LYDIARD MILLICENT EXTRAORDINARY MEETING OF THE COUNCIL
23 April 2026
held at the Jubilee Club House, Lydiard Millicent
at 18:30 hrs

Councillors Present:

S Westwood, Chairman	L Bamsey	G Griffiths	S Hill-Wheeler	J Neighbour
M Allsop, Vice Chairman	R Selwood	J Sprules	S Trowbridge	

Others in Attendance: Wiltshire Councillor Andrew Matthews

Meeting Clerk: Hayley Graham

Public / Councillor Question Time
There were no public or Councillor questions.

MINUTES

26.01 **Apologies for Absence**
No apologies were RECEIVED from Councillors Coffey and Roberts, neither were present.

26.02 **Declarations of Interest and Dispensation Requests**
The following declaration of interest was made:

Name	Min Ref	Type	Nature of Interest	Action
Cllr Selwood	25.04b	Non-Pecuniary	PL/2026/02345 – application for a neighbouring property	Did not take part in discussions and did not vote

26.03 **Financial Accounts**
Members APPROVED the payments reference "Finance Report 23 April 2026 – Payments for Approval" attached as Appendix 3 in the amount of £1,295.46 (ex. VAT.

Planning Applications
Members RECEIVED a report from Planning Group B.

	Application: PL/2026/02092 – Removal/variation of conditions Applicant: Mr & Mrs Gottfried Address: 6 The Crescent, Swindon, SN5 5LA Proposal: Variation of condition 2 (approved plans) & 3 (materials) on 15/01419/FUL to allow for design changes
26.04a	Members RESOLVED to make NO COMMENT

	Application: PL/2026/02345 – Notification of proposed works to trees in a conservation area Applicant: Mr & Mrs Hornby Address: Lydiard Farm, The Street, Lydiard Millicent, SN5 3LU Proposal: 4 conifer trees – fell
26.04b	Members RESOLVED to COMMENT on the application, requesting clarity on which trees are to be felled and to ask that replacement trees are planted.

Members NOTED the following Wiltshire Council decision:

26.04c	Application: PL/2025/09280 - Full planning permission Applicant: Mrs A Broome Address: Land to the rear of 11 Lydiard Green, Lydiard Millicent, SN5 3LP Proposal: Change of use of land for keeping of sheep (which are not livestock) and the erection of a timber shed to provide a combined shelter/feed and bedding stores. WC Approved with Conditions

Community Governance Review Update
26.05a Members NOTED the report. Standing Orders were SUSPENDED for Wiltshire Councillor Matthews to comment on the current proposal of the Electoral Review Committee to move

Chairman…………………. Dated……………

dwellings east of Washpool (including those on Common Platt, The Willows, Ash Close, Linden Way and Beech Drive) into Purton parish. Wiltshire Councillor Matthews confirmed he would support the decision of the Parish Council when the matter is brought to Cabinet for
26.05b approval. Standing Orders were REINSTATED before Members discussed further

1 member of the public joined the meeting.

After discussion, Members agreed that from all the possible outcomes, it was most preferable
26.05c to retain the Parish as it currently is with no changes. Members RESOLVED to respond to the proposals of the Electoral Review Committee, with a draft response delegated to Councillors Allsop and Westwood to be brought to the Council for consideration at its next meeting on 7 May. This response should include all of the work that has been completed over the previous few years, e.g. drainage and LHFIG pedestrian safety works.

26.06 **Local Highway and Footway Improvement Group (LHFIG) 2026/27 Priorities**

Members NOTED the reports and after discussions, RESOLVED to set the following priorities for 2026/27:

1. The Butts / Church Place road safety for children, to include the issues of:
   - speed around Church Place / The Butts
   - parking
   - vehicles using The Butts at key times.
2. Speeding at Greatfield
3. Nine Elms accident black spot
4. Holborn footway extension
5. Manor Hill speeding at narrow carriageway points.

Meeting Closed at 19.43hrs

Chairman…………………. Dated……………

LYDIARD MILLICENT PARISH COUNCIL
ANNUAL MEETING OF THE COUNCIL
7 May 2026
held at the Jubilee Club House, Lydiard Millicent
at 19:00 hrs

Councillors Present:

S Westwood, Chairman	L Bamsey	G Griffiths	S Hill-Wheeler
	J Neighbour	R Selwood	J Sprules

Others in Attendance: 3 members of the public and Wiltshire Councillor Andrew Matthews

Meeting Clerk: Hayley Graham

MINUTES

26.07 **Election of Chairman**
It was proposed, seconded and carried that Councillor Westwood be APPOINTED as Chairman for the ensuing year.

26.08 **Election of Vice-Chairman**
It was proposed, seconded and carried that Councillor Allsop be APPOINTED as the Vice-Chairman for the ensuing year.

26.09 **Acceptance of Office and Code of Conduct**
Councillor Westwood signed their Acceptance of Office form, duly witnessed by the Clerk. As Councillor Allsop was not present, it was RESOLVED that their Declaration of Acceptance of Office be signed before or at the next ordinary meeting on 4 June. Councillor Westwood agreed to the adopted Code of Conduct.

26.10 **Apologies for Absence**
Apologies were RECEIVED from Councillors Allsop, Roberts and Trowbridge.

26.11 **Declarations of Interest and Dispensation Requests**
The following declarations of interest were made:

Name	Min Ref	Type	Nature of Interest	Action
Cllr Hill-Wheeler	26.29f	Non-Pecuniary	PL/2024/06287 – application for a neighbouring land	Took part in discussions, did not vote
Cllr Neighbour	26.34	Non-Pecuniary	Grant applications – trustee of applicant.	Took part in discussions, did not vote.

26.12 **Standing Orders**
Members RESOLVED to ADOPT the amended Standing Orders as presented.

26.13 **Financial Regulations**
Members RESOLVED to ADOPT the amended Financial Regulations as presented.

26.14 **Appointment of Members to the Personnel Committee**
Members APPOINTED Councillors Allsop, Selwood, Sprules and Westwood to the Personnel Committee.

26.15 **Appointment of Members to the Footpath Working Party**
Members APPOINTED Councillors Allsop, Bamsey, Hill-Wheeler and Selwood to the Working Party.

26.16 **Appointment of Members to the Planning Groups**
Members APPOINTED the following members:
Group A - Councillors Allsop, Bamsey, Neighbour, Roberts and Selwood.

Chairman…………………. Dated……………

Group B - Councillors Griffiths, Hill-Wheeler, Sprules, Trowbridge and Westwood.

26.17 **Appointment of Members to the Communications Group**
Members APPOINTED Councillors Hill-Wheeler, Neighbour, Selwood, Trowbridge and Westwood to the Group.

26.18 **Appointment of Members to the Community Environmental Group**
Members APPONTED Councillors Bamsey, Griffiths, Hill-Wheeler, Roberts and Westwood to the Group.

26.19 **Appointment of Signatories to the Bank Accounts**
Members APPOINTED three signatories to the bank accounts for the ensuing year, Councillors Allsop, Bamsey and Westwood.

26.20 **Appointment of Banking Reconcilers**
Members APPOINTED Councillors Hill-Wheeler and Selwood as banking reconcilers for the ensuing year.

External and Internal Audits 2026 - 2027
26.21a Members NOTED that PKF Littlejohn LLP is the appointed External Auditor for the ensuing year.
26.21b Members APPOINTED Auditing Solutions Limited to carry out the internal audit for the ensuing year but this should be fully reviewed for 2027-2028.

26.22 **General Power of Competence**
Members NOTED that the Parish Council cannot hold the General Power of Competence as to qualify, its Clerk must be CiLCA qualified.

26.23 **Representatives to other Bodies and Parish Duties**
Members APPOINTED:

Name of Group	**Appointed Councillors**
Area Board	Cllrs Allsop & Westwood
Community Carers Group	Cllr Hill-Wheeler
Local Highway and Footway Improvement Group	Cllr Griffiths
Neighbourhood Plan	Cllr Allsop
Operational Flood Working Group	Cllr Westwood
Parish Hall	Cllr Neighbour
Speed Indicator Devices	Cllrs Neighbour and Trowbridge

26.24 **Review of On-line Register of Interests**
Members NOTED the requirement to review their on-line register and the request to advise the Clerk if any requirements or additions are required.

Chairman's Announcements
Councillor Coffey has resigned from the Council with immediate effect. Thanks were given for her time on the Council, and a vacancy would be advertised in due course.

The development application for Petroil Ltd in Common Platt will be determined by Wiltshire Council's Northern Area Planning Committee on 13 May. Standing Orders were
26.25a SUSPENDED for public comment on the committee meeting itself and were REINSTATED
26.25b before members discussed further. It was agree that the Clerk would contact Democratic Services to establish if a statement could be read out on the Council's behalf if no Member was available to attend, and if a Member could attend, could they arrive later than the meeting start time.

26.26 **Minutes**
Members CONSIDERED the minutes of the Parish Meeting held on 2 April 2026. The minutes of the meeting were ADOPTED as a true record and signed by the Chairman.

26.27 **Wiltshire Councillor Update**

Wiltshire Councillor Matthews advised that Wiltshire Council's Cabinet have agreed to withdraw the Local Plan, with approval expected from full Council at its next meeting.

A year on since election, Wiltshire Councillor Matthews thanked the Council and members of the community for being so welcoming in his first year in office.

26.28 **Financial Accounts**

a. Members APPROVED payments reference "Payments for Approval May 2026" attached as appendix 22a in the amount of £102.33 (ex. VAT).
b. Members APPROVED the Cash and Investment Reconciliation statement for the Unity Trust Bank as at 31 March with a closing balance of £8,618.98.
c. Members APPROVED the Bank Statement for the Unity Trust Bank as at 31 March 2026 with a closing balance of £8,618.98.
d. Members APPROVED the Cash and Investment Reconciliation statement for the Public Sector Deposit Fund as at 31 March 2026 with a closing balance of £67,682.11.
e. Members APPROVED the Statement of Account for the Public Sector Deposit fund as at 31 March 2026 with a closing balance of £67,682.11.
f. Members APPROVED the Cash and Investment Reconciliation statement for the Lloyds Charge Card as at 31 March 2026 with a closing balance of £0.00.
g. Members APPROVED the Charge Card statement for the Lloyds Charge Card as at 26 February 2026 with a closing balance of £3.00.
h. Members APPROVED an expenditure of £86.55 (eighty-six pounds 55p) (ex. VAT) to purchase 5no. Councillor name badges, including print set up and P&P. Costs to be met from stationery / sundries budget line.
i. Members NOTED the Betterclean pricing update in that prices will be frozen for this financial year.
j. Members APPROVED the updated regular payments report, with the following changes:
    - Additional monthly bank payment of £85.00 to John O'Connor for Community Field grounds maintenance
    - Addition of a monthly variable direct debit to Unity Trust Bank for bank service / transaction fees
    - Removal of the monthly direct debit to Peninsula for HR services.
k. Members NOTED the payments list reference "Payments List to 28 April" attached as Appendix 22e in the amount of £8,555.70 (ex. VAT).
l. Members NOTED the income report to 31 March 2026 reference "Income Summary as at 31 March 2026" attached as Appendix 22f in the amount of £101,117.46.
m. Members NOTED 4th quarter / year end summary and detailed income and expenditure reports as at 31 March 2026.
n. Members NOTED the 4th quarter / year end Ear Marked Reserves balances as at 31 March 2026.
o. Members NOTED the completion of the 4th quarter / year end bank reconciliations verification by Councillors Hill-Wheeler and Selwood.

Planning Applications

Application: PL/2026/02185 – Householder Planning Permission	Applicant: Mr Barry
Address: 8 Greatfield, Royal Wootton Bassett, SN4 8EQ	
Proposal: Change of use from store to annexe (in rear garden) and erection of 70m long 1.8m high boundary fence in rear garden.	

26.29a Standing Orders were SUSPENDED for public comment on the application by the owner of the address, confirming the purpose of the change of use is to house elderly relatives and that there is no change to the footprint or height of the annexe, nor any additional windows.

26.29b Standing Orders were REINSTATED before Members discussed further.

Chairman…………………. Dated……………

26.29c | Members RESOLVED to COMMENT on the application to request that a condition be put on any approval granted mandating that the change of use is solely for the proposed purpose and not for use as a separate dwelling or commercial let in the future.

1 member of the public left the meeting.

Application: PL/2026/01463 – Full Planning Permission Applicant: Mr Morse
Address: Countrywide Ltd, Greatfield Farm, Greatfield, SN4 8EQ
Proposal: Change of use from agricultural to class B8 storage and distribution and erection of new storage building.

26.29d Members RESOLVED to defer a decision on this application until the next meeting on 4 June.

26.29e Members NOTED the planning appeal for PL/2024/06287 – Land at Greensend, SN5 3LP.
26.29f After discussions, Members RESOLVED that a written representation should be drafted and brought to an extraordinary meeting of the Council to approve.

26.30 **Clerk's Report**
Members NOTED the report and RESOLVED to close the following items:
25.125 – Holborn Footpath Bicycle Access
25.191j – Financial Accounts (Cemetery Fence)
25.191k – Financial Accounts (Parish Newsletter)
25.214j – Financial Accounts (Fence Stain)
25.214k – Financial Accounts (Defib Pads)
25.219 – Asset Register (Sale of SIDs)

26.31 **Communications**
Members NOTED the following communications:
a. Wiltshire Council Briefing Note – Crisis and Resilience Fund
b. Business Waste – Fuel Surcharge Update
c. Wiltshire Council – Temporary Traffic Regulation Order for Common Platt – 22 June
d. Wiltshire Police and Crime Commissioner – HMICFRS Peel Inspection Update

26.32 **Letter from Purton Parish Council – Closure of Household Recycling Centres**
Members NOTED the letter and RESOLVED not to respond.

Common Platt Defibrillator
26.33a Members NOTED the report and:
26.33b
- APPROVED a maximum expenditure of £80.00 (ex. VAT) to purchase replacement defibrillator pads for Toomers Garden Centre as a service to the community when they are required.

26.33c
- RESOLVED not to install a defibrillator in Common Platt at this time and to revisit the proposal later in the year

26.33d
- AGREED that the Clerk should contact Community First and establish if rejecting the grant offered would prejudice any application made in the future.

26.34 **Grant Applications**
Members NOTED the report and after discussions, AGREED not to award a grant at this time. The applicant was requested to return to the next meeting with more detailed event costs.

Resident Proposal – Shade for JCH Play Area Benches
26.35a Members NOTED the report and RESOLVED not to install a shade solution at this time given the proximity of the summer months and the lack of provision for such project in the 2026-27
26.35b budget. It was AGREED that the suggestion would be brought back to the July Parish Meeting for Members to consider options to be explored ahead of the commencement of the budget setting process for 2027-28.

26.36 **Electrical Works at JCH**
Members NOTED the report and APPROVED expenditures of:

a. £423.00 (ex. VAT) for an EICR to be produced. Cost to be met from the JCH inspections budget line.
b. £734.87 (ex. VAT) for the replacement of the fan and controller unit. Cost to be met from JCH building maintenance budget line.
c. £355.31 (ex. VAT) to replace 2no. car park flood lights and PIR sensors. Cost to be met from JCH building maintenance budget line.
d. £144.25 (ex. VAT) to replace the kitchen light fitting and sensor. Cost to be met from JCH building maintenance budget line.

Council and Community Representatives

26.37 Members RECEIVED the following updates:

Community Carers Group – Councillor Hill-Wheeler

Next meeting next week.

Local Highway and Footway Improvement Group – Councillor Griffiths

Next meeting 13 May

Parish Hall – Councillor Neighbour

AGM is taking place on 8 June with a number of trustee changes expected. Wine tasting and bingo nights are being arranged for September.

Speed Indication Devices (SID) – Councillor Griffiths

Stone Lane – vehicles towards Common Platt
Av. speed 33mph
Max. speed 84mph
93% of vehicles travelling at 40mph or less

Common Platt – vehicles towards Washpool
Av. speed 27mph
Max. speed 50mph
81% of vehicles travelling at 30mph or less

Suspected issue with data being captured from the SIDs remains. Councillors Allsop, Griffiths and Trowbridge to investigate before the SID warranties expire in September

Electoral Review Committee – Community Governance Review

26.38 Members CONSIDERED the draft response and AGREED that it should be updated with some pertinent information suggested by Councillor Trowbridge, along with an invitation to the Chair of the Electoral Review Committee to meet Councillors in the parish. The updating of the draft response to be delegated to Councillors Allsop and Westwood.

SSEN Communities Fund

26.39 Members RECEIVED an update from Councillor Trowbridge read out by the Clerk. At this stage, only one quote for solar panels has been received against the three SSEN require for a valid application. The grant would cover as much as the non-VAT element of any works / installation, and therefore the Clerk is investigating how much of the VAT payable could be reclaimed. It is assumed at this stage it is not likely the timescales of this fund can be met and if that is the case, it will still have been a useful exercise for the Council to be prepared when the next funding window opens.

Spring Newsletter

26.40 Members RECEIVED an update from Councillor Westwood who thanked Councillors for their time given to distribute the newsletter to all households in the parish.

Meeting Closed at 20.57hrs

Chairman…………………. Dated……………

EXTRAORDINARY MEETING OF THE PARISH COUNCIL
18 May 2026
held at the Jubilee Club House, Lydiard Millicent
at 19:00 hrs

Councillors Present:

S Westwood, Chairman	G Griffiths	S Hill-Wheeler	R Selwood
M Allsop, Vice Chairman	J Sprules	S Trowbridge	

Others in Attendance: 1 member of the public.

Meeting Clerk: Hayley Graham

Public Question Time: There were no public questions.
Councillor Question Time: An update was given by Councillors Griffiths and Trowbridge in relation to the suspected data capture issues with the Council's Speed Indicator Devices (SID). There appears to be a memory issue with the SID at Stone Lane which has been reported to the manufacturer, awaiting a response. Both SIDs have been updated to the latest software, and some tests were run to verify the accuracy of the data captured. This data will be reviewed and an update brought to the next meeting.

MINUTES

26.41 **Apologies for Absence**
Apologies were RECEIVED from Councillors Bamsey, Neighbour and Roberts.

26.42 **Declarations of Interest and Dispensation Requests**
No declaration of interests were made.

Councillor Hill-Wheeler wrote to the Clerk requesting a dispensation in relation to the planning appeal PL/2024/06287 – Land at Greensend, SN5 3LP. In accordance with Standing Order 13, the Clerk granted Councillor Hill-Wheeler a dispensation in the interests of persons living in the parish area, granted for a period of two years.

26.43 **Financial Accounts**
Members NOTED the report and APPROVED an expenditure of £370.00 (three hundred and seventy pounds) (ex. VAT) to renew the Handyman's ROSPA routine playground inspection certificate. Cost to be met from the training budget.

Planning Applications
Members RECEIVED the draft written representation for planning appeal PL/2024/06287 –
26.44a Land at Greensend, SN5 3LP. Standing Orders were SUSPENDED for public comment and
26.44b REINSTATED before Members discussed further. After discussions, RESOLVED to
26.44c delegate the updating of the draft representation to Councillor Westwood and the Clerk with the following additions:

- concerns relating to inappropriate statements in the appeal regarding potential alternative planning applications that may be submitted if the appeal is dismissed
- to highlight that the application to which the appeal relates was for the "completion of one existing redundant building and erection of one new building". The existing redundant building was demolished as part of an enforcement order and so there are questions around the validity of the appeal.

26.45 **Common Platt Defibrillator**
Members NOTED the report and AUTHORISED the Clerk to reject the Community First conditional grant offer on the basis that it will not prejudice any further applications.

Chairman…………………. Dated……………

26.46 **Grant Applications**

Members CONSIDERED the application and received an update from Councillor Allsop with further detailed event costs. After discussions, Members RESOLVED to award a grant of £200.00 (two hundred pounds) to Lydiard Millicent Parish Hall (registered charity 305542) under its power given in Section 137 of the Local Government Act 1972.

Parish Hall trustees were encouraged to explore the Wiltshire Council Area Board grants information shared by the Clerk in recent weeks to establish if the projects for which it is currently fundraising, could be eligible.

SSEN Communities Fund

26.47 Despite best efforts, only one supplier has provided a quote for solar panels at the Jubilee Club House. As such, the Council do not meet the grant criteria of three quotes and cannot make an application at this time. Councillor Trowbridge will continue to pursue additional quotes and the Clerk will continue to establish VAT implications in order to be fully prepared for when the next funding window opens.

Meeting Closed at 19.44hrs

Chairman…………………. Dated……………

Payments for Approval - 4 June 2026 **Item 6a**

Supplier	Invoice Number	Date	Description	Net	VAT	Total
CAS Insurance Ltd	TBC	28 May 26	Annual Insurance Policy	1,675.95	0.00	1,675.95
John O'Connor	129962	14 May 26	Grounds Maintenance - May '26	985.38	197.06	1,182.44
Kudos Fencing	88328	22 Apr 26	Fence Posts and Rail - Cemetery	30.47	6.09	36.56
Kudos Fencing	88443	05 May 26	Fence Posts and Rail - Cemetery	38.98	7.80	46.78
Kudos Fencing	88463	06 May 26	Fence Rail - Cemetery	16.80	3.36	20.16
Lydiard Millicent Parish Hall	n/a	n/a	Grant Award	200.00	0.00	200.00
				2,947.58	**214.31**	**3,161.89**

Lydiard Millicent Parish Council

Bank - Cash and Investment Reconciliation as at 30 April 2026

Confirmed Bank & Investment Balances

Bank Statement Balances

30/04/2026	The Public Sector Deposit Fund	67,899.33	
30/04/2026	Unity Bank **873	51,624.31	
09/04/2026	Lloyds Charge Card	-108.42	
			119,415.22

Receipts not on Bank Statement

	0.00
Closing Balance	**119,415.22**

All Cash & Bank Accounts

2	The Public Sector Deposit Fund	67,899.33
3	Unity Bank	51,624.31
5	Lloyds Charge Card	-108.42
	Other Cash & Bank Balances	0.00
	Total Cash & Bank Balances	**119,415.22**

Members are requested to NOTE the report and CONSIDER the recommendations.

Public Sector Deposit Fund

The Council is now in receipt of the first half of the precept demand for 2026-2027, and also the reclaimed VAT from all applicable 2025-2026 expenditures. Therefore, it is prudent to move some funds from the Unity Trust account to the Public Sector Deposit Fund to maximise the return on these funds. Funds can be withdrawn again at any point with a working days' notice.

Recommendation

Members to AUTHORISE the investment of £20,000 from the Unity Trust account into the Public Sector deposit fund.

Suspension of Financial Regulation 9.4

Financial Regulation 9.4 states:

> "Personal credit or debit cards of members or staff shall not be used except for expenses of up to £250 including VAT, incurred in accordance with council policy."

The Spring newsletter printing cost was paid on the personal card of the spouse of the Chairman, therefore it is requested that Members resolve to suspend Financial Regulation 9.4 to allow this payment to be reimbursed.

Recommendation

Members to SUSPEND Financial Regulation 9.4 to enable the Clerk to reimburse the Chairman's spouse for Spring newsletter printing costs.

Regular Payments List

Since Members approved the regular payments list at the Annual Meeting of the Council on 7 May, John O'Conner (Grounds Maintenance) have increased their rates in line with CPI. Cost increases in line with CPI on the anniversary of the contract is a condition of their original tender which the Council was aware of at the time of contract negotiations. The new monthly payment is £1,182.44 (inc. VAT) and as such, the amount on the regular payments list for this payment needs to be updated.

Recommendation

Members to APPOVE the change of monthly bank payment to John O'Connor for Grounds Maintenance to £1,182.44 (inc. VAT)

Hayley Graham
May 2026

Lydiard Millicent Parish Council

Cashbook 3

Unity Bank

Payments made between 29/04/2026 and 21/05/2026

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
						Nominal Ledger Analysis			
29/04/2026	Nest Pensions	N/A	63.05			4014	101	63.05	Clerk Pension
30/04/2026	Unity Trust Bank	107-1	13.00			4057	101	13.00	Service Charges
30/04/2026	Corona Energy	19994138	87.61		4.17	4005	301	83.44	JCH Gas
30/04/2026	Institute of Cemetery and Crem	5274/2026/	110.00			4011	101	110.00	ICCM Membership Fee
30/04/2026	Staff Salaries	N/A	1,999.45			4000	101	1,981.45	Staff Salaries - Apr
						4008	101	18.00	Staff Salaries - Apr
30/04/2026	Melanie Allsop	N/A	31.50			4001	101	31.50	Planning Forum Mileage
30/04/2026	Rialtas Business Solutions Ltd	SM33688	612.00		102.00	4064	101	510.00	Rialtas Software & Support
30/04/2026	Wilts. Ass. of Local Councils	WALC 1175	759.95		126.66	4011	101	633.29	WALC / NALC Annual Membership
01/05/2026	Wiltshire Council	N/A	103.00			4002	301	103.00	Business Rates
05/05/2026	Information Commissioner	Z7767724	47.00			4071	101	47.00	Annual ICO Fee
11/05/2026	Lloyds Charge Card	109-1	108.42			206		108.42	Charge Card Balance
13/05/2026	Everflow	5473506	61.67			4003	301	61.67	JCH Water
14/05/2026	3 Business Services	2744062	12.12		2.02	4006	101	10.10	Staff SIM Contracts
14/05/2026	Business Waste Limited	P2016426	96.69		16.11	4105	201	3.84	Waste Removal
						4105	201	31.30	Waste Removal
						4105	301	45.44	Waste Removal
15/05/2026	B. Online Ltd	2188114	38.34		6.39	4006	101	31.95	Broadband
15/05/2026	Inception Business Technology	4006120	54.13		9.02	4032	101	45.11	Printing and Lease
15/05/2026	HMRC Income Tax	N/A	441.83			4007	101	441.83	Staff Tax/NI
20/05/2026	Nest Pensions	N/A	63.05			4014	101	63.05	Clerk Pension
21/05/2026	John O'Conner	129275	85.00		14.17	4129	402	70.83	C Field Grounds Maint
21/05/2026	John O'Conner	129826	1,146.87		191.14	4101	201	50.88	Grounds Maintenance
						4101	301	788.27	Grounds Maintenance
						4101	401	116.58	Grounds Maintenance
21/05/2026	J Rouse & Son Ltd	18095	12.80		2.13	4109	401	10.67	Drill bit/bolts Hoborn Trough
21/05/2026	Corona Energy	20061607	112.98		5.38	4005	301	107.60	JCH Gas
21/05/2026	EE&TMobile	2473258879	26.59		4.43	4006	101	22.16	Clerk Mobile
21/05/2026	Fox Miah Ltd - Betterclean	3360	544.30		90.72	4120	301	453.58	JCH Cleaning - April
21/05/2026	X-Net Services Ltd	34512	518.40		86.40	4053	101	432.00	Website Hosting and Support
21/05/2026	X-Net Services Ltd	34513	240.00		40.00	4053	101	200.00	Email Accounts
21/05/2026	Greatfield Nurseries	42405798	20.66		3.44	4105	201	17.22	Post Cement
21/05/2026	Greatfield Nurseries	46436621	20.66		3.44	4105	201	17.22	Post Cement
	Subtotal Carried Forward:		7,431.07	0.00	707.62			6,723.45	

Cashbook 3

Unity Bank

Payments made between 29/04/2026 and 21/05/2026

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
						Nominal Ledger Analysis			
21/05/2026	Hayley Graham	N/A	31.50			4001	101	31.50	SLCC Clerk Day Mileage
	Total Payments:		7,462.57	0.00	707.62			6,754.95	

LMPC Income Summary	2026-2027
Income received as at	30/04/2026
Category	**Amount**
Cemetery Burials	£570.00
Cemetery Memorials	
Community Field	£171.84
Cricket	
Defra	
Exclusive Rights	£40.00
Field and Hall Hire	£25.50
Football	£1,175.00
Grants	
Lydiard Plain Rental	
PSDF Income	£217.22
Sale of SIDs	£1,500.00
Wayleave	
Total	**£3,699.56**
Precept	£36,646.50
Vat Refund 25/26	£10,137.69
Total	**£50,483.75**

Members are requested to NOTE the report.

Background
At the Parish Meeting of 2 April, a planning application for 3 Church Place, Lydiard Millicent (PL/2026/00339) was considered by the Council. As part of these discussions, Members were made aware that it was possible that buildings on the site were being used in contravention to the planning permission granted. Wiltshire Councillor Andrew Matthews agreed to consult Wiltshire Council's Enforcement department regarding the matter. Responses from Enforcement have now been received.

Email – 10 April
I have contacted the owners to inform them that the use of the annexe as a holiday let is considered a breach of condition 4 of 17/04235/FUL and constitutes a material change of use for which planning permission is required.

I have requested that, within 6 weeks, they either cease the use as a holiday let or apply for planning permission. I have asked that they confirm their intentions for me within 14 days, after which time I will update you accordingly.

The other matters you have raised, relating to cameras, noise and light issues, would not fall within the remit of planning enforcement. The Council's Anti-Social Behaviour team may be able to offer advice in respect of the cameras, and the other matters should be raised with the Environmental Protection team.

Email – 8 May
I recently visited the property, accompanied by a Senior Enforcement Planning Officer.

The owner advised us that he had previously been advertising a room within the main dwelling, with guests sharing the kitchen and other facilities with the main household. This use has now ceased.

The use of a room within the dwellinghouse, where facilities are shared with the main household, does not constitute a material change of use and therefore does not require planning permission.

It does appear that on occasion guests may have been 'upgraded' to the annexe, however the owner has confirmed that the annexe will not be used as a holiday let until such time that planning permission has been granted. We have also been advised that all related advertisements have been removed from the internet.

On the basis of the information currently available, it appears that there is no breach of planning control at this time. It is therefore my intention to close the enforcement file. Please do let us know if you have further concerns in the future regarding the use of the annexe and we can open a new file if necessary.

Hayley Graham
May 2026

Town and Country Planning (Tree Preservation) (England) Regulations 2012

Dead or Dangerous Tree(s)

Application Reference Number: PL/2026/03264

Decision Date: 21/05/2026

Applicant:	Mr Carl Bentley Blue Kite Trust
Particulars of Development:	One Willow and one Ash tree - Fell.
At:	LYDIARD MILLICENT PRIMARY/PRE-SCHOOL, THE BUTTS, LYDIARD MILLICENT, SN5 3LR

The Tree Officer has requested two replacement trees.

