

**Minutes of the Full Council Meeting on Monday 13 April 2026 at 7pm**  
**Held at the Wilton Baptist Church**

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

**Absent:** Cllr Angela Alexander, Cllr Edge and Cllr Forbes

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

**In attendance:**

Cllr Pauline Church

Comms Officer

Press (0), Members of the public (11) online (3), Police (2)

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

**Public Participation** – this session started at 7:08pm – the delay was due to an IT hitch.

- Wiltshire Police provided an update on neighbourhood policing in Wilton and Harnham, including speed enforcement on the Avenue (24 and 30 speeding vehicles recorded on 19 and 31 March respectively, fastest 47 mph), with 42 drivers referred to speed awareness courses and 12 issued fixed penalties.

An increase in non-dwelling burglaries was noted, particularly sheds and garages, with preventative advice being circulated. The Officer confirmed attendance at the Annual Meeting on 20 April to engage further with residents.

- A resident posed the following questions:
  1. What is the budget for car park? *The Clerk confirmed the car park refurbishment budget is £50,000.*
  2. Has the council carried out any data re parking usage? No usage data was presented at the meeting. *This question was noted; further explanation will be provided post the meeting.*
  3. Why is the Council progressing the destruction of the wildflower meadow to create more parking? The council has a statutory duty [Environment Act s.102] to conserve and enhance biodiversity. Tarmacking over the wildflower meadow would therefore be breaking the law. Is this council prepared to break the law to accommodate more car park spaces? *This question was noted; further explanation will be provided post the meeting.*
  4. The wildflower patch is referred to as being in poor health – who inspected it, when and what was their qualification for doing so? It was *confirmed that a member of the ID Verde Head Office team inspected the wildflower area; however, further details on timing were not available at the meeting therefore further explanation will be provided post the meeting.*
  5. Will tender quotes be sought for retaining the current size and layout of the car park? *The question was acknowledged; no commitment was given during the meeting therefore further explanation will be provided post the meeting.*
  6. Where will the tender be advertised? *It was confirmed that the tender will be advertised in accordance with the Council's Financial Regulations and the Procurement Act 2023. Specific platforms were not stated at the meeting.*

7. Why was there no tender process for the public toilet project if the Council refers to the Procurement Act 2023? *It was advised that the question related specifically to the toilet refurbishment project and a further explanation will be provided post the meeting.*
8. Did all councillors see a quote before Healthmatic was appointed? *This was not confirmed at the meeting therefore further explanation will be provided post the meeting.*

The member of public stated she was unhappy with the responses – It was advised that the information will be circulated post the meeting and appended to the minutes. The [post meeting summary of public questions](#) 1 – 8 provides answers and further explanation as agreed.

- A resident asked how car park lighting would take account of conservation area status and night-sky considerations. *The question was noted; no detailed lighting design was presented at the meeting as was not included within the agenda item under discussion. The detailed design would be featured within a future agenda item report.*
- A resident queried whether the wildflower meadow would be retained while maintaining necessary access to the car park. *It was reiterated that the wildflower meadow was not included within the agenda item under discussion. The detailed design would be featured within a future agenda item report.*
- Clarification was sought on whether the car park surface would be tarmac or gravel. *No final surface specification was confirmed at the meeting - to be considered as part of the detailed design process.*
- A resident recommended the potential use of long strip bollards and suggested the use of recycled telegraph poles as a cheaper measure, to prevent vehicles encroaching onto grassed areas. *The suggestion was noted - to be considered as part of the detailed design process.*
- A Men's Shed representative expressed a preference for option 2 i.e: that one contractor undertake works in compound and car park, on condition the new containers are installed by July. *No time commitment was given at the meeting. This was noted.*
- Concern was raised about maintaining a 600mm gap between four containers, noting insufficient space between Mens' Shed and water pump. *It was advised that technical details would be addressed once the Council has agreed the project direction. This was noted.*
- Comment was received regarding the proposed use of 450mm pads, noting that while slabs would be used where possible, concerns were raised about reliance on pads and the potential risk of differential settlement over time. *This was noted.*
- Comment was received seeking clarification on proposals to raise the container floor height to align with the Men's Shed, including the use of pillars to achieve the required levels. *This was noted.*
- Comment was received regarding the management of arisings, with the view expressed that they cannot be accommodated within the compound area and a recommendation made that arisings be removed and disposed of off-site. *This was noted.*
- Comment was received regarding the Men's Shed lease arrangements. *It was confirmed that the lease arrangements are in progress, with Men's Shed representatives to be involved at heads of terms stage to ensure early alignment.*
- A request was made for this item, to accommodate public interest, to be moved earlier on the agenda. *It was agreed to move this agenda item forward.*
- Positive public comment was received regarding recent improvements to the Council's website and social media presence, noting enhanced communication and the quality of resident publications. *This was noted and thanks given.*

