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To: Cllr Angela Alexander, Cllr Charlotte Blackman (Deputy Mayor), Cllr 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, Cllr Mick Whillock

Invited to attend: Wiltshire Council Councillor Pauline Church

For Information: Members of the Public & Press

Agenda

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 **7pm on Monday 12 October 2026** 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.

Neil Durrant

Communications Officer (Acting Proper Officer), 6 October 2026

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.

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

1. [Apologies – To receive and note Councillor absences](#)
2. [To receive and Declarations of Interests and Requests for Dispensation](#)
3. [Minutes of the Full Council meeting held on 14 September 2026](#)
4. [To receive a report for information to Full Council](#)
5. [To receive financial reports and approve payments](#)
6. [To consider and comment on planning applications](#)
7. [To consider the Wilton 20mph Speed Limit Scheme: Appeal Outcome and Cost Consideration.](#)
8. [To consider the emerging Approved Supplier Register](#)
9. [To receive and note the Q2 Playground Inspection database and associated actions](#)
10. [To consider the Sheep Fair Field – Potential Asset Transfer and Asset of Community Value Designation](#)
11. [To receive and note an update on the Strategic Plan and consider next steps](#)
12. [To consider the re-opening of Shaftesbury Road Cemetery, new fees, and policy](#)
13. [Clerk's Report including correspondence and progress report on Full Council business](#)

Agenda Item No. 1

Apologies – To receive and note Councillor absences

In December 2025, the Council resolved to note councillor absence. Councillors are required to tender their apologies for council meetings in advance and these will be noted.

If a council member has not attended a meeting of the council for six consecutive months, they are disqualified.

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 2026. 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 14 September 2026

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: [14 September 2026](#)

To receive a report for information to Full Council

Civic Report

Cllrs Harrison & 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.

Wiltshire Council Reports

Cllr Church is invited to present a Wiltshire Council update.

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 receive financial reports and approve payments

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 the updated version was resolved by WTC in November 2025.

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

1. Year to date report (month 6 – September 2026) – [Summary of Receipts and Payments](#) by cost centre. The report shows the budget and the actual figures to date, for both receipts and payments on each code listed.
Note, due to staff annual leave, the September transactions include payments and receipts up to and including 21 September 2026. Transactions from 22 September until month-end will be included in the October reporting at the November meeting of the Full Council.
2. Monthly report (month 6 – September 2026) - [Monthly Report](#) is a report giving Code by Code monthly totals. The report shows the actual figures to date, for both receipts and payments on each code listed.
3. The [payment list](#) to the value of £45,750.83 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 £5,000 for approval (as per the WTC Financial Regulations)

Minute Ref:	Payee	Description	Value +VAT
		None	

4. Summary of Bank Reconciliation and Cash in Hand (as at 21/09/2026)

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		188,540.18
	Cash in Hand 21/09/2026 (per Cash Book)		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		
			382,843.52
	Adjusted Bank Balance		382,843.52
	A = B Checks out OK		

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 up to 21 September 2026.

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 Full Council:

- a) receives and notes the bank reconciliation, year-to-date receipts and payment [versus budget], monthly breakdown by cost code and list of payments and raises any queries it may have;
- b) resolves to ratify the payments to the value of £45,750.83.

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. (Town and Country Planning Act, 1990 sch.1 para.8)

Planning App Ref	
PL/2026/05959 Deadline: 17 October 2026 Applicant name: Lane	Site Address 8 KINGS GATE, WILTON, SALISBURY, SP2 ORP Proposal Yew tree in back garden - reduce by 2.5m and crown raise to 3m from the ground to make more compact and balanced
PL/2026/05960 Deadline: 17 October 2026 Applicant name: Ford	Site Address 9 KINGS GATE, WILTON, SALISBURY, SP2 ORP Proposal Yew Tree - prune back to previous pruning points to make more compact and balance to create more light in the back garden
PL/2026/05961 Deadline: 17 October 2026 Applicant name: Denton	Site Address 10 KINGS GATE, WILTON, SALISBURY, SP2 ORP 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
PL/2026/06289 Deadline: 23 October 2026 Applicant name: Wilton House	Site Address BRIDGE ADJACENT TO PARK SCHOOL HOUSE, WILTON ESTATE, WILTON, SALISBURY, SP2 OBJ Proposal 4 x Ash trees (dead/dying) - fell 3 x Poplar trees - fell 1 x Cypress tree - fell
PL/2026/05966 Deadline: 2 November 2026 Applicant name: Hima	Site Address 26 Olivier Road, Wilton, Salisbury, SP2 OJL Proposal Retrospective retention of pergola with mono-pitched roof to create covered outdoor amenity area.

