

Salisbury City Council

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Minutes

Meeting of : Full Council
Date : 15 September 2025
Meeting held : The Guildhall
Commencing at : 6:30pm

Present:

Chair: J Wells

Vice Chair: A Bayliss

Cllrs: J Bolwell, M Brown, S Charleston, V Charleston, C Corbin, B Dalton, S Foster, S Hocking, A Hoque, R Johnson, J Nettle, T Last, P Podger, A Riddle, E Rimmer, R Rogers, C Taylor

Officers: Asa Thorpe, Steve Bishop, Marc Read, Janine Whitty, Andrew Hunt

There were 4 members of the public and 1 member of the press present

Note: Cllr Bayliss Arrived 7:08pm, Cllr Last left 9:10pm, Cllr V Charleston left 9:45pm

1. Apologies:

Apologies were received from Cllr P Beavan, S Rideout, P Sample, A Suddards.

2. Public Questions/Statement Time:

The Chair noted that one public question had been received and would be deferred to the relevant agenda item later in the meeting for consideration.

3. Cllr Questions/Statement Time:

Cllr Nettle raised a question, "Given that Wiltshire Council is reviewing the Salisbury Transport Strategy, should we not review our Salisbury Transport Strategy that was submitted to Wiltshire Council in 2022?"

It was agreed that Salisbury City Council should review its own Transport Strategy (last submitted in 2022) and that the matter be referred in the first instance to the Environment Committee for detailed consideration.

Cllr Riddle asked whether the City Council would raise with Wiltshire Council the need for further safety measures at the Fisherton railway bridge ("Killer Kerb") and to consider restrictions on large delivery vehicles accessing Churchfields.

The Leader advised that he would raise the matter with Wiltshire Council.

Cllr Last made a statement regarding the city's planting schemes and resident feedback about a lack of colour.

The Chair advised that the matter had previously been considered by the Environment Committee and could be revisited there.

4. Minutes of Previous Meeting:

The Chair approved and signed the minutes of the last meeting of Full Council on 14 July 2025.

5. Declarations of Interest:

None.

6. Dispensations:

No requests for dispensations were received or granted.

7. Chair's Announcements:

The Mayor provided an update on recent civic engagements, including attendance at the reopening of City Hall, activities of the Twinning Association, and civic events in Blandford Forum and Yeovil.

He also reported that the JustGiving fundraising page for the Mayor's Charity, Alabaré, was now live and that donations were being received, with further fundraising events planned.

The Chair reported the recent passing of Cllr Bob Gann. A one-minute silence was observed in tribute.

Cllr Podger made a statement reflecting on Cllr Gann's service to the Council, his commitment to environmental issues, professional achievements, and kindness.

The Council recorded its condolences to Cllr Gann's family and its appreciation of his contribution to the Council and the community.

8. Administration Leaders Report:

The Leader, Cllr S Charleston, presented his report. He noted that the Council's financial outturn remained positive, with further detail to be considered later in the meeting under the Budget Monitoring Report. He thanked officers for their work in delivering the recent

Fayre on the Square, which had been well attended and positively received by the community.

The Leader also reported on progress with discussions with Wiltshire Council regarding the transfer of the Central Car Park public toilets. A meeting had recently taken place between representatives and senior officers of both councils, and a provisional agreement had been reached to progress the asset transfer, subject to negotiation of clawback provisions and other terms.

The Leader noted that a motion later the agenda would invite the Council to confirm its position and authorise officers to finalise the arrangements.

9. Referral of Minutes:

Minutes taken since the Full Council meeting on 14 July 2025 were considered.

Annual Parish Meeting	28 May 2025
Community Services	2 June 2025
Environment & Climate	9 June 2025
Planning and Development	16 June 2025
Finance & Governance	23 June 2025
Commercial Services	7 July 2025
Lower Bemerton	14 July 2025
Planning Committee	21 July 2025
Governance, Policy & HR Committee	28 July 2025
Planning Committee	18 August 2025
Finance Committee	1 September 2025

These were taken as read and approved.

