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To: Cllr Angela Alexander, Cllr 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, Cllr Mick Whillock

Invited to attend: Wiltshire Council Councillor Pauline Church
For Information: Members of the Public & Press

A G E N D A

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 13 July 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.

Brie Logan
Town Clerk & RFO, 7 July 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.

Guest Speaker: To welcome **Philip Wilkinson, OBE, Police and Crime Commissioner**, attending to present on the Southern Policing Hub.

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 any Declarations of Interests and Requests for Dispensation](#)
3. [Minutes of the Full Council meeting held on 08 June 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 approve additional Garden of Remembrance remedial works](#)
8. [To consider the Public WC Refurbishment Project – Exterior Design, Planning Application Submission and Supporting Documents](#)

9. To receive an update from the Flood and River Management Advisory Committee and consider flood resilience equipment requirements
10. To consider a Highways request
11. Clerk's report
12. To consider entering into a confidential session to consider Councillor accessibility concerns and request for an alternative meeting venue

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.

Apologies received from: Cllrs Charlotte Blackman and Peter Edge
Cllr Pauline Church [Wiltshire Council]

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 8 June 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: [8 June 2026](#)

To receive a report for information to Full Council

Civic Report

The Mayor, Cllr Chris Harrison, together with a number of councillors, attended Wilton Carnival on Saturday 4 July 2026. The event was a resounding success and was very well attended, reflecting the strength of community support for this important local event. The Council's stall provided a positive opportunity to engage with residents, share information about the Council's plans for 2026 and beyond, and answer questions about current and future priorities.

The Mayor is also due to attend the official opening ceremony of Day and Knight at Wilton Village on Saturday 11 July 2026. This provides an opportunity for the Council to support a new local business and recognise continued investment in Wilton Village. A verbal update will be provided at the meeting following the event.

The Mayor and Deputy Mayor have also represented the Council at a number of recent civic and community events, reflecting the Council's ongoing engagement with local voluntary organisations and community groups. These have included:

- The Rotary annual presidential changeover event, marking the formal handover between outgoing and incoming Presidents and recognising Rotary's continuing contribution to charitable activity, community service and civic life in Wilton and the wider area.
- The Scouts AGM, acknowledging the valuable role of Scouting in supporting young people, encouraging community involvement and providing opportunities for skills development, confidence-building and volunteering.
- Wilton Link's 25th anniversary event, attended by the Deputy Mayor, acknowledging the important role Wilton Link plays in supporting residents through community transport, practical assistance and wider support for those who may otherwise experience isolation or difficulty accessing services.
- The RDA "Raise the Roof" Barn Dance, supporting fundraising by Wilton RDA and The Pembroke Centre for the replacement of the Indoor School roof, helping to maintain a safe, sheltered and accessible environment for therapeutic riding and associated activities.

Councillors are invited to provide a verbal report on civic/community events at this point.

Wiltshire Council Reports

Wiltshire Council update to follow.

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 3 – June 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.
2. Monthly report (month 3 – June 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. [Quarter 1 Budget Report](#) - reports on receipts and payments in comparison to where the budget expects you to be at the time of year.

Total income budget	£203,501.20
Total income actual	£208,537.47
	£5,036.27 (ahead of expected Q1 position)
Total payments budget	£72,840.69
Total payments actual	£70,094.03
	£2,746.66 (ahead of expected Q1 position)

4. The [payment list](#), totalling £22,660.80, is presented for ratification in accordance with Financial Regulation 7.8.

A separate payment to Going Underground Ltd for cemetery drainage works, in the sum of £6,985 plus VAT, is presented for approval as a payment exceeding £5,000.

Minute Ref:	Payee	Description	Value
FC298 March 2026	Going Underground Ltd	Drainage works at Cemetery	£6,985 + VAT

5. Summary of Bank Reconciliation and Cash in Hand (as at 30/06/2026).

	Bank Reconciliation at 30/06/2026		
	Cash in Hand 01/04/2026		329,472.09
	ADD Receipts 01/04/2026 - 30/06/2026		220,682.94
	SUBTRACT Payments 01/04/2026 - 30/06/2026		550,155.03
A	Cash in Hand 30/06/2026 (per Cash Book)		74,829.07
			475,325.96
B	Cash in hand per Bank Statements		
	Lloyds Business Bank Account 824 30/06/2026	9,937.96	
	Commercial Instant Account 905 30/06/2026	165,388.00	
	Lloyds Debit Card 360 30/06/2026	0.00	
	Public Sector Deposit Fund 30/06/2026	300,000.00	
	Stripe 30/06/2026	0.00	
			475,325.96
	Less unrepresented payments		
			475,325.96
	Plus unrepresented receipts		
B	Adjusted Bank Balance		475,325.96
	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 for June 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 the Council:

- receives and notes the bank reconciliation, year-to-date receipts and payments against budget, monthly breakdown by cost code and Q1 budget report;
- ratifies the payments to the value of £22,660.80; and
- approves the payment to Going Underground of £6,985 + VAT.