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 Full Council 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.

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

Purpose of report

To update Full Council on the action taken following its decision in August 2026 to pursue a formal appeal concerning the proposed extension of the 20mph speed limit to the Wilton town boundary on Shaftesbury Road/A30, and to consider the detailed cost estimate provided by Wiltshire Council.

Background

A 20mph Speed Restriction Assessment was completed for Wilton. The assessment recommended a defined scheme area, shown in red on the [accompanying plan](#).

Full Council subsequently supported the officer-recommended scheme and requested that the proposed 20mph limit be extended along Shaftesbury Road/A30 to the Wilton town boundary. This additional section, shown in blue on the plan, extended beyond the area recommended by Wiltshire Council officers.

On 27 January 2026, the Town Council submitted a request for Cabinet consideration of the proposed extension. Wiltshire Council subsequently introduced a new Speed Limit Policy and advised that the Council's request would need to be considered through its formal Speed Limit Assessment Appeal process.

Correspondence from the Cabinet Member for Highways, dated 28 July 2026, confirmed that the Town Council's request would be treated as an appeal against the recommendations contained within the original speed assessment. It was also confirmed that the South West Wiltshire Local Highway and Footway Improvement Group had already supported the submission of an appeal. Therefore, no further approval from the group was required before the appeal could be submitted.

Full Council Decision: August 2026

At its meeting on 10 August 2026, Full Council considered:

- the recommendations contained within the original speed assessment;
- the distinction between the officer-recommended scheme and the additional A30/Shaftesbury Road extension requested by the Town Council;
- Wiltshire Council's revised Speed Limit Policy and formal appeal process;
- the support previously provided by the South West Wiltshire Local Highway and Footway Improvement Group; and
- the revised financial implications should the appeal be successful

Members were advised that the scheme had originally been estimated at £18,000, with the Town Council expected to contribute 25%, equivalent to £4,500, and Wiltshire Council funding the balance.

Under the revised policy arrangements, Wiltshire Council confirmed that, if the appeal were successful, Wilton Town Council would be expected to fund the full cost of the on-ground works required to implement the extended section. Wiltshire Council would continue to meet the costs associated with the Traffic Regulation Order process.

Excerpt from August Full Council minutes:

FC49 Wilton 20mph Speed Limit Scheme — Status, Appeal Process and Decision Required

Officer report 0826FC10 was received.

Proposed by Cllr Boyd and seconded by Cllr Whillock, it was **RESOLVED** that the Town Clerk be authorised to submit an appeal to Wiltshire Council in respect of the proposed extension to the 20mph speed limit scheme.

The motion was carried by 8 votes in favour, 2 against, 0 abstentions.

Detailed Cost Estimate

Wiltshire Council has confirmed that, once the extent of the scheme to be progressed was known, a detailed cost estimate would be prepared for the Town Council to consider before any Traffic Regulation Order was progressed.

The [detailed estimate](#) received from Wiltshire Council on 5 October 2026 is:

£25,281.41 excluding/including VAT

The estimate comprises:

- Signs, posts and road marking installation at 33 locations shown on the [Location Overview](#);
- Temporary traffic management at a cost of £2378.89;
- A 25% contingency at a cost of £5056.28

The estimate is indicative and Wiltshire Council have confirmed that Wilton Town Council would only be charged the actual costs incurred.

Of the 33 locations identified on the plan, site numbers 10, 11, 22 & 23 are higher than other locations as these sites require electrical works to be undertaken as part of them. With specific reference to location 10, a carriageway surfacing patch is required to remove the existing painted 30mph roundel and allow a 20mph roundel to be painted.

Wiltshire Council will meet the costs associated with the Traffic Regulation Order process. The sum requiring approval and funding by Wilton Town Council is therefore £25'281.41.

Consultation

Informal public consultation sessions were held in late 2024. These are recorded in the minutes of the Environment & Amenities Committee:

- Minute Ref: [EA/123/24 \(October 2024\)](#)
- Minute Ref: [EA/152/24 \(December 2024\)](#)

Financial Implications

There is currently £5,000 of funds available within EMR cost code 9007 [LHFIG – Highways].