10. Committee Reports:

The Council received verbal reports from Committee Chairs.

On Finance, Cllr S Charleston reported that the main business had been the budget outturn monitoring, which showed a positive financial position.

On Governance, Policy and HR, Cllr Dalton reported on the ongoing staff job evaluation project being undertaken with South West Councils, with a meeting scheduled with Unison in October. He also referred to work on key performance indicators and confirmed that information was available to Members on request. The Committee had also discussed staff wellbeing, including the potential introduction of a counselling telephone support service.

On Planning, Cllr Corbin reported that the Committee continued to face heavy agendas and referred again to concerns regarding the Fisherton Railway Bridge "killer kerb", noting that she had experienced the problem first-hand and intended to contribute to shaping possible solutions through the Local Highway and Footway Improvement Group.

On Environment, Cllr Howell reported on work with the FLO project regarding water quality monitoring at Queen Elizabeth Gardens and other sites, which would be the subject of further investigation and potential project development.

On Communities, Cllr V Charleston reported that the Committee had not met since the last Full Council but confirmed she had met with the new Head of Communities and looked forward to her first presentation to Committee in October.

On Commercial, Cllr Foster confirmed the Committee had not met since the last Full Council but noted preparatory discussions with officers regarding forthcoming budget work.

The Council joined in congratulating Cllrs S and V Charleston on the recent birth of their child and welcomed Cllr V Charleston back from maternity leave.

11. Orange The World Campaign for Salisbury 2025:

The Council received a presentation from Barbara Evans of Soroptimist International on the UN "Orange the World" campaign. Planned activities for 2025 include lighting civic buildings in orange, shop displays, a fundraising film night, and joint communications with Wiltshire Council, the police, military, OPCC and FearFree. Members were also advised of discussions on training for Council staff.

The Council thanked Ms Evans for her presentation and confirmed its continuing support for the campaign.

Resolved that:

11.1. The presentation be noted with thanks and that Salisbury City Council continue to support the Orange the World campaign in 2025.

12. Word on The Street (Festival Edition):

The Council received a presentation from Brian on the work of the Street Pastors noting the report on women's safety, the operation of Pub Watch, training and financial pressures, and the importance of a visible presence in the night-time economy.

Thanks were expressed for the continued service provided by the Street Pastors. An invitation was extended for Councillors to accompany a patrol, which was welcomed.

Resolved that:

12.1. The update from the Street Pastors be noted.

13. Nominations for Outside Representatives:

The Council considered appointments to outside bodies for the new municipal year.

Nominations for Wiltshire Creative were made as follows:

Cllr S Charleston was proposed by Cllr Bayliss and seconded by Cllr Last.

Cllr Taylor was proposed by Cllr Hocking and seconded by Cllr Nettle.

Cllr Podger was proposed by herself and seconded by Cllr Rogers.

A vote was taken and it was:

Resolved that:

13.1. Cllr S Charleston be appointed as the Council's representative on Wiltshire Creative.

Nominations for Salisbury Museum were made as follows:

Cllr Foster was proposed by himself and seconded by Cllr Hoque.

A vote was taken and it was:

Resolved that:

13.2. Cllr Foster be appointed as the Council's representative on Salisbury Museum.

Nominations for the Bus Partnership were made as follows:

Cllr Bowell was proposed by herself and seconded by Cllr Rogers.

A vote was taken and it was:

Resolved that:

13.3. Cllr Bowell be appointed as the Council's representative on the Bus Partnership.

Nominations for the Salisbury Conservation Area Panel were made as follows:

Cllr Nettle was proposed by Cllr Hoque and seconded by Cllr Taylor.

A vote was taken and it was:

Resolved that:

13.4. Cllr Nettle be appointed as the Council's representative on the Salisbury Conservation Area Panel.

Nominations for the Wiltshire Council Environment Action Group were made as follows:

Cllr Riddle was proposed by herself and seconded by Cllr Hoque.