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/2026/03308	Full planning permission - 14, 16 & 18, West Street, Wilton, SP2 0DF
9 July 2026	
Extension agreed	Change of use of No.14 West Street from Class E commercial use to a two-bedroom Class C3 dwellinghouse; formation of a new loft apartment (Apartment 2L) within the attic of Nos.16 & 18 West Street; refurbishment of the existing first-floor apartment (Apartment 1F) at Nos.16 & 18 and associated internal and external alterations.
Applicant P Oakley	
	<i>Note; An updated version of this application is awaited</i>

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 the 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 and delegates 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 reasons 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 approve additional Garden of Remembrance remedial works

Background

In late 2025, the Council commissioned works in relation to the cemetery pathway improvements. Prior to commencement, RE Hayes Ltd identified a drainage issue affecting the area, and advised that this matter be resolved before the pathway works proceeded. The drainage concern has since been addressed as a necessary enabling matter to reduce the risk of future failure beneath newly installed pathways.

The pathway works have now been programmed to commence in July 2026.

In addition, further review of the Cemetery Garden of Remembrance has identified that the area remains closed and presents an ongoing concern. If the Council wishes to re-open the Garden of Remembrance as a peaceful and tranquil place of reflection, remedial levelling works should be undertaken before the programmed pathway works proceed.

Information

The position now is that the Garden of Remembrance remains closed pending further remedial works. *(Background narrative drawn from officer briefing supplied in the instruction to this report.)*

The officer advice is that these works should be treated as enabling and risk-reduction works linked to the wider cemetery improvements programme, rather than as standalone aesthetic works. This is because:

- the Garden of Remembrance is currently closed and cannot properly fulfil its intended purpose in its current condition;
- the attached quotation for levelling and clearance demonstrates that physical reprofiling of the area is required, together with associated making-good works and a small picket fence to the fall-off area.
- the attached drainage quotation demonstrates that an additional drainage solution is also required as part of the same programme of works.

For completeness, the levelling quotation from RE Hayes Ltd states that the works comprise:

- regrading all current spoil to make the area one level;
- erecting a small picket fence around the fall-off area;
- any low-level tree work required;
- re-establishing any established shrubs hidden; and
- top soil and grass seed if needed.

It is therefore considered appropriate that, if Council wishes the Garden of Remembrance to be restored as a safe and respectful area of quiet reflection, these levelling and drainage works should be completed before the cemetery pathway works commence.

There is also a separate requirement to replace missing fencing, as shown in the photographs referenced by the officer. However, no fencing quotation or photo pack was attached to this request, so that element should either be inserted once the quotation value is confirmed or be referenced separately as an additional linked workstream.

Financial

Pathway works – recap

Pathways (resolved in November 2025) – (resolved value £23,481.76 including up to 5% if required - £24,655.85)	£24,518.28 (confirmed May 2026)
Cemetery Garden of Remembrance - installation of a drainage solution	£2,124.41
Cemetery Garden of Remembrance - levelling and clearance works	£4,995.00
	£7,119.41

Financial Regulation 8.6.3 states that for contracts greater than £2,500 and up to £5,000 excluding VAT, the Town Clerk shall seek at least three fixed-price quotations.

Financial Regulation 8.9 states that where applications are made to waive the requirement for competition, the reason should be set out in a recommendation to Council; avoidance of competition is not a valid reason.

The Financial Regulations further provide that contracts constituting an extension of an existing contract may be treated as an exception where justified.

Council is therefore asked to consider whether, having regard to Financial Regulation 8.9, it is satisfied that the appointment of the existing pathway contractor is justified on the basis that the additional drainage and levelling works are linked enabling works required to allow the approved cemetery pathway works to proceed in a coordinated and timely manner.

Accordingly, if Members are satisfied that these works are properly treated as an extension or continuation of the cemetery works programme already commissioned, Full Council may determine whether to approve the additional works as part of the same programme.

Budget position

Budget Heading	Code	Available
Cemetery Repairs and Maintenance	4227	£1,015 (funds available post drainage works invoice paid)
EMR Cemetery	9001	£35,516.00*

**EMR Cemetery funds are held as an earmarked reserve but are not currently reflected as an in-year budget allocation within the Summary of Receipts and Payments. In accordance with Financial Regulation 8.13, expenditure should not exceed the approved budget provision except in cases of emergency. Should Council wish to utilise EMR Cemetery funds, the Clerk must first process the appropriate budget allocation and corresponding EMR drawdown within Scribe so that the expenditure is properly budgeted and recorded in the current financial year before any expenditure is incurred.*

Recommendation:

That the Council:

- a) notes the current closed status of the Garden of Remembrance and the need for remedial works before the area can be considered for re-opening as a safe and tranquil place of reflection;
- b) notes that the cemetery pathway works are programmed to commence in July 2026 at a revised confirmed cost of £24,518.28;
- c) considers and, if satisfied, approves the quotation from RE Hayes Ltd in the sum of £4,995.00 for levelling and clearance works to the Garden of Remembrance, with funds drawn from Cemetery EMR (cost code 9001);
- d) considers and, if satisfied, approves the quotation from RE Hayes Ltd in the sum of £2,124.41 for drainage works to the Garden of Remembrance, with funds drawn from Cemetery EMR (cost code 9001);
- e) authorises the Clerk to obtain quotations for the separate fencing replacement works and, subject to the quotations being within a maximum value of £3,000 and compliant with the Council's financial procedures, approves the works to be funded from EMR Cemetery (9001), with the necessary budget allocation and associated EMR drawdown recorded in accordance with Financial Regulation 8.13;
- f) authorises the Clerk to process an EMR drawdown of up to £10,500 from EMR Cemetery (9001) and allocate the corresponding budget to Cemetery Repairs and Maintenance (4227), so that any approved expenditure is reflected within the current financial year before expenditure is incurred; and
- g) delegates authority to the Town Clerk to finalise scheduling of the approved works within the existing programme.