- *Reference was made to previous years' newsletter being delivered to every house. It was confirmed a similar publication is due to be delivered in the next few weeks.*

The meeting commenced at 7: 26pm.

### **FC299 Apologies**

Officer report 0426FC01 was received.

The absence for Cllrs Alexander, Edge and Forbes was noted.

### **FC300 Declarations of Interest**

<b>Action: Town Clerk</b>
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Officer report 0426FC02 was received. It was **NOTED** that Councillors should declare any interests if they arise.

No declarations were reported.

### **FC301 Minutes**

Officer report 0426FC03 was received.

Proposed by Cllr Ditton and seconded by Cllr Matthews it was **RESOLVED** to adopt the minutes from the Full Council meeting on [10 March 2026](#).

### **FC302 To receive various reports for information to Full Council**

Officer report 0426FC04 was received and NOTED.

**Civic Report** – Following the Wilton Village event on 14 March, Cllr Harrison, Mayor, advised that the Council has been invited to attend the Wilton Village meeting on 14/15 June. It is also proposed that the Council will have a stall at the Wilton Carnival on 4 July to further its community engagement.

**Wiltshire Police** provided an update in the public session.

### **Other Reports**

**Cllr Church provided a Wiltshire Council report:**

#### **Wilton Fire Station**

Cllr Church reported on the ongoing Wiltshire Council consultation regarding the potential closure of Wilton Fire Station and encouraged councillors and residents to respond.

#### **Car Parking Charges**

Cllr Church advised that Wiltshire Council is consulting on proposed increases to car parking charges in Salisbury and highlighted potential impacts, encouraging public feedback.

#### **Retail and Local Business**

Cllr Church noted recent positive developments in Wilton's retail sector but emphasised the need for continued efforts to attract further businesses.

#### **Traffic Calming and Road Safety**

Cllr Church reported on ongoing concerns regarding speeding and road safety, outlining current and potential traffic-calming measures. Issues at traffic lights and roundabouts were noted, and it was agreed that liaison would continue with Wiltshire Council highways engineers to improve safety.

### **Gully Emptying and Water Access**

Concerns were raised regarding inefficiencies in gully emptying caused by having to queue at the Recycling Centre. It was agreed that the issue would be raised with the relevant department to explore improvements to operational efficiency.

### **Website and Communications**

Appreciation was given regarding the recent improvements to the Council's website and increased social media engagement, with positive feedback noted.

**FC303** It was agreed to bring forward Agenda item 10

Cllr Harrison provided clarity on this agenda item. It was reiterated that no decisions on the car park and its design were going to be discussed during this agenda item.

**FC304 To consider the progress report from the Pavilion Compound and Car Park project group and consider the recommendations as presented.**

Officer report 0426FC10 was received and noted.

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

- a) Appoint ONE contractor (option B) to deliver the combined phase 1 and phase 2 works to include the enabling works, including ground levelling and foundations, and re-positioning of the containers as a Council controlled project, thereby minimising risk and ensuring compliance, quality and value for money.

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

- b) approve the baseline tender and its contents noting the council will work with the selected contractor to develop the detailed design, with all subsequent scope or cost decisions subject to further Council approval.