There is currently £2,000 of funds available within cost code 4145 [LHFIG – Highways].

Should Full Council decide to proceed, it will need to identify and approve the funding required for the on-ground implementation works.

No instruction to progress the Traffic Regulation Order or implementation works should be issued until Full Council has considered the detailed estimate and approved the necessary expenditure.

Matters for Consideration

Full Council is invited to consider:

- the [outcome of the formal appeal](#);
- the extent of the scheme approved by Wiltshire Council;
- the detailed estimate for the on-ground implementation works;
- whether the estimate includes all foreseeable implementation costs; and
- whether an appropriate maximum financial limit should be set before the scheme progresses.

Recommendation

That Full Council:

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

To consider the emerging Approved Suppliers Register

Purpose of report:

To present the Council's initial Approved Suppliers Register and seek approval of the proposed supplier statuses.

Background

On 10 August 2026, under minute reference FC52(6), Full Council approved version 1.3 of the Financial Regulations. These included the approved ("preferred") supplier/contractor process, subject to annual review as outlined in section 18 of the [Financial Regulations](#).

The register identifies suppliers who have provided relevant information concerning insurance, health and safety arrangements and suitability to undertake particular categories of work.

Inclusion on the register does not guarantee work, create an exclusive arrangement or remove the requirement to comply with the Council's Financial Regulations, Standing Orders and applicable procurement legislation.

Information

The following statuses are recommended based on the information recorded within the Council's [Approved Contractors redacted](#) list. Certificates are available on request. Company names have been retained, while contact details have been redacted.

- a) Recommended for inclusion
 - Mayberry - Electricals
 - R.E Hayes - Landscaping
 - RescueRod - Liquid Waste Disposal (Pavilion sewage treatment emptying)
 - Hyperwash - Exterior Cleaning (Solar panels; building exteriors; tougher graffiti)
 - G.Gent - Arborists

- b) Inclusion conditional of receiving the necessary documents
 - MTM Haydon – Sewage maintenance (Pavilion sewage treatment servicing)
 - C & O tractors – mechanical servicing

These suppliers would not be treated as active until the outstanding documentation has been received and reviewed.

Financial Regulations

The register supports the efficient procurement of routine goods, services and works. However, each appointment must still demonstrate value for money and comply with the applicable quotation or tender threshold.

The Council may invite approved suppliers to quote alongside other suitable suppliers and is not restricted to obtaining quotations solely from businesses on the approved contractor register. Those businesses listed as approved suppliers will be reviewed at least annually to ensure compliance. New suppliers may be added as required and these additions will be presented to Full Council at least quarterly.

There is no direct financial implication arising from approval of the register. Any subsequent expenditure must be supported by an approved budget or separate Council authority.

Recommendation:

That Full Council:

- a) approves the supplier statuses set out above;
- b) authorises 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) confirms 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) confirms 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.

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

Purpose of Report

To provide Full Council with an update on play park inspections undertaken during the second quarter of 2026.

Background

During Q2, 1,131 individual equipment and asset checks were recorded across the Council's play areas and outdoor spaces. Of these, 927 were satisfactory, 155 recorded low-risk observations and 48 recorded medium-risk observations. There was 1 high risk defect recorded, regarding the Minster Street tennis courts shelter.

The inspection database continues to provide a central record of inspections. Identified defects and actions taken can be tracked using the automated Park Issues Register.

The exported report for Q2 can be found [here](#)

Financial implications

Routine repairs will be managed within the existing maintenance budget where possible. Any significant expenditure will be brought to Council separately.

Recommendation

That Full Council:

- a) notes this report and the actions arising from the Q2 2026 play park inspections.

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

Purpose of Report

To consider whether Wilton Town Council wishes to progress discussions with Wiltshire Council regarding the potential transfer of Sheep Fair Field under [Wiltshire Council's Service Devolution and Asset Transfer](#) (SDAT) arrangements and to consider whether the land should be nominated as an [Asset of Community Value](#) (ACV).

Background

At the September 2026 meeting of Full Council, Members requested that a separate agenda item be brought forward to consider the future of Sheep Fair Field, independently of the Wiltshire Council Call for Sites consultation process. The matter was specifically identified as requiring separate consideration from any Local Plan or development land submissions.

Historical evidence indicates that Wilton Town Council has consistently regarded Sheep Fair Field as land of significant community importance. Previous Council records show that the site was subject to an asset transfer application in 2014 and that the Council's historic position was that the land should be retained for community purposes rather than development. The site was identified as having historical significance associated with traditional sheep fairs and as an area of community value and protected open space.