To consider the Public WC Refurbishment Project – Exterior Design, Planning Application Submission and Supporting Documents

Purpose of Report

To provide Full Council with background and information regarding the proposed detailed exterior design for the refurbishment of the public toilets at Greyhound Lane, Wilton, and to seek Council's agreement on the preferred cladding colour and signage style.

The internal layout and functional modifications for the refurbishment project have previously been considered by Council, with the project specification now based around the refurbishment of the existing public toilets to provide two accessible toilets and a storage area.

The internal layout was approved by Full Council on 28 April 2026 under minute reference FC315.

Background

The Public WC Refurbishment Project forms part of the Council's wider aim to modernise and improve essential public facilities within Wilton. Earlier reports to Council noted that councillors and officers had been progressing emerging proposals for the Public WC Project, with an emphasis on ensuring the approach was ambitious, deliverable, and aligned with the Council's wider strategic priorities.

The project has since progressed from the high-level design and layout stage into a more detailed phase. The current project specification confirms that the works relate to the refurbishment of the existing public toilets on Greyhound Lane, Wilton, to create two accessible toilets and a storage area.

The Council is now asked to consider the proposed exterior design treatment, including the cladding colour and the style of the external graphic/signage, before the project proceeds to the next stage.

Information

A presentation has been prepared setting out a range of cladding colour and signage options for the exterior of the refurbished public toilets. The options shown in [PRESENTATION FOR CLADDING AND COLOUR OPTIONS](#) include the following colour choices:

- Basalt Grey — RAL 7012
- Ochre Brown — RAL 8001
- Light Ivory — RAL 1015
- Window Grey — RAL 7040
- Light Grey — RAL 7035

Each colour option is shown with either a square logo or circular logo treatment, giving ten options in total, labelled Option A through to Option J.

The purpose of bringing this matter to Full Council is to allow members to consider the visual impact of the proposed external treatment and agree a preferred design approach.

Exterior Design Approach including the Wilton branding

The exterior design approach has been developed to improve the appearance, visibility and local identity of the refurbished public WC building. The proposed Wilton "W" graphic is intended to provide a locally distinctive feature, while the recommended Window Grey — RAL 7040 palette provides a neutral and

understated finish considered appropriate to the conservation-area setting. Members are asked to approve the preferred colour and logo treatment so that the planning application can be progressed.

In order to support the further development of the project's brand identity and external signage requirements, the Council has the opportunity to engage Rocketbox, a professional graphic design agency. Their input would assist in refining the proposed visual identity, ensuring that the final graphic treatment is clear, consistent, professionally presented and suitable for use on the refurbished public WC building and any associated wayfinding signage. A [quotation](#) from Rocketbox provides a breakdown of the cost.

The intention is for the graphic to be displayed on a lit backboard. This would create a natural visual signpost to the public toilets, helping residents and visitors identify the facility more easily, particularly given its town-centre location and public-facing use.

This additional design support would help ensure that the final scheme is visually coherent, appropriate to the conservation-area setting, and capable of supporting both the planning application and the Council's wider aim of improving the public presentation and identity of this and other visitor facilities.

The design approach is therefore intended to achieve three linked outcomes:

1. Improve the appearance of the building — the cladding and colour choice will refresh the building frontage and improve the overall presentation of the facility.
2. Strengthen local identity — the Wilton "W" graphic provides a locally distinctive feature, incorporating references to the town to enhance the visitor experience.
3. Improve visibility and wayfinding — the proposed lit backboard would help the building act as a clearer signpost to the WC facilities.

The Project Group recommendation is that the colour palette Window Grey – RAL 7040 is selected. This recommendation has been made having regard to the building's setting within the conservation area and the need to ensure that the external finish is appropriate, understated and sympathetic to the surrounding environment.

The use of a neutral grey palette is considered to provide a clean and contemporary finish, while avoiding a treatment that would appear overly prominent or visually intrusive within the town centre setting. Members are also asked to consider whether the preferred logo treatment should be square or circular, taking into account legibility, appearance and overall visual balance on the building elevation.

The Project Group has recommended the circular "W" branding option as the preferred identity for the Greyhound Lane Public WC refurbishment project. This branding approach provides a distinctive and recognisable visual identity that can be applied consistently across external signage, internal wayfinding and associated project materials.

The Wallgate washroom products are proposed to be supplied in a blue and white finish, complementing the approved branding colour palette and helping to create a consistent visual identity throughout the refurbished facility.