I can confirm that the above Tree is classified as Dead and Dangerous (DD). The tree can be removed under the Town and Country Planning (Tree Preservation) (England) Regulations 2012. This allows the removal of any protected tree, which is dead or imminently dangerous, without the need to make a formal Tree Work Application to the Council.

Section 213 of the Town and Country Planning Act places a duty on landowners to plant another tree of an appropriate size and species, in the same or nearby place.

The new tree/s should be planted within the first available planting season following the removal of the DD tree. The replacement tree/s should be a suitable species and of similar stature (at maturity).

The new tree/s should be at least light standard and should be planted in a position to be agreed with the local planning authority and maintained in accordance with good practice. If, within a period of 10 years from the date of planting, the tree (or any other tree planted in replacement for it) is removed, uprooted or destroyed or dies, another tree of the same size and species shall be planted in the same place, or in accordance with any variation for which the local planning authority give their written consent.

The applicant should note that this notice does not affect any private property rights and therefore does not authorise the carrying out of any work on land, or entering land outside his/her control. If such works are required, it will be necessary for the applicant to obtain the landowners consent before work starts

For further enquiries the officer can normally be contacted on the details below.

Please note: If the property is sold, the requirement to plant replacement trees passes to successive owners of the land. Please ensure that future owners are aware of this letter.

Nic Thomas - **Director of Planning, Economy and Regeneration**

PQT 2 October – Common Platt Defibrillator A resident asked for the Council to consider installing a defibrillator in Common Platt as the nearest ones are some distance away (Peatmoor and Lydiard Millicent village). The Council agreed that the Clerk should explore this including approaching Purton PC as a possible joint venture. UPDATE: Purton Parish Council considered the proposal in their meeting held on 13 Oct but they do not have funding to support a defibrillator in Common Platt at this time. Costs for a solar / wind powered cabinet have been received which may be cost prohibitive, so it is now being established if a mains connection is possible next to the parish noticeboard, SSEN are preparing a quote. WC have confirmed the process for requesting approval for installation on the public highway. FURTHER UPDATE: Members AGREED to defer the decision on which option should be taken forward, pending further investigation. Members RESOLVED to give the Clerk the authority to make a grant application to the Hills Landfill Community Fund on its behalf. Agenda item. JUNE UPDATE: Members RESOLVED to CLOSE this item as a result of discussions in the Extraordinary Meeting held on 18 May.
25.156j - Financial Accounts Members APPROVED an expenditure of up to £500.00 (ex. VAT) for the Clerk to purchase a new office computer along with any associated new equipment required.
26.28h – Financial Accounts Members APPROVED an expenditure of £86.55 (ex. VAT) to purchase 5no. Councillor name badges, including print set up and P&P. UPDATE: Order placed, delivery expected by end of May
26.26 – Electrical Works at JCH Members APPROVED expenditures of: a. £423.00 (ex. VAT) for an EICR to be produced. b. £734.87 (ex. VAT) for the replacement of the fan and controller unit. c. £355.31 (ex. VAT) to replace 2no. car park flood lights and PIR sensors. d. £144.25 (ex. VAT) to replace the kitchen light fitting and sensor. UPDATE: All works scheduled for 19 June.

PURTON
PARISH COUNCIL

Council Offices
Station Road
Purton
Wiltshire
SN5 4AJ

Wiltshire Council
Chief Executive, Lucy Townsend

Paul Sample
Cabinet member for Environment, Climate and Waste Services

Date : Monday 27 April 2026

Dear Members

We write on behalf of a number of neighbouring parish and town councils to express our collective concerns regarding the proposed closure of household recycling centres.

Firstly, we would like to place on record our shared concern about the potential impact these closures may have on residents across our areas. These facilities provide an essential service, and their removal raises significant questions around accessibility, increased travel distances, environmental consequences, and the potential for unintended issues such as fly-tipping.

We recognise the financial and operational pressures facing Wiltshire Council and appreciate the complexity of the decisions being made. However, given the scale of the impact on our communities, we believe it is vital that local councils are meaningfully engaged as this process progresses.

To that end, we have established a joint collaborative working party comprising representatives from affected parish and town councils. We respectfully request that this group is formally included in all relevant correspondence and stakeholder engagement relating to these service changes. In particular, we ask to be kept fully informed of any developments, considerations, and decisions as they arise.

We believe that open and transparent communication will enable constructive dialogue and help ensure that local knowledge and community perspectives are properly reflected in any future arrangements.

We would welcome the opportunity to engage further and to work collaboratively with Wiltshire Council to explore solutions that best serve our residents.

Thank you for your consideration, and we look forward to your response.

Yours sincerely

Neil Saunders
Chair of Purton Parish Council and representative of the Joint Working Party

Neil.Saunders@purtonparishcouncil.gov.uk

Members are requested to NOTE the correspondence.

"In recent national news reports there have been of increasing incidents of travellers moving en masse with diggers, and plant equipment to hardcore areas they have bought over long bank holiday weekends. They do so knowing that councils will not have any enforcement available over the period.
I am just wondering whether LMPC has run a risk assessment on this with regards to the field which has failed planning permission by Lydiard Green ?

As the travellers own this land then in these cases the tendency is to forcibly move in and then apply for retrospective planning permission. They also know to use the ploy of vulnerable children on site which they blocks the council from being able to move people. I appreciate they already failed to gain planning permission however these people tend to force thing through by other means.

This could be a real risk for the parish, I think it's worth further discussion within the council and wider community. There maybe a few warning signs leading up to any land grab. It may be wise for residents in the local area to have the correct contact details for Wiltshire Council Council to report any suspicious activities in the first instance.

Apologies don't want to sound alarmist however this has happened quite a few times based on recent news especially in the South East."

Members are requested to NOTE the correspondence.

“Dear Parish Council,

The work undertaken here in Common Platt is reason to celebrate. The Parish Clerk and Parish Handyman have been instrumental in letting us live here without further fear of flooding.

The WCC contractors works undertaken here over the last few weeks go to show how bad things were, a point that WCC use to continually phob us off by saying they were clear.

With the works complete, if the Parish Handyman has any access to some top soil and grass seed we would be more than happy to top up the verges from where they have been left. I know that Mr Chequer has worked hard to improve the appearance of this area and I have cleared most of the debris that has been left on our side.

Once again a huge thank you. We look forward to living here now for many more years.”

Wiltshire Council

Notice of Withdrawal of Wiltshire Local Plan Pre-Submission Draft 2020-2038 (Regulation 19)

Dated: 22 May 2026

Planning and Compulsory Purchase Act 2004 (as amended)
The Town and Country Planning (Local Planning) (England) Regulations 2012 (as amended)

In accordance with regulation 27 of the Town and Country Planning (Local Planning) (England) Regulations 2012, as amended, this statement gives notice that Wiltshire Council has withdrawn the publication version of the Wiltshire Local Plan Review from the examination, following receipt of the planning inspectors' letters dated 27 February and 13 March 2026.

The Wiltshire Local Plan Review was submitted to the secretary of state for independent examination on 28 November 2024.

The resolution to withdraw the Wiltshire Local Plan Review from the examination was authorised at Wiltshire Council's Full Council meeting on 19 May 2026.

The withdrawal was made under the provisions of section 22 of the Planning and Compulsory Purchase Act 2004, which enables a local planning authority to withdraw a development plan document at any time up to its adoption.

Any questions regarding the withdrawal of the Wiltshire Local Plan Review should be directed to:

Strategic Planning Team:

County Hall
Bythesea Road
Trowbridge
Wiltshire
BA14 8JN

Telephone: 01225 713223

Email: StrategicPlanning@wiltshire.gov.uk

All relevant documents relating to the withdrawn local plan will cease to remain available via the Wiltshire Local Plan Review (withdrawn) webpage after a period of six weeks from the date of this notice. The Wiltshire Local Plan Review (withdrawn) webpage and can be accessed via: www.wiltshire.gov.uk/local-plan-withdrawal

AUDITING SOLUTIONS LTD

Lydiard Millicent Parish Council

Internal Audit Report FY2025-26

Claire Lingard
Consultant Auditor

For and on behalf of
Auditing Solutions Ltd

Background

Statute requires all town, parish and community councils to arrange for an independent internal audit examination of their accounting records and system of internal control and for the conclusions to be reported each year in the Annual Governance and Accountability Return**.**

This report sets out the work undertaken in relation to the Internal Audit process for the 2025-26 financial year which took place on the 30th of April and the 1st of May 2026.

Internal Audit Approach

In concluding our review for the year, we have again had regard to the materiality of transactions and their susceptibility to potential mis recording or misrepresentation in the year-end Statement of Accounts / Annual Return. Our programme of cover is designed to afford appropriate assurance that the Council has appropriate and robust financial systems in place that operate in a manner to ensure effective probity of transactions and to afford a reasonable probability of identifying any material errors or possible abuse of the Council's own and the national statutory regulatory framework. The programme is also designed to facilitate our completion of the 'Internal Audit Report' as part of the Council's Annual Governance and Accountability Return process, which requires independent assurance over a number of internal control objectives.

Overall Conclusions

We report that, on the basis of the work undertaken to date in the current year, the Council continues to operate robust, proportional and effective internal controls in all areas reviewed. We have noted that the Council Received and Adopted our prior year internal audit report and implemented the two recommendations made therein. We have further noted the continuous improvement in Corporate Governance during the 2025-26 financial year, particularly in relation to the quality of the Council's Approved and Published Minutes, the development of its Policies Portfolio and the steps taken to ensure compliance with Assertion 10. We have made no recommendations for improvement in respect of the 2025-26 financial year audit.

We take this opportunity to commend the Clerk & RFO and note her efforts to advance the Council's standards of governance and financial administration. We also note that the Clerk & RFO will shortly achieve CiLCA certification. We thank the Clerk & RFO for the diligent way in which the documentation, required to conduct this year-end audit was presented and consider that this was achieved in an exemplary manner and on a timely and secure basis, making the internal audit process straightforward.

Finally, we ask that Council Members consider the content of this report and acknowledge that the report has been formally reviewed and adopted by the Parish Council.

Review of Accounting Records & Bank Reconciliations

Our objective here is to ensure that the accounting records are being maintained accurately and currently and that no anomalous entries appear in cashbooks or financial ledgers. We note that the Council uses the Rialtas Alpha accounting software package for local councils to maintain the accounting records, also noting that during the 2025-26 financial year the Council retained its funds one bank accounts and an investment fund as follows:

- Cashbook 2 – CCLA Public Sector Deposit Fund
- Cashbook 3 – Unity Trust Bank
- Cashbook 5 – Lloyds Charge Card
-

We have noted the following: -

- Agreed the opening Trial Balance in the accounting software for 2025-26 financial year to the closing Trial Balance for the 2024-25 financial year to ensure that all the detailed balances have been properly brought forward;
- Noted that quality of data entry in all the Council's Cashbooks, (2, 3 and 5) is of a generally high quality;
- Checked and verified the detail of the transactions recorded on the CCLA PSDF account (Cashbook 2) and the Unity Trust Bank account (Cashbook 3) and the Lloyds Charge Card account (Cashbook 5) to the supporting bank statements for April, September and December 2025 and March 2026;
- Checked and verified the detail on the 30th of April, 30th of September and 31st of December 2025 and the 31st of March 2026 bank reconciliations on the CCLA PSDF account (Cashbook 2) the Unity Trust Bank account (Cashbook 3) and the Lloyds Charge Card account;
- Noted that the Members have continued to maintain a Financial Accounts checking team, which pay detailed scrutiny to the Council's quarterly accounts; and,
- Considered the appropriateness and security of the controls over software systems back-up, noting that the Council's email system is managed and backed up by an external IT consultancy: X-Net (Service) Ltd (*formally Kimcell Ltd which incorporates X-Net, e-mango an Datacenta hosting brands)*. The Council's computer system including Rialtas is all managed and backed up by Microshade.

Conclusion

There are no matters arising in this area of review warranting formal comment or recommendation.

Review of Corporate Governance

- Noted that Council received an unqualified External Auditor's report for the 2024-25 financial year;
- Noted that the Council remains ineligible to adopt the General Power of Competence due to the Clerk not holding CiLCA certification;
- Reviewed the Minutes of the Full Parish Council for the full financial year to the 31st of March 2026 to ensure that no issues affecting the Council's financial stability either in the short, medium or long term exist;

- Noted that the Parish Council reviewed and re-adopted its Standing Orders at its 15th of May 2025 Annual Meeting under Minute Reference 007/25. Based on the NALC model document;

- Noted that the Parish Council reviewed and re-adopted its Financial Regulations at its 15th of May 2025 Annual Meeting under Minute Reference 008/25. Based on the NALC model document;

- Noted that the Parish Council correctly provided the proper opportunity for the Exercise of Public Rights in accordance with the requirements of the Accounts and Audit Regulations for the examination of the 2024-25 financial year financial statements and supporting documents. The Notice of Exercise of Public Rights was, (and remains), published on the Council's website under the FY2024-25 'Finance' hyperlink: Notice of EoPR FY2024-25 and was prominently displayed on the Council's noticeboards. The published Notice records an announcement date as the 06th of June 2025, with a commencement date of the 09th of June 2025 and a conclusion date of the 21st of July 2025; a period of exactly 30 days including the first 10 working days in July;

- Noted that the Notice of Conclusion of Audit, dated the 18th of September 2025 has been published on the Council's website under the FY2022-23 'Finance' hyperlink: Notice of Conclusion of Audit FY2024-25 and was prominently displayed on the Council's noticeboards;

- Conducted a review of the Council's Approved and Published Minutes for the 2025-26 financial year, noting that these are of a generally high quality;

- Noted that the Parish Council maintains an official website which is published on a JSEC compliant server under the domain https://www.lydiardmillicent-pc.gov.uk/;

- The Council's website is only 'partially compliant' with current WCAG 2.2A Accessibility Legislation;

- The Council is registered with the Information Commissioner's Office (ICO) as a Data Controller;

- The Council has Adopted and Published the ICO's model Publication Policy for Public Authorities;

- The Council has Adopted and a Data Protection policy covering both UK GDPR legislation effective 2018, as amended from time to time;

- Councillors have been provided with formal GDPR and Data Protection training;

- Councillors and Staff Members have been issued with 'name@lydiardmillicent-pc.gov.uk' email addresses exclusively for Council business use;

- The Clerk & RFO has undertaken a formal Data Audit during the 2025-26 financial year;

- The Council has an Approved and Adopted Data Retention Policy; and,

- The Council has an Approved and Adopted Freedom of Information (FoI) Request Policy. We are informed by the Clerk & RFO that the Council has received not any FoI requests during the 2025-26 financial year.

Conclusion

There are no matters arising from this area of review warranting formal comment or recommendation. We commend the Clerk & RFO for the significant works that has been undertaken during the 2025-26 financial year to ensure that Council is compliant with the requirements of the new 'Assertion 10' on the Annual Governance and Accountability Return. We take this opportunity to draw the Clerk & RFO's attention to the Accessibility standard of the current website, being only partially compliant with current WCAG 2.2A requirements.

Review of Expenditure

Our aim here is to ensure that: -

- Council resources are released in accordance with the Council's approved procedures and budgets;
- Payments are supported by suitable documentation, either in the form of an original trade invoice or other appropriate form of document confirming the payment as due and/or an acknowledgement of receipt, where no other form of invoice is available;
- All discounts due on goods and services supplied are identified and appropriate action taken to secure the discount;
- The correct heading codes have been applied to invoices when processed; and,
- VAT has been appropriately identified and coded to the control account for periodic recovery.

We have conducted a detailed examination of a sample of non-salary related payment documents made by the Council in the 2025-26 financial year, with the selection criteria of every payment in excess of £1,000 and every 25th payment irrespective of value. A total of 33 payment documents, with a total value of £38,865.69, and equating to approximately 50.6% of all non-payroll related payments was checked and verified. There was clear evidence of both Clerk & RFO and Member scrutiny applied to each document, in full compliance with the Council's adopted Standing Orders and Financial Regulations.

Noted that the Council holds a single Lloyds Bank Charge Card against the Unity Trust Bank Account. The account has a monthly account limit of 500.00 with a single transaction limit of £500.00 *(Approval has been given to increase the credit limit to £750, however, this had not been enacted as at the 31st of March 2026).* The Charge Card account is settled in full on a monthly basis and the account balance has been checked and certified to be zero as at the 31st of March 2026 as statutorily required. The Charge Card is retained in a secure location when not in use.

Finally, in this area of review we note that the Council submits a single s.126 VAT reclaim for the prior financial year, each year. The s.126 VAT reclaim 2024-25 financial year, in the amount of £10,612.39 was received to bank on the 06th of June 2025. We note that the s.126 VAT reclaim for the 2025-26 financial year has been prepared in the amount of £10,137.69 and we confirm that this balance has been disclosed under 'debtors' on the year-balance sheet supporting the FY2025-26 Accounting Statements.

Conclusions

There are no matters arising in this area of review warranting formal comment or recommendation.

Review of Assessment & Management of Risk

Our aim here is to ensure that the Council has put in place appropriate arrangements to identify all potential areas of risk of both a financial and health and safety nature, whilst also ensuring that appropriate arrangements exist to monitor and manage those risks to minimise the opportunity for their coming to fruition.

We note that the Council continues to demonstrate a robust and proportionate approach to Risk Management, with a formally adopted Risk Management Policy and a detailed Finance and Health & Safety Risk Register in place, both of which is reviewed and amended from time to time during the financial year.

We also note that the Council undertakes specific Risk Assessments for areas of critical risk on a case by case basis, for example; the Fire Risk Assessment which was undertaken at the Jubilee Club House, Risk Assessments at the Council's play area and recreation ground. Members last reviewed and readopted the Council's Health & Safety Risk Register during the 02nd of October 2025 meeting of the Parish Council under Minute reference 103/25.

The Council continues to place its insurance requirements with Ansvar Insurance, a business division of Ecclesiastical Insurance Office plc, under policy number ACY 2381667 has a period of cover of the 1st of June 2025 to the 31st of May 2026. The key features of the policy's schedule are:

Employers Liability	£10,000,000
Public Liability	£10,000,000
Trustees' & Directors' Liability	£1,000,000
Legal Expenses	£250,000
Libel & Slander	£100,000
Fidelity Guarantee	£25,000
Personal Accident	£15,000
All Risks	£10,000
Money	£10,000
PR Crisis – any incident	£5,000

We consider this level of cover appropriate for the Council's immediate and ongoing requirements.

Finally, in this area of review, we note that the Council is responsible for the management and maintenance of the Jubilee House/Meadow Springs Play Area and Recreation Ground which contains football and cricket pitches.

The Council is responsible for the Jubilee House/Meadow Springs Play Area and Recreation Ground which contains football and cricket pitches which are managed under the Council's Play Area Management Policy originally Adopted by Members during the 2022-23 financial year is reviewed every two years on the month of its anniversary.

We note that the Council's Handyman, who holds a ROSPA routine inspection certificate, undertakes the weekly inspection of the playground and recreation areas and submits the resulting report to the Clerk & RFO and Members who continue to respond to any deficiencies identified. The annual independent play are inspection report was conducted during the 2025-26 financial year by Wicksteed Ltd.

The Council's published minutes confirm that Members pay close attention to Health & Safety aspects of its recreation facilities on an ongoing basis. The Clerk & RFO also informs us that representatives of the football and cricket teams check the pitches for issues before matches begin and report any defect to her via e-mail.

Conclusion

There are no matters arising in this area of review warranting formal comment or recommendation.

Review of Precept Determination & Budgetary Control

Our aim here is to ensure that: -

- The Council has undertaken a budget determination exercise, which forms the basis of the annual Precept request from the parent Council;
- The Council has received monthly reports identifying the budget position throughout the year, the accuracy of these are also reviewed during the Audit Committee meeting;
- The Council has formally approved the establishment of specific reserves; and,
- The utilisation of reserves and the return of unused balances to the General Fund are reported to the Council on a monthly basis.

We note from the Council's published Minutes, and the supporting documentation provided by the Clerk & RFO, that the Council conducted a detailed budget setting and Precept determination process for the 2025-26 financial year. The Council's Minutes confirm that a series of budget and reserves reviews were undertaken during the Council's October, November and December 2025 meetings. Subsequently Members Resolved to establish the Precept for the 2026-27financial year, in the amount of £73,293 (*£67,055 prior-year*), at the 08th of January 2026 meeting of the Parish Council, under Minute reference 157/25. This increase equates to an annual Council Tax for a Band 'D' property in the amount of £95.41, an increase of £9.92, equivalent to 11.6%, above the prior year.

We note that the Council held ten formally established Earmarked Reserves (EMRs) as at the 31st of March 2026. We have reviewed the level of these reserves noting an opening balance of £34,658.12, net in-year transfers of -£5,740.42 resulting in a closing balance of £28,917.70. The EMRs are recorded in the Rialtas Alpha accounting software and that all the Council's payments are made from the appropriate reserve fund, at the instruction of the Members.

The Clerk & RFO has advised us that the EMRs have been further reviewed with Members to ensure that they are replenished, by virement, to meet the Council's budgetary requirements for the 2026-27 financial year.

We have checked and verified the closing balances for the 2025-26 financial year, noting that the Council held total reserves as at the 31st March 2025, in the amount of £85,969.67 (*£80,965.61 prior-year*), of which £28,917.70 (*£27,059.72 prior-year*) were held in Earmarked Reserves leaving a residual General Reserve fund of £57,051.97 (*£53,906.03 prior-year*) equating to approximately 7 months' reserve based on the average monthly 2025-26 level of expenditure, sitting just above the upper range of the generally accepted guidance of the Chartered Institute of Public Finance and Accountancy (CiPFA), that smaller authorities should retain between 3 and 6 months of General Reserve fund based on the average monthly prior year expenditure. We have noted the Clerk & RFO's comments regarding the further virement of General Reserve funds into EMRs to meet the Council's budgetary requirements for the 2026-27 financial year and consider the level of retained funds appropriate for the Council's immediate and ongoing requirements.

Finally, in this area of review we have noted the year-end out-turn and examined significant variances in excess +/- of 15% of budget. The Clerk & RFO's variance report contained satisfactory explanations for each variance recorded.

Conclusion

There are no matters arising in this area of review warranting formal comment or recommendation.

Review of Income

In this area of our review, we aim to ensure that income due to the Council is identified, invoiced (where applicable) and recovered at the appropriate rate and within a reasonable time scale. Additionally, that all physically received funds are banked promptly in accordance with the Council's Financial Regulations.

We have noted that the Council no longer receives cash payments for its services.

We note that other than the Precept, the Council derives income from a number of sources which include the following:

- Cemetery Fees
- Football Fees for field hire
- Cricket Fees for field hire
- Fees for hire of meeting room
- Fees for field hire
- Rural Payments Agency (RPA) Fees re: Lydiard Plain
- VAT reclaims
- Bank interest
- Occasional Grant and Donations

We have noted that the Council has met its duty to review its fees during the financial year, Resolving its Cemetery and General fees for the 2025-26 financial year at the 08th of November 2025 meeting of the Full Parish Council under Minute reference 123/25 and 124/25 respectively.

We have checked and verified that the Council's fees have been correctly published on its website and reviewed the Council's Adopted Terms and Conditions of Hire with no matters arising.

We have reviewed the following income streams for months of April, June, September and December 2024 and March 2025 as follows with no matters arising:

- Checked & Verified the receipt of the RPA payment in respect of Lydiard Plain;

- Checked & Verified the Junior Football fees;
- Checked & Verified the Cricket fees; and,
- Checked & Verified the Meeting room fees.

With regards to the Cemetery and Memorial fees, we have confirmed all receipts for the 2025-26 financial year have been recorded correctly, and the associated interment and memorial charges levied correctly with four interments being recorded in the Register.

The Council's total annual income is recorded as follows:

Income FY2025-26	
1000 Precept	£67,055.00
1002 Rental Lydiard Plain	£2,700.00
1003 Grants	£784.92
1007 Hire Fees	
Recreation field & JCH	£491.50
Cricket	£3,652.50
Football	£7,874.50
Subtotal	**£12,018.50**
1011 Grant of ERoB	£1,706.50
1012 Interments	£1,668.00
1013 Memorials	£584.00
Subtotal	**£3,958.50**
1015 Interest	£2,945.11
1020 Miscellaneous	£12.00
4141 Rental Community Field	£1,031.04
Total income FY2025-26	

It is our opinion that, as far as we are reasonably able to ascertain, all other income due to the Council has been received and recorded appropriately.

Conclusion

There are no matters arising in this area of review warranting formal comment or recommendation. We take this opportunity to remind the Clerk & RFO that when setting up new Nominal Codes in Rialtas Alpha that Income Codes should be limited to the 1,000 range and expenditure to the 4,000 range. We have noted the income recorded against a nominal code 4141 and have discussed with the Clerk & RFO the actions to be taken to correct this.

Review of Petty Cash Account

Lydiard Millicent Parish Council does not operate a Petty Cash account. The Clerk & RFO and Members purchase items and seek reimbursement of funds, via expense claims which are subject to the same scrutiny as all other payment documents.

The Clerk & RFO has advised us that the multi-use (charge) card, from the Unity Trust Bank, to enable the Council to make online purchases has been in use from July 2023.

The Review of charge card transactions was conducted, along with all other payments, under our Review of Payments.

Conclusion

There are no matters arising in this area of review warranting formal comment or recommendation.

Review of Staff Salaries

In examining the Council's payroll function, we aim to confirm that extant legislation is being appropriately observed as regards adherence to the Employee Rights Act 1998 and the requirements of HM Revenues and Customs (HMRC) legislation as regards the deduction and payment over of income tax and NI contributions, together with meeting the requirements of the local government pension scheme, as last amended with effect from 1st April 2018 in terms of employee contribution percentages. To meet that objective, we have:

- Noted that there were no staff changes during the 2025-26 financial year to the 31st of March 2026;
- Noted that the Council payroll administration remains outsourced to DM Payroll Services;
- Checked and verified the payroll reports for the financial year from the 1st of April 2025 to the 31st of March 2026 with no matters arising;
- Noted that Tax and NI deductions have been paid to HMRC in a timely manner, monthly in arrears;
- Noted that the Clerk & RFO's pay scale increase was Resolved during the 04th of May 2025 Personnel Committee under Minute reference P/25/04 of that meeting;
- Noted that the Council Approved the application of the National Pay Award during the 04th of May 2025 meeting of the Parish Council under Minute reference 25/86 of that meeting; and,
- Noted that the Council is properly enrolled in the NEST Pension Scheme, with the Clerk & RFO as the only employee who is a member of the scheme effective from July 2025. The other two employees remained 'opted out' during the 2025-26 financial year

Conclusion

There are no matters arising in this area of review warranting formal comment or recommendation.

Review of the Fixed Asset Register

The Smaller Authorities Proper Practices Panel (SAPPP) Practitioners Guide requires councils to maintain a record of all assets owned. We note the Council's compliance with this requirement; the Clerk maintains and manages an appropriate register with values identified both at cost price or, when unknown, at the required £1.00 valuation, together with the annually uplifted insurance value to assist with budgetary planning for future replacements.

We have noted that the Council currently maintains its Fixed Asset Register in a basic Microsoft Excel spreadsheet. As at the 31st of March 2026 the Register records the following information:

Fixed Asset Register FY2025-26	
Opening Balance 31.03.2025	£477,701.00
Net in-year disposals	£2,081.00

Net in year acquisitions	£12,241.00
Closing Balance 31.03.2026	£487,861.00

We have checked and verified that this value has been correctly reported in the Accounting Statements at Box 9 of Section 2 and have updated our permanent Annual Return records accordingly.

Conclusion

There are no matters arising in this area of review warranting formal comment or recommendation.

Review of Investments & Loans

Our objectives here are to ensure that the Council is "investing" surplus funds, be they held temporarily or on a longer term basis in appropriate banking and investment institutions, that an appropriate investment policy is in place, that the Council is obtaining the best rate of return on any such investments made, that interest earned is brought to account correctly and appropriately in the accounting records and that any loan repayments due to or payable by the Council are transacted in accordance with appropriate loan agreements.

We noted that the Council has both an Adopted Investment Policy and an Adopted Reserves Policy in place.

The Council holds its funds a Unity Trust Bank current account We have verified the 31st of March 2026 account balances with reference to electronic copies of the prime supporting documentation and the disclosed balances in the corresponding account reconciliations. We have also noted that the funds retained in these accounts, being less than £120,000 are fully protected by the Government's Financial Services Compensation Scheme.

The Council holds surplus funds in a CCLA Public Sector Deposit Fund account. We have verified the 31st of March 2026 account balance with reference to an electronic copy of the account statement and the disclosed balances in the corresponding account reconciliation and agreed the dividend reinvested in the account has been properly recorded.

Cash at Bank as at 31.03.26

CCLA PSDF	£67,682.11
Unity Trust Bank Current	£8,618.98
TOTAL	**£76,301.09**

The Clerk & RFO has certified that Council has no loans, either owed, or let by it.

Conclusion

There are no matters arising in this area of our review warranting formal comment or recommendation.

Statement of Accounts and Annual Return

The Council's Rialtas accounting system automatically generates the Management Accounts, Balance Sheet, Trial Balance, Income & Expenditure Accounts and Reserves reports as part of the software's year-end closed down procedure.

We have checked and verified these reports, against prime documentation, and consider that the Council's Accounting reports accurately records the 2025-26 financial year's transactions. The software also generates the detail for inclusion in the year's Annual Return, which we have also verified as being consistent with the accounting and other relevant supporting records.

We have also reviewed the procedures in place for identifying year-end debtors, creditors and accruals and agreed the detailed values recorded in the year-end Balance Sheet to the underlying records with no long-standing unpaid accounts or other issues arising.

Conclusion

We are pleased to record that there are no matters arising in this area of our review warranting formal comment or recommendation and, on the basis of the work undertaken during the course of our review for the year, we have "signed off" the Internal Audit Certificate in the Annual Governance and Accountability Return, assigning positive assurances in all areas.

-oO0Oo-

NOTE TO REPORT

We confirm that all confidential & sensitive information, supplied for the purposes of this audit including, Personnel Minutes, Payroll and Employment data have been permanently deleted from Auditing Solutions Ltd.'s servers and any printouts made for the purposes of this audit have been destroyed in accordance with the Company's data and document retention policies and with the prevailing General Data Protection Legislation.