Wiltshire Council's current Service Devolution and Asset Transfer Policy provides a mechanism through which town and parish councils may request the transfer of assets, including parks and open spaces [section 3.1.1.], where local ownership and management would deliver community benefit. The policy specifically allows for individual asset transfer requests to be considered on a case-by-case basis.

Information

If ownership were transferred to Wilton Town Council, the Council would gain greater influence over the long-term management, protection and enhancement of the land for community benefit. This could include:

- Protection of the site's public open space function.
- Greater local control over future use and management arrangements.
- Opportunities to enhance biodiversity, recreation, heritage interpretation and community access.
- Alignment with the Council's wider objectives relating to green spaces, wellbeing and community facilities.

Members may also wish to consider whether Sheep Fair Field meets the criteria for nomination as an Asset of Community Value (ACV) under the Localism Act 2011.

Potential Justification for ACV Status

The following factors may support an ACV nomination:

- The land has a well-established association with the historic Wilton Sheep Fair and forms part of the town's heritage.
- The site has longstanding community significance and has historically been regarded as open space for community benefit.
- Previous Council records demonstrate that Wilton Town Council sought to protect the site from development pressures and considered it to possess community value.
- The land contributes to the character, identity and environmental quality of Wilton.
- Future community use of the land is realistic and capable of furthering the social wellbeing and social interests of the local community.

Matters for Consideration

Members are invited to discuss:

- Whether the Sheep Fair Field should remain a strategic priority for community protection.
- Whether Wiltshire Council should be approached regarding a potential asset transfer.
- Whether further information should be obtained regarding ownership, maintenance liabilities and potential transfer terms.
- Whether the Council wishes to pursue nomination of the Sheep Fair Field as an Asset of Community Value.
- The potential financial, legal and operational implications associated with ownership and management of the site.

Recommendation

That Full Council:

- a) considers whether the Sheep Fair Field should be pursued as a potential asset transfer from Wiltshire Council;
- b) considers whether the site should be nominated as an Asset of Community Value;
- c) if supportive in principle, delegates 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.
- d) Considers if there are other Wiltshire Council assets within Wilton that could be pursued for future potential asset transfers.

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

Purpose of Report

To provide Full Council with an update on the delivery of the Council's [Strategic Plan](#), report on progress against key projects identified for 2026/27, and invite Members to consider priorities for the 2027/28 financial year in advance of the budget-setting process scheduled for Quarter 3.

Background

In March 2026, Wilton Town Council adopted its Strategic Plan, setting out the Council's vision for the town through to 2030. The Plan establishes a framework for prioritising improvements and projects that contribute to resilient public assets, well-maintained open spaces, reliable community facilities, and the responsible stewardship of Wilton's historic artefacts and records.

The Strategic Plan was developed in response to Member priorities and includes a commitment to periodic review to ensure that it continues to reflect the Council's objectives and aspirations for the town.

The principal projects identified for delivery during the 2026/27 financial year are outlined below.

Town Centre Public Toilets Renovation

The refurbishment of the Town Centre Public Toilets was identified as a strategic priority for 2026. The project seeks to modernise ageing facilities and provide safe, accessible, reliable and hygienic public conveniences which meet the needs of residents, visitors and local businesses.

Significant progress has been made in developing the design proposals, including a revised internal layout comprising one fully accessible unisex toilet and one ambulatory-accessible unisex toilet. The remaining space has been allocated for storage with the potential for future expansion of public convenience provision should demand require it.

A [planning application](#) was submitted in August 2026. Elements of the proposed frontage received comments from local residents and Wiltshire Council's Conservation Officer. In response, an independent heritage consultant attended on 2 October 2026 to provide free informal advice on exploring alternative façade treatments. The Project Group has informally discussed the feedback which would update the exterior, removing the proposed cladding on the external wall and amending the external appearance to better reflect the character of surrounding town centre buildings whilst maintaining a contemporary and attractive appearance.

A [revised design](#) has been produced by Healthmatic taking into account the planning application comments and advice from the Heritage Consultant. If approved, this together with an updated Design, Access and Heritage Statement, will be resubmitted to Wiltshire Council for further consultation and determination.