Planning Application Submission and Supporting Documents

Following Council consideration of the preferred exterior design approach, the next stage of the project will be the submission of a planning application for the refurbishment and external enhancement of the existing public convenience facility at Greyhound Lane, Wilton.

A Design and Access Statement has been prepared to support the planning application. This explains the purpose of the project, the existing site context, the proposed refurbishment works, and the design, access and conservation-area considerations relevant to the scheme. The statement confirms that the project relates to the refurbishment and improvement of an existing public convenience building and that the established public use of the building will be retained.

The Design and Access Statement also explains that the proposal includes internal refurbishment, improved layout and servicing arrangements, improved accessibility and usability, external design improvements, and the creation of a modest storage area within the existing building for Wilton Town Council's operational use. It notes that the storage area is ancillary to the Council's management and maintenance functions and is not intended to operate as a separate commercial use or publicly accessible storage facility.

As the site lies within a conservation area, the planning submission will need to demonstrate that the proposed external treatment is sympathetic, proportionate and appropriate to the town-centre setting. The Design and Access Statement therefore addresses the proposed appearance, materials, signage, lighting and the relationship of the building to the wider street scene.

The planning application is expected to be supported by the following documents, subject to any final validation requirements from the Local Planning Authority:

- [Block Plan and Location Plan](#)
- [Design and Access Statement](#)
- [Existing floor plan](#)
- [Proposed floor plan](#) (revision 3)
- [Proposed elevations \(inc. cladding in Window Grey RAL 7040\)](#)
- [Ceiling layout](#)
- [External graphic details](#) (to be further refined)

Legal / Governance - Tender gateway process

Gateway	Purpose	Status
March 2026 Full Council	Consider delivery options and determine preferred route for progressing the project	Complete
April 2026 Full Council	Receive project progress update and confirm that design, tender pack and budget information would return to Council	Complete
28 April 2026 Extraordinary Full Council	Approve final internal layout, note Healthmatic scope and approve design/pre-construction scope of works and project management fee structure	Complete
13 July 2026	Consider external design options, agree the preferred design approach, approve progression to submission of the planning application, and note tender timescales, including the tender submission deadline of 19 July 2026 .	Current gateway
10 August 2026	Consider tender returns, project group recommendation, full project costs and contractual arrangements, and determine whether to award the construction contract.	Future decision gateway

Financial Information

There are no further financial approvals for construction works at this stage. Any financial implications arising from the tender submissions and recommended appointment will be reported back to Full Council following review of the tender returns.

The Council is also asked to consider the [graphic design quotation](#) received from Rocketbox for professional support with the project's brand identity, external graphic treatment and signage requirements. If approved, the cost of the Rocketbox design work would be treated as part of the wider project development costs and met from the approved Public WC Refurbishment Project budget / relevant project allocation.

Legal

The project continues to be managed through a staged approval process to ensure transparency, proper governance and compliance with the Council's procurement requirements.

The next stage is the submission of the planning application, following Council consideration of the design options. Tender evaluation and any recommendation for appointment will follow once the tender period has closed.

Recommendation

That the Council:

- a) approves Option H, as recommended by the Project Group, as the preferred exterior cladding and signage design for the Greyhound Lane Public WC Refurbishment Project;
- b) approves the use of the circular Wilton "W" branding as the preferred external graphic treatment, to be displayed on a lit backboard, subject to final cost confirmation and any necessary technical checks;
- c) considers and, if satisfied, approves the quotation from Rocketbox for professional graphic design support in relation to the project's brand identity, external graphic treatment and signage requirements: *up to* a value of £1,200 [+VAT]; and
- d) delegates authority to the Town Clerk, in consultation with the appointed contractor/design lead and nominated councillor representatives, to finalise minor design details, provided these remain within the approved project budget and agreed design approach.

To receive an update from the Flood and River Management Advisory Committee and consider flood resilience equipment requirements

Purpose of Report

To update Full Council on progress following the FaRMAC meeting held on 24 June 2026 and to seek approval for the purchase of replacement flood gauges and flood resilience PPE.

Background

FaRMAC met on 24 June 2026 to review progress with the emerging Wilton Flood Plan, flood warden arrangements, drainage mapping, vulnerable property information, routine maintenance responsibilities and flood resilience equipment.

The meeting also considered feedback from the Environment Agency Flood Warden engagement event, ongoing concerns around drainage and gully maintenance, and the need for continued partnership working with relevant agencies, landowners and local stakeholders.

Information

The Flood Plan continues to be developed, with both public-facing and internal versions being considered to ensure sensitive information is managed appropriately.

FaRMAC members have been given access to Dropbox to review working documents, including Flood Plan V3, the meeting presentation, the high-level meeting summary and the Flood Warden/Flood Coordinator action cards.

The Castle Meadow car park project will also support wider flood resilience work, as the appointed contractor will assist with an updated flood risk assessment using recent Environment Agency data. The movement of containers during the compound works will provide an opportunity to review existing flood equipment and identify any items requiring replacement or disposal.

The meeting identified the need to replace flood gauges and consider PPE requirements for flood resilience purposes. The presentation to FaRMAC specifically referred to replacement gauges and PPE being brought to Full Council for consideration.