**FC305 To approve payments and receive financial reports**

Officer report 0426FC05 was received.

- A. The year-to-date summary of receipts and payments and the bank reconciliation update was **NOTED**.
- B. Proposed by Cllr Matthews seconded by Cllr Blackman it was **RESOLVED** to approve the payments to the value of £36,902.67.
- C. Proposed by Cllr Ditton seconded by Cllr Matthews it was **RESOLVED** to approve the payment of £5,163 + VAT to Burfitt and Garrett.

### **Summary of payment records for March**

Date	Net	VAT	Total	Description	Supplier
31/03/2026	£3.02	£0	£3.02	Stripe Transaction Fee	Stripe
20/03/2026	£250.00	£0	£250.00	Grant awarded	WILTON AND DISTRICT
30/03/2026	£500.00	£0	£500.00	Solicitor Fee - lease	Bonallack and Bishop
30/03/2026	£700.00	£0	£700.00	Donations - Mayors Charity	SEEDS4SUCCESS
30/03/2026	£1,715.00	£343.00	£2,058.00	Website	Design Jam Ltd
30/03/2026	£16.00	£3.20	£19.20	Intruder Alarm & CCTV mai	EVOTEC
30/03/2026	£7.49	£1.50	£8.99	Equipment and supplies var	Amazon Business
30/03/2026	£9.96	£1.99	£11.95	office expenses	Amazon Business
30/03/2026	£5,163.00	£1,032.60	£6,195.60	Cemetery Roof Works	Burfitt and Garrett
30/03/2026	£290.70	£58.14	£348.84	Monthly play inspections	Kompan Limited
30/03/2026	£3,719.00	£743.80	£4,462.80	Grounds Maintenance - mo	IDVERDE LTD
30/03/2026	£93.16	£18.63	£111.79	Equipment and supplies var	Viking
25/03/2026	£63.88	£3.19	£67.07	Electric	BRITISH GAS BUSINESS
19/03/2026	£28.84	£1.44	£30.28	Electric - Old St Mary's	BRITISH GAS BUSINESS
31/03/2026	£1,717.52	£0	£1,717.52	WC PENSION FUND	Wiltshire Pension Fund
31/03/2026	£2,118.40	£0	£2,118.40	Tax and NI	HMRC Tax & NI
31/03/2026	£20.70	£0	£20.70	Councillor travel expenses	Wilton Town Council
31/03/2026	£13.91	£2.78	£16.69	Public WC cleaning supplies	Amazon Business
31/03/2026	£490.00	£0	£490.00	Tree Risk Assessments	NB Tree Management
03/03/2026	£44.73	£8.95	£53.68	Workwear - Facilities Office	Workwear Express
13/03/2026	£71.41	£14.28	£85.69	Office Mobiles	EE Limited
16/03/2026	£8.50	£0	£8.50	Bank charges- debit acc	Lloyds bank
17/03/2026	£37.24	£7.45	£44.69	Office printer	Epson Subscription
18/03/2026	£100.00	£0	£100.00	Subscription (annual)	Canva
02/03/2026	£153.00	£30.60	£183.60	Scribe - monthly payment	STARBOARD SYSTEMS
17/03/2026	£8.50	£0.00	£8.50	Bank charges- current	Lloyds bank
16/03/2026	£95.50	£19.10	£114.60	Tel and broadband	Mainstream Digital Ltd