Castle Meadow Improvements

The Castle Meadow Storage Compound and Car Park Improvement Project forms a key element of the Council's infrastructure and resilience programme. The project aims to enhance drainage, surfacing and accessibility, ensuring that the site remains safe, operational and capable of supporting increasing community use and events activity.

In addition, proposals have been developed to increase storage capacity within the Pavilion compound and improve the overall functionality of the site.

A Flood Risk Assessment is currently being prepared and will be submitted as part of any future planning application. In September 2026, Full Council approved a draft concept design for the proposed car park and compound layout. The approved concept will now be further developed to ensure compliance with planning and flood risk requirements. Subject to confirmation of the Council's ownership position, detailed design work will progress in preparation for the submission of a planning application.

Town Centre Christmas Lighting Scheme

The Christmas Lighting Scheme remains an important community asset, contributing to the attractiveness, vitality and economic activity of the town centre during the festive period.

Following the receipt of arboricultural reports in early 2026, it was determined that the Red Cedar tree within the grounds of Old St Mary's Churchyard should no longer be used as the principal illuminated feature of the scheme, due to concerns regarding the long-term health of the tree.

A replacement lighting scheme was subsequently designed, with equipment ordered in August 2026. The annual switch-on event has been rescheduled to Saturday 21 November to maximise attendance opportunities for residents and visitors. Working alongside an event management specialist, the Council has sought to retain the community-focused nature of the event whilst expanding participation opportunities for local organisations and traders.

Local businesses have been invited to participate through late-night opening arrangements, and the Council is working collaboratively with Wilton Village and St Peter's Fugglestone Trust to help deliver a coordinated, town-wide celebration.

20MPH Town Centre

Update provided in [Agenda Item no 7](#)

Future Projects

The Strategic Plan identifies several major projects for progression during the 2027/28 financial year.

Cemetery Improvement Works

Improvement works at Wilton Cemetery are nearing completion and have included:

- Ground works and reseeding within the Garden of Remembrance;
- Installation of a new boundary fence on the southern perimeter of the Garden of Remembrance;
- Tree management works across the site;
- Appointment of a specialist contractor to manufacture replacement railing sections for the boundary wall separating the cemetery from the Garden of Remembrance;
- Pathway improvements across the site;
- Drainage enhancements across the cemetery; and
- Verification, consolidation and improvement of cemetery records.

A further update on the cemetery records programme is be presented under [Agenda Item 12](#). It is anticipated that the majority of improvement works will be completed by the end of October 2026.

Council Offices

The Council has commissioned and received a comprehensive condition survey of the Council Offices building. The report has identified a number of remedial works required to safeguard the condition and long-term integrity of the building.

A Project Group was established by Full Council in September 2026 and held its inaugural meeting on 21 September 2026. The group considered the emerging approach to the repair and refurbishment of the Council Offices, including the development of a phased programme of priority works, the need for further professional advice and the longer-term use and accessibility of the building.

Architectural quotes have been requested for outline layout options for consideration, along with preliminary advice on heritage, planning, accessibility and building regulation considerations which may influence the feasibility of the options. These will be presented to Full Council when they have been received.

The Project Group has no delegated decision-making authority. Its role is to review the available information, explore options and develop recommendations for Full Council's formal consideration. The meeting [agenda](#) and [summary](#) are included for members to note; no decisions are sought at this stage.

Flood Prevention and River-Management Works

The Council has continued to engage with partners, including Wiltshire Council, the Environment Agency and local stakeholders, to explore opportunities for reducing flood risk within Wilton through the Flood & Rivers Management Advisory Committee (FaRMAC)

As part of the Wiltshire Rural Run-off Project, a Natural Flood Management Walkover is scheduled for 27 October 2026. The outputs from this exercise will help identify potential interventions and opportunities to improve water management across the wider catchment area.

A further update will be presented to Council following completion of the assessment and receipt of the associated recommendations.

Future Projects included in the Strategic Plan

- Open Spaces & Play programme
- Town Centre Streetscape programme
- Trees & Environment programme
- Heritage & Collections programme
- Devolution of services from Wiltshire Council
- Council Offices Refurbishment & Reconfiguration

Financial implications

Provision for projects identified within the Strategic Plan for the 2026/27 financial year has been incorporated within approved budgets. Where significant expenditure has been required, separate reports have been presented to Council for consideration and approval.

The forthcoming budget-setting process for 2027/28 will provide Members with the opportunity to consider funding requirements for future Strategic Plan projects and any additional priorities identified by the Council.