Financial Implications

The cost of the flood resilience PPE proposal is £2,983.73. Replacement flood gauges are estimated at £75 each, with up to six gauges required, giving an estimated gauge cost of £450. The total estimated cost is therefore £3,433.73, subject to confirmation of the final number of gauges required.

There is currently £2,000 held in the Flood Prevention revenue budget plus £5,592 held in EMR Flood Prevention. Although this funding is held as an earmarked reserve, the current Summary of Receipts and Payments does not show an in-year budget allocation against this cost code. If approved, the Council will need to authorise use of £1,433.73 from EMR Flood Prevention and approve the necessary budget allocation in Scribe so that the expenditure is correctly reflected in the current financial year.

Recommendation

That the Council:

- a) notes the update from FaRMAC following the meeting held on 24 June 2026;
- b) notes the ongoing development of the Wilton Flood Plan;

- c) approves the purchase of replacement flood gauges and flood resilience PPE, up to a value of £3,433.73; and
- d) authorises the expenditure to be funded as follows: £2,000 from Flood Prevention [4490] and £1,433.73 from EMR Flood Prevention [9004], with the necessary budget allocation and EMR drawdown recorded against Flood Prevention [4490] in accordance with the Council's financial procedures.

To consider a Highways related matter

Background

Members should note that this matter has been brought forward following a request from a Councillor concerning the condition of the road markings on North Street.

The Council's adopted Highways Request Policy sets out the usual process for submitting highway improvement requests, including requirements relating to community support and the submission of a Wiltshire Council Local Highways Request Form. Councillors may therefore wish to consider whether sufficient information has been provided at this stage to enable the Council to determine whether a formal LHFIG submission should be progressed.

Should Council be minded to pursue a request, Members may wish to require completion of the relevant documentation and confirmation that the requirements of the Highways Request Policy have been met before any formal submission is made.

The council is being asked to consider the most appropriate course of action in response to the deteriorated visibility of road markings on North Street (outside the Co-op), and to determine whether the Town Council should:

1. submit an LHFIG request to refresh the existing single yellow line,
2. submit an LHFIG request to review the need/extent of restrictions (e.g., from the Co-op to the traffic lights), and/or
3. commission a parking survey to evidence current demand/behaviour and understand any displacement impacts before making a wider LHFIG submission.

Information

Members have raised concerns that the yellow line(s) outside the Co-op are significantly faded and, in places, appear almost removed. The white parking bay markings are also faded in places. Photographs have been provided for this report as shown below.

For clarity, officers have previously identified that the restriction outside the Co-op is a single yellow line restriction (not double yellow lines). The area from the Co-op to the traffic lights has in the past had double yellow line restrictions.

Wiltshire Council is the Highways Authority responsible for road markings. Officers have previously been advised that relining is prioritised and generally triggered when markings are substantially worn (referenced as around "more than 70%") and where there is a safety/enforcement risk, rather than being refreshed routinely. The Council has been advised previously that the lines did not meet the criteria for repainting at that time.



Options for consideration:

Option	What this would involve	Advantages	Considerations / Risks
Option 1: Submit an LHFIG request to refresh the existing single yellow line and associated faded white bay markings	Request Wiltshire Council to refresh the existing road markings outside the Co-op, supported by current photographs. This would not seek to alter the existing Traffic Regulation Order or introduce new restrictions.	This is the most focused and straightforward option. It seeks to improve the visibility of existing restrictions and parking bays, supports clearer compliance by motorists, and may assist with enforcement where restrictions already exist.	Wiltshire Council may continue to apply its relining threshold and may decline or defer the request if it considers the markings are not yet sufficiently worn. This option would not address any wider parking pressure, turnover or displacement issues in the area.
Option 2: Submit an LHFIG request for Wiltshire Council to review the need and extent of restrictions from the Co-op to the traffic lights	Ask Wiltshire Council to review whether the current restriction layout remains appropriate and whether additional or amended waiting restrictions should be considered.	This would allow the wider issue to be considered, rather than focusing only on repainting what is already in place. It would also provide a route for Wiltshire Council to consider whether alternative solutions may be available.	Any change to waiting restrictions would require a Traffic Regulation Order and formal consultation. There is a risk that changes could move parking or loading pressures elsewhere unless the wider impacts are properly understood. The review would need to take account of deliveries, Blue Badge parking and the practical needs of businesses, residents and visitors.
Option 3: Commission a parking survey before submitting a wider LHFIG request	Commission a suitably qualified parking consultant to assess current parking occupancy, turnover, demand and behaviour in the North Street area before the Council	This would provide a stronger evidence base for any future LHFIG submission and help the Council understand the likely implications of any proposed changes. It may also reduce the risk of	The survey would be a direct Town Council cost and would require quotations and budget identification. The scope would need to be carefully defined to ensure the survey is meaningful, proportionate and defensible. This option may be

	makes any wider request for amended restrictions.	unintended displacement or challenge.	more appropriate if the Council wishes to pursue wider changes rather than simply requesting repainting of existing markings.
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Financial Information

- Option 1 / Option 2: LHFIG schemes can require a local contribution depending on Wiltshire Council assessment. (No cost figures are available within the sources reviewed.)
- Option 3: Commissioning a survey would be a direct Town Council cost and would require quotations and budget identification.

