



*Delivering a brighter, greener future for all*

16<sup>th</sup> March 2026

## AGENDA

Dear Councillor

You are summoned to:

### Meeting of Warminster Town Council

to be held on

**Monday 23<sup>rd</sup> March 2026**

**at the Civic Centre, Sambourne Road, Warminster, BA12 8LB**

**Membership:**

Cllr Allensby (West)	Cllr Keeble (West)
Cllr Barnes (East)	Cllr J Kirkwood (Broadway)
Cllr Carter (West)	Cllr S Kirkwood (Broadway)
Cllr Cooper (Broadway) Chairman of the Council and Mayor	Cllr Lee (Broadway)
Cllr Davis (East)	Cllr Parks (North)
Cllr Hawker (West)	Cllr Robbins (East)
Cllr Jones (North) Vice Chairman of the Council and Deputy Mayor	Cllr Tuisinu (East)

Members of the public are welcome to attend meetings of the council and committees, unless excluded due to the confidential nature of the business.

If you wish to contribute during public participation, please contact [admin@warminster-tc.gov.uk](mailto:admin@warminster-tc.gov.uk) prior to the meeting to enable this to be facilitated.

Yours sincerely

**Tom Dommett CiLCA**  
**Town Clerk and Responsible Financial Officer**

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1. **Apologies for absence**  
To receive apologies from those unable to attend.

**2. Declarations of Interest**

**To receive** any declarations of interest under Warminster Town Council's Code of Conduct issued in accordance with the Localism Act 2011.

**3. Minutes**

**3.1 To approve and sign** as a correct record, the minutes of the Full Council meeting held on Monday 5<sup>th</sup> January 2026, and the minutes of the Extraordinary Full Council meeting held on Monday 19<sup>th</sup> January 2026. Copies of these minutes have been circulated, and Standing Order 12.1 provides that they may therefore be taken as read.

**3.2 To note** any matters arising from the minutes of the Full Council meeting held on Monday 5<sup>th</sup> January 2026, and the Extraordinary Full Council meeting held on Monday 19<sup>th</sup> January 2026.

**4. Chairman's Announcements**

**4.1 To note** any announcements made by the chairman.

**4.2 Mayor's engagements (see attached).**

**5. Correspondence Circulated**

**Members to note** the list of all correspondence circulated since the last meeting. (see attached).

**6. Questions**

**To receive** questions from members of the council submitted in advance to the Town Clerk.

**7. Welcome to the young people who have been elected to the Wiltshire Youth Council to represent Warminster.**

The Mayor to formally welcome the members of Wiltshire Youth Council who have been invited to attend this meeting as observers.

**Standing Orders will be suspended to allow for public participation.**

**8. Public Participation**

**To enable** members of the public to address the committee with an allowance of three minutes per person regarding any item on the agenda and **to receive** any petitions and deputations. The chairman may read out any statements submitted in advance.

***Standing Orders will be reinstated following public participation.***

**9. Report from the Police**

**To receive** a report from a representative of the Police.

**10. Reports from Unitary Authority Members**

**To note** any reports received which are relevant to the Full Council.

**11. Proceedings of Committee**

**To receive** minutes with recommendations from committees already circulated, and to consider any questions arising from them.

**10.1 Town Development Committee meeting held on 1<sup>st</sup> December 2025:** questions to Cllr Jones chairman of the committee.

**10.2 HR Committee meeting held on 8<sup>th</sup> December 2025:** questions to Cllr Cooper, chairman of the committee.

**10.3 Planning Advisory Committee meetings held on 15<sup>th</sup> December 2025 and 12<sup>th</sup> January 2026:** questions to Cllr Keeble, chairman of the committee.

