 7 votes in favour, 0 against and 0 abstentions.

Application: PL/2026/05961

Proposal: Yew Tree - in back garden - reduce back to previous pruning points to make more compact and balance to create more light in the garden

Location: 10 KINGS GATE, WILTON, SALISBURY, SP2 ORP

Consultation Deadline: 17 October 2026

Proposed by Cllr Matthews and seconded by Cllr La Femina it was **RESOLVED** to **SUPPORT** the application

The motion was carried by 7 votes in favour, 0 against and 0 abstentions.

Application: PL/2026/06289

Proposal: 4 x Ash trees (dead/dying) - fell 3 x Poplar trees - fell 1 x Cypress tree - fell

Location: BRIDGE ADJACENT TO PARK SCHOOL HOUSE, WILTON ESTATE, WILTON, SALISBURY, SP2 OBJ

Consultation Deadline: 23 October 2026

Proposed by Cllr Matthews and seconded by Cllr La Femina it was **RESOLVED** to **SUPPORT** the application

The motion was carried by 7 votes in favour, 0 against and 0 abstentions.

Application: PL/2026/05966

Proposal: Retrospective retention of pergola with mono-pitched roof to create covered outdoor amenity area.

Location: 26 Olivier Road, Wilton, Salisbury, SP2 0JL

Consultation Deadline: 2 November 2026

Proposed by Cllr La Femina and seconded by Cllr Blandford-Hull it was **RESOLVED** to **SUPPORT** the application

The motion was carried by 7 votes in favour, 0 against and 0 abstentions.

FC74 To consider the Wilton 20mph Speed Limit Scheme: Appeal Outcome and Cost Consideration

Officer report 1026FC07 was received and considered.

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

- a) note the action taken following Full Council's resolution of 10 August 2026 and the submission of the formal Speed Limit Assessment Appeal;
- b) note the outcome of the appeal and the extent of the scheme approved by Wiltshire Council;
- c) receive the detailed cost estimate of £25,281.41 (inclusive of a 25% contingency) for the on-ground works associated with implementing the approved scheme;
- d) proceed with implementation of the scheme subject to funding;
- e) instruct the Town Clerk to confirm expected timelines and administrative steps necessary to implement the Traffic Regulation Order with Wiltshire Council
- f) instruct the Town Clerk to report back to Full Council with identified funding options before any additional commitment is made.

The motion was carried by 6 votes in favour, 0 against and 1 abstention.

FC75 To consider the emerging Approved Suppliers Register

Officer report 1026FC08 was received.

Proposed by Cllr Alexander and seconded by Cllr La Femina it was **RESOLVED** to

- a) approve the supplier statuses set out in Officer Report 1026FC08;

The motion was carried by 7 votes in favour, 0 against and 0 abstentions.

Proposed by Cllr Matthews and seconded by Cllr La Blackman it was **RESOLVED** to

- b) authorise the Town Clerk to complete outstanding checks and maintain the register, including suspending or removing suppliers where documentation expires or other compliance concerns arise;
- c) confirm that inclusion does not guarantee work and that all appointments remain subject to the Council's Financial Regulations, Standing Orders and applicable procurement requirements; and
- d) confirm that the Full Council have reviewed this initial register of those approved suppliers listed above and that this register will be reviewed by Full Council at least annually

The motion was carried by 7 votes in favour, 0 against and 0 abstentions.

FC76 To receive and note the Q2 Playground Inspection database and associated actions

Officer report 1026FC09 was received.

a) Full Council noted this report and the actions arising from the Q2 2026 play park inspections. Cllr Alexander thanked the Facilities Officer and the whole Officer team for successfully bringing these inspections back in-house and completing the weekly inspections to monitor compliance. Cllr Blackman thanked the Clerk for adding these quarterly reports to meeting agendas for oversight by Members.

FC77 To consider the Sheep Fair Field – Potential Asset Transfer and Asset of Community Value Designation

Officer report 1026FC10 was received.