Legal

- Road markings and highways restrictions sit with Wiltshire Council as Highway Authority.
- Any new or amended waiting/parking restrictions require a Traffic Regulation Order (TRO) and formal public consultation

Recommendation

That the Council:

- a) notes the concerns raised regarding the deteriorated condition of the existing single yellow line outside the Co-op and the associated road markings;
- b) considers and, if satisfied, approves Option 1: submission of an LHFIG request to Wiltshire Council seeking refreshment/repainting of the existing single yellow line and associated road markings, supported by current photographs;
- c) notes that any proposal to introduce new or amended parking restrictions, including any extension of restrictions beyond the existing extent, would constitute a separate proposal and should be progressed in accordance with the Council's Highways Request Policy and any applicable Wiltshire Council Traffic Regulation Order processes;
- d) notes that the Council's Highways Request Policy requires highway improvement proposals to be supported by the appropriate level of resident engagement and accompanying documentation before any substantive scheme is progressed for consideration;
- e) considers whether it wishes officers to obtain quotations for a parking survey by suitably qualified consultants to inform any future wider highways or parking proposal affecting North Street; and
- f) delegates authority to the Town Clerk to progress the agreed actions and liaise with relevant Wiltshire Council officers, including LHFIG officers where appropriate, regarding the options available and any further information required.

**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.

11.1 Clerk's Report- items to note

a) Governance update – recording of meetings and use of personal devices

A recent review of the Council's governance documents has highlighted the need for clarity around the recording of meetings on personal devices. Wilton Town Council's approved IT and Email Policy and BYOD Appendix, adopted in March 2026, allows councillors to use personal devices for low-risk, non-sensitive Council information, provided the BYOD requirements have been acknowledged and signed.

The BYOD policy also makes clear that personal devices must not be used to access or store certain categories of information, including resident personal data, financial records, payroll information, planning applications, and confidential or sensitive information.

This is relevant because the Council's Data Protection Policy confirms that personal data includes information relating to identifiable individuals and must be processed lawfully, fairly, transparently and securely. In practical terms, a meeting recording may contain identifiable information, including councillors' voices and images, members of the public speaking, declarations of interest, and other incidental personal information shared during the course of the meeting.

For transparency and public accessibility, the Council records its meetings and makes those recordings available online afterwards via the Council's YouTube channel. The management of Council recordings and associated information is governed by the Council's adopted policy framework, including its data protection and IT policies. In addition, agendas advise attendees that filming, recording, photography or otherwise may occur, and the recording of the meeting is declared at the start.

For the avoidance of doubt, any councillor who intends to make a separate recording of a Council meeting, whether audio or visual and whether using a personal or Council-issued device, must declare this openly at the meeting. This is necessary to ensure transparency, protect the rights of those present, and support compliance with the Council's data protection and governance obligations. Councillors should also be mindful that any separate recording they make may contain personal data and must therefore be handled appropriately, securely, and in accordance with the Council's adopted policies.

b) Traffic Regulation Order 3668 – (VARIOUS ROADS, WILTON) (20MPH SPEED LIMIT ZONE) ORDER 2026.

The [Traffic Regulation Order](#) was implemented on 22nd June 2026 . A copy of the relevant [Press Notice](#) is also attached. The [plan](#) outlines those roads that are included in the TRO.

c) Castle Meadow Compound and Car Park Project – Progress Update

A detailed design meeting was held with members of the Project Group and the appointed contractor, Marshway Contracts, to begin working through the next stage of the Castle Meadow Compound and Car Park project. The meeting considered key design and due diligence matters including the site layout, parking arrangements, access and turning requirements, surfacing options, drainage, flood risk, lighting, compound arrangements, accessibility and biodiversity considerations.

The discussion was exploratory and technical in nature and did not constitute a decision-making meeting. Draft layout ideas were considered only as working discussion documents to help identify matters

requiring further development. The next steps include updating the indicative layout, progressing site investigation and flood risk information, reviewing lighting and drainage requirements, and preparing the supporting information needed for the planning application package. Any matters affecting project scope, cost or the proposed planning submission will be brought back to Full Council for formal consideration before submission or implementation.

d) Councillor Register of Interests / Publication of Home Addresses

Full Council is asked to note that, following a change in legislation effective from 29 June 2026, councillors' usual residential addresses must no longer be published in public Registers of Interests, or elsewhere on council webpages, unless the individual councillor has made a specific written request for their home address to remain publicly available.

This requirement applies to Registers of Interests published by Wiltshire Council, as well as any councillor information published on the Wilton Town Council website.

Where an address has been removed from a published Register of Interests entry, the relevant entry has been updated to state:

"Interest registered but home address removed in accordance with Section 32A of the Localism Act 2011."

A separate internal record will be retained where required, to ensure the Council continues to hold the necessary non-public register information for compliance purposes.

e) 2026 Tree Risk Assessment Survey

Members are requested to note the completion of the 2026 Tree Risk Assessment Survey. The survey has identified a number of recommendations, including Priority 1 works requiring urgent attention.