**10.4 Finance and Audit Committee meeting held on 10<sup>th</sup> November 2025:** questions to Cllr Cooper, chairman of the committee

**10.5 Parks and Estates Committee meeting held on 20<sup>th</sup> October 2025:** questions to Cllr S Kirkwood, chairman of the committee

**12. Christ Church Churchyard**

The Parochial Church Council for Christ Church, Warminster has requested that the churchyard is closed and the maintenance is transferred to Warminster Town Council. **(see attached).**

**Members are asked to resolve to**

**i) approve the transfer of the maintenance of the closed church yard to the town council and**

**ii) Delegate the negotiation of a schedule of maintenance to the council's Estate Manager.**

**13. Indicative Vote - Mayor and Deputy Mayor Elect 2026-2027**

The Offices of Mayor and Deputy Mayor take considerable planning and advance notice to ensure a smooth transition from current to new post holders.

It is customary at Warminster Town Council for the Deputy Mayor to become Mayor in the following year. Cllr Jack Jones who is currently Deputy Mayor has indicated he is willing to serve as Chairman of the Council and Town Mayor for the coming municipal year

Members are requested to cast an indicative (non-binding) vote the position of Mayor and Deputy Mayor Elect for the municipal year 2026-2027.

**Members to resolve.**

**14. Meetings calendar for municipal year 2026–2027**

The draft meetings' calendar for the municipal year 2026–2027 is presented for members' consideration. **(See attached).**

**Members to approve the adoption of the calendar of meetings for the May 2026 – May 2027 municipal year.**

**15. CCTV Community Infrastructure Levy (CIL) Award**

The CIL Working Group met on 23<sup>rd</sup> February 2026 and it was agreed to recommend to Full Council that it awards of CIL Grant of £5,748 (plus VAT) to the CCTV Partnership to pay for increasing the capacity of the NVR Server and to add cameras to main entrance of the Lake Pleasure Grounds.

**Members are asked to approve the award a CIL Grant as set out above.**

**16. Update Breast Screening Unit in Warminster**

Cllr Lee to give a verbal update about the return of the Breast Screening Unit to Warminster Members to resolve what action to take.

**17. Civic Award**

The Civic Award Working Group met on Monday, 2nd March, to discuss the future format of the Civic Awards. The group emphasised the importance of continuing to recognise and celebrate the valuable contributions made by individuals within the town.

Following discussion, the Working Group recommends that Council revise the award categories as follows:

- **Civic Award** – open to any individual deserving recognition for their contribution to the community – Chosen by Full Council
- **Mayor's Civic Award** – Chosen by the Mayor
- **Deputy Mayor's Civic Award** - Chosen by the Deputy Mayor

Members also requested that the nomination form be updated. **(see attached)**.

Building on the success of the Mayor's Tea Dance, the Working Group proposed that all recipients be invited to a similar style of ticketed event, Entry would be free of charge for Civic Award winners. This event would provide an opportunity to present the awards publicly, celebrate community achievements, and raise funds for the mayor's chosen charity.

**Members are asked to approve, the revised Civic Award categories, and the proposed format for the Civic Award presentation event.**

**18. Communications**

**Members to decide on items requiring a press release and to confirm a spokesperson if required.**

Minutes from this meeting will be available to all members of the public either from our website [www.warminster-tc.gov.uk](http://www.warminster-tc.gov.uk) or by contacting us at Warminster Civic Centre.

**Date of next meeting: Monday 11<sup>th</sup> May 2026.**

**Mayoral Engagements 6th January 2026 to 17th March 2026**

<b>January</b>			
10.01.26	Flers Twinning Association, New Year Supper Evening	St John's Church Hall	Deputy Mayor
<b>February</b>			
14.02.26	Pavilion Parlour Opening	Lake Pleasure Grounds	The Mayor
28.02.26	Open Door Warminster Prostate Cancer Awareness event	Warminster School	The Mayor
28.02.26	The Mayor's Charity Tea Dance	The Civic Centre	The Mayor & Consort
<b>March</b>			
14.03.26	The Great British Spring Clean	Civic Centre	Mayor and Deputy Mayor
15.03.26	The High Sheriff of Wiltshire's Rule of Law Service	St John's Church, Devizes	The Deputy Mayor