Annual Internal Audit Report 2025/26

Lydiard Millicent Parish Council

https://www.lydiardmillicent-pc.gov.uk

During the financial year ended 31 March 2026, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2025/26 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Cash payments were properly supported by receipts, all cash expenditure was approved and VAT appropriately accounted for.			✓
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. **If** the authority certified itself as exempt from a limited assurance review in 2024/25, it met the exemption criteria and correctly declared itself exempt. *(If the authority had a limited assurance review of its 2024/25 AGAR tick "not covered")*			✓
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✓		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations *(during the 2025/26 AGAR period, were public rights in relation to the 2024-25 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).*	✓		
N. The authority has complied with the publication requirements for 2024/25 AGAR *(see AGAR Page 1 Guidance Notes).*	✓		
O. The authority has complied with laws, regulations & proper practices relating to digital and data compliance.	✓		

The Council does not operate a petty cash or cash float of any kind.

	Yes	No	Not applicable
P. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.			✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken: 30/04/2026 01/05/2026

Name of person who carried out the internal audit: Auditing Solutions Ltd: CV Lingard

Signature of person who carried out the internal audit

Date 01/05/2026

***If further information is required to support the findings recorded on this AGAR Annual Internal Audit Report then please refer to our detailed Internal Audit report dated the 1st of May 2026.**

Section 1 – Annual Governance Statement 2025/26

We acknowledge as the members of:

Lydiard Millicent Parish Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2026, that:

	Agreed Yes	No*		*'Yes' means that this authority:*
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✔			*prepared its accounting statements in accordance with the Accounts and Audit Regulations.*
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✔			*made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.*
3. We have assured ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✔			*has only done what it has the legal power to do and has complied with Proper Practices in doing so.*
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✔			*during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.*
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✔			*considered and documented the financial and other risks it faces and dealt with them properly.*
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✔			*arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.*
7. We took appropriate action on all matters raised in reports from internal and external audit.	✔			*responded to matters brought to its attention by internal and external audit.*
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✔			*disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.*
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A	*has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.*
			✔	
10. We have put in place arrangements for the effective IT and data management in accordance with proper practices during the year under review.	✔			*has made suitable arrangements for its IT and data management and has complied with proper practices in doing so.*

***Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

This Annual Governance Statement was approved at a meeting of the authority on:

DD/MM/YYYY

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chair and Clerk of the meeting where approval was given:

Chair SIGNATURE REQUIRED

Clerk SIGNATURE REQUIRED

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Section 2 – Accounting Statements 2025/26 for

Lydiard Millicent Parish Council

	Year ending		Notes and guidance
	31 March 2025 £	31 March 2026 £	*Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures* ***must*** *agree to underlying financial records.*
1. Balances brought forward	124,920	91,496	*Total balances and reserves at the beginning of the year as recorded in the financial records. Value* ***must*** *agree to Box 7 of previous year.*
2. (+) Precept or Rates and Levies	64,151	67,055	*Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.*
3. (+) Total other receipts	28,656	23,450	*Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.*
4. (-) Staff costs	30,863	29,480	*Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.*
5. (-) Loan interest/capital repayments	0	0	*Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).*
6. (-) All other payments	95,368	66,551	*Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).*
7. (=) Balances carried forward	91,496	85,970	*Total balances and reserves at the end of the year.* ***must*** *equal (1+2+3) - (4+5+6).*
8. Total value of cash and short term investments	80,966	76,301	*The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March –* ***To agree with bank reconciliation.***
9. Total fixed assets plus long term investments and assets	477,701	487,861	*The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.*
10. Total borrowings	0	0	*The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).*

For Local Councils Only	Yes	No	
11 Do the figures in the accounting statements above exclude any trust transactions?	✔		*For guidance refer to the Practitioners' Guide sections 2.31 to 2.33.*

I certify that for the year ended 31 March 2026 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval.

SIGNATURE REQUIRED

Date DD/MM/YYYY

I confirm that these Accounting Statements were approved by this authority on this date:

DD/MM/YYYY

as recorded in minute reference:

MINUTE REFERENCE

Signed by Chair of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED

Lydiard Millicent Parish Council
Investment Policy

1. Introduction

1.1 At any one time Lydiard Millicent Parish Council ~~is~~ holds~~ing~~ significant ~~amounts of~~ funds consisting of ~~the~~ General and Ear Marked Reserves together with unspent precept monies. The amounts held fluctuate over the course of the year, peaking in April and September ~~October~~ when the precept funds are paid ~~across~~ by Wiltshire Council. An Investment Policy is required to ensure that the responsibility of LMPC for the stewardship of council taxpayers money is properly exercised.

1.2 A p~~P~~olicy is required to comply with "Guidance on Local Government Investments" issued by the Ministry of Housing, ~~Department for~~ Communities and Local Government (MH~~D~~CLG). ~~That document was originally published in 2004, revised in 2010 following the banking crisis during which a number of local authorities were found to have placed funds with high risk financial institutions.~~ The 3rd ~~-~~edition of the guidance (issued under section 15(1)(a) of the Local Government Act 2003 and as amended by the Levelling-up and Regeneration Act 2023) ~~was~~is effective for financial years commencing on or after 1 April 2018.

1.3 The essence of the ~~G~~guidance is to ensure the **prudent** investment of the funds held on behalf of the community. A prudent policy is defined as having two objectives, firstly **security** (protecting the capital sum from loss) and then **liquidity** (keeping the money readily available for expenditure when needed). The generation of investment income is distinct from these prudential objectives but once the appropriate levels of security and liquidity are determined then it will be reasonable to consider what **yield** can be obtained that is consistent with those priorities. When entering into other types of investments, local authorities should consider the balance between security, liquidity and yield based on their risk appetite and the contribution(s) of that investment activity.

2. Policy

2.1 All investments shall be held in the name of Lydiard Millicent Parish Council.

2.2 All investments will be denominated in sterling.

2.3 All fixed term investments will be short term and not exceed a twelve-month term.

2.4 Fixed term investments will only be made after an analysis of future cash flow requirements over the investment period clearly demonstrates that the funds can be tied up without risk.

2.5 Investments will only be made in Current and Deposit Accounts of ~~banks~~ institutions that are covered by the Financial Services Compensation Scheme (FSCS).

2.6 The approval of the~~l~~ Parish Council will be required before any new investment account is opened.

2.7 The actual movement of money shall be by the usual authorised signatories.

2.8~~7~~ In the interests of prudence, Lydiard Millicent Parish Council will not make any "non-specified investments" (as defined by the MH~~D~~CLG ~~G~~guidance) and so there will be no requirement for using the services of treasury management advisers or undertaking specific staff training.

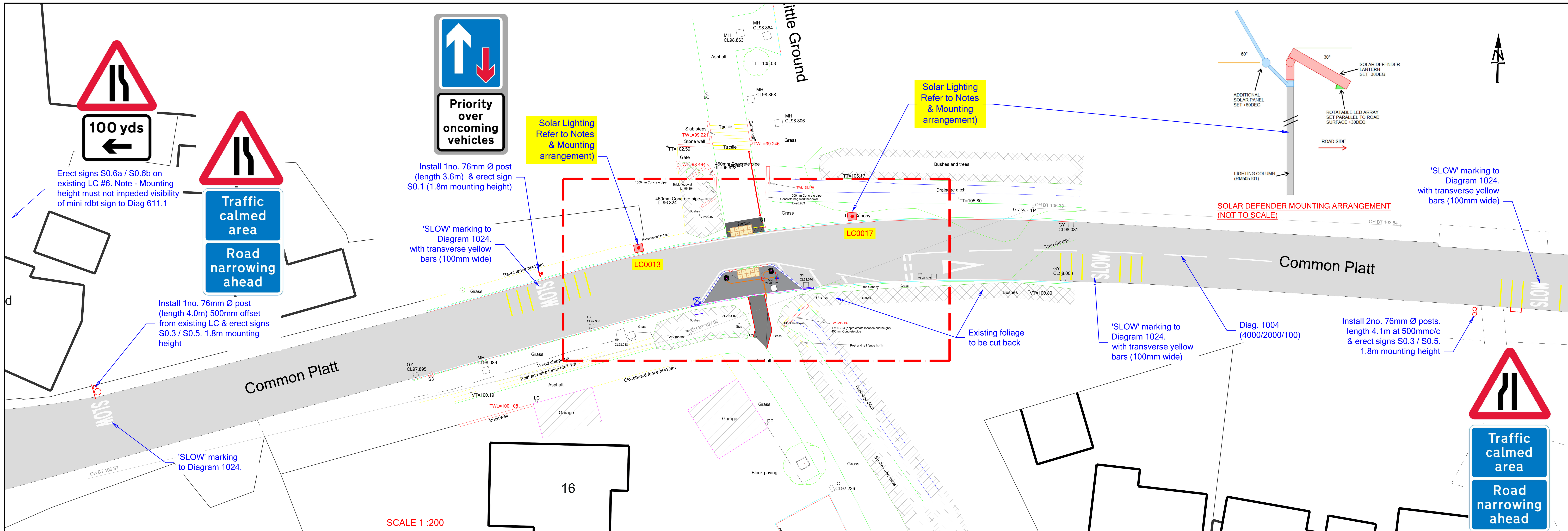
2.9~~8~~ The amount invested in any one institution (or group of institutions that share a FSCS registration) shall not exceed the maximum sum guaranteed under the FSCS scheme (currently £120~~85~~,000).

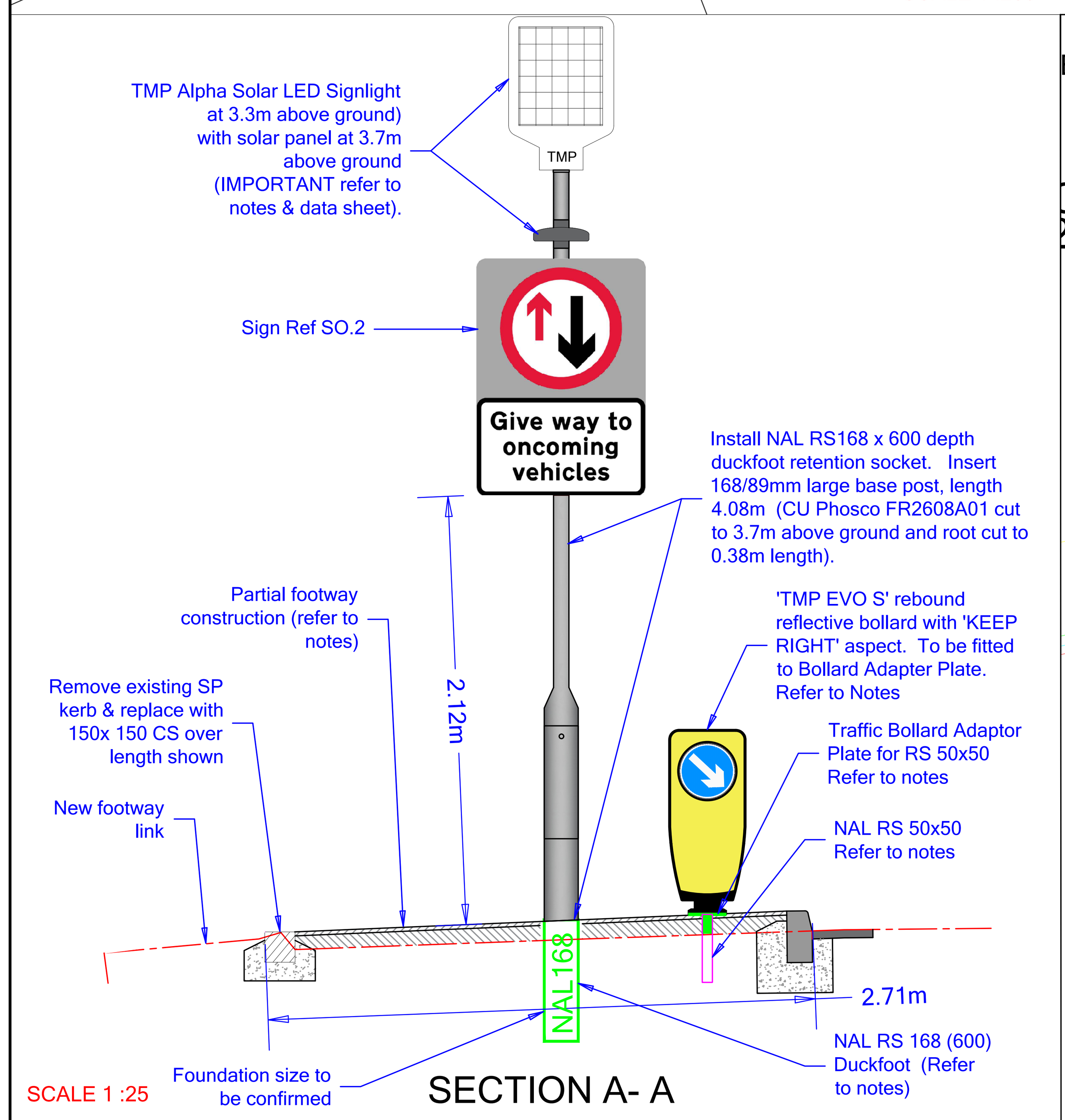
2.10~~9~~ To comply with 2.8 above, steps may need to ~~will~~ be taken to allocate funds as soon as reasonably practical after receipt from Wiltshire Council of the twice-yearly precept payment in the event of the ~~as this will exceed the~~ FSCS limit being exceeded.

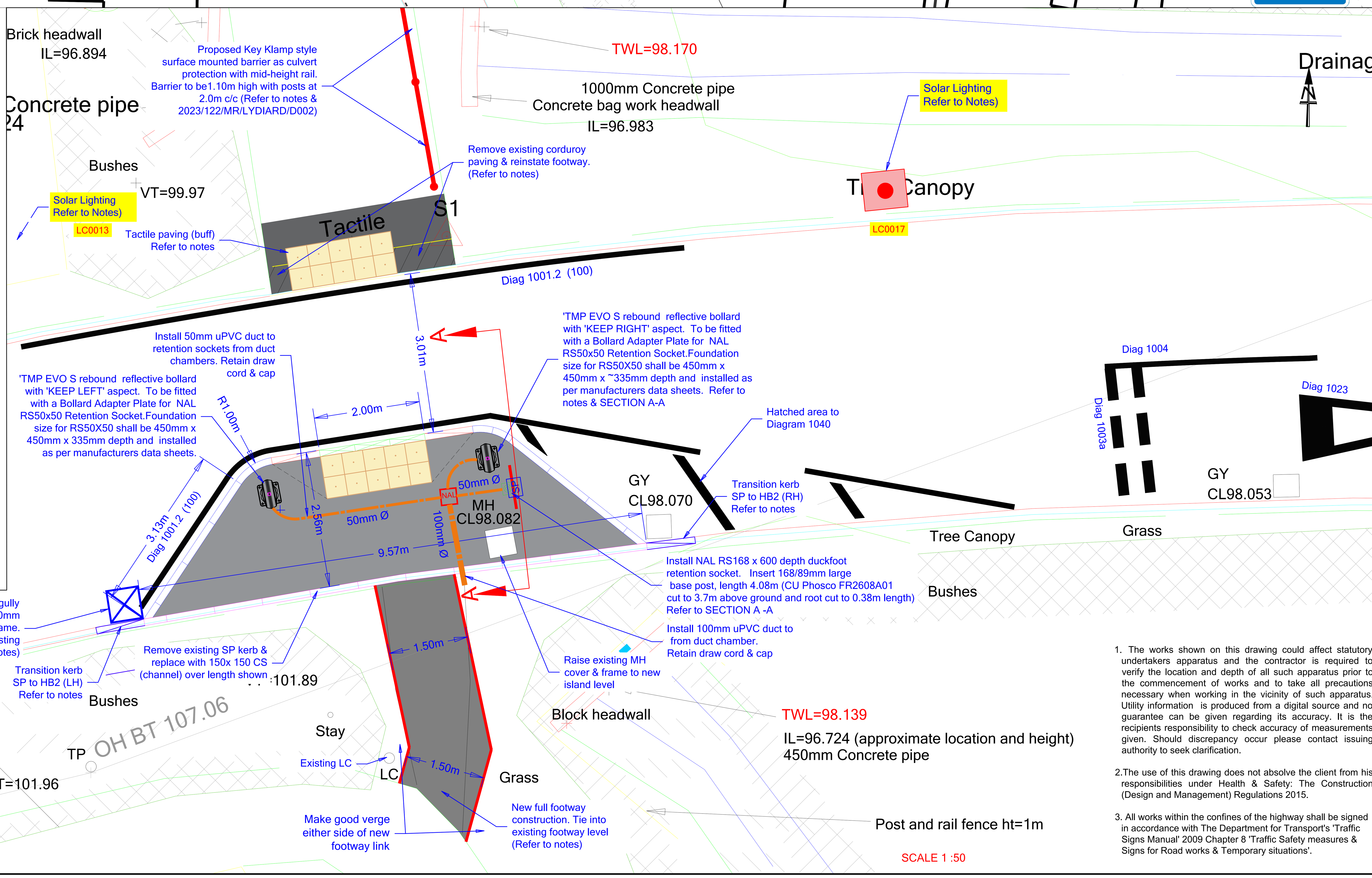
2.11~~0~~ Investment balances shall be taken to the Parish Council each quarter, with an annual review of investment balances together with interest accumulated and the interest rate.

~~2.12~~ This Policy shall be approved and reviewed every 4~~2~~ years by the Parish Council unless legislation require~~d~~s sooner.

Adopted by Lydiard Millicent Parish Council on ~~5 June 2024~~







NOTES:

- 125 x 255 HB2 Pre-cast concrete kerb.Radius specified where applicable
- 125 x 150 BN Pre-cast concrete kerb (6mm u/s)
- 125 / 255 / 150 DL1 /DR1 Pre-cast kerb
- 125 x 255 HB2 to 45 ° SP kerb (both LH & RH)
- 150 x 150 CS Square Pre-cast channel
- 150 x 50 EF Pre-cast concrete edging
- Remove existing footway surface up to 100 mm thick & replace with AC 6 dense surf (100/150) 20 mm thick. AC 20 dense bin (40/60) 80mm thick.
- Overlay carriageway surface with AC 6 dense surf (100/150) 20 mm thick. AC 20 dense bin (40/60) 80mm thick. Finished surface levels to be modified to form new drop crossing point. Cross fall must not exceed 1 in 12
- Full footway construction consisting of AC 6 dense surf (100/150) 20 mm thick. AC 20 dense bin (40/60) 80mm thick. Type 1 unbound mixture sub base 150mm thick
- TMP EVO S Solar Traffic bollard. To be installed with Traffic Bollard Adapter Plate for 50 x 50 NAL Retention Socket. 1no. with 'Keep Left' Aspect and 1no. with 'Keep Right' aspect. Black
- 400 x 400 x 50mm tactile paving 'Buff' laid on compacted 5:1 sharp sand / cement grit mix 50mm thick.
- Plastic trapped road gully, 450 x 750mm deep, with 600 x 600mm D400 grating & frame. Type Pam SAINT GOBAIN 'Rexus' or similar approved
- NAL RS168 X 600 Illuminated (duck foot) retention socket (future proof for power). Final foundation size as per NAL calculation
- NAL RS 50x50mm retention socket. Foundation size shall be 450mm x 450mm x ~335mm depth and installed as per manufacturers data sheets.
- TMP Alpha Solar Sign light / Solar Panel to be fitted to 168/89mm large base post, total post length 4080mm (inc. 380mm root). S/ Panel at 3.7m, Battery pack to base. Sign Light at 3.3m. Tel TMP 0208 744 8201. Installation instructions to be provided and unit installed by MGroup Street Lighting.
- NAL Access chamber 300 x 300mm with B125 Composite hightop frame (3 x155mm section height)
- 'KEE Systems' barrier consisting of 42.4mm O/D X 3.6mm Galvanised Tube. 1.10m high by 6.0m long, posts at 2.0m centres, with mid height horizontal rail.

STREET LIGHTING

- **Solar lighting units** - to be installed at ~10m from centre line of crossing tactiles (marked to kerb on site) 5m galvanised hinged column with root cut down to 0.68m - installed to RS160DF 900 depth nal socket. with foundation (1m x 1m x 0.9m) tied into kerb haunching. Installed as per manufacturers data sheets. Centre of pole / socket entry is to be installed approx 0.6m back from back of kerb.

Acrospire solar defender perpendicular to road with additional solar panel to be orientated due south. Refer to sketch - Common Platt - Solar defender arrangement for inclinations rotatable led array to be set parallel to ground.

REV	DATE	DRAWN	CHECK	APPRV	DESCRIPTION
F					
E					
D					
C	06/02/26	MJR	DMT	GTR	Solar Information added.
B	22/01/26	MJR	DMT	GTR	Solar detail added
A	12/01/26	MJR	DMT	GTR	Minor text changes
O	21/03/24	MJR	KAR	GTR	ORIGINAL

DRAWING PURPOSE:

ISSUE

1. The works shown on this drawing could affect statutory undertakers apparatus and the contractor is required to verify the location and depth of all such apparatus prior to the commencement of works and to take all precautions necessary when working in the vicinity of such apparatus. Utility information is produced from a digital source and no guarantee can be given regarding its accuracy. It is the recipients responsibility to check accuracy of measurements given. Should discrepancy occur please contact issuing authority to seek clarification.

2. The use of this drawing does not absolve the client from his responsibilities under Health & Safety: The Construction (Design and Management) Regulations 2015.

3. All works within the confines of the highway shall be signed in accordance with The Department for Transport's 'Traffic Signs Manual' 2009 Chapter 8 'Traffic Safety measures & Signs for Road works & Temporary situations'.

Wiltshire Council
Traffic & Network Management
County Hall, Bythesea Road, Trowbridge Wiltshire, BA14 8JD
Tel: 0300 4560100
Website: www.wiltshire.gov.uk

PROJECT:

COMMON PLATT
LYDIARD MILLICENT

DRAWING TITLE:

PROPOSED PEDESTRIAN BUILD OUT & PRIORITY WORKING

SCALES:	AS SHOWN	SHEET SIZE:	A1
DRAWING No.	2023/122/MR/LYDIARD/D001	REVISION:	C
FILE REF:	[illegible]		

Members are requested to NOTE the report and ADOPT the updated Neighbourhood Plan Steering Group Terms of Reference.

The current Terms of Reference were set using a generic Wiltshire Council template. It was noticed that there is no set number of members to make a meeting quorate. It was agreed at the last steering group meeting to set this to 1/3 of the steering group membership to keep it in line with parish council rules.

Changes are highlighted in yellow and the majority of these are a simple tidy up. The two most notable changes are:

- Section 4 – naming MLP as the project manager and
- Section 5c - number of members required to be quorate.

Mel Allsop
June 2026

1. Purpose of the steering group
    a. The Lydiard Millicent Neighbourhood Plan Steering Group will oversee the preparation of the Lydiard Millicent Neighbourhood Plan so that it can progress to independent examination, successful community referendum and be adopted by Wiltshire Council to become planning policy.
    b. The Steering Group will engage the local community throughout the plan-making process to ensure that the Neighbourhood Plan accurately represents the views and ambitions of residents and other stakeholders.

2. Principles
    a. Wiltshire Council is the responsible body for bringing a neighbourhood plan into planning policy. Lydiard Millicent Parish Council appoints the Neighbourhood Planning Steering Group as a subcommittee of the Council.
    b. The Steering Group will undertake the process in a democratic, transparent and fair fashion, encouraging widespread participation and giving equal consideration to opinions and ideas from all members of the community.
    c. All decisions made shall be fully evidenced and supported through consultation with the local community and will be reported back to the Council for approval.

3. Roles and responsibilities

    Activities that the Steering Group might be involved in:

    a. Be accountable to the Parish Council and act as a focal point for the neighbourhood plan for people living and/or working in the neighbourhood area.
    b. Agree and prepare a project plan with timetable and endeavour to secure compliance.
    c. Identify ways of involving the whole community and gather the views and opinions of as many individuals, groups and organisations in the community as possible in order to meet the requirements for consultation and engagement;
    d. Report back to and receive endorsement from the Council on progress, issues arising and outcomes throughout the process.
    e. To undertake analysis and evidence gathering to support the neighbourhood plan production process;
    f. Actively support and promote the preparation of the Neighbourhood Plan throughout the duration of the project;
    g. Identify and apply for sources of funding and support;
    h. Liaise with relevant authorities and organisations to make the plan as effective as possible.
    i. Gather data from a wide range of sources to ensure that the conclusions reached are fully evidenced and that the aspirations and issues of all residents are understood
    j. Consult as widely and thoroughly as is possible to ensure that the draft Neighbourhood Plan is representative of the views of residents;

k. Work positively with the Local Planning Authority to ensure the plan is in conformity with the strategic policies of the adopted development plan;
l. Agree, subject to ratification by the Council, a final submission version of the Neighbourhood Plan;
m. Actively support and promote the preparation of the plan throughout the duration of the project

4. Membership
   a. The Steering Group will be made up of a cross section of volunteers which might include town/parish councillors, local residents, representatives of local community organisations and local business owners.
   b. The Steering Group members and the responsibility of those members (including substitutes) is as follows:

Position	Role	Name(s)/organisations
Chair	Chair steering group meetings and liaise with Parish Council	Patrick Cole
Vice-Chair	Step in when Chair is away	Paul Kohn
Secretary	Arranges and minutes meetings	Mel Allsop
Treasurer	Handling finances	Parish Clerk
Project Manager	Creates, monitors and maintains the project plan (schedule), undertakes agreed actions	Master Land and Planning (Consultants)
Project Team Members	Use their individual skills and experiences to undertake various aspects of project work	12
Parish Clerk	Ensures relevant Council procedures and policies are followed	

   c. The Steering Group will elect a Chair, Vice Chair, Treasurer and Secretary from its membership to remain in those positions until the project is completed. If these positions should become vacant, the Group will elect an alternate. The election of a Chair will require ratification by the Parish Council.
   d. Membership of the Steering Group will be open to the public indefinitely.
   e. Steering Group membership will be reviewed from time to time. Whilst organisations have their nominated representatives, it will be acceptable for reserves to attend meetings as necessary.

5. Decision making
   a. Lydiard Millicent Parish Council is the qualifying body for the purpose of preparing the Neighbourhood Plan. The preparation of plan documents, consultation and community engagement exercises will be undertaken by or

on behalf of the Council with appropriate recognition of the Council's position given in all communications associated with the project.

b. The Steering Group has full delegated authority from the Lydiard Millicent Parish Council to deliver its plan making functions up to and including publication of the Consultation Draft Plan. The Group will report (monthly) to the Council setting out progress on its work. The Group will require approval (minuted) by the Parish Council for Submission of the Draft Neighbourhood Plan prior to publication for consultation and independent examination.

c. Decisions made by the Steering Group should normally be by consensus at Steering Group meetings. Where a vote is required, each member shall have one vote. A minimum 4 members shall be present where matters are presented for decisions to be taken. A simple majority vote will be required to support any motion. The Chairman should have one casting vote.

6. Meetings
   a. Steering Group meetings will take place monthly.
   b. Where possible, all meetings should be held within the Parish.
   c. The dates of future meetings will be made publicly available via the Lydiard Millicent website Neighbourhood Plan webpage.
   d. Notice and associated papers shall normally be despatched 3 clear days before the date of the meeting.
   e. A record of meetings and minutes will be circulated to Steering Group members and the Parish Council in a timely fashion.
   f. Minutes will be made publicly available on the website.

7. Working groups
   a. The Steering Group may establish working groups, made up on volunteers from the community to aid them in any Neighbourhood Plan related work.
   b. Each working group should have a lead person from the Steering Group.
   c. Members of the community will be encouraged to participate in the process at all stages.

8. Financial issues
   a. All grants and funding will be applied and held by the Parish Council, who will ring-fence the funds for Neighbourhood Plan work
   b. The Steering Group will notify the Parish Council, advising them of any planned expenditure before it is incurred.
   c. Steering Group members and volunteers from any working groups may claim back any previously agreed expenditure incurred during any Neighbourhood Plan related work.

9. Conduct and conflicts of interest

   a. It is expected that all Steering Group members should abide by the principle and practice of the Parish Council Code of Conduct including declarations of interest.

   b. Steering Group members should declare an interest where there is a potential financial or pecuniary benefit to themselves, or their company/ organisation arising from the decisions or recommendations of the group.

   c. Members of the Steering Group will:

      i Be clear and open when their individual roles or interests are in conflict.

      ii Treat everyone with dignity, courtesy and respect regardless of their age, gender, sexual orientation, ethnicity, or religion and belief.

      iii Actively promote equality of access and opportunity.

10. Data Protection

   a. Requirements of the Data Protection Act are to be met having regard to both the relationship with the Parish Council and also the need to provide Wiltshire Council with a list of consultees at the Submission stage of the process. It should be clear who is responsible for overall data control for the neighbourhood plan process.

11. Freedom of Information Act/Environmental Information Regulations

   a. Transparency in decision making at all stages of the neighbourhood plan processes is essential. To be made absolutely clear that there is an expectation that any material that is used (either positively or negatively) or collected to inform the neighbourhood plan (in particular consultation material) must be available for public inspection in accordance with the Freedom of Information Act/Environmental Information Regulations.

12. Changes to the terms of reference

   a. This constitution may be amended with the support of at least two thirds of the current membership at the Steering Group meeting and with the approval of the Parish Council

13. Dissolution

   a. The Steering Group will be dissolved once its objective has been attained and/or when at least two thirds of its members and the parish council consider its services are no longer required.

   b. The Steering Group in conjunction with the Parish Council will then dispose of any remaining funds held in accordance with any conditions imposed by the grant funder and in the best interests of Parish.

Wiltshire Council

Community Governance Review 2025/26

Draft Recommendations of the Electoral Review Committee

May 2026

Contents

Links

Online Draft Recommendations Survey
Terms of Reference for the Community Governance Review 2025/26
Guidance on Community Governance Reviews
Pre -consultation Information Pack on projected electorates, submitted schemes, parish responses, public engagement and survey responses

All documents can also be accessed from links available at http://www.wiltshire.gov.uk/council-democracy-cgr

Contact CGR@wiltshire.gov.uk or CGR, Democratic Services, County Hall, Trowbridge, BA14 8JN for questions or other details.

What is a Community Governance Review?

1. A Community Governance Review is a process under the Local Government and Public Involvement in Health Act 2007 which allows for the review of Town, City, and Parish Council governance arrangements. This is to ensure that they are reflective of the identity and interests of local communities, and that they provide effective and convenient governance.