A quotation for the identified Priority 1 remedial works is currently being obtained. A further update, including any associated costs and recommendations, will be presented to Council once received.

f) Council Offices – Condition Report

WA Surveyors have now completed the building survey, including drone footage of the roof to assess its condition. Now Then When Architects have also undertaken the condition survey. The findings are currently being compiled and the final report is awaited. Once completed, the report will be brought to Full Council in August 2026, together with the identified remedial works requiring consideration.

11.2 Delegated Decisions to ratify (within the Clerk's delegated spend)

No	Delegated Decision	Comments	Cost	Budget
11.2.1	Castle Meadow – First Registration	The Council's appointed solicitor, Bonallack and Bishop, has been sent the original title documents in order to progress the first registration application for Castle Meadow in line with the Men's Shed lease.	£700 Inc disburse ments	4035 Legal and Professional Budget £7,000
11.2.2	Men's Shed lease	South West Surveys have been appointed to prepare the Land Registry-compliant lease plan required for the proposed Men's Shed lease at Castle Meadow. Formal instruction has now been issued so that this element of the lease documentation can progress.	£750	4035 Legal and Professional Budget £7,000
11.2.3	Draft SLA for Additional Weekend	A draft Service Level Agreement is currently under development with Entrain Services Ltd for the provision of ad-hoc janitorial support services at the Council's public conveniences. The arrangement is intended to	£90 (Carnival cover)	4600 Cleaning Supplies and Equipment

	Janitorial Support	provide additional operational resilience during periods of increased demand, staff absence, annual leave, peak weekend usage, or other pre-arranged need. The proposed scope includes public WC cleaning duties, replenishment of agreed consumables, reporting of defects or health and safety concerns, and general cleaning support. As an initial trial, additional janitorial cover was arranged for the Carnival weekend, with support 10am and 4pm on Saturday. This will allow the Council to assess the effectiveness of the arrangement in practice before refining the SLA further over the coming weeks. The arrangement also supports the Council's wider Armed Forces Covenant commitment by exploring practical opportunities to work with and support local service-linked providers where appropriate, while strengthening local service delivery and resilience. The final agreement will remain subject to any necessary amendments and mutual agreement between the Council and the contractor.		
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Recommendation

That the delegated decision report is received and noted, and that Council ratifies the items of expenditure set out in section 11.2.

11.3 Other Matters to resolve

No			
11.3.1	Wilton Educational Charity	The constitution of the longstanding Wilton Educational Charity allows for two trustees nominated by Wilton Town Council. One of these members has now served for many years and stood down at our last meeting. I am asking for the Council to consider whether one of the councillors would be willing to take on this role or would like to nominate someone to do it. The charity meets twice a year, in June and November and administers a number of small grants to individual families for school supplies, uniform needs and to support educational activities. It also supports youth work at church, has paid for the sound system at the lights and given grants to the Primary school. We would particularly welcome financial expertise but anyone with local knowledge and an interest in young people or education would be welcomed.	£0
	Recommendation: The council considers nominating a councillor to serve as a trustee with the Wilton Educational Charity.		
11.3.2	Lloyds Bank Add new Delegated Access User	In preparation for the Town Clerk's annual leave, it is proposed that the Comms Officer has Delegated Access to view accounts and transactions and make online payments subject to the Council's	£0

		existing bank mandate, authorisation limits, segregation of duties and payment approval controls.	
	Recommendation: The council grants the Comms Officer Delegated Access to the Lloyds Bank Business Account to view accounts and transactions and make online payments.		
11.3.3	Castle Meadow Grass Condition / Lawntech Weed Treatment	Following a recent walkaround of Castle Meadow with a local grounds contractor, it was identified that the grassed area is currently estimated to have approximately 70% weed coverage. Concerns have also been raised regarding the condition of the football pitch, including complaints about the poor quality of the playing surface and the impact this may have on the playing experience. As part of exploring options to improve the condition of the grassed area, advice has been sought from Lawntech, following a recommendation from the grounds contractor. Lawntech has confirmed that the total cost to treat the area would be £1,721.70, based on an estimated treatment area of 15,500 sqm. The proposed treatment would involve the application of a selective herbicide, designed to target weeds within the grass while leaving the lawn itself unaffected. As Castle Meadow is a public open space, Lawntech has advised that public notices would need to be placed at all entrances the evening before treatment, requesting that the public stay off the grass for a short period following application. Lawntech has indicated that, if applied on a dry and warm day, the exclusion period would be approximately one hour, and that their technician would arrange to treat the area as early as possible to minimise public disruption. Lawntech has also confirmed that they would not be able to apply treatment within two metres of the river, which would need to be taken into account when considering the overall treatment area and any expectations around the final outcome. In addition, Lawntech has offered one complimentary top-up treatment during the year, noting that while this is not usually provided for standalone treatments, they are keen to support and work alongside local organisations.	£1,721.70 Cost centre 4460 Grounds Maintenance
	Recommendation: Members are asked to note the current condition of the Castle Meadow grassed area and football pitch, the advice received, and the indicative cost of treatment, and proceed with herbicide treatment as part of improving the quality and usability of the open space subject to contractor risk assessment, public notices/signage and no treatment within two metres of the river.		