## CORRESPONDENCE LIST

Date	Name	Item/Response	Action Taken
22.12.25	Wiltshire Council	Urgent Closure Notice: Footpath 19, Warminster	Email
23.12.25	Network Rail	Upcoming Railway Engineering Work, Wylve – Wilton	Email
02.01.26	Wiltshire Council	Latest news: Opening times over the New Year period, changes to waste and recycling collections and more	Email
05.01.26	Wiltshire Council	Help Strengthen Wiltshire Communities with Digital Wiltshire	Email
05.01.26	Wiltshire and Swindon Community Messaging	Chief Constable fortnightly update to the Police and Crime Commissioner - 2 January 2026	Email
05.01.26	SW Vaccination and Screening Team, NHS England & Wiltshire Breast Screening	Two replies to Decision to relocate the mobile breast screening service from Warminster to Westbury	Email
08.01.26	Wiltshire and Swindon Community Messaging	Wiltshire Police face funding challenge: commissioner urges £15 per year, per home, rise to protect services	Email
09.01.26	The Athenaeum	Update from Athenaeum AGM - Saturday 3rd January 2026	Email
09.01.26	Wiltshire and Swindon Community Messaging	Latest news: Cabinet opposes Lime Down Solar Park plans, temporary changes to waste collections, primary school admissions deadline looming and more	Email
09.01.26	Wiltshire Council	Chief Constable extraordinary letter to the Police and Crime Commissioner - 9 January 2026 [#594145045]	Email
09.01.26	Wiltshire Council	Business Newsletter: Federation of Small Businesses event, Growing Places Infrastructure Fund and more	Email
12.01.26	AtkinsRealis for Wiltshire Council	FW: Resurfacing Works - SS0006 A350 Exit Sutton Hill Rbt, Warminster (10412161)	Email
12.01.26	Wiltshire Council	Car Parking Charges	Email
14.01.26	Wiltshire Council	TTRN - Urgent closure of George Street (part), Warminster - 23/01/26 - Warminster Area Board - UK200-EDPATBD25183092-44	Email
15.01.26	Wiltshire Council	Urgent Closure Notice: Bridleway 65 (Part), Warminster	Email
19.01.26	Wiltshire Police	Fornightly Update (Budget)	Email

## CORRESPONDENCE LIST

20.01.26	Wiltshire Council	Urgent closure of Chapel Street, Warminster - 30/01/26	Email
23.01.26	Wiltshire and Swindon Community Messaging	Warminster Neighbourhood Policing Team - update on vehicle crime [#602963013]	Email
23.01.26	Wiltshire Council	Latest news: Deputy Leader's vlog, come along to our budget webinar, Parking Plan approved and more	Email
26.01.26	Wiltshire Council	Urgent closure of Upper Marsh Rd, Warminster – 02/02/26	Email
26.01.26	Wiltshire Council	Urgent closure of Damask Way, Warminster – 03/02/26	Email
26.01.26	Wiltshire Council	Urgent closure of Copheap Rise, Warminster – 04/02/26	Email
26.01.26	Wiltshire Police	Keeping Councillors Informed	Email
28.01.26	Wiltshire and Swindon Community Messaging	Final Week to Share Your Views on the 2026/27 Policing Budget	Email
29.01.26	Wiltshire Council	The Wiltshire Council (District of Warminster) Path no.94 Definitive Map and Statement Modification Order 2025	Email
30.01.26	Wiltshire Council	Temporary Closure of: Footpath 8 (Part) and Footpath 13 (Part), Warminster (23.12.2025) – update extended closure dates	Email
30.01.26	Wiltshire Council	Business Newsletter: Growth Hub Roadshow and Neurodiversity Awareness in the Workplace webinar	Email
30.01.26	Wiltshire Council	Latest news: Watch a replay of our budget webinar, improved financial year end position forecast, National Year of Reading and more	Email
02.02.26	Persimmon Homes	Invitation: Photocall with Warminster Athenaeum Trust	Email
04.02.26	Wiltshire Council	Urgent Closure Notice: Bridleway 65 (Part), Warminster	Email
05.02.26	Longleat	Shearwater Update	Email
05.02.26	Wiltshire Polce	Budget Update	Email
06.02.26	Westbury Town Council	Wiltshire's future waste services	Email
06.02.26	Wiltshire Council	Latest news: Leader's Cabinet update, fly-tipper caught on CCTV, next steps for our Local Plan and more	Email
09.02.26	Wiltshire Council	Business Newsletter: Wiltshire Food and Drink - 2026 and Beyond: Unlocking growth and opportunities	Email