Cllr Bowell was proposed by herself and seconded by Cllr Riddle.

A vote was taken and it was:

Resolved that:

13.5. Cllr Riddle and Cllr Howell be appointed as the Council's representatives on the Wiltshire Council Environment Action Group.

Nominations for the Local Highways and Footway Improvement Group (LHFIG) were made as follows:

Cllr Corbin was proposed by herself and seconded by Cllr S Charleston.

Cllr Suddards was proposed by Cllr Hocking and seconded by Cllr Taylor.

Cllr Hoque was proposed by himself and seconded by Cllr Podger.

Cllr Brown was proposed by Cllr Dalton and seconded by Cllr Podger.

A vote was taken and it was:

Resolved that:

13.6. Cllr Corbin be appointed as the Council's representative on the LHFIG and that Cllr Brown be appointed as the deputy.

The Council noted that further information was required regarding the Community-Led Planning Representative role, which would be brought back to a future meeting for consideration.

14. Update from Outside Representatives:

Cllr Foster reported that DIGS Volunteers would host a series of drop-in advice sessions for the disabled community, with the first session scheduled for 9:30am on the 24 September at Old Sarum Community Centre. Members were advised to check DIGS' social media for further details. Cllr Foster also noted a committee meeting on the 24 September at 6:00pm, welcoming anyone wishing to support the disabled community.

A vote was taken and it was:

Resolved that:

14.1. The update from Cllr Foster be received and noted.

The meeting was adjourned at 8:00pm for a short break.

The meeting reconvened at 8:10pm.

15. Member Annual Reports 2024/25:

The Mayor reminded Members that, due to the length of the agenda, the reports would be taken as read and signed off as presented. Any Member wishing to propose an amendment should email the Corporate Services Team so that it can be recorded and addressed appropriately.

Proposed by: Cllr Last
Seconded by: Cllr Foster

A vote was taken and it was:

Resolved that:

15.1. The Member Annual Reports for 2024/25 be received and noted.

16. Adoption of Working Party Group Terms of Reference

The Chief Executive Officer, Asa Thorpe, introduced the report, reminding Members that under Standing Orders, working groups can only be formed once Terms of Reference have been agreed by Full Council. The Terms of Reference set out membership, principles, and a timeline for delivery, with the first report back due on 10 November 2025 and a full costed business case scheduled for March 2026.

Proposed by: Cllr Last
Seconded by: Cllr Podger

A vote was taken and it was:

Resolved that:

16.1. The Terms of Reference for the Working Party Group be adopted as presented.

17. Budget Monitoring Report for 2025/26 to the end of June:

The Responsible Finance Officer presented the Budget Monitoring Report for June 2025, reporting an underspend of £380,000, improving to £435,000 by the end of July.

He confirmed that the Finance Committee had reviewed the report and that measures had been implemented to strengthen financial oversight.

The Chief Executive Officer advised that further improvements to controls and invoicing processes were underway.

The Leader welcomed the improved position and thanked Officers for their work.

Proposed by: Cllr Nettle
Seconded by: Cllr Last

A vote was taken and it was:

Resolved that:

17.1. The Council noted the financial position at the end of June and Officers' explanation for the variances over £50,000.

18. Policy and Procedure Management Policy:

The Head of Corporate Services, Janine Whitty, presented the draft Policy and Procedure Management Policy which set out a clear framework for the drafting, approval, and review of all Council policies and procedures, ensuring compliance with legislation and best practice.

Proposed by: Cllr Dalton

Seconded by: Cllr Nettle

A vote was taken and it was:

Resolved that:

18.1. The Council approved the updated Policy and Procedure (& Guidelines) Management Policy.

18.2. The Council agreed that the Head of Corporate Services, Janine Whitty, would oversee the scheduled reviews and dissemination mechanisms, in accordance with the revised Policy.