Recommendation

It is recommended that Full Council:

- a) Notes the progress made in delivering the Strategic Plan during 2026/27 to date;
- b) Reviews the proposed projects identified for 2027/28 and confirms whether they remain aligned with Council priorities;
- c) Considers approving the updated Public Toilet exterior design to be submitted for planning consent

- d) Members consider any additional priorities for consideration as part of the 2027/28 budget-setting process, to be included at the budget-setting workshop proposed for November 2026.
- e) Considers whether to carry out a public consultation to inform the 2027/28 budget-setting process and, if so, the most appropriate format, such as an online survey and/or a public meeting, to gather residents' views and suggestions.

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

Purpose of report:

To provide Full Council with an update on the audit of records at Shaftesbury Road Cemetery, an updated list of fees and the revised policy, and for Members to consider options for reopening the cemetery and Garden of Remembrance.

Background:

The cemetery has been closed for almost two years following the identification of deficiencies in the accuracy and completeness of the burial records. A comprehensive audit was initiated in early 2026 to review and address these issues, with the aim of establishing whether sufficient capacity and confidence in the records exists to support the reopening of the cemetery.

In addition, the [cemetery fees and charges](#) have remained unchanged since being reviewed in March 2022. Over the same period, inflation has increased by approximately 11%, and the current fees no longer fully reflect the increased costs associated with providing and maintaining the service.

Finally, the cemetery policy was due for review in September 2024 and is now rewritten into the new accessible template.

Audit progress:

Since the commencement of the audit, a further 1,503 interment records have been identified and added to the database, bringing the total number of recorded interments to 3,081. Of these, 1,850 records have been verified against the original physical interment documentation. In addition, 188 Deeds of Exclusive Right of Burial (ERoB) have been located and incorporated into the ERoB register.

The cemetery mapping has also been comprehensively reviewed and updated, resulting in the identification of capacity for an additional 58 burial plots. Based on the current average of approximately one interment per month, this is expected to provide sufficient burial capacity for approximately five years.

Policy review:

The [Council's Cemetery policy](#) has been reviewed and updated to include current processes and regulations.

Fees and Charges:

The cemetery fees and charges have been reviewed, taking into account cumulative inflation since the [current schedule](#) was approved in March 2023, together with a [benchmarking exercise](#) against the fees charged by neighbouring burial authorities.

Memorials		
Fee item	Old Cost	New Cost
Flat stone not exceeding 2' x 2'	£55	£75
Headstone not exceeding 3' high	£95	£125
Headstone exceeding 3' but not exceeding 6'	£190	£250
Each inscription/item after the first	£55	£65
Kerb stones	£210	£275
Movable vase	£50	£65
Cremation area flat stone 1' x 1' single	£50	£65
Cremation area flat stone 15" x 12" double	£55	£75
Deeds		
Non-resident adult burial plot	£470	£750
Resident adult burial plot	£310	£375
Child burial plot	£160	£190
Cremation plot	£135	£165
Transfer of deed incl. up to 2 hours admin	£50	£75
Replacement for lost deed	---	£75
Additional admin time	£25/hour	£35/hour
Interments		
Child up to 1 year	£0	£0
Child aged 1–17	£0	£0
Adult resident interment	£315	£375
Adult non-resident interment	£630	£750
Cremated Remains		
Cremated remains interment — resident	£125	£150
Cremated remains interment — non-resident	£250	£300
Scattering remains on grave / Garden of Remembrance	£55	£75

Recommendation:

It is recommended that Full Council:

- Adopt the Council's updated cemetery fees and charges for the remainder of 2026/27;
- Adopt the updated Cemetery policy;
- Agree that cemetery fees and charges be reviewed annually hereafter, in line with budget-setting for each financial year.

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.

13.1 Clerk's Report

a. Freedom of Information requests

To note that three recent Freedom of Information (FOI) requests and the Council's responses have now been published on the Wilton Town Council website in accordance with the Council's commitment to transparency and openness. The Council previously authorised additional officer time to complete the requests within the statutory deadlines.

b. Remembrance Sunday

Planning for this year's Remembrance Sunday commemoration is progressing well, with the Lord-Lieutenant and invited guests now confirmed to attend. The event will be led and managed by Wilton Parish Church, with Wilton Town Council providing support in relation to road closure arrangements, refreshments and wider event co-ordination.