## CORRESPONDENCE LIST

09.02.26	Wiltshire Council	Temporary Closure of: Bridleway 65 (Part), Warminster (26.02.2026)	Email
10.02.26	Wiltshire Council	TTRN - Urgent closure of Church Street (part), Warminster - 20/02/26	Email
11.02.26	Wiltshire Council	Latest news: Please check your flood risk and take action now in case of flooding	Email
16.02.26	Wiltshire Council	Business Newsletter: Help improve Wiltshire's business connectivity	Email
16.02.26	Wiltshire Council	Latest news: Update on effort to tackle rising pothole numbers, help improve Wiltshire's connectivity, chatbot trialled for waste and recycling & more	Email
20.02.26	Wiltshire Council	Latest news: Don't miss out on a digital Council Tax bill, help stop fly-tipping, Wiltshire's Social Care Community Fayre and more	Email
23.02.26	Wiltshire Police	Counterfeit banknote warning for residents and businesses	Email
25.02.26	Warminster Town Football Club	Letter for Town Council	Email
27.02.26	Wiltshire Council	Latest news: 2026/27 budget approved, fostering siblings, have your say on LCWIPs and more	Email
03.03.26	Wiltshire Council	TTRN - Urgent closure of Bradley Close, Warminster - 12/03/26	Email
05.03.26	Wiltshire Council	Temporary Closure of: C364 (Part), Warminster (26.05.2026)	Email
09.03.26	Wiltshire Council	Latest news: £3 bus fares, have your say on the future of post-16 transport for people with SEND, Black Dog crossroads works complete and more	Email
10.03.26	Wiltshire Council	Urgent TTRN Plants Green 16/03 - 20/03/26 Warminster Area Board	Email
12.03.26	Wiltshire Police	Drop-in at Warminster Garrison Community Centre, : Tue 17 Mar 14:00	Email



The Administrator, Christ Church, Church Office, Weymouth Street, Warminster. BA12 9NS  
T: 01985-212138 E: [admin@christchurchwarminster.co.uk](mailto:admin@christchurchwarminster.co.uk)

Mr Tom Dommett  
[admin@warminster-tc.gov.uk](mailto:admin@warminster-tc.gov.uk)

26 February 2026

Dear Warminster Town Council

The Parochial Church Council (PCC) of Christ Church Warminster has agreed to request to close the churchyard in Weymouth Street, Warminster.

The decision was made at the PCC Meeting on 2 September 2025 as the churchyard is full and is in a fair condition.

As required by the Ministry of Justice Guidance on this issue, I have attached the MoJ Application Form under Section 1 of the Burial Act 1853, Notice of the Intention to Transfer Maintenance Responsibility to the Town Council, together with plans of the churchyard.

I would request that the Town Council completes section B4 of the Application Form and return it to me within six weeks. If the Council does not agree with the grounds cited, please explain why.

I have also written to the Cemeteries Team at Wiltshire Council informing them of this request.

I look forward to hearing from you in due course.

Yours sincerely

Secretary of Christ Church Warminster PCC

Encs:

**Date of Report** 16 March 2026

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**Committee** Full Council

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**Author:** Kevin Whitehorn, Estates Manager

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**Title:** Closed Churchyard – Christ Church Weymouth Street

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### **1.0 Purpose of the Report**

1.1 To seek approval from the Town Council to take on responsibility for the maintenance of the closed churchyard at Christ Church, Weymouth Street, Warminster.