What can a Community Governance Review change?

2. A Community Governance Review can make changes to parish governance when there is clear evidence to do so, including changing:

   - Parish areas: such as changes to boundaries between parishes, mergers of two or more parishes, or creating a new parish out of part of one or more existing parishes;
   - Electoral arrangements within parish areas: such as changes to the number of Parish Councillors, or introducing/changing parish warding arrangements;
   - The name of a parish;
   - The grouping together of parishes under a common Parish Council;
   - Other governance arrangements.

3. A Community Governance Review cannot change the Electoral Divisions of Wiltshire Council. However, it can request those Divisions be amended by the Local Government Boundary Commission for England ("The LGBCE"), who are responsible for such decisions, in order to align to any changed parish boundaries.

The Electoral Review Committee

4. Wiltshire Council has established the Electoral Review Committee ("The Committee") to oversee any Community Governance Review process.

5. This is a politically proportionate committee of Eleven Wiltshire Councillors which oversees the process and prepares recommendations for Full Council, who make the decision.

6. The members of the Committee when setting these Draft Recommendations were as follows:

Cllr Gavin Grant (Chairman)	Cllr Tamara Reay (Vice-Chairman)
Cllr Matt Bragg	Cllr Clare Cape
Cllr Ernie Clark	Cllr Nabil Najjar
Cllr Ashley O'Neill	Cllr Sam Pearce-Kearney
Cllr Ed Rimmer	Cllr Jennie Westbrook
Cllr Stuart Wheeler	

On what grounds will a Community Governance Review be decided?

7. Any decision relating to parish arrangements must ensure that those arrangements:

   - Reflect the identity and interests of local communities;
   - Ensure effective and convenient local governance.

8. In conducting a review and making recommendations, the Committee follows the guidance issued by the relevant Secretary of State and the LGBCE.

9. Factors that are not relevant to the statutory and guidance criteria, such as council tax precept levels, cannot be taken into account.

Background to the 2025/26 Review

10. In the council term 2021-2025 the Committee undertook reviews of areas on request, and also where it considered there was clear evidence of need for a review, such as development growth alongside or across existing town and parish boundaries.

11. Government guidance on Community Governance Reviews recommends that councils should conduct a review of parishes every 10-15 years. The Committee therefore undertook a survey of all parishes in Wiltshire to gather various information, including details, where known, of when their arrangements were last reviewed. Two thirds of parishes did not know when their arrangements were last reviewed, or did not respond to the survey.

12. The Committee met on 15 October 2025 and resolved to undertake reviews of all parishes within specific community areas, as part of a rolling programme to review every single parish in Wiltshire over a period of 3-5 years.

13. On 20 November 2026 Wiltshire Council published terms of reference for a Community Governance Review for the following parish areas:

    <u>Devizes</u>

    Bishops Cannings, Bromham, Bulkington, Cheverell Magna, Coulston, Devizes, Easterton, Erlestoke, Etchilhampton, Little Cheverell, Market Lavington, Marston, Potterne, Poulshot, Rowde, Seend, Stert, Urchfont, West Lavington, Worton.

    <u>Marlborough</u>

    Aldbourne, Avebury, Baydon, Berwick Bassett, Chilton Foliat, East Kennett, Fyfield, Marlborough, Mildenhall, Ogbourne St Andrew, Ogbourne St George, Preshute, Ramsbury, Savernake, West Overton, Winterbourne Monkton.

    <u>Royal Wootton Bassett & Cricklade</u>

    Braydon, Broad Town, Broad Hinton, Clyffe Pypard and Bushton, Cricklade, Latton, Lydiard Milicent, Lydiard Tregoze, Lyneham and Bradenstoke, Marston Maisey, Purton, Royal Wootton Bassett, Tockenham, Winterbourne Bassett.

14. For the avoidance of doubt, the Committee is able to recommend, and the Council to approve, governance changes which were not suggested by any parishes or individuals, if it considers it appropriate to do so under the criteria and guidance. Any such proposal would need to be subject to consultation before approval.

Pre-consultation and Information Gathering

15. During the first stage of the review the Committee received initial proposals relating to the review areas and prepared background information on each area, such as electorate projections.

16. The Committee also undertook pre-consultation information gathering, including: sessions between representatives of the Committee and affected unitary councillors, and where requested sessions with Town and Parish Councils in the review area.

17. The information presented to the Committee is included as a link from this Draft Recommendations document.

Draft Recommendations Preparation and Consultation

18. At its meeting held on 26 March 2026 the Committee considered an information pack compiling all relevant materials including parish meeting session notes, proposal details, electoral projections, Parish Council responses, and public representations.

19. The Committee agreed draft recommendations for most parishes and delegated preparation and approval of a draft recommendations document to officers, to set out reasoning and additional information on the recommendations in detail. This would follow discussions with the Chairman of the Committee, and circulation to the Committee.

20. The Committee held a further meeting on 15 April 2026 to agree further details of those draft recommendations, where these had not been agreed in principle at the previous meeting. The finalisation of those details was also delegated to officers to prepare.

21. This document forms those draft recommendations. Reference to specific paragraphs as reasons for proposals are to provide a few general indications, but the overall reasoning is set out within the narrative and argument throughout not restricted solely to those indicative reasons.

22. For many areas the Committee did not resolve to recommend any changes to parish boundaries or governance arrangements. Accordingly, these are summarised briefly in this document but do not form part of the draft proposals being consulted upon and the review is considered to be concluded for those areas.

23. The Committee is required to undertake appropriate consultation on any draft recommendations. The consultation on these draft recommendations has been scheduled to run from 21 May to 22 June 2026.

24. The Committee will consult through use of an online survey and, where someone is moving from one parish to another, a physical letter. Where considered appropriate, public meetings may be held.

25. Following consideration of any responses and other relevant information, the Committee will prepare Final Recommendations for consideration of Full Council. This would currently be intended for either July or October 2026.

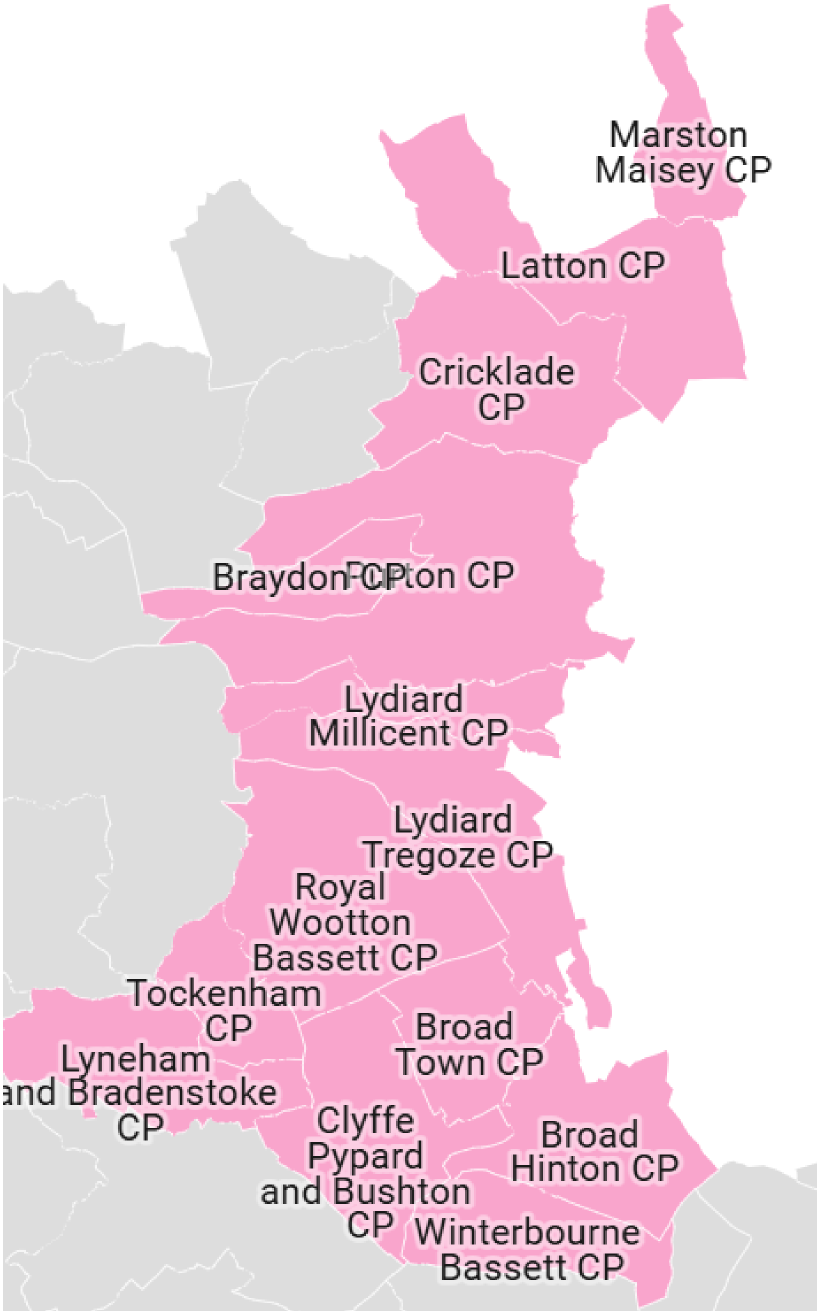
DRAFT RECOMMENDATIONS

Royal Wootton Bassett and Cricklade Area Board Region

1. The region covered by the Royal Wootton Bassett and Cricklade Area Board includes fourteen parishes across six Wiltshire Council Unitary Divisions.

2. It is bordered by the county of Gloucestershire to the North, the Borough of Swindon to the East, Malmesbury/Chippenham and Villages Area Boards to the West, and Calne/Marlborough Area Boards to the South and South-West.

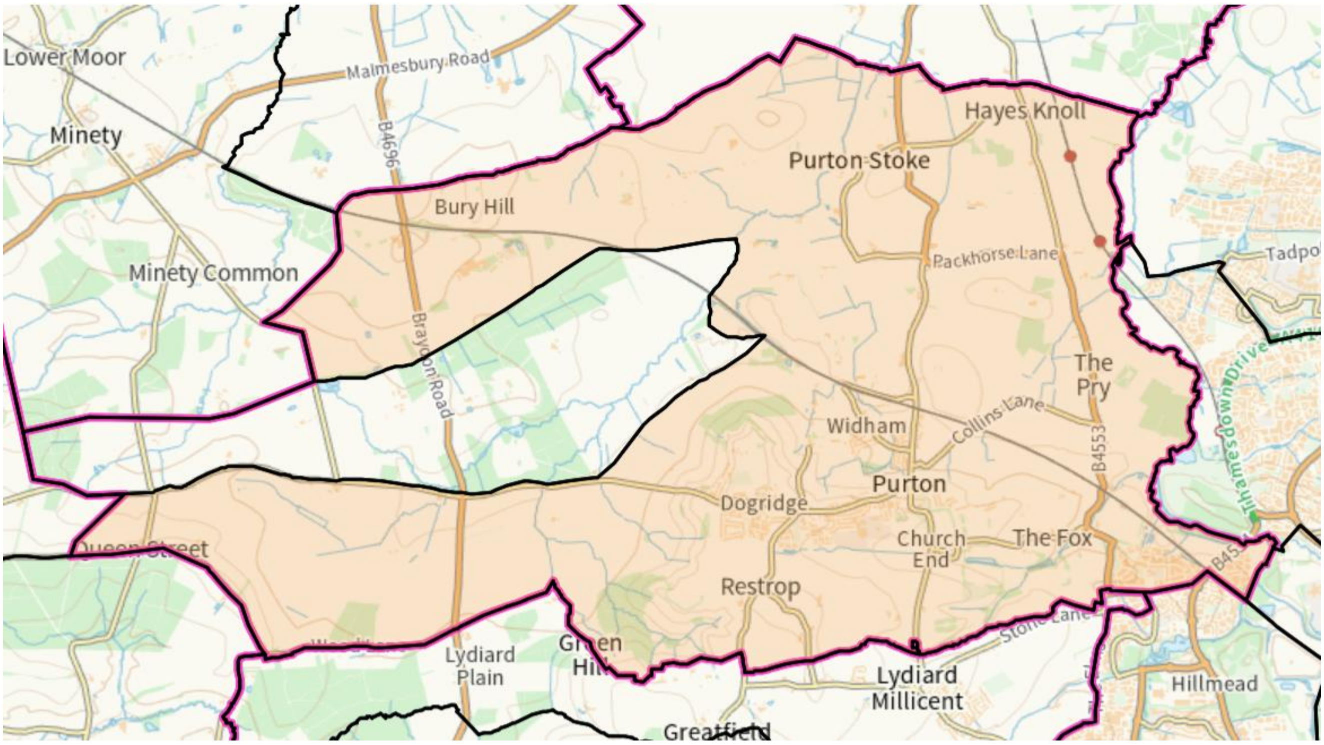
3. A Community Governance Review would not be able to propose any changes to the boundary with the Borough of Swindon, which would require a Principal Area Boundary Review.



Purton, Braydon, and Lydiard Milicent

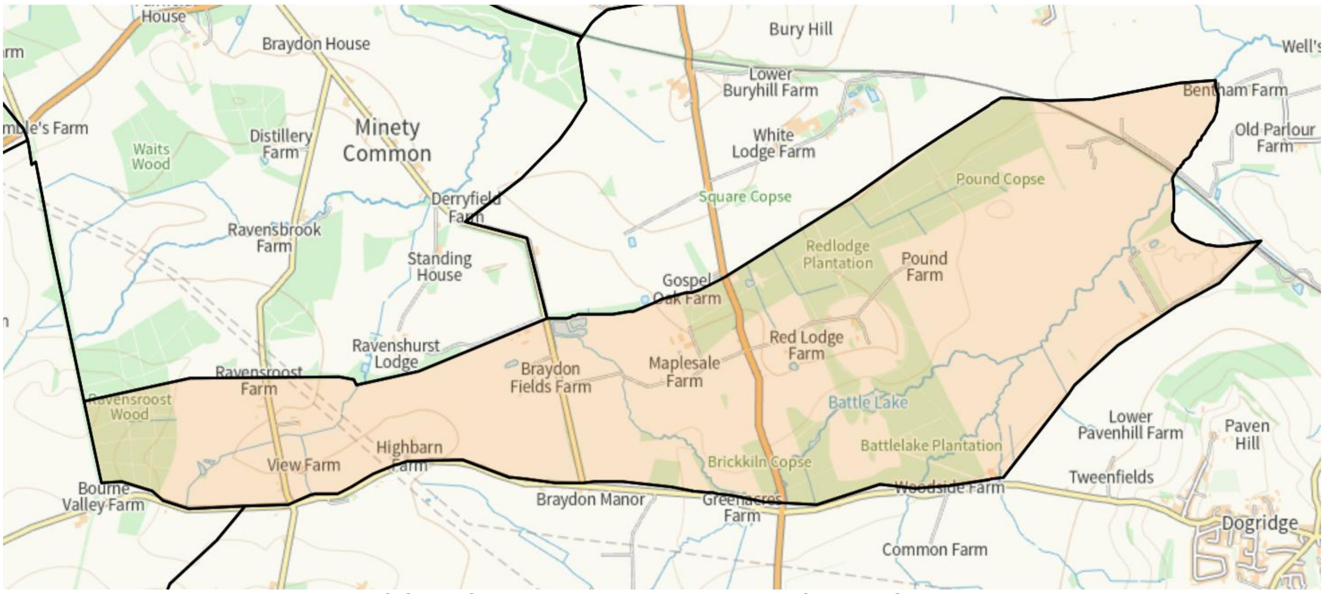
Background

1. Purton is a large parish of approximately 5000 electors, served by a parish council of up to fifteen councillors, which is currently unwarded. Within Wiltshire it is bordered by Cricklade and Leigh to the North, Minety, Charlton, and Brinkworth to the West, and Lydiard Milicent to the South. It surrounds the parish of Braydon on three sides. To the East the parish is bordered by the Borough of Swindon.



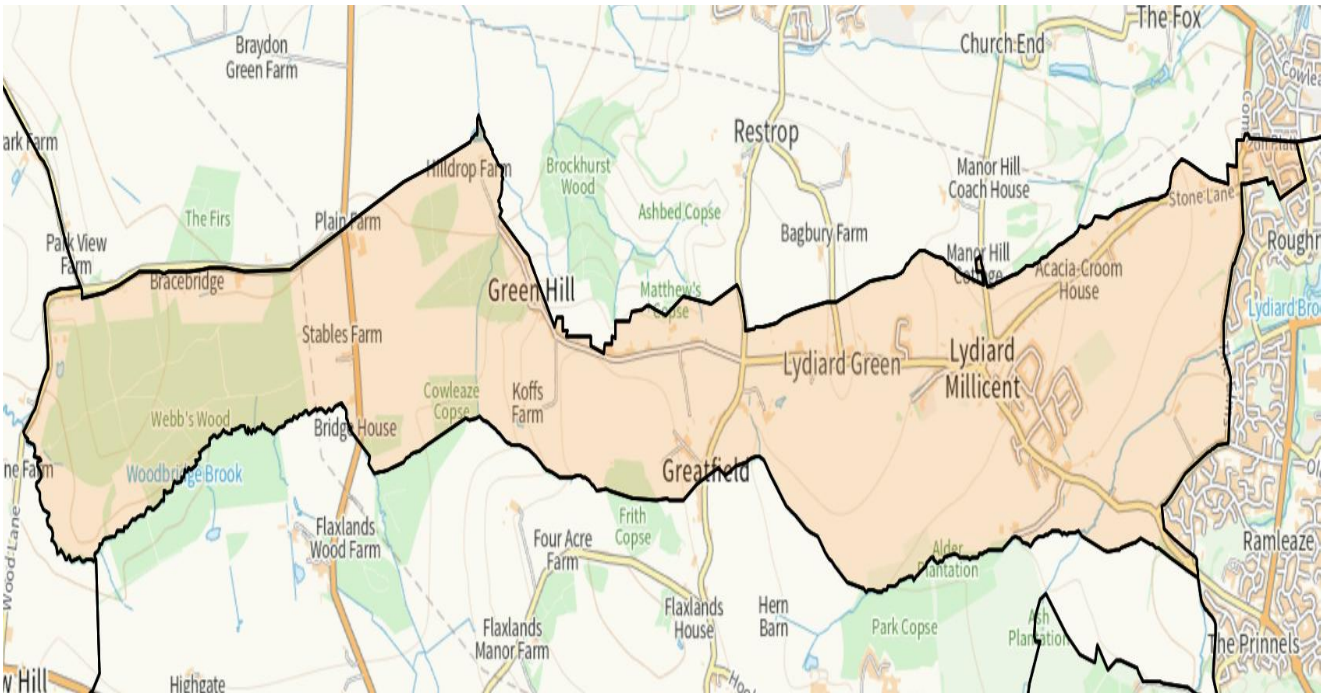
2. The parish is part of the eponymous Unitary Division of Purton, with the Division also containing the parish of Braydon.

3. Braydon is a very small parish of approximately 53 electors. There is no parish council, and it is served by a Parish Meeting only. It is bordered to its North, East, and South, by the parish of Purton. To the North it is also bordered by Minety, and to the West by Charlton.



4. Lydiard Milicent is a moderately sized parish of approximately 1357 electors, served by a parish council of up to eleven councillors, which is currently unwarded.

5. Within Wiltshire it is bordered by Purton to the North, Brinkworth to the West, and Lydiard Tregoze to the South. To the East the parish is bordered by the Borough of Swindon.



<u>Information gathering and initial proposals</u>

6. Following commencement of the review all parishes were requested to consider their governance arrangements and explain why they thought there should be no changes as they continued to meet the statutory criteria or provide detail of where they considered changes should be considered.

7. Brayon Parish Meeting responded through their clerk that they were content with the existing arrangements. Purton Parish Council, following an informal meeting with representatives of the Committee, submitted a proposal to introduce a warding arrangement for their parish, and also merge with the parish of Braydon, which would form one of the new wards.

8. Purton also proposed a minor transfer of land from the parish of Lydiard Milicent, of a single property set back some distance from the village of Lydiard Milicent. Lydiard Milicent Parish Council responded in opposition to the proposal. Lydiard Milicent did make a proposal in relation to the parish of Lydiard Tregoze, which will be dealt with in the next section of these recommendations.

9. Purton further noted that their parish had grown considered over time, and included a number of discrete communities, including: the large village of Purton itself, the smaller village of Purton Stoke, and two areas of dense housing bordering Swindon and Lydiard Milicent of mostly new development, known as Ridgeway Farm estate and Moulden View.

These areas were not separately represented within the parish, despite the latter estate forming around one third of the electorate.

10. It was also noted that due to the increased scale of the parish it was very likely that if Wiltshire Council Divisions were reviewed in the future, then the parish would have some form of warding arrangement imposed, as the parish would be too large to be included in a single Unitary Division.

11. In relation to Braydon, Purton Parish Council emphasised the close geographic proximity and existing administrative relationship through the Purton Unitary Division, and argued that having an elected councillor for the area as part of the Parish Council would improve the governance arrangements for its residents.

12. Braydon Parish Meeting objected to the proposed merger, highlighting their small rural nature contrasted with the much larger parish of Purton, and stating their community connections were limited, with more of a focus on towns like Royal Wootton Basset and Cirencester for wider service provision. They emphasised the close-knit nature of the small community at Braydon, with an active Parish Meeting arranging governance as necessary.

13. Although no pre-consultation survey was set up by the Committee, it nonetheless received 17 representations representing over 25 residents of the parish of Braydon. Notably, this comprises around half of the electorate of the parish.

14. All the comments from Braydon residents were opposed to the merger with Purton. It was argued it would undermine their rural identity, dilute their voice as residents to be combined with such a large neighbouring parish, that they did not utilise Purton facilities to any great degree, that they had an active Parish Meeting and cohesive sense of identity, and where necessary were able to cooperate with neighbouring parishes.

<u>Committee Discussion</u>

15. In relation to the proposed merger of Braydon and Purton, the Committee noted the significant and strong representations from residents of Braydon, including attendance at informal sessions and formal meetings of the Committee, with a relevant and detailed focus on their sense of community identity as distinct from the community and character of Purton.

16. The Committee commended Braydon parishioners for their passion and clarity. They regarded the level of engagement and evidence of local co-ordination as indicative of a strong sense of identity, and as an exemplar of Parish Meeting governance, contrasting with other less active Parish Meetings. It also noted that merging a parish against its wishes would require significant and compelling evidence over a long period of community or governance improvements to be gained, which they did not consider had been provided.

17. Accordingly, and considering all relevant submissions including from Purton Parish Council, the Committee resolved not to recommend a merger between Braydon and Purton.

18. In relation to the proposal of Purton Parish Council regarding a property in Lydiard Milicent known as Manor Hill Cottage the Committee agreed with the representations of Lydiard Milicent Parish Council that there were no clear community or governance benefits to the proposals and resolved not to recommend the change.

19. In relation to warding the parish of Purton, the Committee agreed with the representations that a parish of its size and population with a number of disparate communities, would have more effective governance through a warding arrangement.

20. In particular it noted the increase in population through the dense estates at Ridgeway Farm and Moulden View. Although it was not possible through a Community Governance Review to consider transferring any area to the Borough of Swindon, it accepted submissions that the area formed a distinct and sizable community within the parish of Purton which would benefit from specific warding representation.

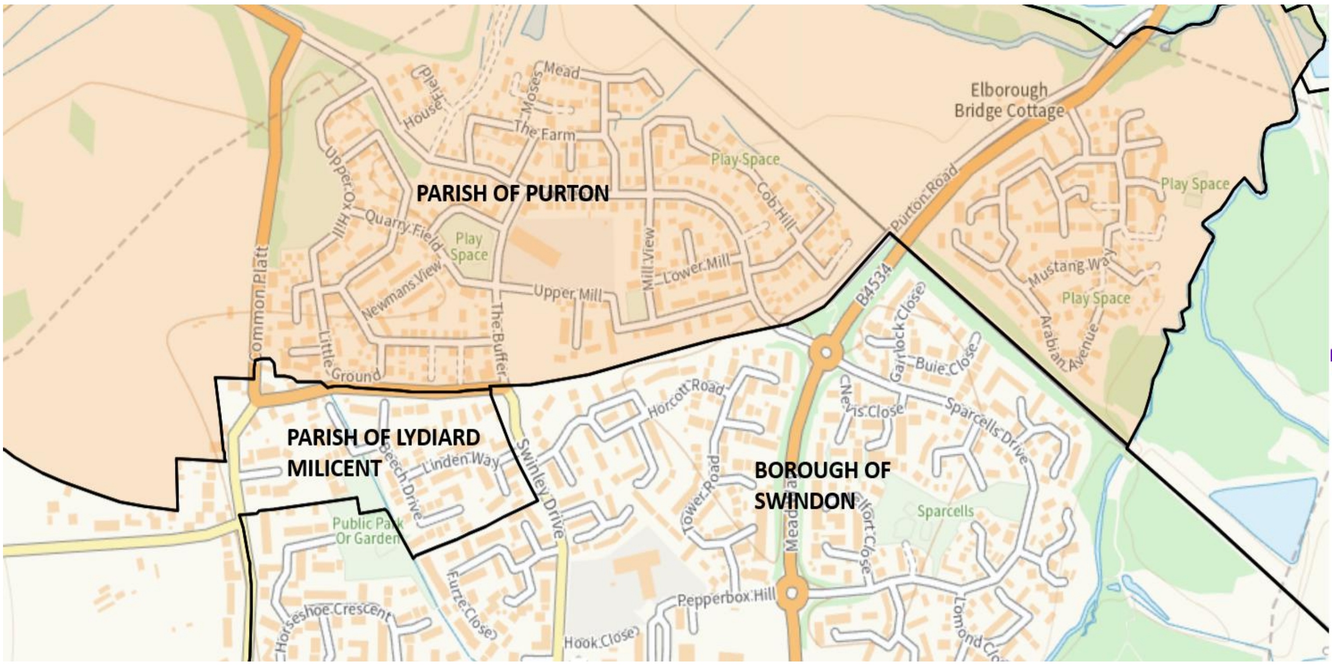
21. Purton Parish Council had proposed four wards for their parish: One councillor for Braydon (should it be merged with Purton), One for Purton Stoke, Two for Ridgeway Farm and Moulden View, and Eleven for Purton village. This would align with the existing polling districts used for electoral administration purposes, with two of those districts together covering Purton village.

22. Although Purton village formed the core of the parish, and electoral equality between wards was not a requirement, the Committee considered that the scale of electorates in the different areas would be more reasonably served by a more equitable balance of councillors across the proposed wards to better reflect the spread of electors.

23. Noting that for polling district purposes the village of Purton was divided in two, and taking account of views from the Local Member, the Committee proposed that the four existing polling districts serve as wards for the parish council, with proportionate numbers of councillors to represent each area.

24. There was some consideration on whether the number of parish councillors for the parish as a whole should be reduced. However, it was noted that the electors per councillor ratio in Purton was already one of the highest in Wiltshire outside of large towns and where warding was not already in place, and so it was resolved to retain the number at fifteen.

25. Lastly, during informal meetings with Purton Parish Council and Lydiard Milicent Parish Council, there was discussion of the areas close to the border of Swindon, where areas of dense, mostly newer housing had been developed in both parishes. This included the Ridgeway Farm and Moulden View elements of Purton, and a smaller dense area within Lydiard Milicent. The area is shown overleaf.



26. These areas were considered to be both distinct from the historic village centres of each parish in character and identity, and to share some level of connection and community interest as a result. Although the parish councils had considered whether to request proposals for changes relating to those areas, they ultimately concluded not to do so.

27. Notwithstanding this the Committee considered that the statutory criteria argued strongly in favour of the areas being included within a single parish. The present arrangement was unclear on the ground, with a lack of obvious distinction between one area and the other, and it was felt that the character of the areas was similar and interconnected.

28. It was therefore considered that community and governance benefits of an amalgamation of the denser urban areas into a single administrative parish unit outweighed other factors or the argument to retain the current boundaries.

<u>Committee Draft Recommendation Proposal</u>

29. The Committee was satisfied that a warding arrangement would provide a more effective and convenient governance situation for Purton than presently existed, and that four wards matching the current polling districts was an appropriate and understandable arrangement, along with a proportionate balancing of councillors.

30. The communities close to Swindon around the Ridgeway Farm estate which crossed the boundary at Purton and Lydiard Milicent, formed a distinct area of denser housing than the rest of either Purton or Lydiard Milicent. Although some small numbers of more historic housing existed in the area, the Committee considered that the overall character of the area was sufficiently aligned as to justify unification within a single parish under the statutory criteria.

31. Given the far larger element of housing lay within the parish of Purton, and a transfer from Purton to Lydiard Milicent would fundamentally alter the character of that parish by effectively doubling its total electorate, it was determined that the area should be included together within Purton parish, as part of a Ridgeway Farm and Moulden View ward.

32. In making that recommendation it was noted that the Unitary Division of Purton was already very oversized, being at around 28% above the average Division. Given the Committee considered that the community connections justified inclusion of the entire area within Purton, it needed to consider what electoral arrangements would be most effective and convenient. Ordinarily it might suggest aligning the Division to the new parish boundary, but it was considered unlikely the Division boundary could be requested to include the to be transferred area as a result of the current scale of that Division.

33. Although it was clarified that it was possible for the council to create a ward of Purton parish which was divided by the Unitary Division boundaries, this was not considered to be an effective or reasonable arrangement given the potential for elector uncertainty and administrative complexity. It was therefore considered to be more in keeping with the statutory criteria, if the parish level recommendation were to be approved, to request a different related alteration of the Unitary Divisions by the Local Government Boundary Commission for England (LGBCE).

34. Given the already oversized nature of the Purton Division, it was not considered reasonable to seek a related alteration placing the new ward containing the transferred area of Lydiard Milicent into that Division. Instead, it would be requested to place the Ridgeway Farm and Moulden View ward into the Royal Wootton Bassett East Division. This would require further alterations to that area to be agreed, which are considered in the section of these recommendations relating to Royal Wootton Bassett town.

35. It was noted that there was not a guarantee the LGBCE would agree to such a request, and any change would cross parliamentary boundaries, but it was felt to be the most appropriate solution for the area in community and governance terms given the nature of the local communities, and the challenges as a result of the oversized nature of the Purton Division.