20/03/2026	£47.91	£9.58	£57.49	Docking station	Amazon Business
20/03/2026	£230.26	£46.05	£276.31	Equipment and supplies var	Amazon Business
20/03/2026	£33.33	£6.67	£40.00	Play Inspection Equipment	Amazon Business
20/03/2026	£17.32	£3.47	£20.79	office expenses	Amazon Business
20/03/2026	£54.00	£0	£54.00	Room hire - meetings	WCC001
20/03/2026	£80.00	£16.00	£96.00	Sanitary Services	PHS Group
20/03/2026	£296.12	£59.22	£355.34	Sanitary Services	PHS Group
25/03/2026	£5,031.51	£0	£5,031.51	Salaries	Wilton Town Council
04/03/2026	£1,625.50	£0	£1,625.50	PUBLIC WORKS LOANS WIL	PWLB Pavillion
02/03/2026	£153.00	£30.60	£183.60	Scribe - monthly payment	Scribe Support
11/03/2026	£240.50	£48.10	£288.60	monthly MS365 support	CLOUDY GROUP LIMITED
11/03/2026	£90.00	£0.00	£90.00	Cleaning - Bus shelters	Sean Brocksom Ltd
11/03/2026	£137.00	£27.40	£164.40	Rent for Wishford Road Pla	Barford Settled Estate
11/03/2026	£1.00	£0	£1.00	Rent	Barford Settled Estate
11/03/2026	£225.00	£45.00	£270.00	Pavilion cleaning	Tisbury Country Housekeeping Ltd
11/03/2026	£33.21	£6.63	£39.84	SID equipment/ supplies	Amazon Business
11/03/2026	£5.67	£1.13	£6.80	Fire Door hinges	Amazon Business
11/03/2026	£34.80	£6.97	£41.77	Office equipment	Amazon Business
11/03/2026	£43.29	£8.66	£51.95	Public WC cleaning supplies	Amazon Business
11/03/2026	£10.19	£0	£10.19	Staff training and travel exp	Wilton Town Council
11/03/2026	£48.25	£9.65	£57.90	Payroll processing	Sandra Silk Bookkeeping & Busi
11/03/2026	£11.52	£2.30	£13.82	MS 365 monthly payment	CLOUDY GROUP LIMITED
11/03/2026	£925.00	£185.00	£1,110.00	Electrical works	Mayberry Electrical
11/03/2026	£3,719.00	£743.80	£4,462.80	Grounds Maintenance - mo	IDVERDE LTD
11/03/2026	£1,927.84	£385.57	£2,313.41	Memorial Testing	Albion Stonemasons
11/03/2026	£98.00	£19.60	£117.60	Public WC cleaning contrac	Tisbury Country Housekeeping Ltd
06/03/2026	£0.93	£0	£0.93	Stripe Transaction Fee	Stripe
06/03/2026	£1.29	£0	£1.29	Stripe Transaction Fee	Stripe
06/03/2026	£1.29	£0	£1.29	Stripe Transaction Fee	Stripe
11/03/2026	£2.59	£0.13	£2.72	BRITISH GAS BUSINE 60418	BRITISH GAS BUSINESS
10/03/2026	£53.89	£2.69	£56.58	BRITISH GAS BUSINE 60418	BRITISH GAS BUSINESS
10/03/2026	£31.98	£1.60	£33.58	BRITISH GAS BUSINE 60418	BRITISH GAS BUSINESS
05/03/2026	£281.48	£14.07	£295.55	BRITISH GAS BUSINE 60418	BRITISH GAS BUSINESS
<b>TOTALS</b>	<b>£32,932.13</b>	<b>£3,970.54</b>	<b>£36,902.67</b>		