### **2.0 Background**

2.1 Christ Church, Warminster has requested that Warminster Town Council take on the ongoing maintenance of the churchyard. The churchyard is now effectively closed, with no space available for additional burials. The last new grave is understood to have been created in the 1970s.

2.2 When a churchyard is formally closed by an Order in Council, responsibility for its maintenance can transfer to the local authority. In the first instance, the obligation is offered to the relevant Town Council, which may choose either to accept or decline the responsibility.

2.3 Should Warminster Town Council decline to maintain the churchyard, the obligation then passes to Wiltshire Council. While the legal requirement is that three months' notice must be given, it is customary for approximately twelve months' informal notice to be provided to enable local authorities to make adequate budgetary provision.

2.4 It is suggested that passing the obligation to Wiltshire Council is not pursued at this stage, as the Town Council is better placed to manage the site locally and ensure that it is maintained to a suitable standard for residents and visitors.

### **3.0 Legislative Context**

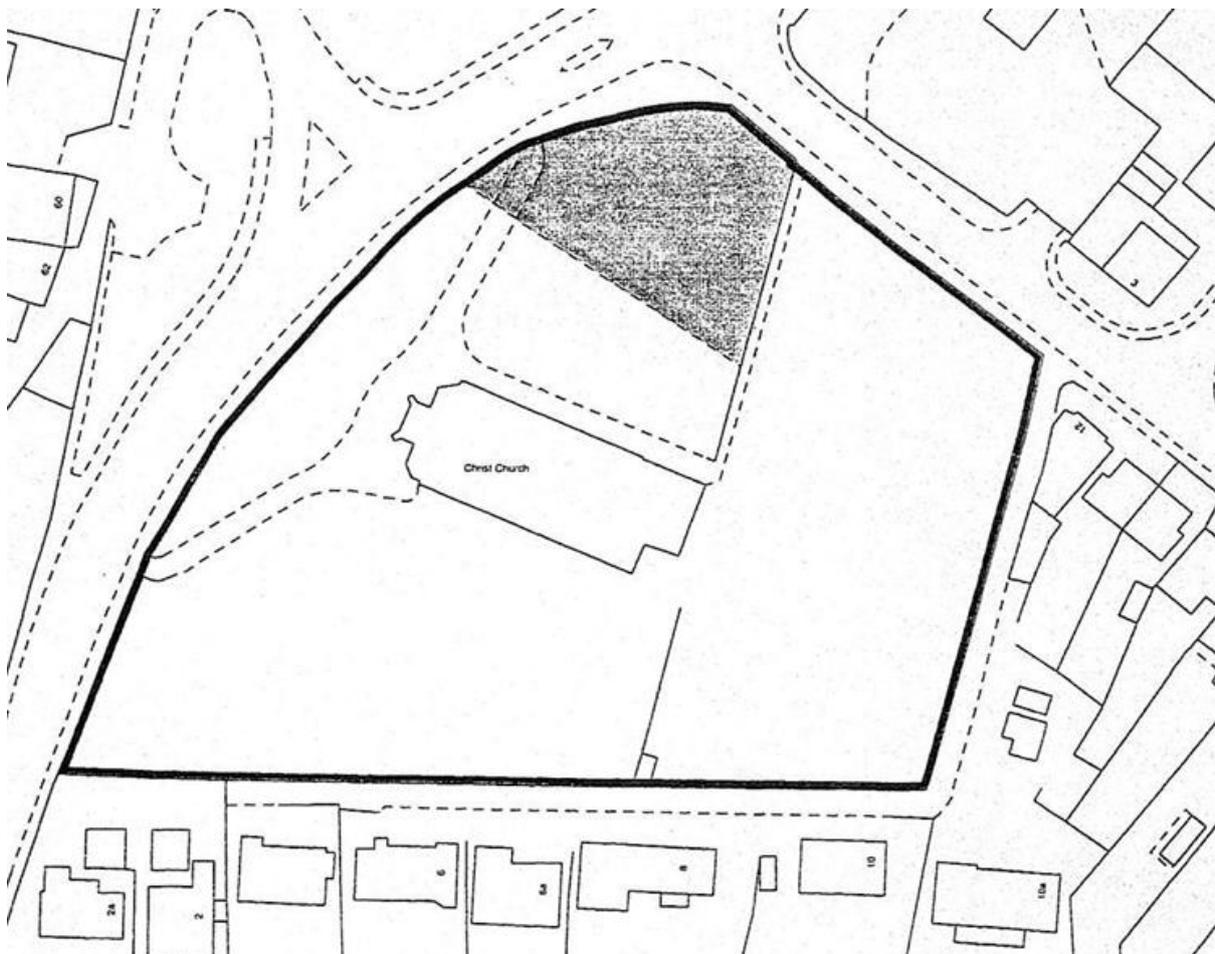
3.1 Section 215 of the Local Government Act 1972 requires that where a churchyard has been closed by an Order in Council, the Parochial Church Council shall maintain it by keeping it in decent order and ensuring that walls and fences are kept in good repair.