36. Having considered the evidence, statutory criteria, guidance, and other relevant information, the Committee therefore proposed the following:

Recommendation 1

1.1 That the area marked as A in the map below be transferred from the parish of Lydiard Milicent to the parish of Purton, as part of the Ridgeway Farm and Moulden View ward.

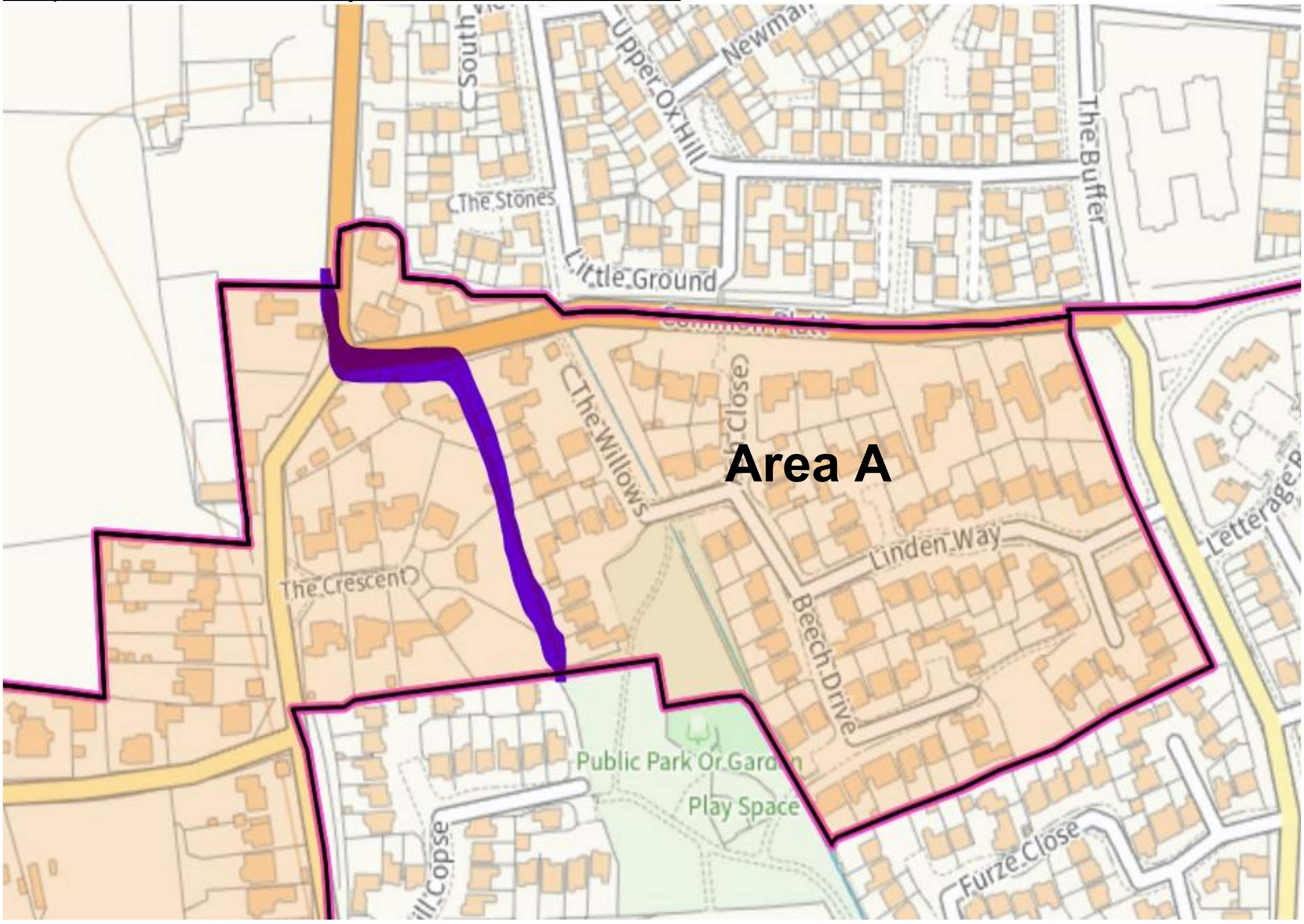
1.2 That the parish of Purton comprise four wards with details as follows:

- **Purton Stoke (polling district PJ1) – 1 councillor**
- **Purton Village North and East (polling district PJ2) – 4 councillors**
- **Purton Village South and West (polling district PJ3) – 5 councillors**
- **Ridgeway Farm and Moulden View (polling district PJ4 and Area A) – 5 councillors**

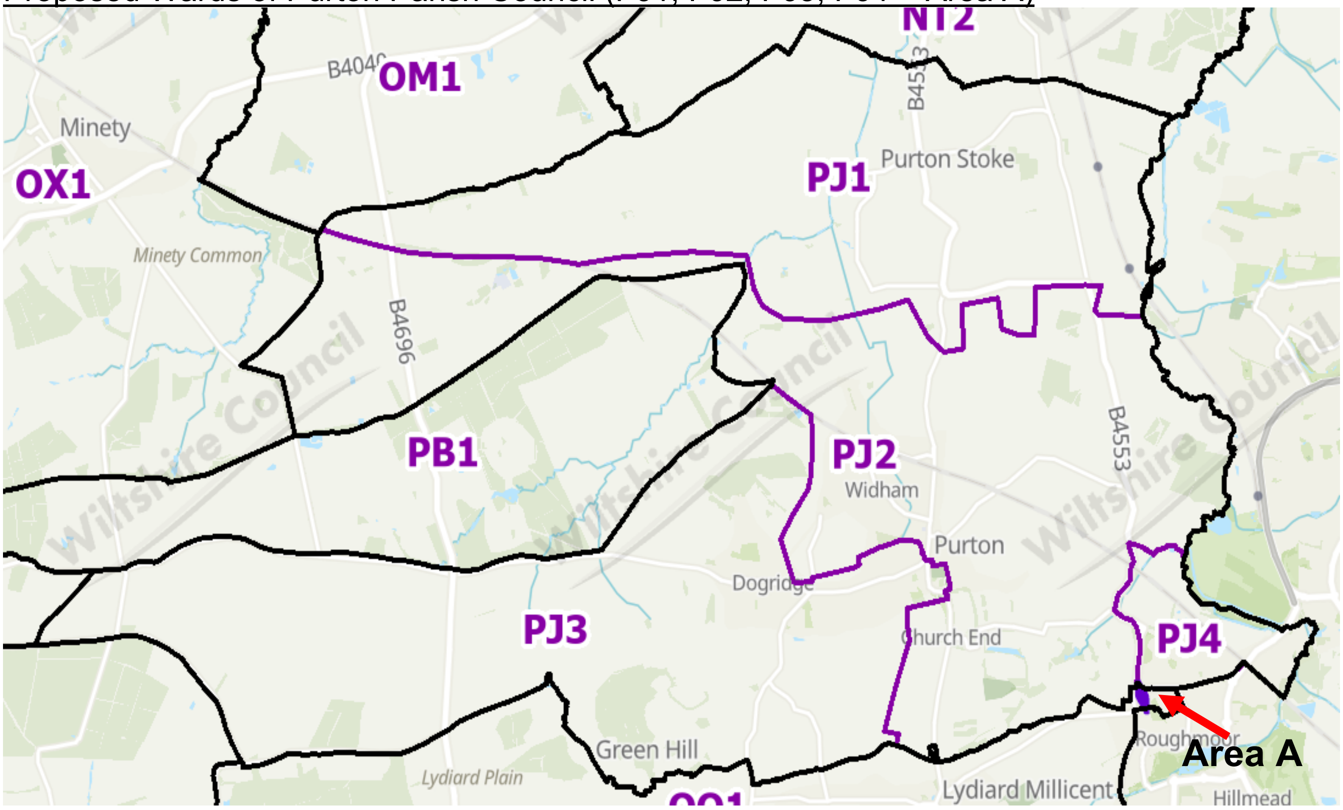
1.3 To request that the LGBCE amend the Electoral Divisions of Purton and Royal Wootton Bassett East due to the revised parish boundaries, to include the Ridgeway Farm and Moulden View Ward within Royal Wootton Bassett East.

Reasons: Paragraphs 80, 83, 84, 85, and 170 of the Guidance on Community Governance Reviews

Proposed transfer from Lydiard Milicent to Purton



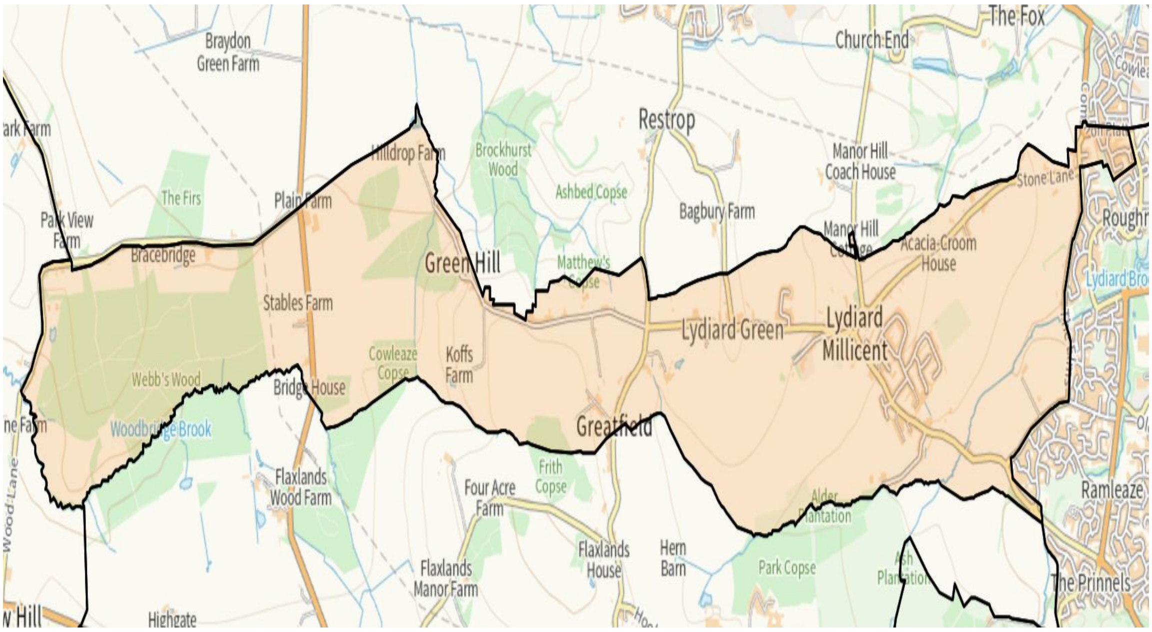
Proposed Wards of Purton Parish Council (PJ1, PJ2, PJ3, PJ4 + Area A)



Lydiard Milicent and Lydiard Tregoze

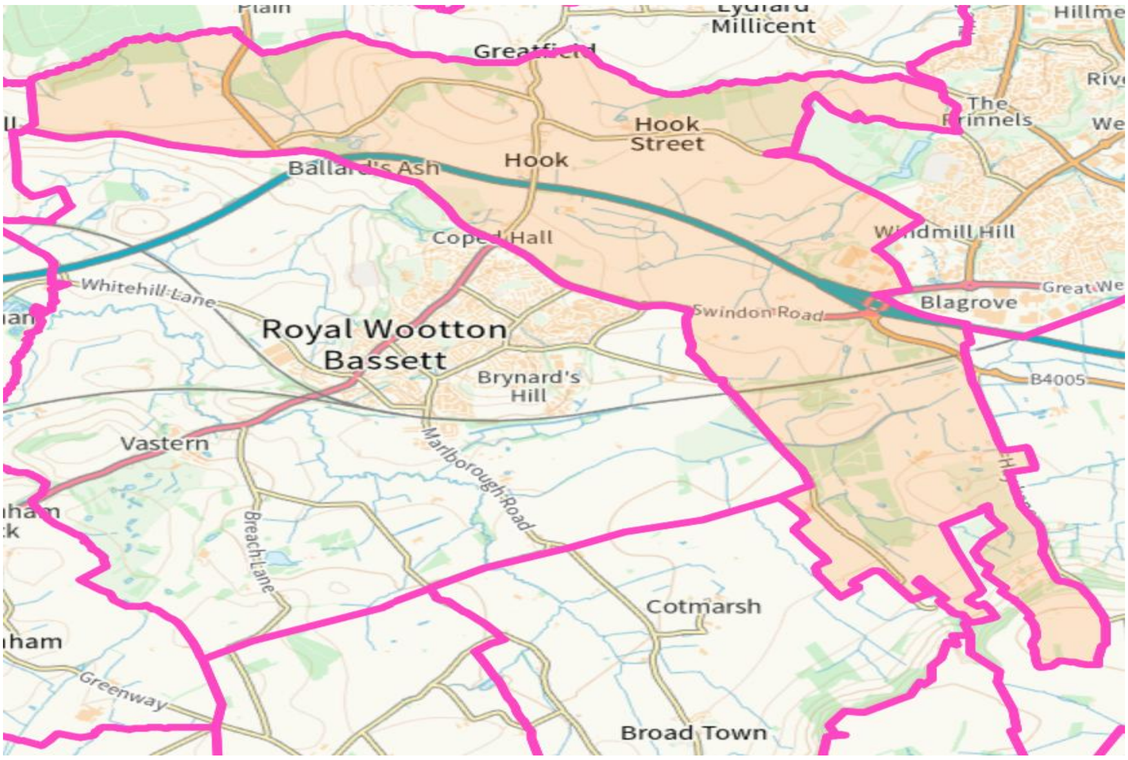
37. Lydiard Milicent is a moderately sized parish of approximately 1357 electors served by a parish council of up to eleven councillors, which is currently unwarded.

38. Within Wiltshire it is bordered by Purton to the North, Brinkworth to the West, and Lydiard Tregoze to the South. To the East the parish is bordered by the Borough of Swindon.



39. Lydiard Tregoze is a small parish of approximately 430 electors, served by a parish council of up to nine councillors, which is currently unwarded.

40. Within Wiltshire it is bordered by Lydiard Milicent to the North, Brinkworth to the West, and Royal Wootton Bassett and Broad Town to the South. To the East the parish is bordered by the Borough of Swindon.



Information gathering and initial proposals

41. Following commencement of the review all parishes were requested to consider their governance arrangements and explain why they thought there should be no changes as they continued to meet the statutory criteria or provide detail of where they considered changes should be considered.

42. Lydiard Milicent Parish Council raised a query relating to the boundary with Lydiard Tregoze at Greatfield. This was a small community within Lydiard Milicent parish, north of the village of Hook in Lydiard Tregoze, which also included a large nursery and garden centre. They suggested a number of buildings at Greatfield were separated from the rest by the parish boundary and asked whether it might be appropriate to revise the border to include them all in the same parish.

43. Lydiard Tregoze Parish Council responded to the query by stating that the only buildings at Greatfield within their parish were commercial structures, and that there were no community of administrative benefits to making a change to the boundary.

Committee Discussion and Decision

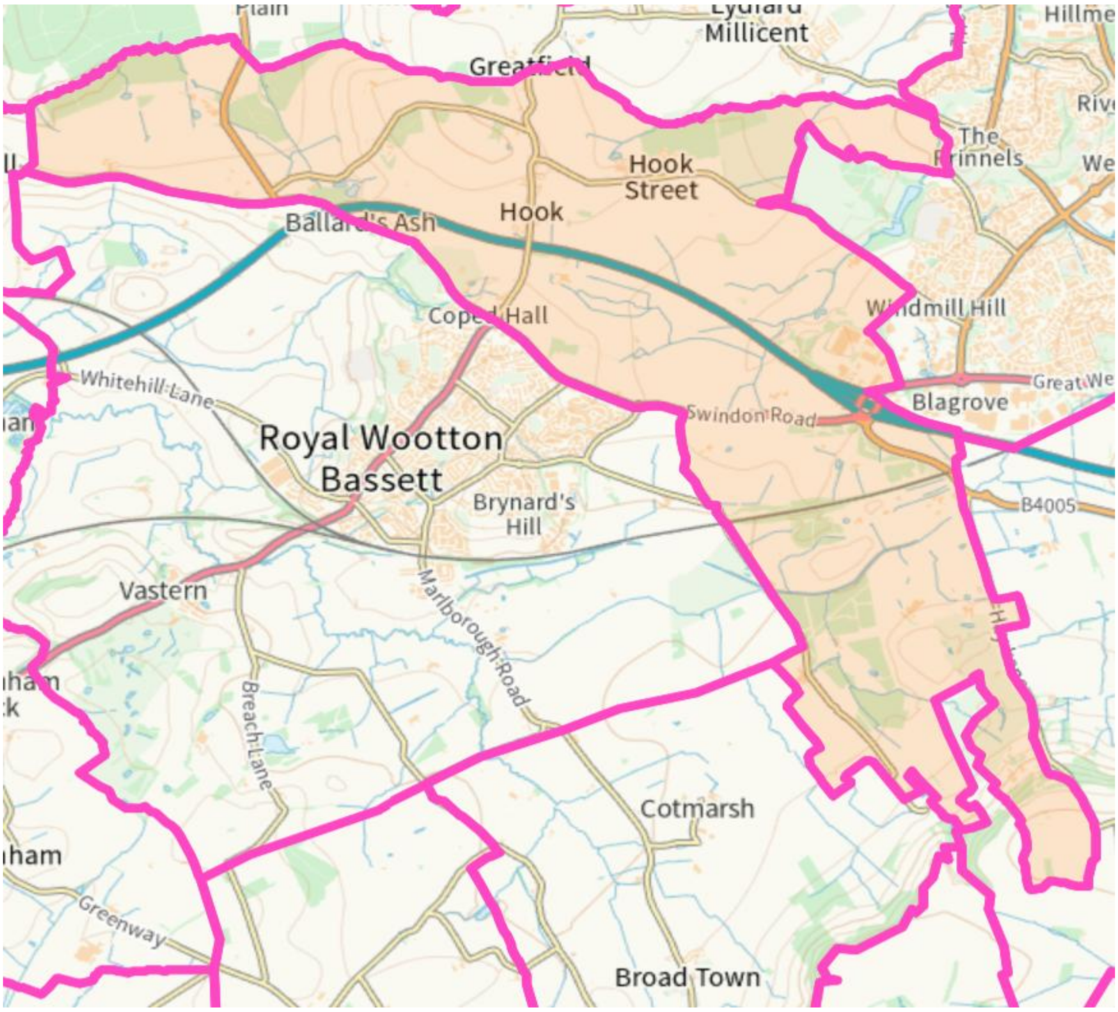
44. The Committee considered the representations from the parish councils, and accepted the argument from Lydiard Tregoze that, in the absence of any present electors, there were no clear benefits to adjusting the boundary in relation to community identity or interests, nor any improvements to effective and convenient governance.

45. Having considered the evidence, statutory criteria, guidance, and other relevant information, the Committee therefore resolved to make no recommendations in respect of the proposals between Lydiard Milicent and Lydiard Tregoze.

Lydiard Tregoze and Royal Wootton Bassett

46. Lydiard Tregoze is a small parish of approximately 430 electors, served by a parish council of up to nine councillors, which is currently unwarded.

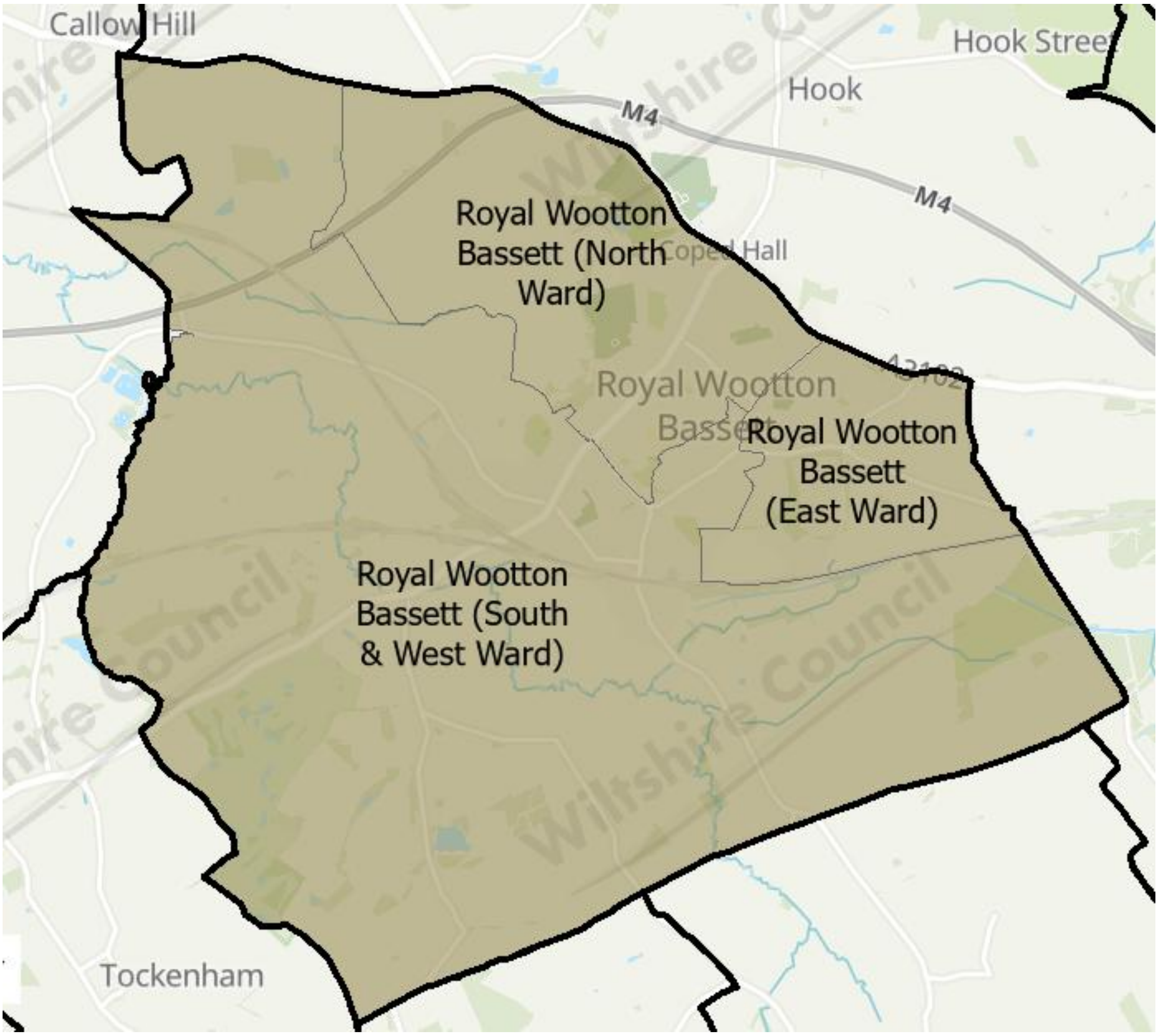
47. Within Wiltshire it is bordered by Lydiard Milicent to the North, Brinkworth to the West, and Royal Wootton Bassett and Broad Town to the South. To the East the parish is bordered by the Borough of Swindon.



48. Royal Wootton Bassett is a large town of approximately 10,300 electors. It is served by a town council of up to sixteen councillors spread across three wards: North, East, and South & West. The South & West, and North, wards are coterminous with the Unitary Divisions of the same names. The Royal Wootton Bassett East town ward is included in a Division of the same name which also includes the parishes of Lydiard Tregoze and Lydiard Milicent.

49. The town is bordered by Lydiard Tregoze to the North and East, Brinkworth to the West, Tockenham to the South West, Clyffe Pypard and Bushton to the South, and Broad Town to the South East.

Wards of Royal Wootton Bassett



Information gathering and initial proposals

50. Following commencement of the review all parishes were requested to consider their governance arrangements and explain why they thought there should be no changes as they continued to meet the statutory criteria or provide detail of where they considered changes should be considered.

51. Lydiard Tregoze responded to the review stating they did not believe any changes were necessary or appropriate, and that projected development should not be taken into consideration. Later in to the process they stated that even with development taking place, they did not support a proposed change.

52. Royal Wootton Bassett Town Council submitted a proposal for a transfer of land south of the motorway to be included within the town. They stated this was an area which included development sides and active planning applications which would therefore see considerable

growth in future years. This would alter it's character in a fundamental and significant way, aligning the character, identity, and interests of the area with the town. They highlighted specific sites and applications directly adjoining the existing town boundary, far removed from the small and rural communities of Lydiard Tregoze. It was argued the motorway formed a clear and unambiguous boundary between the two communities as they developed.

53. The proposal from the Town Council was in two parts, proposing all area south of the Motorway within Lydiard Tregoze be included in Royal Wootton Bassett, or a smaller area which would run along the motorway for a part, then cut south to the A3402, which included the more immediate areas of urban growth.

<u>Committee Discussion</u>

54. Notwithstanding the comments from Lydiard Tregoze Parish Council, in accordance with the statutory guidance the Committee was required to take into account of electorate forecasts for the five years following the date of commencement of the review. This should include planning assumptions and likely growth, including planning permissions granted and local plans. The purpose is to ensure any review does not reflect a single moment but takes account of expected population movements in the short to medium term.

55. However, it does not follow that in every case where there is anticipated to be some level of change that the statutory criteria will justify a transfer from one parish to another. The particular factors and situation in each case would need to be considered, including level of change, and additional affects on effective and convenient governance.

56. Royal Wootton Bassett was an area which had seen considerable growth in recent years, and it was accepted that further development in and around the town was anticipated within the period to be considered by the review. The emerging Wiltshire Local Plan had identified sites within the town boundary but also adjoining the northern side of the town for sites of several hundred properties. The Town Council had identified three specific sites in its proposal for changes, covering potentially over 700 properties across three potential applications.

57. The Committee received spatial planning updates relating to the three sites. Two applications had already been submitted, with the third site having seen public engagement from the prospective developers on potential details in advance of submitting a formal planning application.

58. The Committee noted those current electorate projections anticipated build out beginning in the new application areas towards the end of the required five year period. They therefore were required to be considered, and whether the extent and nature of this justified a change in the criteria at this time.

59. On a wider basis they also noted recent announcements that the draft Local Plan would not be moving forward and may be shortly withdrawn and a new Local Plan process begun as a

result of government changes in planning policy. It was considered that this added significant uncertainty around what development would be taking place in and around Royal Wootton Bassett in the short to medium term, both on the identified sites and potential speculative developments as a result of a lack of five-year housing land supply for the council area.

60. Whether the areas identified by the Town Council were transferred into the town or not, there was also the issue of warding within the town. Given its proposals in Recommendation 1, the Royal Wootton Bassett East Division would be too large and require additional rewarding elsewhere in the town. If the areas to the north of the current boundary were moved into the town this would also require adjustments to the wards and concomitant requests for changes to the Divisions.

<u>Committee Draft Recommendation Proposal</u>

61. On balance, the Committee resolved not to recommend a transfer from Lydiard Tregoze to Royal Wootton Bassett at this time.

62. Taking account of developmental uncertainties in the area, and additional administrative impacts were a transfer to take place given the scale of the Divisions in the area, the Committee was not satisfied that a transfer of the proposed areas would meet the criteria.

63. It did, however, note that if development was to take place at scale as anticipated at some point within Lydiard Tregoze, a further look may be required in the medium term once there was more certainty about the precise position. Whilst the Parish Council had made representations around retaining the area even in the event of there being significant development along the current border with the town, there was a major question whether the character of and interests of the area would be substantially altered in that scenario, particularly given the small and disparate nature of the existing parish and the proximity of additional dense estates to the town, which would need further examination.

64. On the question of warding, it was suggested that the current warding arrangements were largely a legacy of previous Unitary Division decisions. The town had been too large to comprise only two Divisions, but not presently large enough for three Divisions entirely made up of town-based Divisions, although that situation might change in the future as further development continued to take place. The scale therefore required associated town warding with two large wards and one smaller ward, which for Unitary purposes was combined with rural parishes in the area, rather than being a clearly defined distinction based on local community.

65. Accepting that its previous recommendation for Purton and Lydiard Milicent presented the Committee with a situation where to avoid a parish ward being split by a Unitary Division – which was a highly inefficient and ineffective governance arrangement which should be avoided if at all possible – it was necessary to request the LGBCE transfer a large number of electors into the Royal Wootton Bassett East Division, the Committee considered additional impacts on the town warding.

66. Noting that electoral equality not community interest and identity had been the primary

consideration for the current ward boundaries of Royal Wootton Bassett East, the Committee was satisfied that there were reasonable grounds to adjust those boundaries to transfer electors into the North and South & West wards, and request related alterations to the Divisions as a result.

67. Taking account of the views of local Members, and reviewing the nature of the roads and estates in that part of the town, the Committee therefore resolved that a portion of Royal Wootton Bassett East ward be moved into Royal Wootton Bassett North ward, and another part be moved into Royal Wootton Bassett South & West Ward. These included areas accessed from Stoneover Lane and Bincknoll Lane. It was argued that in the former there were connections with North where other properties were accessed from the same road, and it was stated that the area south of Bincknoll Lane had included within South & West under previous iterations of the wards.

68. With anticipated development this would result in three Divisions which were quite large, but it was noted that the variances would still be an improvement on the current situation at Purton. Furthermore, that such warding for the town could be put in place with at least the same level of community identity and effective and convenient governance as presently existed. As such, revising the ward boundaries would be compliant with the statutory criteria.

69. Having determined the wards, the Committee considering the number of councillors per ward. With South & West proposed to be larger in electorate than North, and significant development anticipated within five years within East, it was agreed to proposed an overall increase of one councillor for the town to seventeen, with seven in North and South & West, and retaining three in East.

70. Having considered the evidence, statutory criteria, guidance, and other relevant information, the Committee therefore proposed the following:

<u>**Recommendation 2**</u>

2.1 That the area marked as B in the map below be transferred from the Royal Wootton Bassett East ward to the Royal Wootton Bassett North ward.

2.2 That the area marked as C in the map below be transferred from the Royal Wootton Bassett East ward to the Royal Wootton Bassett South & West ward.