11.3.4	Grant Application – Wilton Cricket Club	At the Full Council meeting held on 8 June 2026, under minute reference FC23, Council resolved to apply the published pavilion hire charge and invite Wilton Cricket Club to submit a community grant application to address any agreed shortfall, in line with the Council’s usual governance arrangements. The Grant Application has now been submitted by the Secretary of Wilton Cricket Club, requesting £172.80 to subsidise the difference between the previously budgeted pavilion hire arrangement and the published seven-hour hire charge for the 2026 season.	£172.80 Cost Code 4120 Grants Awarded
	Recommendation: Members are asked to consider the application and resolve to approve a community grant of £172.80 to Wilton Cricket Club, in accordance with minute reference FC23 and the Council’s community grant procedures taking funds from Cost Code 4120 – Grants awarded.		
11.3.5	Grant Application - Wilton and District Thursday Club	A Community Grant application has been received from Wilton and District Thursday Club, requesting £500 towards the ongoing running costs of the weekly luncheon club held at Wilton Community Centre. The Club supports elderly residents from Wilton and surrounding villages through weekly meals, social contact and activities.	£500 Cost Code 4120 Grants Awarded
	Recommendation: Members are asked to consider the application and resolve whether to approve a community grant of £500 to Wilton and District Thursday Club, with funds to be taken from Cost Code 4120 – Grants Awarded.		
11.3.6	Broadband and Telephony Services – Y-Our Network	The Council has received a proposal from Y-Our Network to provide broadband and VOIP telephony services at a cost of £90 plus VAT per month for the Council Office and Pavilion. The Council currently pays £95.50 per month for one phone plus broadband. The proposed VoIP system would allow phones to be linked to three PCs, supporting more efficient remote working arrangements. The proposal includes a two-year broadband discount, no upfront equipment or installation costs, and confirmation that Y-Our Network would buy the Council out of its current agreement, allowing the transfer to take place without penalty fees.	£90 per month
	Recommendation: That the Council approves the proposal from Y-Our Network for broadband and VOIP telephony services at £90 plus VAT per month and authorises the Clerk to proceed with the necessary arrangements.		
11.3.7	Christmas Lighting Scheme – Final Authorisation and Delegated Arrangements	At the Full Council meeting in June 2026, Members resolved to further negotiate the scope, specification and achievement of best value in respect of the Christmas lighting contract over an initial three-year period, with any final contractual arrangements, including final costs, to be referred back to Full Council where required in accordance with the Council’s Standing Orders and Financial Regulations. The final lighting scheme [s it stands] includes the proposed lighting of trees in Market Square and the installation of two lit cone trees on the pavements, an illuminated photo frame, uplighting of Red	Option 1 and Option 2 are under review with the Project group

	Cedar, Baptist Church festoons, Illuminated stars in Old St Mary's. As some of these elements affect the public highway, the final scheme will require appropriate authorisation from Wiltshire Council before the order can be confirmed. To avoid delay and enable the Council to place the order once the necessary highway authorisation has been confirmed, Members are asked to delegate the final arrangements, including liaison with Wiltshire Council and confirmation of the final scheme details, to the Town Clerk in consultation with the Mayor, Deputy Mayor and the Christmas Lighting Project Group.	
	Recommendation: That the Council notes the June 2026 resolution regarding further negotiation of the Christmas lighting contract and notes that the original proposal was based on hire costs of approximately £12,000, plus the purchase of lights [£10,698 + VAT] to be installed in the Market Square trees. The Council further notes that additional options are now being explored, including the potential uplighting of the Red Cedar tree, which accounts for the higher indicative scheme costs now being reported. For transparency, the total estimated cost of the 2026 Christmas lighting scheme and associated event arrangements is based on £29,654 [option1] for the Christmas lighting scheme and £6,145 for separate event costs. The Council is asked to consider approving the Christmas lighting scheme to be funded from the currently approved Christmas lighting budgets of £13,800 revenue and £14,000 EMR, with any shortfall to be met from General Reserves. The Council is also asked to approve a separate allocation of up to £6,145 from General Reserves for the 2026 Christmas event costs, noting that these costs were not specifically budgeted for in 2026/27. Subject to approval, authority is delegated to the Town Clerk, in consultation with the Mayor, Deputy Mayor and Christmas Lighting Project Group, to finalise the scheme, associated arrangements and liaison with Wiltshire Council, including any required highway authorisation, provided that total expenditure does not exceed £35,799.	

To consider entering into a confidential session to consider Councillor accessibility concerns and request for an alternative meeting venue

Legal Authority and Implication

A body may, by resolution, exclude the public from a meeting (whether during the whole or part of the proceedings) whenever publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons stated in the resolution and arising from the nature of that business or of the proceedings; and where such a resolution is passed, this Act shall not require the meeting to be open to the public during proceedings to which the resolution applies.

(Public Bodies [Admission to meetings] Act, 1960)

Recommendation

That in view of the confidential nature of the business to be transacted, the press and public be excluded during consideration of this item, as it includes information relating to an individual councillor's accessibility requirements, dignity considerations and personal circumstances.