However, once responsibility transfers, this obligation can be placed on the Town Council.

#### **4.0 Current Condition**

- 4.1 The Parochial Church Council has described the overall condition of the churchyard as “Fair.”
- 4.2 This means that the churchyard and/or its associated features require some attention, but no major restoration or clearance works are currently required. For example:
  - 4.2.1 Trees may require trimming or management
  - 4.2.2 Some repairs may be required to boundary walls or fences
  - 4.2.3 Memorials may not have been assessed recently, and some may require safety checks or minor works to ensure they are stable

#### **5.0 Map of the Cemetery**



## **6.0 Proposed Maintenance Arrangements**

- 6.1 It is proposed that the Estates Manager negotiate and agree a maintenance schedule with the Parochial Church Council that reflects the needs of the site and the Council's operational capacity.
- 6.2 The maintenance schedule may include:
  - 6.2.1 Grass cutting during the growing season, once a fortnight
  - 6.2.2 Hedgerow maintenance between October and the end February
  - 6.2.3 Tree management, including routine inspection and pruning where required
  - 6.2.4 Maintenance of boundary walls and fences
  - 6.2.5 Annual inspection and management of memorials, headstones, and monuments where safety issues arise
  - 6.2.6 Maintenance of pathways, walkways, and hard standings
  - 6.2.7 Upkeep of any outbuildings or other structures associated with the churchyard
- 6.3 The detailed frequency and scope of works would be agreed with the Parochial Church Council and incorporated into the Town Council's grounds maintenance programme.

## **7.0 Financial and Resource Implications**

- 7.1 Maintenance would primarily involve routine grounds maintenance activities which may be incorporated into the Town Council's existing operational schedules. Any significant repair works or specialist inspections (for example memorial safety testing or major tree works) would be reported separately to Council if required.
- 7.2 The Estates Manager estimates that the work required to maintain the churchyard would take approximately eight hours per fortnight during the main growing season.

## **8.0 Recommendation**

- 8.1 Members are asked to:
  - 8.1.1 Consider the request from Christ Church PCC for the Town Council to take on responsibility for the maintenance of the closed churchyard at Christ Church, Weymouth Street.
  - 8.1.2 Approve that the Town Council accepts responsibility for routine maintenance of the churchyard.
  - 8.1.3 Authorise the Estates Manager to negotiate and agree an appropriate maintenance schedule with the PCC.





## Warminster Civic Awards – Nomination Form (2026)

### 1. Your Details (Person Making the Nomination)

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

### 2. Nominee Details (Person / Group / Business Being Nominated)

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

### 3. Reason for Your Nomination

Please explain why this person, group, or business deserves a Warminster Town Council Civic Award.

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#### 4. Declaration

I confirm that the information provided is accurate. I have not been influenced or canvassed, and the nominee is not aware of this nomination. I understand that all nomination details remain confidential.

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Please return this form by:**

Town Clerk, Warminster Civic Centre, Sambourne Road, Warminster BA12 8LB  
or email: [admin@warminster-tc.gov.uk](mailto:admin@warminster-tc.gov.uk)