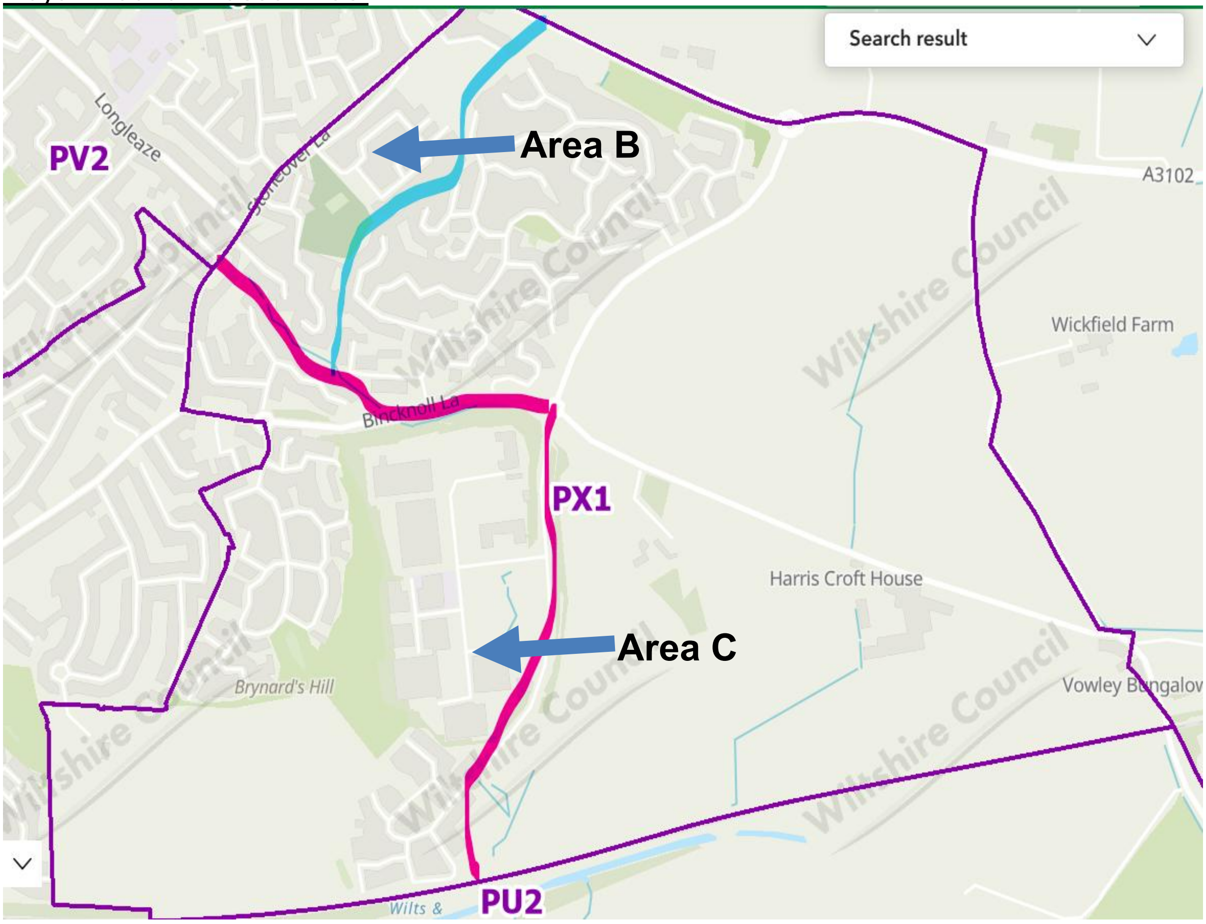
2.3 To request that the LGBCE amend the Electoral Divisions of Royal Wootton Bassett North, and Royal Wootton Bassett South & West, to align to the revised ward boundaries.

2.4 To request that the LGBCE amend the Electoral Division of Royal Wootton Bassett East to align with the revised ward boundary, subject to recommendation 1.3.

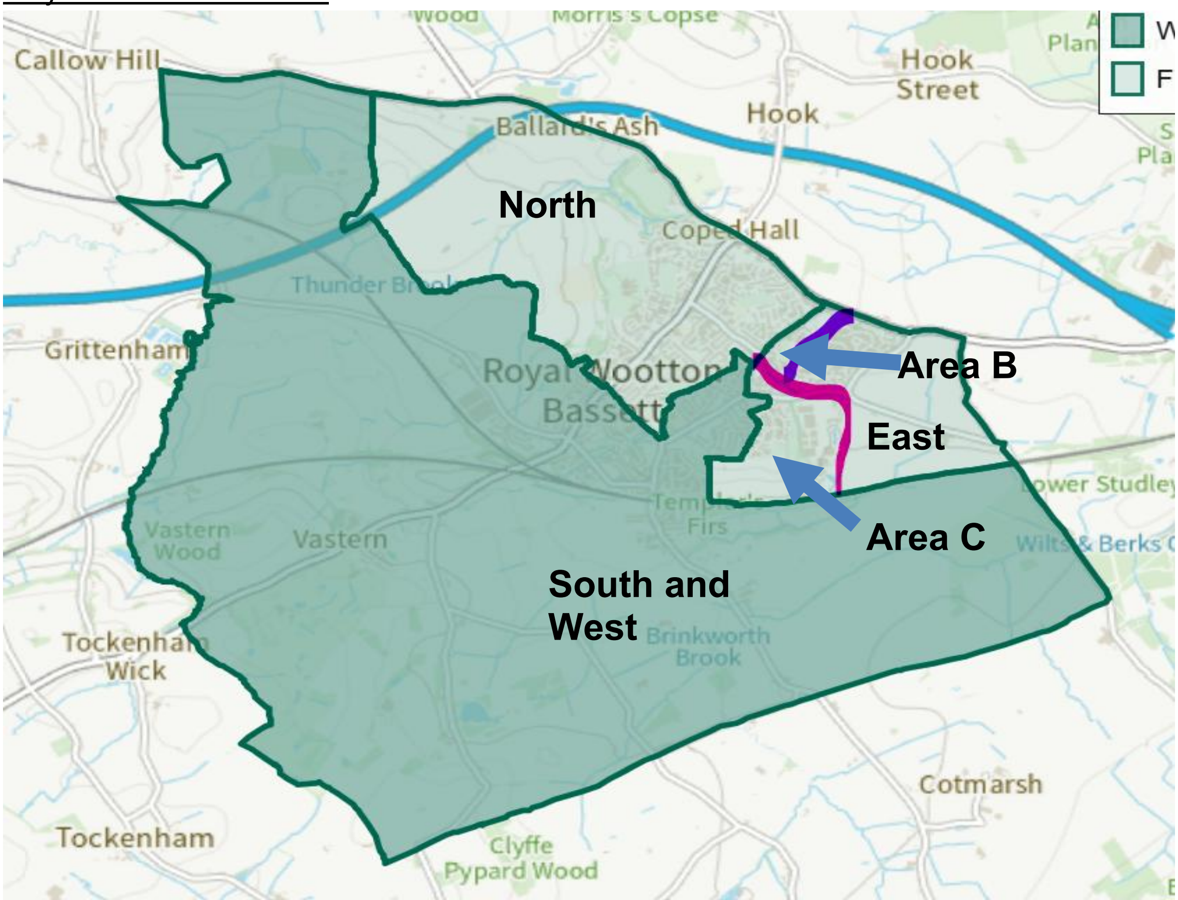
2.5 That the number of councillors in the Royal Wootton Bassett South & West ward be increased from Six to Seven, with the Town Council as a whole increasing from Sixteen to Seventeen.

Reasons: Paragraphs 85, 166, and 170 of the Guidance on Community Governance Reviews

Royal Wootton Bassett East



Royal Wootton Bassett



Other parishes within the Royal Wootton Bassett and Crickade Area Board region

71. In relation to other parishes within the Royal Wootton Bassett and Cricklade region, the Committee received formal responses from all but one parish council stating that they did not believe any changes to the governance arrangements or boundaries were necessary or appropriate.

72. This would not prevent the Committee from making such recommendations as it considered appropriate, notwithstanding the view of the local parish council, if it considered a change would be in accordance with the statutory criteria.

73. In was noted that the Committee had previously included Clyffe Pypard and Bushton in a review in 2023/24, and had ultimately resolved to make no changes. It was not considered anything further had changed since that time to justify making any draft recommendations.

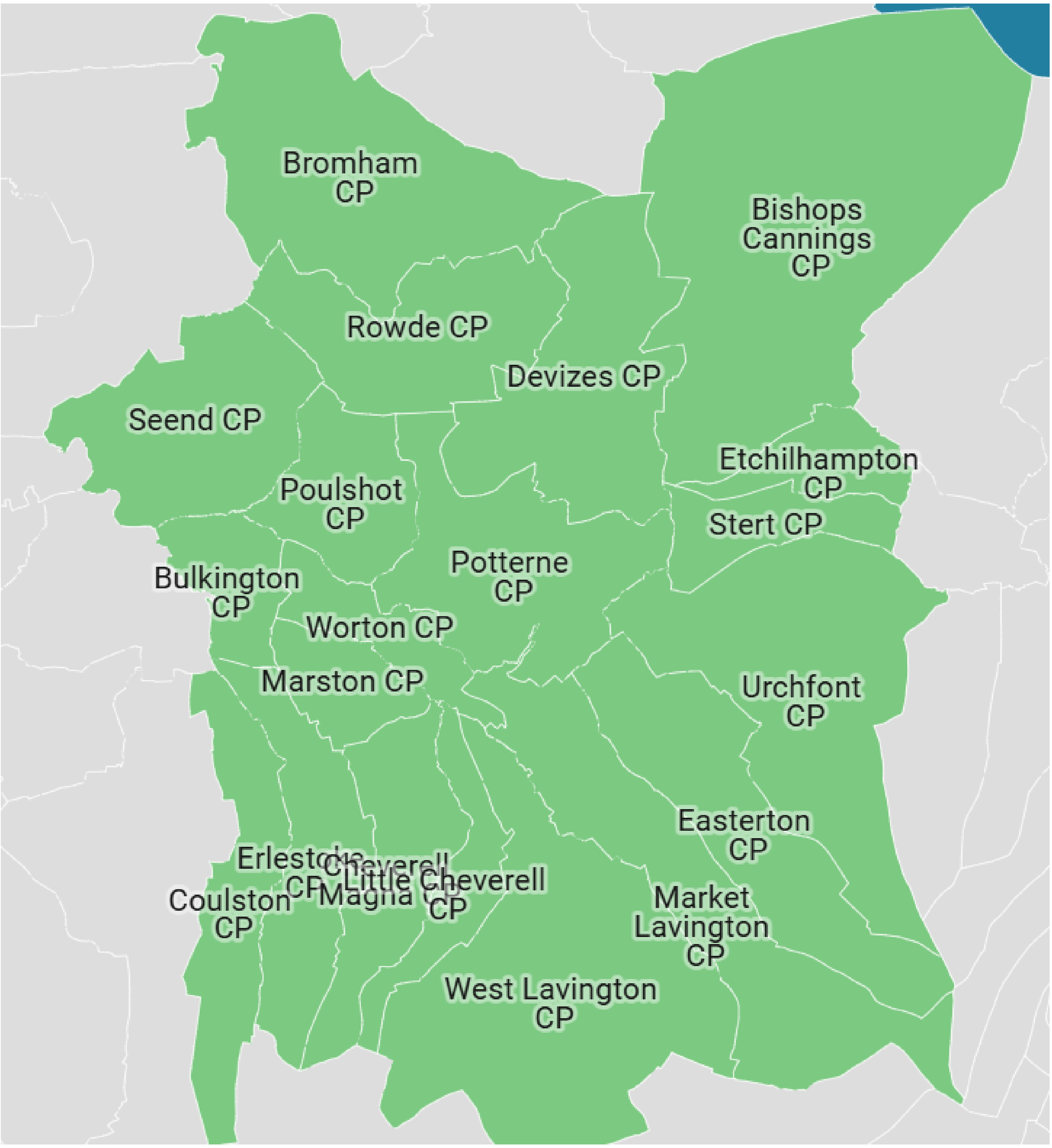
74. In relation to the other parishes, a general review of the details of each including electorate, number of councillors, previous elections, and other information, did not indicate there were any particular governance or electoral issues which were in need of amendment in order to align with the statutory criteria. Nor had any boundary issues resulting in issues of community identity or interests been brought to the attention of the Committee.

75. Having considered the evidence, statutory criteria, guidance, and other relevant information, the Committee therefore resolved to make no recommendations in respect of the following parishes:

    Braydon, Broad Town, Broad Hinton, Clyffe Pypard and Bushton, Cricklade, Latton, Lydiard Tregoze, Lyneham and Bradenstoke, Marston Maisey, Tockenham, and Winterbourne Bassett.

Devizes Area Board Region

76. The region covered by the Devizes Area Board includes twenty parishes across seven Wiltshire Council Unitary Divisions.

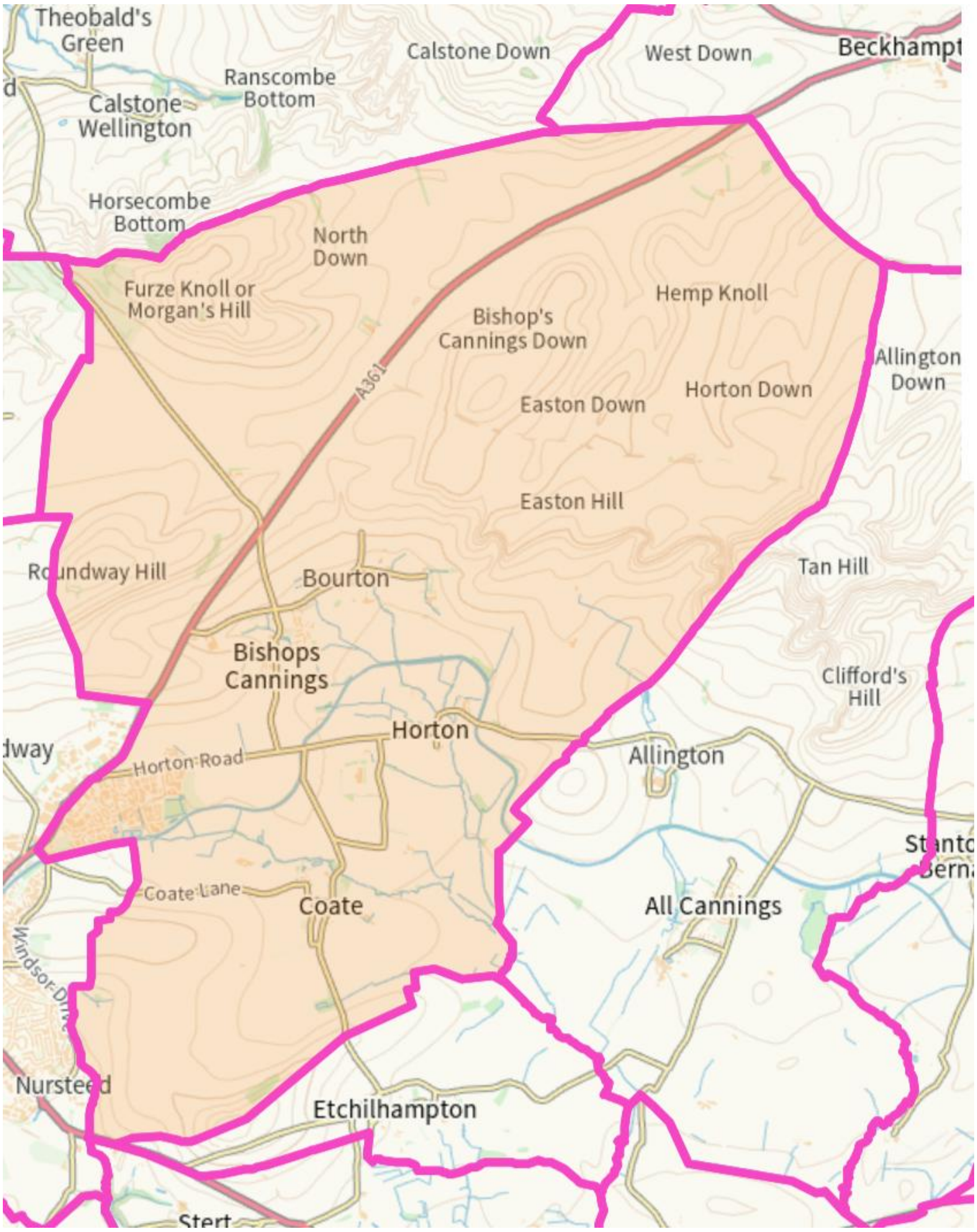


77. It is bordered by Calne Area Board to the North, Marlborough Area Board to the North-East, Pewsey Area Board to the East, Stonehenge Area Board to the South-East, Warminster Area Board to the South, Westbury Area Board to the South-West, Melksham Area Board to the West, and Corsham Area Board to the North-West.

Bishops Cannings and Devizes

78. Bishops Cannings is a large parish of approximately 2628 electors, served by a parish council of up to eleven councillors, which is currently unwarded. It is part of the Urchfont and Bishops Cannings Unitary Electoral Division.

79. It is bordered by Cherhill and Avebury to the North, All Cannings to the East, Etchilhampton and Stert to the South, and Devizes and Bromham to the West.



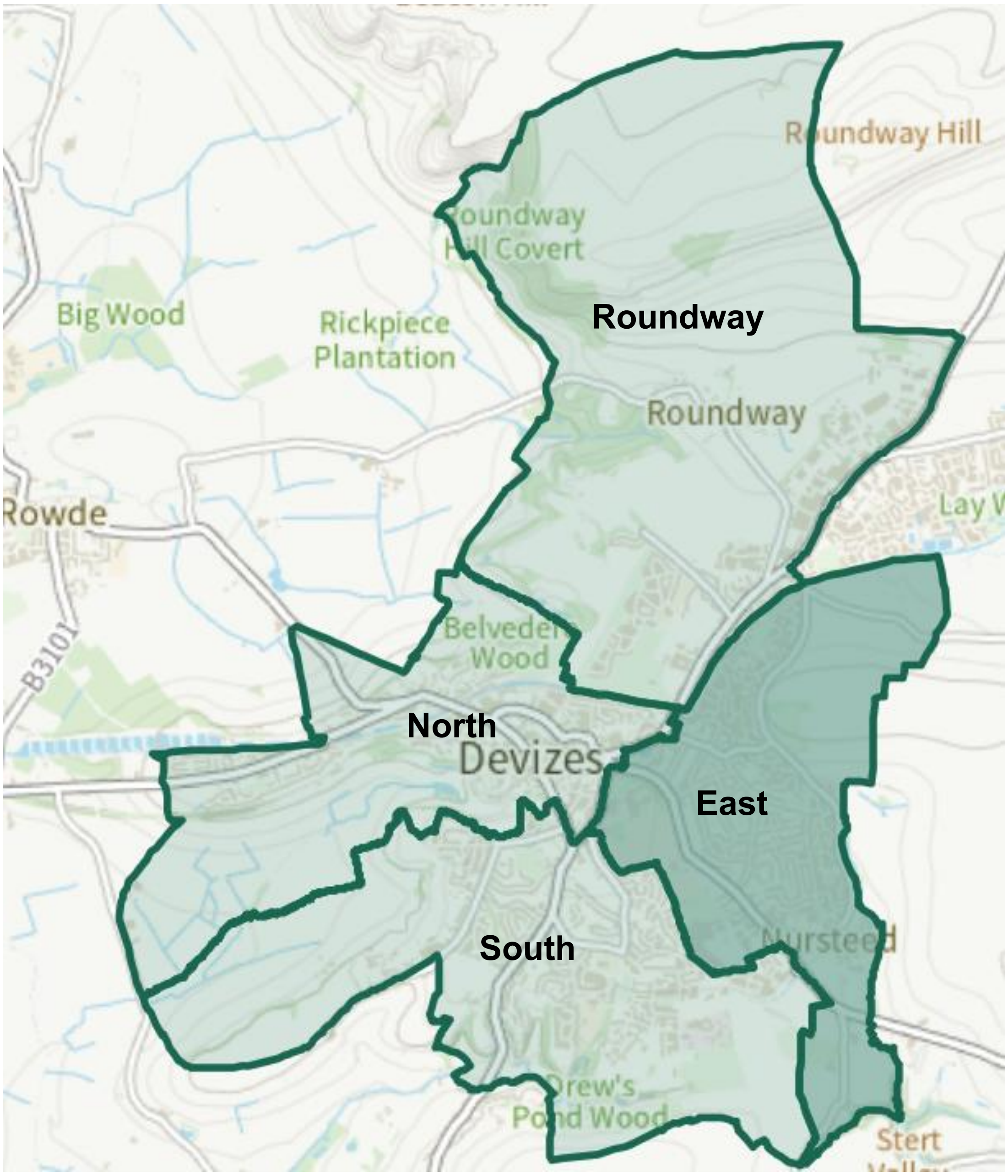
80. Devizes is a large town of approximately 13,000 electors. It is served by a town council of up to twenty-one councillors spread across four wards: North, East, South, and Roundway.

81. The North, East, and South wards are coterminous with the Unitary Divisions of the same

names. The Roundway ward is included within the Bromham, Rowde, and Roundway Division, which includes the parishes of Bromham and Rowde.

82. The town is bordered by Heddington to the North, Bishops Cannings to the East, Stert to the South-East, Potterne to the South, and Rowde and Bromham to the West.

Wards of Devizes



Information gathering and initial proposals

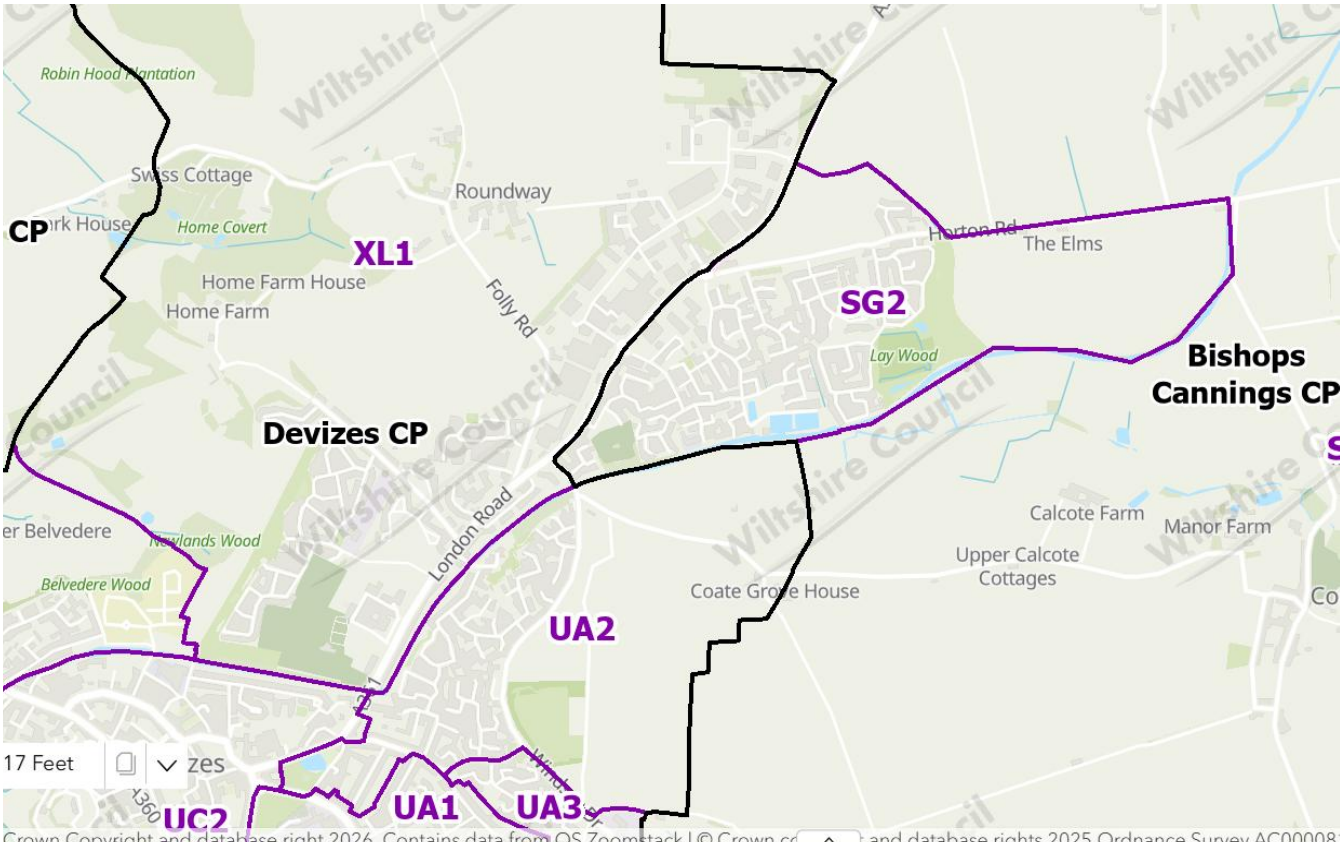
83. Following commencement of the review all parishes were requested to consider their governance arrangements and explain why they thought there should be no changes as they continued to meet the statutory criteria or provide detail of where they considered changes should be considered.

84. Devizes Town Council submitted a proposal to reorient their internal warding, and minor

transfers to, from, or involving Devizes, impacting the parishes of Rowde, Potterne, and Stert. Those matters will be discussed in the next section of these recommendations.

85. The Town Council also submitted a proposal relating to a large and dense estate adjoining their East and Roundway wards which they characterised as a clear urban extension of the town settlement, sharing identity and interests with the town. They argued the current governance arrangements were not effective or convenient, with many residents assuming they lived within the town given the proximity to the town and the built up nature of the community, which they argued did not share character or interests with the large, rural parish of Bishops Cannings and instead was aligned with, focused upon, and utilising the services of, Devizes Town.

86. The area in question is bordered the Kennet and Avon Canal, London Road, and Horton Road, being referred variously by different submissions as Cannings Hill, Northfields, and including the area specifically around Lay Wood. For clarity and simplicity, the area will be referred to from hereon as the SG2 polling district, the administrative electoral unit designation used by Wiltshire Council for the area.



87. The Town Council proposed that the SG2 area be combined with the Roundway ward of the current town arrangements, shown in the above map as polling district XL1.

88. Bishops Cannings Parish Council responded to the proposal with detailed submissions in objection. They argued that the housing in the SG2 area was not new development but an established community forming a significant proportion of the parish population. They

provided details of collaborative work with Devizes Town Council but stated that there was a misconception about the nature of Bishops Cannings and its residents particularly within the SG2 area. It argued that the proposals from the Town Council would result in a diminishment of community identity as well negatively impact the operations and viability of the Parish Council, which were based upon the current arrangements.

89. The Committee also considered this history of the boundary between the two parishes, noting that when the parish of Roundway has been merged with Devizes in 2014/15, the question had arisen whether to transfer the SG2 area into Devizes, which the council had ultimately concluded not to do. This would not bind the Committee from arriving at a different conclusion and recommendation based on its evaluation of the evidence presented.

90. In addition to the SG2 area detailed above the Town Council had raised the possibility of a transfer of another section of Bishops Cannings, as potentially being a site for future development where the character and identity would align more with the town. As the site was not allocated, did not have planning permission, and there was no expectation of electorate projected for the area within the period of the review, the Committee did not take that proposal further forward.

91. Representatives of the Town Council and Parish Council also met separately with representatives of the Committee to discuss the proposals and other matters informally, ahead of consideration at a formal meeting of the Committee where further representations were made.

<u>Committee Discussion</u>

92. The debate regarding the boundary between Bishops Cannings and Devizes was both long running and complex, noting the altering character of the area over a long period of time, and strong views and arguments on both sides regarding the extent of and nature of the local communities. The Committee was grateful for and impressed by the strong written and verbal submissions from either side of the argument by the Town Council and Parish Council and accepted that any determination it made was likely to be finely balanced.

93. Guidance on Reviews to assist in interpreting the statutory criteria was not one size fits all, and the unique characteristics of any given area could lead to vastly different recommended outcomes depending on which elements of the evidence were considered to be more vital or persuasive in those particular circumstances. It is therefore the case that any decision relating to the area would ultimately be a judgment call factoring in those circumstances and applicability of the criteria.

94. Ultimately, the goal of the Committee in applying the statutory criteria would be to arrive at a conclusion which would settle the matter for the longer term as much as possible, and in a way which reflected the broad community identity and interests and provided for effective and convenient governance. It recognised that any outcome would likely not be welcomed by all parties but should be one which as best as possible resulted in a clear and coherent

governance arrangement which would preclude the need for additional reviews in relation to the core matters of dispute.

95. The fundamental question for the Committee related to the nature and character of the parish of Bishops Cannings. Devizes Town Council argued that the parish was one of rural character comprising a number of small communities across a large geographic area, and that the continued inclusion of the SG2 area represented a discordant and out of character urban intrusion to its overall identity. It argued this led to confusion on the ground for residents and did not reflect the actual nature of the urban and rural communities in the area and how residents interacted with them, with governance and identity improved for both parishes by recognising the distinct characters.

96. By contrast, Bishops Cannings Parish Council argued that the parish had developed slowly over time into one of mixed urban and rural character, with the SG2 area now an historically established part of its nature and not a new element which looked solely or overall toward the adjoining town. It argued that the Parish Council had made particular effort in recent years to engage with all parts of the parish including the SG2 area, which by scale and content was now inseparable from the nature of the parish and the rural hinterland, and remained a distinct community from the town notwithstanding its denser character and location abutting the town boundary.

97. The Committee considered the detailed submissions carefully, noting that all reviews must be considered on the particular facts of each area, and that general principles which may apply in many areas would not and could not be applied universally. It accepted the strong position put forward by the Town Council as to the character of the SG2 area, it's relationship with the town, use of local services, and town reports of some confusion as to the governance of the area. It acknowledged that in many instances the Committee had or might have recommended such an area or increasing urbanicity be incorporated within a larger urban identity.

98. On balance, however, the Committee accepted the submissions from Bishops Cannings Parish Council and other parties. The SG2 area was at this stage primarily one of established housing and had formed part of the parish community for an extended period. Whilst many might regard Bishops Cannings parish, named for the largest village within it, as a rural parish, this did not reflect the settled situation for a period of some decades.

99. This did not preclude the possibility of realigning the boundaries at this later stage as argued by the Town Council, but given the extremely detailed and strong submissions from the Parish Council and others about the integration of the area as part of a broader Bishops Cannings community, the Committee was not satisfied there was sufficient evidence that a transfer to the town would substantially improve the community identity and interests of the area, or improve the effectiveness of governance arrangements.