Full Council - April 2026

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

<b>Bank Reconciliation at 31/03/2026</b>			
	Cash in Hand 01/04/2025		416,073.56
	<b>ADD</b> Receipts 01/04/2025 - 31/03/2026		393,599.76
			809,673.32
	<b>SUBTRACT</b> Payments 01/04/2025 - 31/03/2026		480,201.23
<b>A</b>	<b>Cash in Hand 31/03/2026</b> (per Cash Book)		<b>329,472.09</b>
	Cash in hand per Bank Statements		
	Lloyds Business Bank Account 824    31/03/2026	11,137.13	
	Commercial Instant Account 905    31/03/2026	17,378.88	
	Lloyds Debit Card 360                31/03/2026	956.08	
	Public Sector Deposit Fund        31/03/2026	300,000.00	
	Stripe                                        31/03/2026	0.00	
			<b>329,472.09</b>
	Less unrepresented payments		329,472.09
	Plus unrepresented receipts		
<b>B</b>	<b>Adjusted Bank Balance</b>		<b>329,472.09</b>
	<b>A = B Checks out OK</b>		

### FC306 To consider and comment on planning applications

Officer report 0426FC06 was received.

#### A. Application: PL/2026/01504

**Proposal:** Notification of proposed works to trees in a conservation area.

**Location:** Wilton House, Adventure Playground, Wilton House Wilton, Salisbury, SP2 0BJ

**Consultation: 26 March** (extension agreed)

Proposed by Cllr Harrison and seconded by Cllr Boyd it was **RESOLVED** to **SUPPORT** the application.

**Comments:** None

### FC307 To consider a contract review with Grounds Maintenance company

Officer report 0426FC07 was received.

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

- a) Approve the contract amendments and service level changes set out in the report and delegates the management of this to the Town Clerk; and

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

- b) Note the proposed enhancement works at Bulbridge Park and delegates authority to the Town Clerk to seek quotations, with costs and proposals to be presented to Council for consideration and approval at a future meeting.

**FC308 To receive and note the Playground Inspection database and associated actions**

Officer report 0426FC08 was received and noted.

Proposed by Cllr Harrison and seconded by Cllr La Femina it was **RESOLVED** to NOTE the report, associated actions arising from the monthly inspections and ratify the costs associated with rectifying the defect to the cross beam at £412.10 + VAT, and the new bins at £1,345.16 + VAT.

**FC309 To consider the progress report from the Public WC project group and consider the recommendations as presented**

Officer report 0426FC09 was received and it was noted that an Extraordinary Full Council meeting is scheduled for 27 April where the design, tender pack and budget information will be presented as an agenda item for consideration as a recommendation from the project working group.

**FC310 Clerk's Report including correspondence and progress report on Full Council business**

Officer report 0426FC11.1 was received, and the following points were **NOTED**:

- a) Planning Application Reference Number: PL/2026/01757 – Wilton House - noted
- b) Facilities report - noted
- c) Discretionary Gully Clearance Service - noted
- d) Cemetery roof works - noted
- e) Council Offices condition report - noted

**FC311** Officer report 0426FC11.2 was received and noted.

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

a) Flagpole annual service	£375.00 + VAT
b) Speed Indication Device (SID) moisture management	£39.84
c) Fire safety compliance	£51.79
d) Play park inspection and maintenance equipment	£40.00
e) Replacement printer Epsom Contract cancellation	£164.59 + VAT
f) Street cleanliness	£93.16 +VAT
g) Emergency Lighting – council offices	£666.56 + VAT
h) Goals at Old Wishford Road	£951.72 + VAT
i) Minster Street adventure park - Kompan	£412.10 + VAT

**FC312** Officer report 0426FC11.3 was received.

- a) Proposed by Cllr Matthews and seconded by Cllr Blackman it was **RESOLVED** to **NOTE** the update to the Western Red Cedar and seek quotes to approve the felling of the Cherry tree at Old St Mary's Church.
- b) Proposed by Cllr Matthews seconded by Cllr La Femina it was **RESOLVED** to submit the request for a drop-kerb at Market Square car park pavement adjacent to the Baptist Church noting if approved this will be submitted to LHFIG for consideration at the next meeting.
- c) Cllr La Femina **PROPOSED** to defer the Town Clerk objective setting for 2026/2027 by a month until the May meeting.  
This was not seconded. This motion **FELL**.

- d) Proposed by Cllr Matthews and seconded by Cllr Ditton it was **RESOLVED** to nominate Cllr Blackman to carry out the Town Clerk objective setting for 2026/2027.
- e) Proposed by Cllr Harrison and seconded by Cllr Whillock it was **RESOLVED** to nominate Cllr Forbes to carry out the Town Clerk objective setting for 2026/2027.

There being no further business, the meeting was closed at 20:22.

These minutes were adopted on 11 May 2026 under minute reference [FC04] as a true record of the decisions taken and are duly signed below by the chair of that meeting.

Signature of chair: *Chris Harrison* Cllr Chris Harrison  
Dated 11 May 2026