Current arrangements are for participants to congregate in the Market Square from 10am, with the parade forming up at 10:10am and departing for the church at 10:15am. A key change this year is that there will be no return parade, reducing the duration of the required road closure, which is anticipated to be approximately 10:15am to 10:30am, subject to final confirmation.

A civic reception will be hosted by the Town Council at Wilton Community Centre immediately after the Church service.

c. Community Governance Review: Inclusion of Ugford within Wilton boundary

At the September meeting of the Full Town Council, as part of the discussions on Wiltshire Council's Community Governance review, it was agreed that the Clerk would contact Burcombe Parish Council to establish whether the Wilton Parish boundary might be extended to include Ugford. The Clerk for Burcombe Parish Council has reported that Members discussed this at their meeting on 14 September and unanimously agreed that they did not wish to make any changes to their existing boundary.

13.2 Delegated Decisions for Information (within the Clerk's delegated spend) –

No	Delegated Decision	Comments	Cost	Budget
13.2.1	Tree Root Survey	Quote for the completion of a BS 5837 (2012) - Trees in Relation to Design, Demolition and Construction (BS5837) survey, of all trees and hedges that may be affected by the compound area at Castle Meadow, Wilton.	£520 + VAT	EMR 9009 Pavilion car park project
13.2.2	Christmas Event Traffic Management	Three professional traffic management companies were approached for quote to supply services for the Christmas Lights event on 21 November 2026 following a requirement from Wiltshire Council to have "CDAS traffic marshalls on site throughout". Quotes included the	£1245 +VAT	4300 – Event: Christmas Light Switch On

		provision of advanced warning signs, traffic barriers and 3 x operatives. Company A have previously worked with the event company and provided a quote of £1245+ VAT. Company B were recommended by Wiltshire Council and provided a quote for £1580 +VAT. Company C declined to quote. Company A have been selected to provide traffic management services.		
13.2.3	Inter Bank Transfer	To maximise interest payable for Q3 and Q4, following receipt of the second precept payment, funds totalling £160,000 were transferred from the business account to the Commercial Instant Access (deposit) account on 28 September 2026 - Financial Regs 9.8.4.	£0	N/A
13.2.4	Electrical Socket Installation	Installation of two additional electrical sockets on the Market Square lamp columns to facilitate the new festive lighting scheme. Additional quotes were not requested as this work may only be undertaken by the Wiltshire Council approved contractor.	£628 +VAT	4300 – Event: Christmas Light Switch On

Recommendation

That the delegated decision report is received and noted and any actions arising are identified for future meetings of the Council and *ratify* the items as referenced above.

13.3 Other Matters to resolve

No			
13.3.1.	Conclusion of External Audit 2025/26	The external auditor has completed the limited assurance review of the Council's 2025/26 AGAR. The Notice of Conclusion of Audit and AGAR Sections 1, 2 and 3 were published on the Council's website on 10 September 2026. The internal audit matters referenced in AGAR Section 3 – External Auditor's Report and Certificate 2025/26 reflected the position identified in November 2025. Improvements commenced following the Clerk's appointment in August 2025, and the necessary changes to the Council's financial processes have now been implemented. These arrangements will be reviewed at the next internal audit visit.	£840 + VAT Audit fees - Cost Code 4115
Recommendation: Members are invited to receive and note the External Auditor's Report and Certificate at Section 3 of the 2025/26 AGAR and note the cost of £840 + VAT			
13.3.2	People Policy (Employee Handbook)	As part of the ongoing Policy review, a new People Policy (Employee Handbook) has been prepared utilising a template from Worknest HR. This consolidates a number of Town Council policies into a single document and provides framework based on legal requirements for subjects including: annual leave, family leave, absences, performance and disciplinary processes.	None
Recommendation: Members are invited to adopt the new People Policy (Employee Handbook) and 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.			

13.3.3	Stockade wall at Bulbridge park	The stockade wall has been assessed as medium risk in the play park inspections. The assessment confirmed that due to the rot it cannot be repaired and requires complete replacement of a new stockade wall. We have obtained 3 different quotes, one from our approved contractor and 2 from other sources. Our preferred contractor has quoted £2,786.64 (no VAT), while the other two contractors (Quote B and Quote C) have quoted £6,500 (no VAT) and £14,091.60 (inc. VAT) respectively.	£2,786.64 (no VAT) Repairs and Maintenance, Parks and Open Spaces - 4223
	Recommendation: Members are invited to select a contractor for the replacement work detailed above.		