100. The Committee noted acknowledgement from the Parish Council that historically the area may not always have been given the level of focus its population within the parish deserved,

but irrespective of the effectiveness of any particular parish council membership, past or present, it was considered that it had been demonstrated that the area was capable of being effectively governed on its current arrangements, and could be argued to form a discrete community of its own within the parish, which would not inherently be improved by being combined with neighbouring urban elements of the town.

Committee Draft Recommendation Proposal

101. Accordingly, the Committee therefore resolved not to transfer the SG2 polling district from Bishops Cannings to Devizes.

102. Having declined to make that recommendation, the Committee considered what, if any, changes might provide additional clarity for the boundary between the two parishes in a way which would provide a greater level of permanence to the disputed area, accepting that where urban and semi-urban areas lay alongside one another there would be potential for confusion. It was noted that statutory guidance was clear that even in an entirely urban area distinct communities could be identifiable and even form their own parishes, and as such a degree of uncertainty between precise boundary lines in such an area might be unavoidable.

103. In reviewing the area, the Committee noted that additional development was taking place along the southern end of the canal, which would result in a built-up area opposite the larger SG2 area. After discussion the Committee agreed to propose that the boundary between town and parish run along Coate Road, as a route running through to other communities in Bishops Cannings.

104. It also sought to realign the boundary along London Road so that residents on either side would reside in the same parish or Electoral Division, in order to provide additional certainty of governance.

105. No representations were made to make any other changes to the electoral arrangements of Bishops Cannings, for example warding or councillor numbers, and the Committee made no recommendations to that effect.

106. Having considered the evidence, statutory criteria, guidance, and other relevant information, the Committee therefore proposed the following:

Recommendation 3

3.1 That the areas marked as D in the map below be transferred from the town of Devizes to the parish of Bishops Cannings.

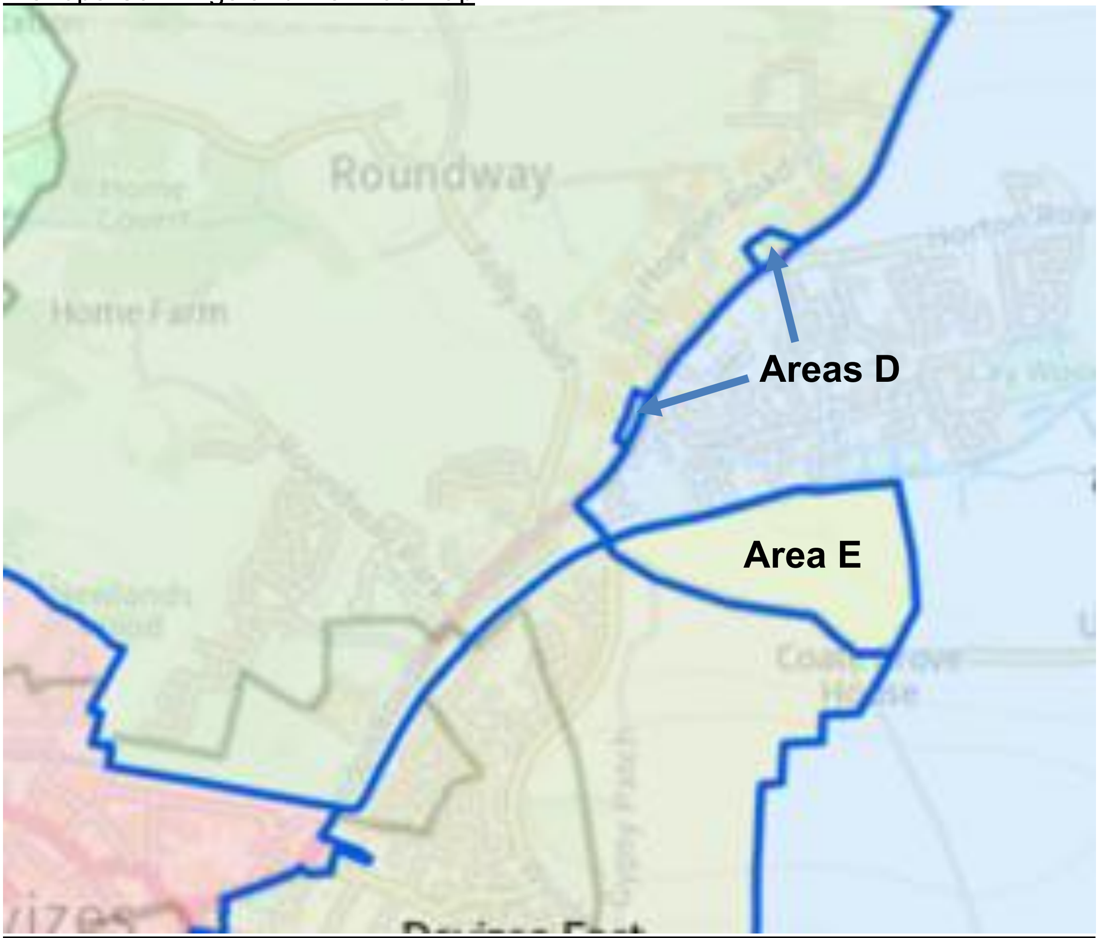
3.2 That the areas marked as E in the map below be transferred from the town of Devizes to the parish of Bishops Cannings.

3.3 To request that the LGBCE amend the Electoral Divisions of Bromham, Rowde, and Roundway, Devizes East, and Urchfont and Bishops Cannings, to align to the revised

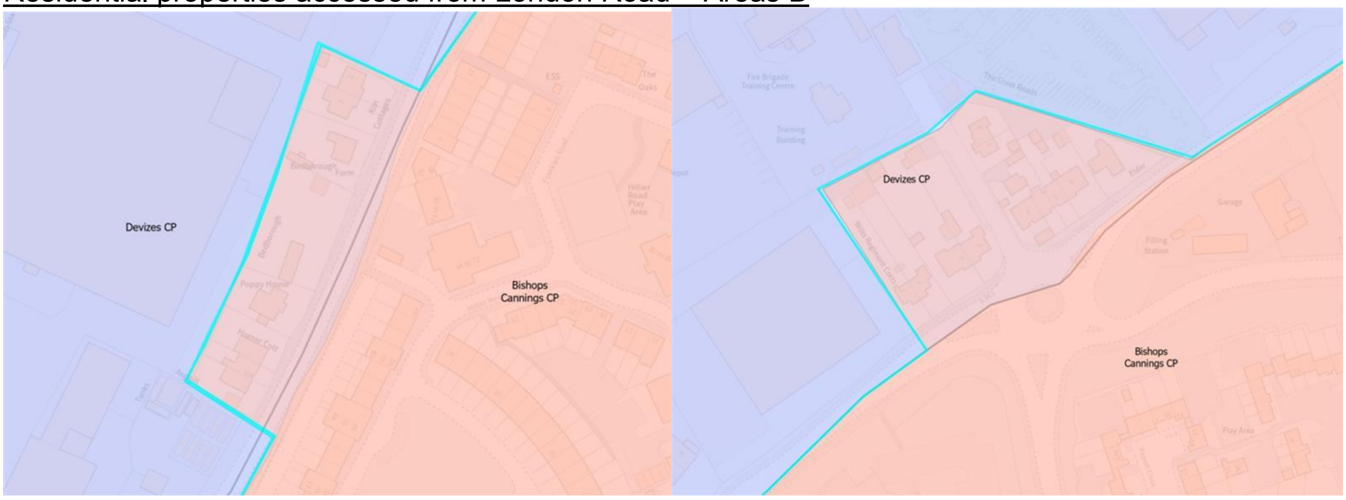
parish boundaries.

Reasons: Paragraphs 58, 74, 83, 85, 160, and 170 of the Guidance on Community Governance Reviews

<u>Bishops Cannings and Devizes Map</u>



<u>Residential properties accessed from London Road – Areas D</u>



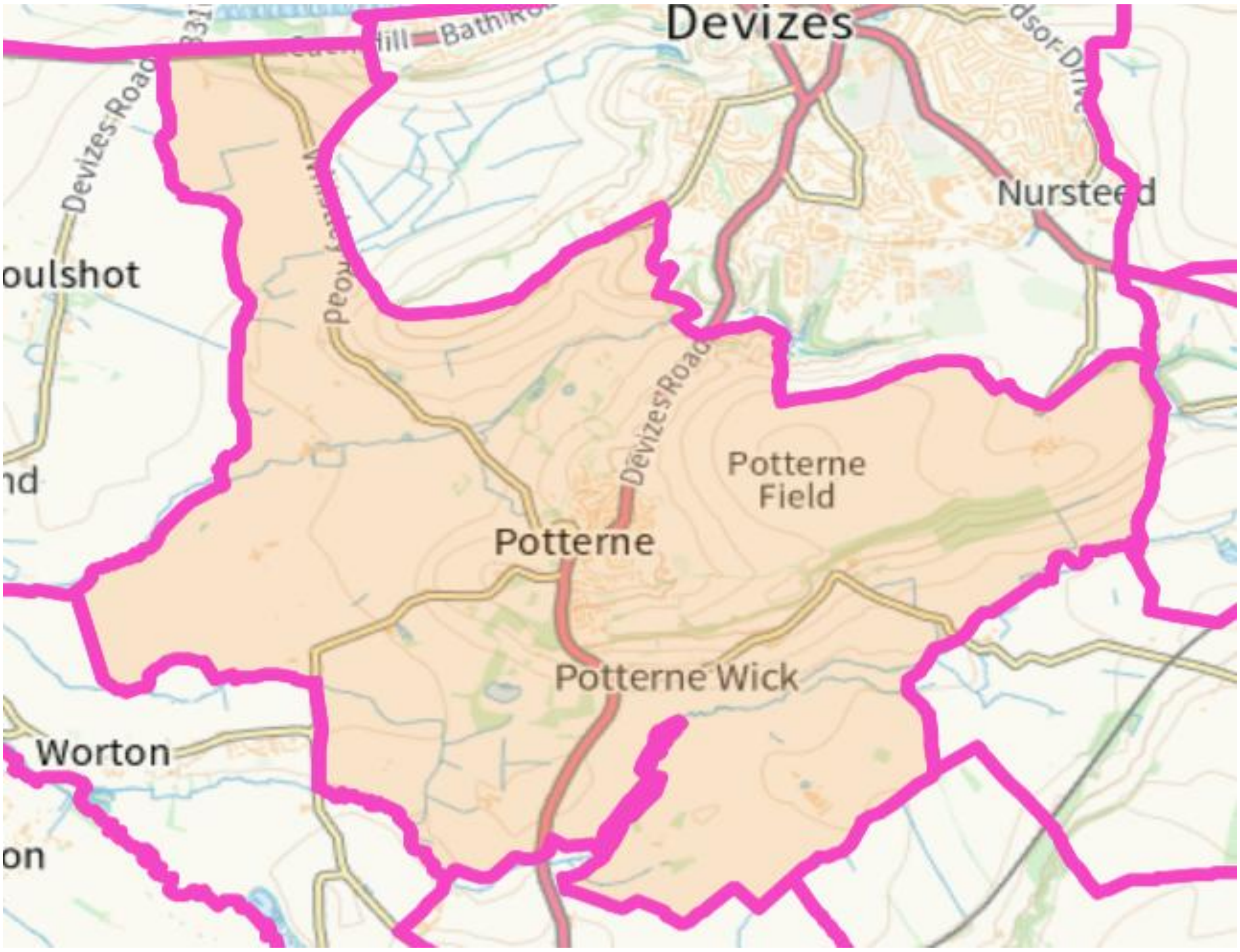
Devizes, Potterne, Rowde, Stert

107. In addition to the changes set out above, Devizes Town Council submitted a number of other minor proposals for internal warding changes or impacting the parishes of Potterne, Rowde, and Stert.

108. Details of the current Town Council arrangements are as set out from paragraphs 80-82.

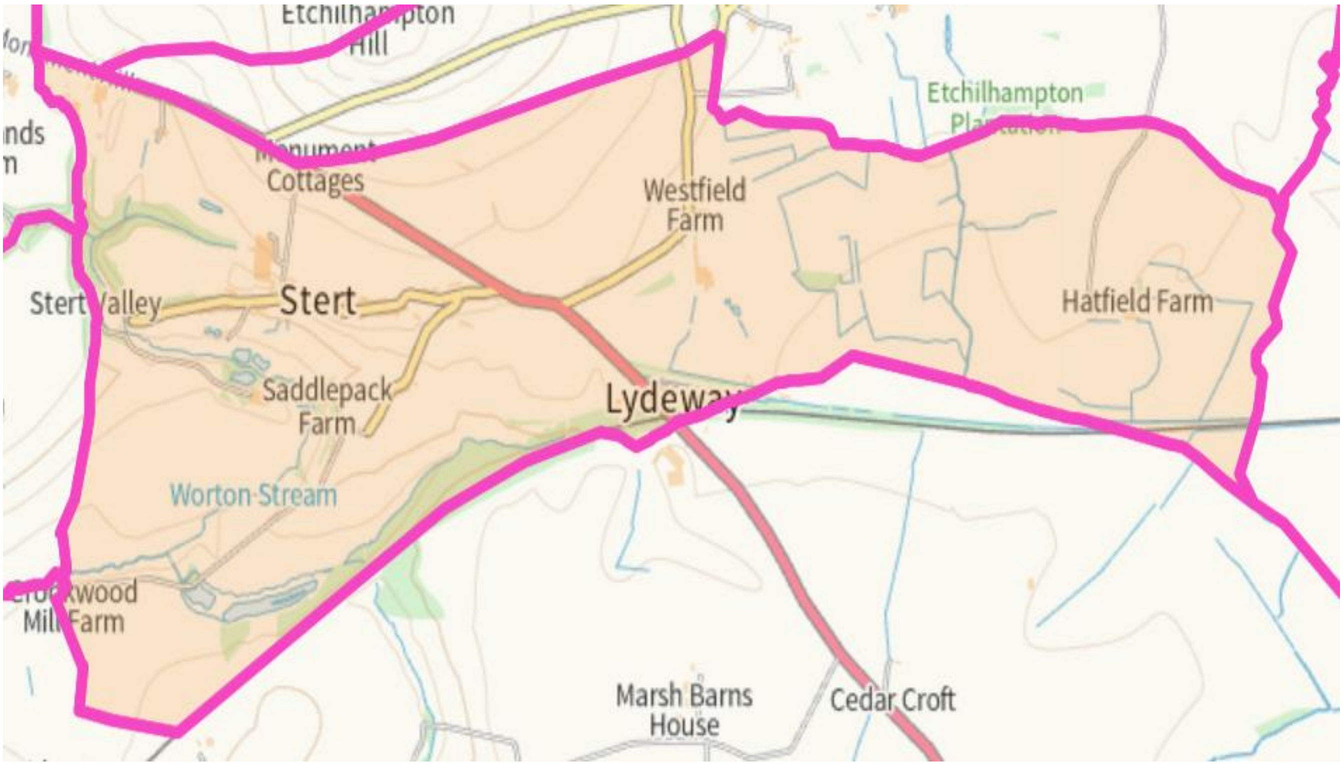
109. Potterne is a moderately sized parish of approximately 1255 electors, served by a parish council of up to eleven councillors, which is currently unwarded. It is part of Devizes Rural West Unitary Electoral Division.

110. It is bordered by Devizes and Rowde to the North, Stert and Urchfont to the East, Easterton and Market Lavington to the South, Worton to the South West, and Poushot to the West



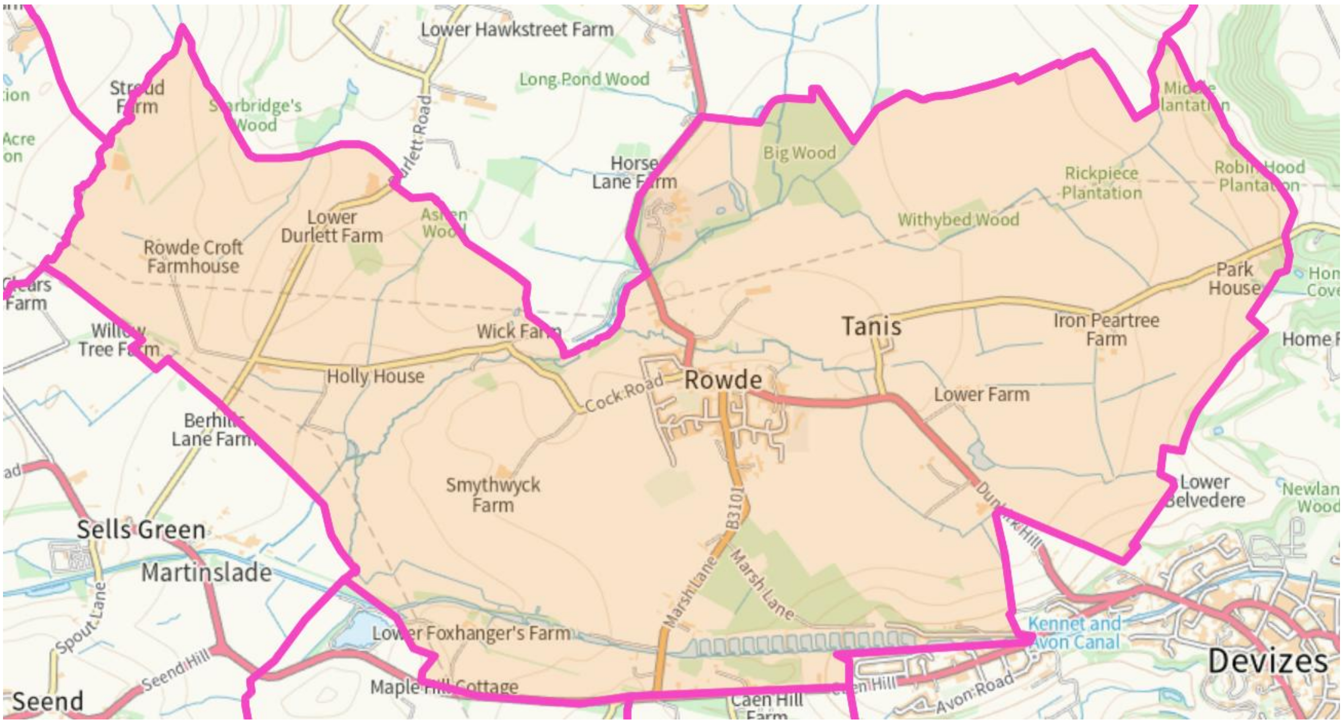
111. Stert is a small parish of approximately 144 electors, served by a parish council of up to six councillors, which is currently unwarded. It is part of Urchfont and Bishops Cannings Unitary Electoral Division.

112. It is bordered by Etchiphampton to the North, Patney to the East, Urchfont to the South, and Devizes and Poushot to the West



113. Stert is a moderately sized parish of approximately 1058 electors, served by a parish council of up to eleven councillors, which is currently unwarded. It is part of Bromham, Rowde, and Roundway Unitary Electoral Division, which includes a ward of Devizes Town Council.

114. It is bordered by Bromham to the North, Devizes to the East, Poulshot and Potterne to the South, and Seend and Melksham Without to the West



Information gathering and initial proposals

115. Following commencement of the review all parishes were requested to consider their governance arrangements and explain why they thought there should be no changes as they continued to meet the statutory criteria or provide detail of where they considered changes should be considered.

116. Devizes Town Council submitted a proposal to reorient their internal warding, and minor transfers to, from, or involving Devizes, impacting the parishes of Rowde, Potterne, and Stert. Not including the Bishops Cannings proposals dealt with under the previous section there were thirteen proposals.

117. Seven of those proposals were minor changes to the internal warding arrangements of the Town Council to better reflect the existing nature of the town communities, including along Southbrook Road, Longstreet and east of Marshall Road. Two proposed minor transfers from the town to the parish of Potterne, with one proposed to be transferred from Potterne to Devizes. There was a singular proposal to transfer a small area from Rowde to Devizes, one from Devizes to Stert, and an associated proposal for a transfer from Potterne to Stert.

118. Stert Parish Council objected to any amendment to their boundaries or governance arrangements, with no responses received from Rowde or Potterne.

Committee Discussion

119. In relation to the internal warding proposals and amended names, these by definition did not impact any other parishes and were based on detailed reasoning of the precise communities and properties in their areas. No representations had been received opposing the suggestions and it was often the case that local councils were able to identify minor adjustments to their internal warding arrangements which were more effective and convenient, due to their more extensive knowledge of their own areas.

120. For the names of the town wards, and associated Unitary Electoral Divisions, it was argued that the current wards were an anomaly, resulting in a North ward which was not the northernmost ward, which was in fact the Devizes Roundway ward. This was not considered to be an effective or efficient governance arrangement.

121. In relation to Rowde and Potterne the Town Council had provided reasonable reasoning for what were minor alterations designed to better reflect the natural communities of the area, with no objections raised to the Committee to those proposals.

Committee Draft Recommendation Proposal

122. The Committee was satisfied that that the internal warding proposals from Devizes Town Council would be improvements on the current governance arrangements based on the information submitted. It also accepted that the historic ward names were a legacy of the parish arrangements prior to the amalgamation with Roundway parish and did not reflect the current communities and should be amended accordingly.

123. As such it recommended that the wards be adjusted and renamed as proposed by the Town

Council, and to request the Division names be altered accordingly. This would result in Devizes North becoming Devizes Central and West, and Devizes Roundway becoming Devizes North and Roundway.

124. In relation to the proposals to transfer small areas to or from Devizes impacting Potterne and Rowde, the Committee accepted the reasoning from the Town Council that these could be justified on the grounds of community or governance based on the currently available information. It resolved to recommend and consult on the proposals, in particular to seek views from the local parish councils and any impacted residents.

125. In discussing the proposals as submitted around the hamlet of Sleight, although the area was accessed through the town the Committee was not satisfied there were clear advantages to amending the boundary in the area. It noted that Devizes had proposed a change involving a transfer from Potterne to Stert, if it should be agreed that a small area would be transferred out of the Town. As the Committee did not recommend a transfer from the Town, it relatedly did not recommend any changes between Potterne and Stert. However, taking account of submissions at its meeting, having retained parts of Sleight within Devizes, the Committee agreed to amend the internal ward boundaries to include the area within Devizes South and not Devizes East.

126. Having considered the evidence, statutory criteria, guidance, and other relevant information, the Committee therefore proposed the following:

<u>Recommendation 4</u>

4.1 The town of Devizes to continue to comprise four wards, to be named as follows:

- **Devizes Central and West (predominantly made up of the existing Devizes North ward)**
- **Devizes North and Roundway (predominantly made up of the existing Devizes Roundway ward)**
- **Devizes East**
- **Devizes South**

4.2 That the areas marked as F in the maps below be transferred from the town of Devizes to the parish of Potterne.

4.3 That the area marked as G in the maps below be transferred from the parish of Potterne to the town of Devizes as part of the ward of Devizes South.

4.4 That the area marked as H in the maps below be transferred from the parish of Rowde to the town of Devizes as part of the ward of Devizes North and Roundway.

4.5 That the areas marked as I in the maps below be transferred from the Devizes East ward to the Devizes Central and West ward.

4.6 That the area marked as J in the maps below be transferred from the Devizes South ward to the Devizes Central and West ward.

4.7 That the area marked as K in the map below be transferred from the Devizes East

ward to the Devizes South ward.

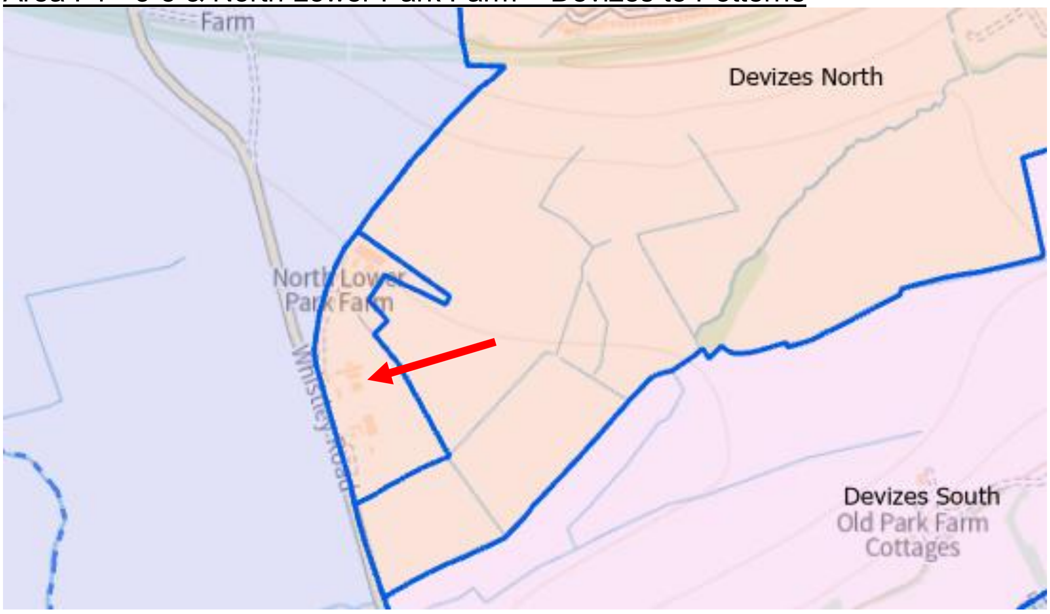
4.8 That the area marked as L in the maps below be transferred from the Devizes South ward to the Devizes East ward.

4.9 That the area marked as M in the maps below be transferred from the Devizes East ward to the Devizes South ward.

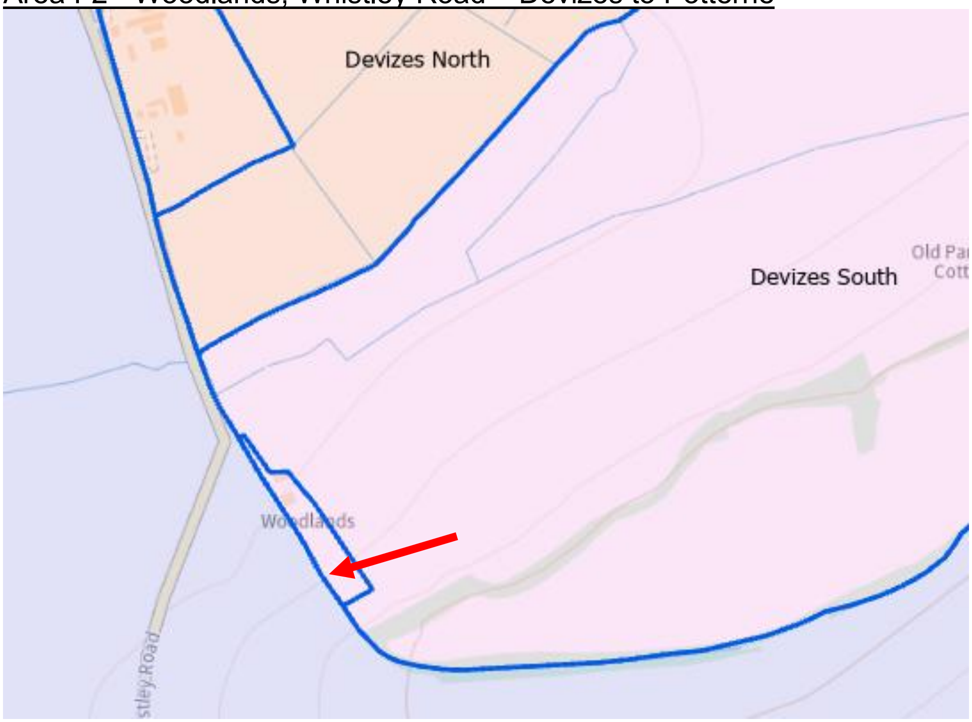
4.10 To request that the LGBCE amend the Electoral Divisions of Bromham, Rowde, and Roundway, Devizes East, Devizes North, Devizes South, and Devizes Rural West, to align to the revised parish boundaries and ward names as set out above.