19. Procurement Compliance:

The Head of Corporate Services, Janine Whitty, presented the Procurement Compliance report, setting out the statutory framework under the Public Contracts Regulations 2015 and the Council's own Standing Orders. Members noted the importance of ensuring transparency, equal treatment of suppliers, and value for money in all procurement activity.

An update was also provided on Councillor access to procurement policies and records. It was confirmed that the Standing Orders relating to contracts and procurement guidance would be available soon to Members through SharePoint portal.

Proposed by: Cllr Dalton

Seconded by: Cllr Podger

A vote was taken and it was:

Resolved that:

19.1. The Council approved the updates to Standing Orders section 18.

19.2. The Council approved the amendment to Financial Regulations section 11.

19.3. The Council noted the future use of the Contract Procedure Rules, including the tender threshold limit increase to £75,000.

19.4. The Council approved changes to Senior Management Authorisation Limits.

20. Repairs, Maintenance and Waste Contracts – Procurement Approval:

The Head of Environmental, Marc Read, presented a report seeking approval to commence procurement for the Council's repairs, maintenance, and waste contracts.

Members noted the scale and importance of these contracts in ensuring statutory compliance, health and safety, and delivery of core services. The Chief Executive Officer, Asa Thorpe, confirmed that the process would be conducted in line with the Public Contracts Regulations 2015 and the Council's Standing Orders, with emphasis on compliance, transparency, and value for money.

Proposed by: Cllr Podger

Seconded by: Cllr Hoque

A vote was taken and it was:

Resolved that:

20.1. The Council approved the commencement of procurement for a Repairs and Maintenance Contract valued at an estimated £3 - £4.5 million over 3 years, with an option to extend for up to 2 years.

20.2. The Council approved the commencement of procurement for a new Waste Services Contract valued at an estimated £1m - £1.5 million over 3 years, with an option to extend for up to 2 years.

20.3. The Council noted that these new arrangements will replace existing contracts with D&N Maintenance and waste providers including Hills, Grist, Boswells, and CB Skips.

20.4. The Council endorsed the approach of refining contract specifications and performance monitoring to improve service delivery and deliver better value for money.

21. General Power of Competence:

The Chief Executive Officer, Asa Thorpe, presented a report on the General Power of Competence (GPC) and noted that Salisbury City Council meets the criteria set out in the Localism Act 2011, namely having a qualified Clerk.

He advised that adoption of the GPC allows the Council to act with the same legal capacity as an individual, except where specifically prohibited by law, thereby providing greater flexibility and freedom in service delivery and partnership working.

Proposed by: Cllr Dalton

Seconded by: Cllr S Charlston

A vote was taken and it was:

Resolved that:

21.1. The Committee formally acknowledges the Chief Executive Officer, Asa Thorpe's achievement.

21.2. The Council adopts the General Power of Competence.

21.3. Relevant policies and procedures be reviewed to reflect the new powers

22. CIL Monies:

The Chief Executive Officer, Asa Thorpe, presented a report on Community Infrastructure Levy (CIL) monies. He reminded Members that the Council is required to spend CIL receipts within five years of receipt and outlined the sums currently held, including £21,000 which must be allocated before 1 April 2026.

During discussion, Members noted concerns raised about fairness between wards generating CIL income and those with high levels of citywide use. It was confirmed that this issue would be addressed by the newly established Working Group, which will consider allocation models and bring forward recommendations for Full Council decision.

Proposed by: Cllr Nettle

Seconded by: Cllr Hocking

A vote was taken and it was:

Resolved that:

22.1. The Council approved the formation of a CIL Working Group.

22.2. The Council requested the group to present a strategic plan for CIL fund allocation by November Full Council.

In accordance with Standing Orders, the Mayor reminded Members that the meeting had reached three hours' duration. Members were asked whether they wished to continue beyond the 3-hour limit.