Proposed by Cllr Ditton and seconded by Cllr La Femina, it was **RESOLVED** to:

- a) pursue the Sheep Fair Field as a potential asset transfer from Wiltshire Council;
- b) nominate the site as an Asset of Community Value;
- c) delegate authority to the Town Clerk to make preliminary enquiries with Wiltshire Council regarding ownership, eligibility, transfer arrangements and the requirements for an Asset of Community Value nomination, with a further report to be presented to Full Council to include indicative annual cost commitments.

The motion was carried by 7 votes in favour, 0 against and 0 abstentions.

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

- d) Explore opportunities for future potential asset transfers of both the Market Place and Wilton's Thursday Market.

The motion was carried by 6 votes in favour, 0 against and 1 abstention.

The meeting was adjourned at 19:54hrs for a comfort break.

The meeting resumed at 20:01hrs.

FC78 To receive and note an update on the Strategic Plan and consider next steps

Officer report 1026FC11 was received.

Proposed by Cllr Blackman and seconded by Cllr Blandford-Hull, it was **RESOLVED** to:

- a) Approve the updated Public Toilet exterior design to be submitted for planning consent.
- b) Note the progress made in delivering the Strategic Plan during 2026/27 to date;

The motion was carried by 6 votes in favour, 0 against and 1 abstention.

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

- c) Confirm that the proposed projects identified for 2027/28 remain aligned with Council priorities;

The motion was carried by 7 votes in favour, 0 against and 0 abstentions.

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

- d) Carry out a public consultation to inform the 2027/28 budget-setting process through an online survey accompanied by informal public drop-in sessions, to gather residents' views and suggestions. One drop-in session would be held at the Council Office during working hours on the day of the Councillor Budget Workshop, with at least Members invited to be present in the office to speak to residents. The second drop-in session would be held at Castle Meadow Pavilion one hour before the Councillor Budget Workshop. These drop-in sessions would be informal with resident's comments summarised and fed into the workshop discussion.

The motion was carried by 7 votes in favour, 0 against and 0 abstentions.

FC79 To consider the re-opening of Shaftesbury Road Cemetery, new fees, and policy

Officer report 1026FC12 was received.

Proposed by Cllr Harrison and agreed by Full Council, it was **RESOLVED** to:

- a) Defer consideration of Agenda Item 12 to the next meeting pending receipt of an updated policy, incorporating a review of headstone height limits, other proposed policy amendments, and a consolidated schedule of fees and charges, including clarification of the circumstances in which the additional administration fee would apply.

FC80 Clerk's Report including correspondence and progress report on Full Council business

Officer report 1026FC13.1 was received.

- a) **Freedom of Information Requests:** received and noted
- b) **Remembrance Sunday:** received and noted
- c) **Community Governance Review - Inclusion of Ugford within Wilton boundary:** received and noted

FC81 Delegated Decisions for Information

Officer report 1026FC13.2 was received and noted.

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

13.2.1	Tree Root Survey	£520.00 + VAT
13.2.2	Christmas Event Traffic Management	£1'245.00 + VAT
13.2.3	Inter-bank Transfer	£0
13.2.4	Electrical Socket Installation	£628.00 + VAT

The motion was carried by 7 votes in favour, 0 against, 0 abstentions.

FC82 Other Matters to Resolve

Officer report 1026FC13.3 was received.

1. Conclusion of External Audit for 2025/26: Received and noted

2. People Policy:

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

- a) To adopt the new People Policy (Employee Handbook), subject to an amendment to the Grievance Procedure to state that any grievance concerning the Clerk shall be raised with the Mayor or Deputy Mayor, who will arrange for a panel of the Full Council to be convened to consider the matter; and
- b) to retire the following Wilton Town Council policies as they are included in the new document: Sickness Policy, Flexible Working Policy, Performance & Development Policy, Disciplinary Policy, Grievance Policy.

The motion was carried by 7 votes in favour, 0 against and 0 abstentions.

3. Stockade Wall at Bulbridge Park:

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

- a) To obtain further quotations for the reinstatement of the stockade wall without a concrete foundation, taking into account the proposed Parks & Open Spaces Improvement Programme, and to bring the matter back to Full Council for consideration and approval in November 2026.

The motion was carried by 5 votes in favour, 1 against and 1 abstention.

There being no further business, the meeting was closed at 8:54pm

These minutes were adopted on 9 November 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 9 November 2026