Reasons: Paragraphs 83 and 85 of the Guidance on Community Governance Reviews

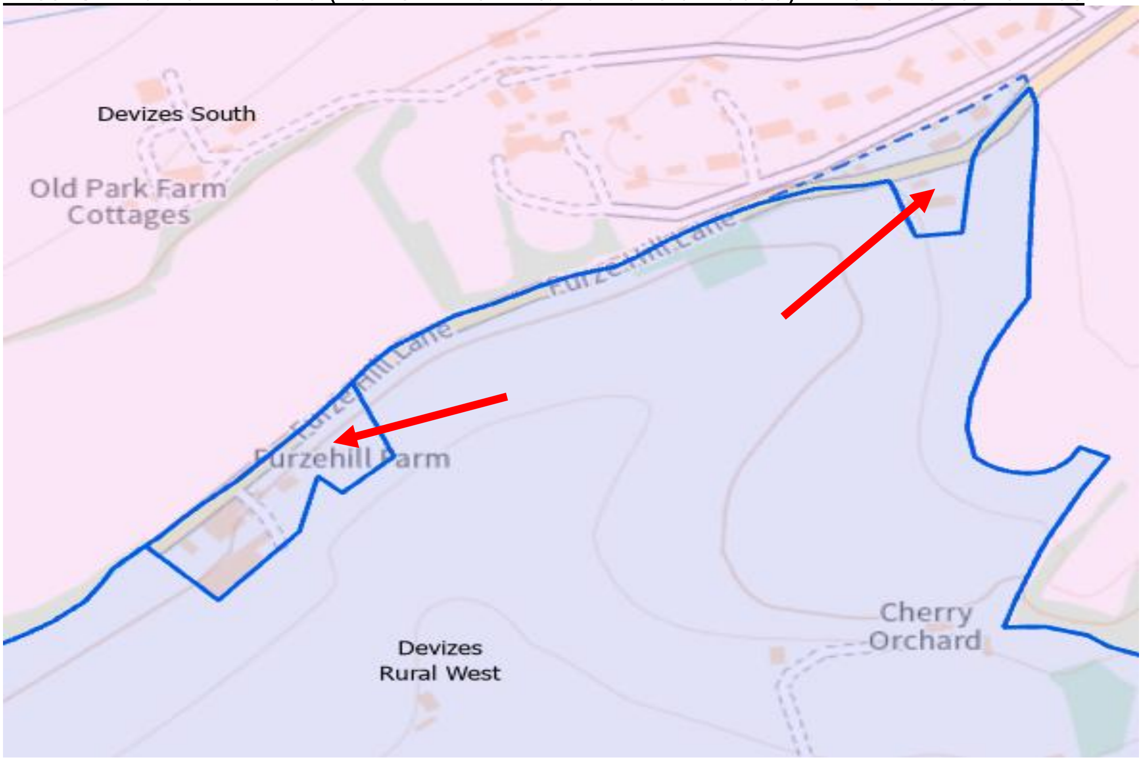
Area F1 - 3-5 & North Lower Park Farm – Devizes to Potterne



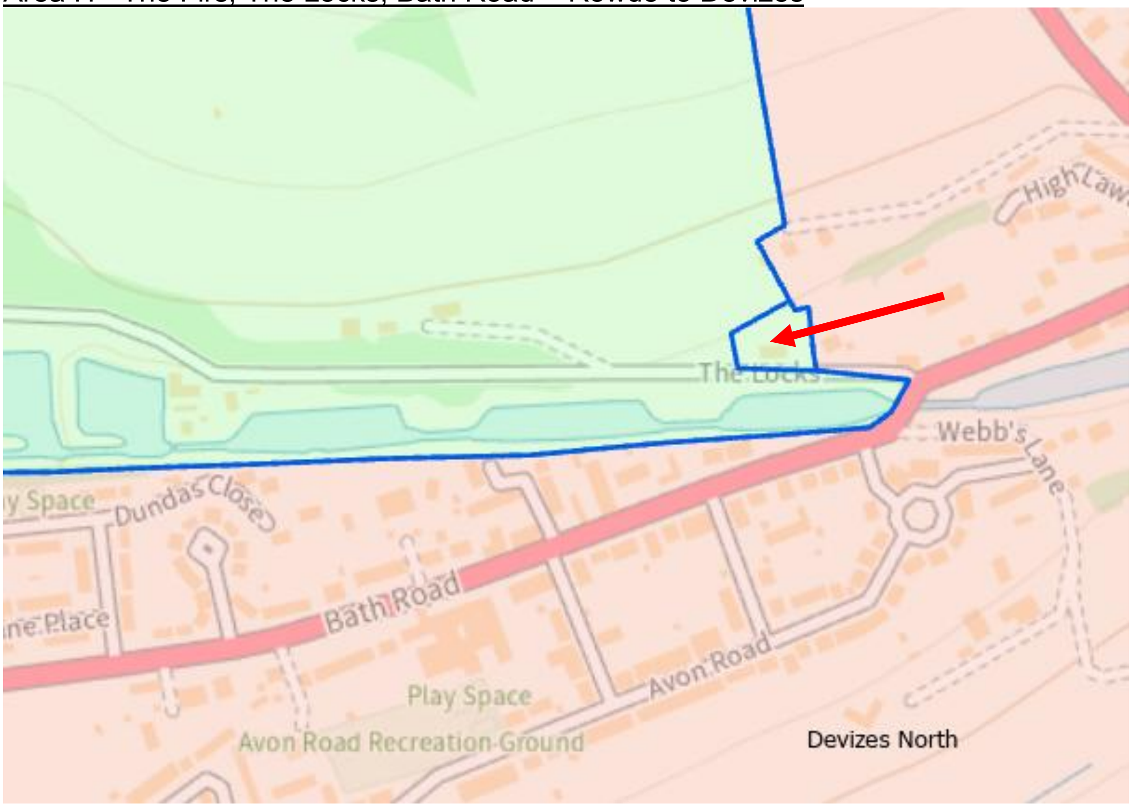
Area F2 - Woodlands, Whistley Road – Devizes to Potterne



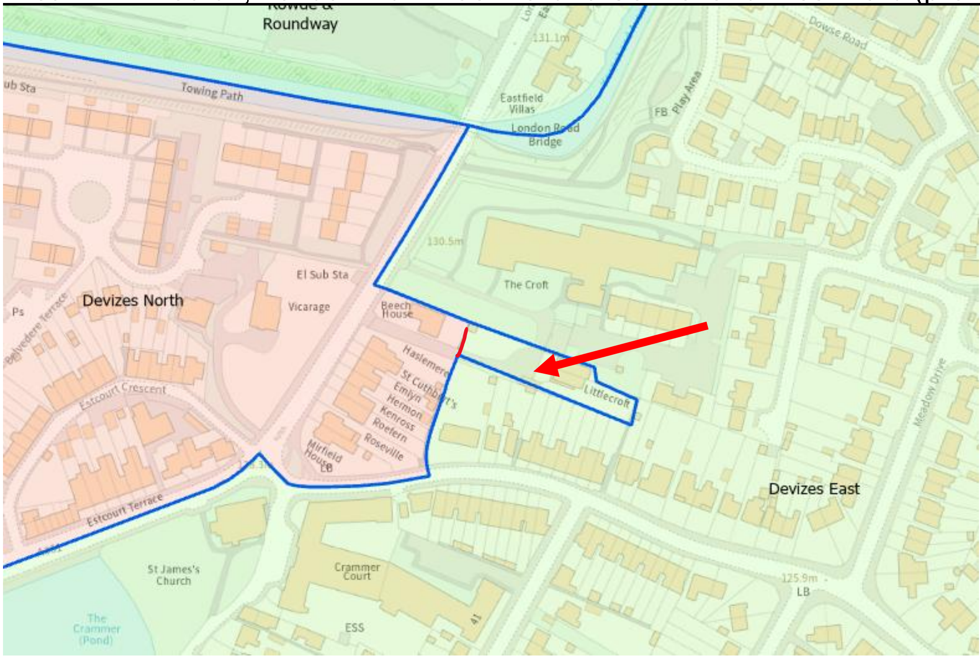
Area G - Furze Hill Lane (Furzehill Farm & Homefield House) – Potterne to Devizes



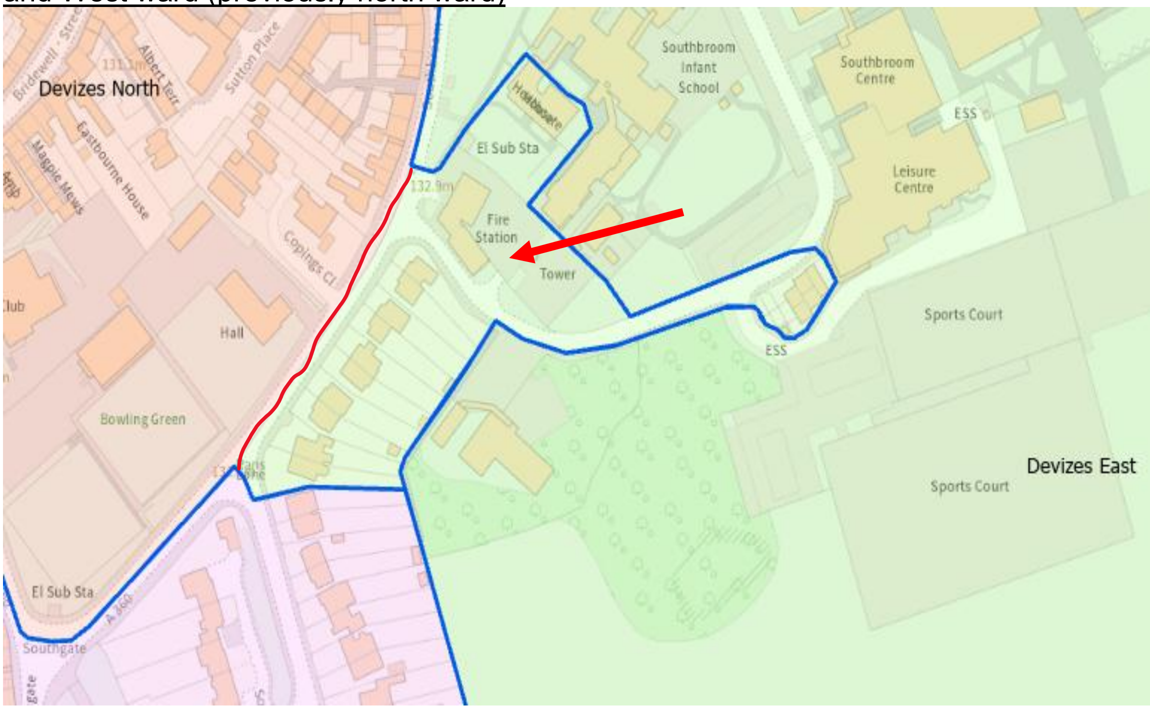
Area H - The Firs, The Locks, Bath Road – Rowde to Devizes



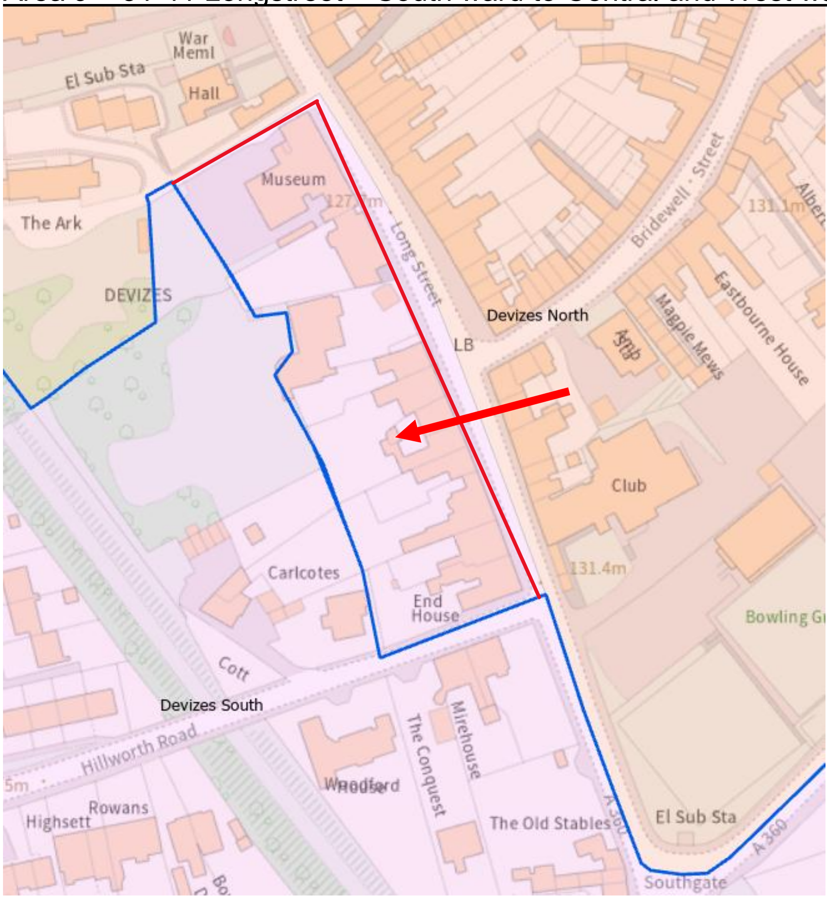
Area I1 - Littlecroft, London Rd – East ward to Central and West ward (previously north ward)



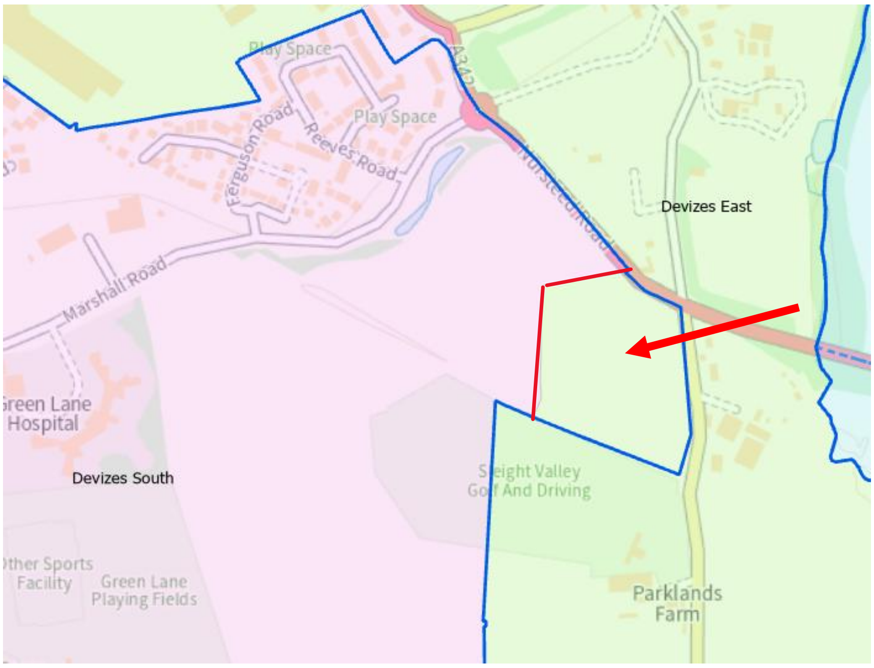
Area I2 – 22-30 Southbroom Road, 2-20 Southbroom Road, Heathcoate House – East ward to Central and West ward (previously north ward)



<u>Area J – 31-41 Longstreet – South ward to Central and West ward (previously north ward)</u>

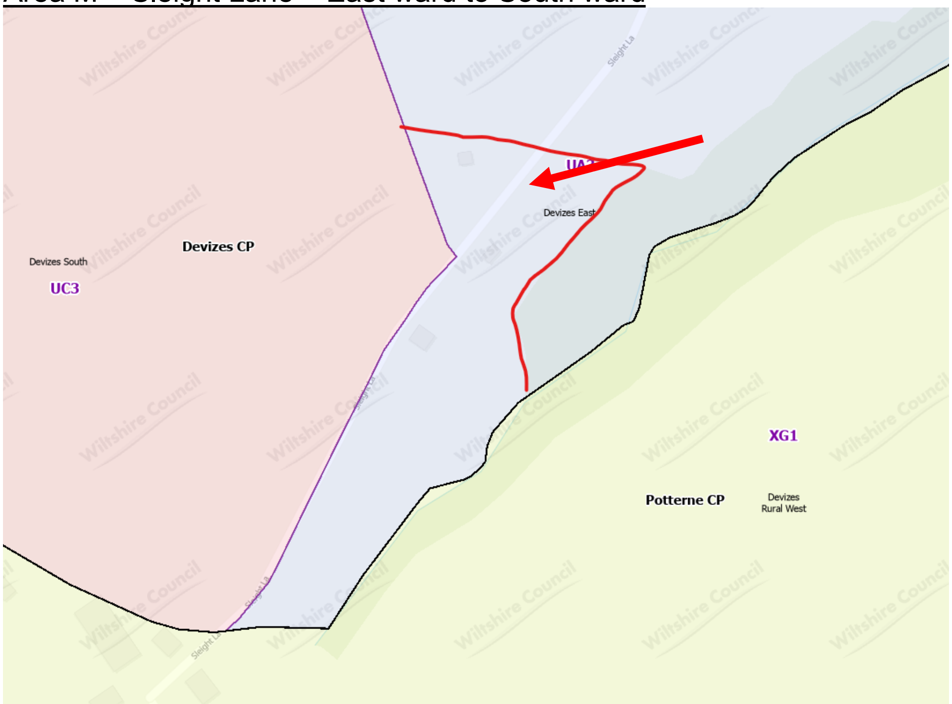


<u>Area K – East of Marshall Road Development – East ward to South ward</u>

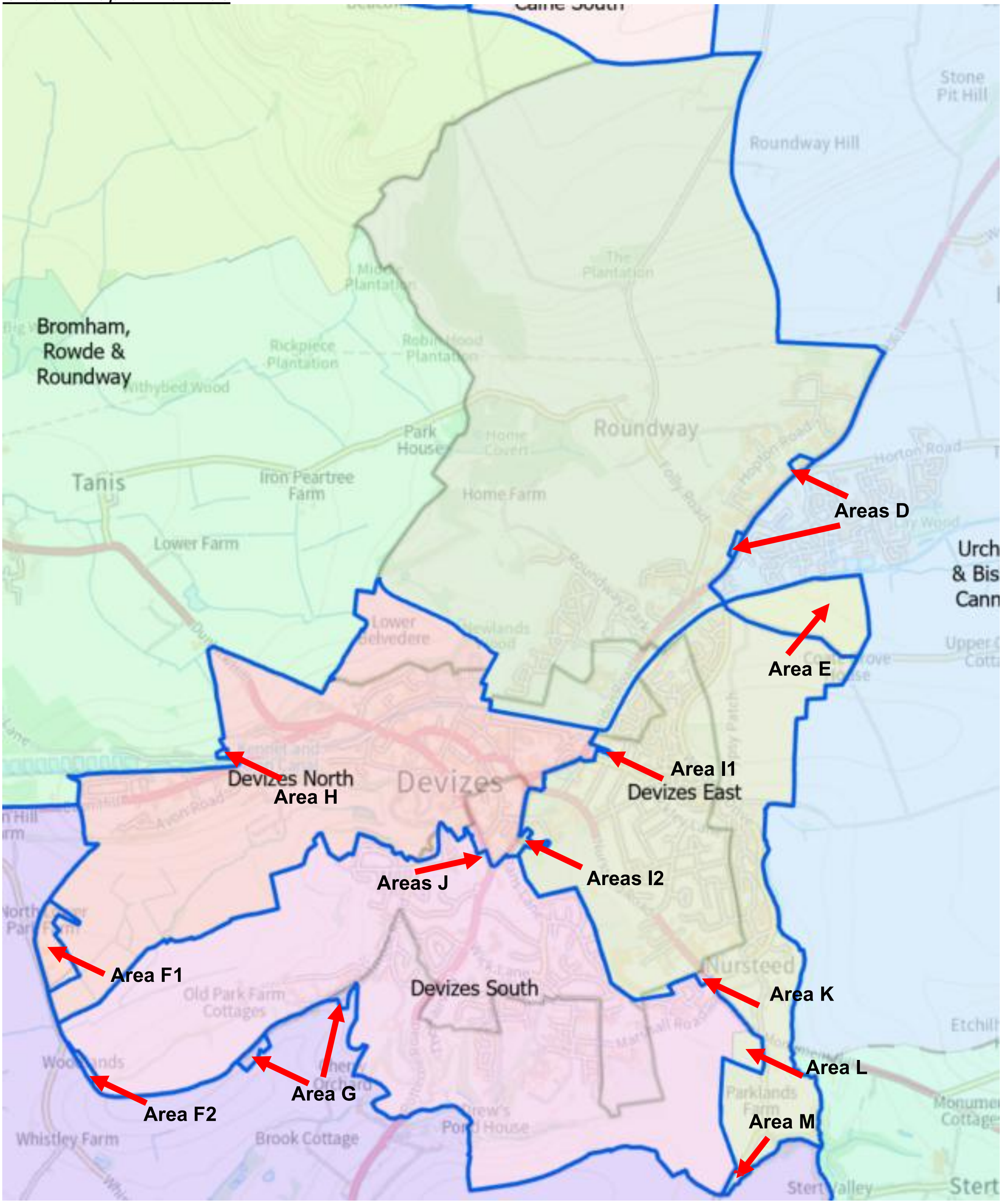


Area L – Wayside, Nursteed Road – South ward to East ward

Area M – Sleight Lane – East ward to South ward



<u>Overall Map of Devizes</u>



North ward to be renamed Central and West ward
Roundway ward to be renamed North and Roundway ward

Other parishes with the Devizes Area Board region

127. In relation to other parishes within the Devizes region, the Committee received formal responses from eleven parish councils and parish meetings that they did not believe any changes to the governance arrangements or boundaries were necessary or appropriate.

128. This would not prevent the Committee from making such recommendations as it considered appropriate, notwithstanding the view of the local parish council, if it considered a change would be in accordance with the statutory criteria.

129. A request for a minor transfer of land from the parish of Bromham to the parish of Melksham Without was initially submitted by Melksham Without Parish Council. Following confirmation of objection by Bromham Parish Council, Melksham Without Parish Council withdrew their proposal. The Committee was satisfied that with that withdrawal there was no compelling evidence or reasoning to recommend changes involving Bromham.

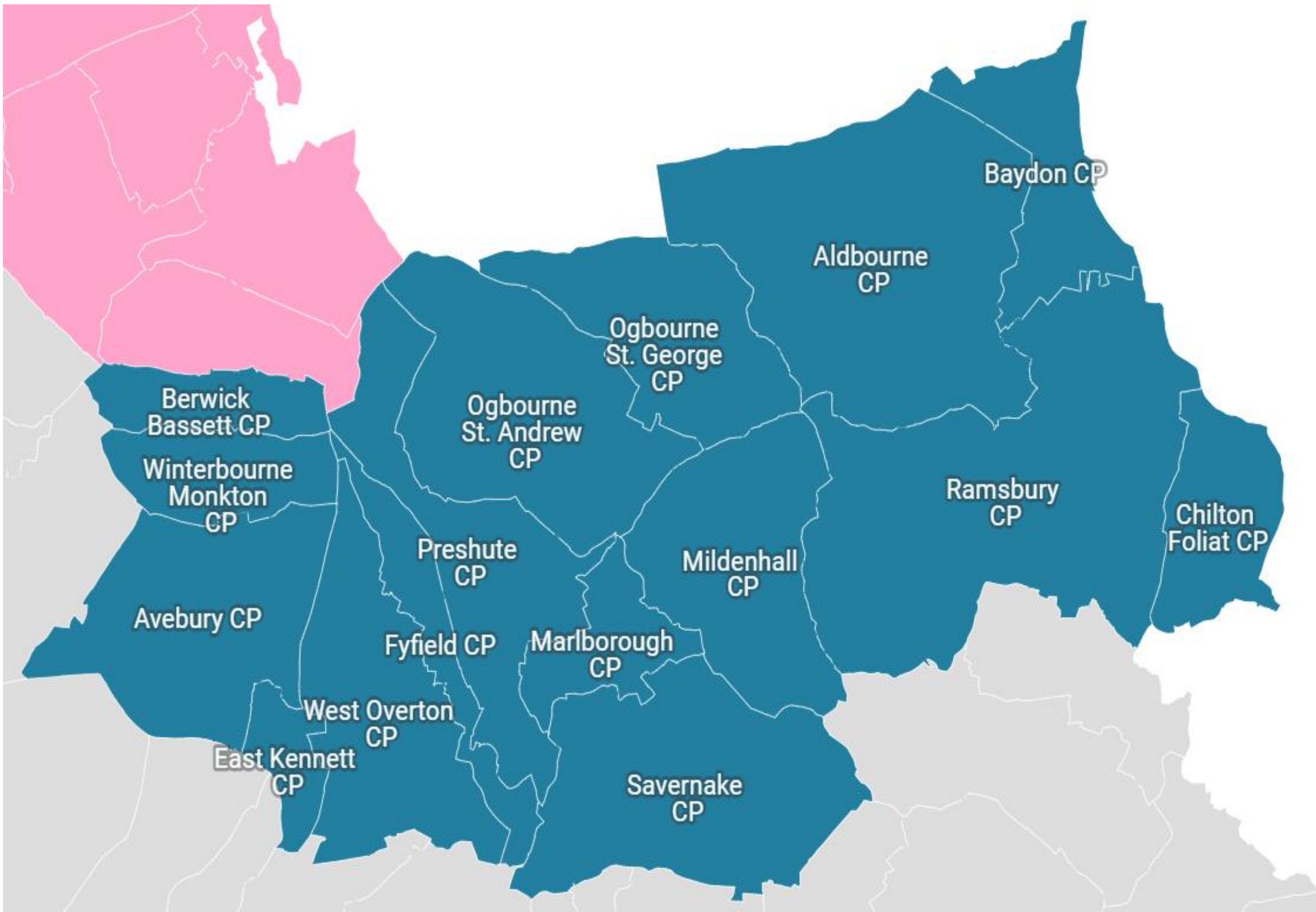
130. Whilst it was regrettable that eight parishes did not respond to the request for information before and during the review, a general examination of the details of each parish including electorate, number of councillors, previous elections, and other information, did not indicate there were any particular governance or electoral issues which were in need of amendment in order to align with the statutory criteria. Nor had any boundary issues resulting in issues of community identity or interests been brought to the attention of the Committee.

131. Having considered the evidence, statutory criteria, guidance, and other relevant information, the Committee therefore resolved to make no recommendations in respect of the following parishes:

Bishops Cannings, Bromham, Bulkington, Cheverell Magna, Coulston, Easterton, Erlestoke, Etchilhampton, Little Cheverell, Market Lavington, Marston, Poulshot, Seend, Stert, Urchfont, West Lavington, Worton.

Marlborough Area Board Region

132. The region covered by the Marlborough Area Board includes sixteen parishes across three Wiltshire Council Unitary Divisions.



133. It is bordered by the Borough of Swindon and county of Oxfordshire to the North, West Berkshire to the West, Pewsey Area Board to the South, Royal Wootton Bassett & Cricklade Area Board to the North-East, Calne Area Board to the East, and Devizes Area Board to the South-East.

134. A Community Governance Review would not be able to propose any changes to the boundary with the Borough of Swindon or West Berkshire, which would require a Principal Area Boundary Review.

135. The Committee received formal responses from twelve parishes stating that they did not believe any changes to the governance arrangements or boundaries were necessary or appropriate. The Committee met informally with Marlborough Town Council and received some initial communications on potential discussions around Kennet Valley Parish Council and Savernake Parish Council, but ultimately no requests were received. Four parishes or parish councils made no response to requests.

136. This would not prevent the Committee from making such recommendations as it considered appropriate, notwithstanding the view of the local parish council, if it considered a change would be in accordance with the statutory criteria.

137. Whilst it was regrettable that not all parishes responded to the request for information before and during the review, a general examination of the details of each parish including electorate, number of councillors, previous elections, and other information, did not indicate there were any particular governance or electoral issues which were in need of amendment in order to align with the statutory criteria. Nor had any boundary issues resulting in issues of community identity or interests been brought to the attention of the Committee.

138. Having considered the evidence, statutory criteria, guidance, and other relevant information, the Committee therefore resolved to make no recommendations in respect of the following parishes:

Aldbourne, Avebury, Baydon, Berwick Bassett, Chilton Foliat, East Kennett, Fyfield, Marlborough, Mildenhall, Ogbourne St Andrew, Ogbourne St George, Preshute, Ramsbury, Savernake, West Overton, Winterbourne Monkton.

Wiltshire Council

Community Governance Review

Briefing Note No. 26-06

Service: **Democratic Services**
Further Enquiries to: **Lisa Alexander**
Date Prepared: **21 May 2026**
Contact: CGR@wiltshire.gov.uk

This note sets out details of a public survey being undertaken as part of the Community Governance Review as set out in Briefing Note 25-09

Further details can be found on the following webpage

What are Community Governance Reviews?

1. A Community Governance Review (CGR) is a process to provide opportunity to review and make changes to governance arrangements to town and parish councils. This is to ensure that they continue to be reflective of the identity and interest of local communities, and that they are as efficient and effective in their governance as can be.

What can a Community Governance Review change?

2. A Community Governance Review can make a number of changes to parish areas and parish electoral arrangements including:

   - the alteration to, merger or grouping of, creation or abolition of parishes;
   - the naming of parishes and adoption of alternative styles for new parishes (the naming process can also be undertaken under S75 of the LGA 1972);
   - parish council size. e.g. number of councillors to be elected, and warding arrangements;
   - any other electoral arrangements.

3. A Community Governance Review is not responsible for the number of boundaries of Unitary Divisions of Wiltshire Council. That is a process known as an Electoral Review and is conducted by the Local Government Boundary Commission for England (LGBCE). In certain circumstances a Community Governance Review may request minor alteration to a Unitary Division as a consequence of other changes, but this must be agreed by the LGBCE.

Areas included in this review

4. At its meeting on 15 October 2025 the Electoral Review Committee agreed areas to be included in a Community Governance Review and the scope of the reviews in those areas.

5. On 20 November 2025 Wiltshire Council published terms of reference for a Community Governance Review for the following parish areas:

Devizes:

a. Bishops Cannings, Bromham, Bulkington, Cheverell Magna, Coulston, Devizes, Easterton, Erlestoke, Etchilhampton, Little Cheverell, Market Lavington, Marston, Potterne, Poulshot, Rowde, Seend, Stert, Urchfont, West Lavington, Worton.

Marlborough:

b. Aldbourne, Avebury, Baydon, Berwick Bassett, Chilton Foliat, East Kennett, Fyfield, Marlborough, Mildenhall, Ogbourne St Andrew, Ogbourne St George, Preshute, Ramsbury, Savernake, West Overton, Winterbourne Monkton.

Royal Wootton Bassett & Cricklade:

c. Braydon, Broad Town, Broad Hinton, Clyffe Pypard and Bushton, Cricklade, Latton, Lydiard Milicent, Lydiard Tregoze, Lyneham and Bradenstoke, Marston Maisey, Purton, Royal Wootton Bassett, Tockenham, Winterbourne Bassett.

Public surveys

6. Following meetings on 26 March and 15 April, as part of its information gathering process, the Electoral Review Committee is conducting a consultation of the proposals in relation to some of the areas listed above.

7. The consultation surveys for each of the following areas can be accessed from the main CGR webpage :

1 – Purton and Lydiard Millicent
2 – Royal Wootton Bassett
3 – Devizes and Bishops Cannings
4 – Devizes, Rowde and Potterne

8. Before making its draft recommendations, the Committee also undertook pre-consultation information gathering, including sessions between representatives of the Committee and affected unitary councillors, and where requested sessions with Town and Parish Councils in the review area.

9. In addition to briefing notes and advertisement through local Area Board meetings and the Wiltshire Association of Local Councils (WALC)

newsletter, town and parish councils impacted are urged to publicise the details within their local communities.

10. Letters will also be sent to any household within one of the areas proposed to be transferred from one parish to another, providing information and inviting them to submit comments to the consultation.

11. The council would strongly encourage that responses to any recommendation be made using its online survey. This will be accessible from the webpage provided above.

12. However, a physical response can be filled in and posted to the County Hall address listed at the top of this letter. You may make a copy of the form if multiple people wish to complete their own response. Further details can also be requested from CGR@wiltshire.gov.uk

Community Governance Review – next steps

13. The Electoral Review Committee will analyse all responses to its draft recommendations and consider them along with other relevant information. It will then prepare final recommendations for each area if appropriate, or it may amend or withdraw the recommendations.

14. Any final recommendations will be considered by a future meeting of Full Council. Any change, if confirmed, would take effect at the next elections in May 2029.

15. Details of future meeting dates can be viewed on the Electoral Review Committee meeting page here.