Members agreed unanimously to extend the meeting and continue with the remaining business.

23. Special Delegation – Bemerton Heath Pump Track:

The Head of Environmental, Marc Read, presented a report regarding a special delegation taken to approve additional works at the Bemerton Heath Pump Track following a Wiltshire Council health and safety audit. The audit identified the need for an additional floodlight on the site, and urgent approval was required to avoid delaying the works.

The matter was dealt with under delegated authority by Cllrs Wells, Bayliss, and S Charleston, who approved the additional provision. Officers confirmed that the costs could be met within existing budgets and that no additional funding was required.

Resolved that:

23.1. The use of special delegation to approve additional works at the Bemerton Heath Pump Track be noted.

24. Motion - Coldharbour Lane Footpath:

The Council considered a motion from Cllr Taylor regarding the creation of a footpath along Coldharbour Lane to provide safe access to the new River Park entrance. The

proposal was brought forward following concerns raised by a partially sighted resident and other users about the current lack of pavement along a 70-metre stretch of council-owned road.

The original motion sought approval for officers to obtain detailed costings, with an estimated maximum value of £35,000, to be funded from CIL monies or, if unavailable, through the 2026/27 budget.

During debate, Members expressed broad support for the principle of the scheme but raised concerns about committing to a specific budget figure and funding source before receiving detailed quotations.

Cllr Foster moved for an amendment, seconded by Cllr Hocking, that the Council support the footpath in principle and instruct officers to obtain detailed costings, to be brought back to Full Council for decision on funding. Cllr Taylor accepted the amendment, which therefore became the substantive motion.

Proposed by: Cllr Taylor
Seconded by: Cllr Hocking

A vote was taken and it was:

Resolved that:

24.1. The Council supports in principle the provision of a new footpath along Coldharbour Lane and instructs officers to obtain detailed costings and bring a report back to Full Council for decision on funding.

25. Motion – Central Carpark Toilets:

The Council considered a motion from Cllr Taylor regarding the reopening of the Central Car Park toilets. The motion noted that the toilets are well located near disabled parking and the main car park, provide baby changing facilities, and are the first building seen by many visitors arriving by car. It further noted public opposition to their closure, the Council's improved financial position since January 2025, and the recent discussions with Wiltshire Council regarding an asset transfer of the building.

During debate, Members expressed cross-party support for reopening the toilets. Cllr Rogers proposed, seconded by Cllr Podger, that the resolution be amended to instruct both Members and Officers to continue negotiations with Wiltshire Council to secure either the freehold or a similar arrangement with appropriate clawback provisions. This amendment was accepted by Cllr Taylor.

Proposed by: Cllr Taylor
Seconded by: Cllr Nettle

A vote was taken and it was:

Resolved that:

25.1. This Council instructed Members and Officers to continue negotiations with Wiltshire Council to acquire the freehold or similar arrangement of the Central Car Park toilets on acceptable terms and resolves to reopen them.

26. Proposed Mayoral Visit:

The Council considered a report from officers regarding a proposed overseas mayoral visit following a personal invitation from the Mayor of Nivelles. It was noted that under Council policy, all overseas travel by the Mayor requires prior approval of Full Council.

The Mayor explained that the visit was intended to strengthen international civic links and that accommodation costs would be met by the hosts. Members discussed whether the Council should also cover the cost of travel, noting the value of maintaining positive twinning relationships and the precedent for hospitality between partner cities.

Proposed by: Cllr Hoque

Seconded by: Cllr Hocking

A vote was taken and it was:

Resolved that:

26.1. The Council approved the request for the Mayor and Mayoress to attend Nivelles between 3-6 October 2025.

27. Matters, if any, which by reason of special circumstances the Chair decides should be discussed as a matter of urgency for information only. Please note that the Council cannot lawfully consider or determine any matter which is not specified on the Agenda of this summons.

No matters were raised for consideration.

The meeting closed at 22:24pm