

Lydiard Millicent Parish Council

ANNUAL MEETING OF THE PARISH COUNCIL to be held on Thursday 7 May 2026 at the Jubilee Club House at 7pm

Councillors:

M Allsop	L Bamsey	D Coffey	G Griffiths	S Hill-Wheeler	J Neighbour
L Roberts	R Selwood	J Sprules	S Trowbridge	S Westwood	

Members of Lydiard Millicent Parish Council as listed above are summoned to attend a meeting of the Parish Council for the purpose of transacting the following business.

Hayley Graham

Hayley Graham StSLCC
Clerk to the Council

30 April 2026

A G E N D A

- Election of Chairman**
Members are requested to NOMINATE a Chairman for the ensuing year, all nominations must be seconded.
- Election of Vice-Chairman**
Members are requested to NOMINATE a Vice-Chairman for the ensuing year, all nominations must be seconded.
- Acceptance of Office and Code of Conduct**
The newly appointed Chairman and Vice-Chairman are requested to sign their Acceptance of Office forms before the Clerk to the Council.
Once signed, each Councillor agrees to the Council's Code of Conduct
- Apologies for Absence**
To RECEIVE apologies for absence.
- Declarations of Interest and Dispensations**
To RECEIVE declarations of interest in accordance with the Code of Conduct adopted by this Council in April 2024.
To NOTE any dispensations in respect of this agenda received prior to the meeting.
- Standing Orders**
To ADOPT Standing Orders with suggested changes.
- Financial Regulations**
To ADOPT Financial Regulations with suggested changes.
- Appointment of Members to the Personnel Committee**
To APPOINT Members to the Personnel Committee. The Chairman and Vice-Chairman are automatically appointed with a minimum of two other Councillors, currently Councillors Allsop, Selwood, Sprules and Westwood.
- Appointment of Councillors to the Footpath Working Party**
To APPOINT Members, currently Councillors Allsop, Bamsey, Hill-Wheeler and Selwood.
- Appointment of Councillors to the Planning Groups**
To APPOINT Members, currently:
Group A - Councillors Allsop, Bamsey, Neighbour, Roberts and Selwood.
Group B – Councillors Hill-Wheeler, Sprules and Westwood.
- Appointment of Councillors to the Communications Group**
To APPOINT Members, currently Councillors Hill-Wheeler, Neighbour, Selwood and Westwood.

12. **Appointment of Councillors to the Community Environmental Group**
To APPOINT Members, currently Councillors Bamsey, Hill-Wheeler, Roberts and Westwood.
13. **Appointment of Signatories to the Bank Accounts**
To NOTE and APPROVE that the bank mandate signatories are the Parish Clerk, the Chairman, the Vice-Chairman and one other Councillor. Currently signatories are Councillors Allsop, Bamsey and Westwood.
14. **Appointment of Banking Reconcilers**
To APPOINT Members, currently Councillors Hill-Wheeler and Selwood.
15. **External and Internal Audits 2026-2027**
To NOTE the External Auditor is PKF Littlejohn.
To APPROVE the appointment of Auditing Solutions Limited to carry out the internal audit.
16. **General Power of Competence**
To NOTE the Parish Council cannot hold the General Power of Competence. To qualify, its Clerk must be CiLCA qualified.

17. **Representatives to Other Bodies and Parish Duties 2026-2027**

Name of Group	Currently
Area Board	Cllrs Allsop and Westwood
Community Carers Group	Cllr Hill-Wheeler
Local Highway and Footway Improvement Group	Cllr Griffiths
Operational Flood Working Group	Cllr Westwood
Neighbourhood Plan	Cllr Allsop
Parish Hall	Cllr Neighbour
Speed Indication Devices	Cllrs Coffey and Neighbour

18. **Review of On-line Register of Interests**
Members are reminded to REVIEW their online Register of Interests, and to advise the Clerk if any amendments are required. Members are obliged to notify the Monitoring Officer of a change to disclosable interests, or a new interest within 28 days of becoming aware of it. These should be passed to the Parish Clerk to register online.
<https://services.wiltshire.gov.uk/TownAndParish/ROI/Council/746>

19. **Chairman's Announcements**

20. **Minutes**
To APPROVE and sign as a correct record the Minutes of the Parish Council meeting held on 2 April 2026.

21. **Wiltshire Councillor Update**
To RECEIVE an update from Wiltshire Councillor Andrew Matthews.

22. **Financial Accounts**
To APPROVE the:
 - a. Payments for Approval
 - b. Bank Reconciliation Statements as at 31 March 2026
 - c. Finance Report
 - d. Regular Payments Report

To NOTE the:

- e. Payments List to 28 April 2026
- f. Income Summary as at 31 March 2026
- g. 4th Quarter / Year End Income and Expenditure Summary and Detailed Reports as at 31 March 2026
- h. 4th Quarter / Year End Ear Marked Reserves Balances as at 31 March 2026
- i. Completion of the 4th Quarter /Year End Bank Reconciliations verification by Councillors Hill-Wheeler and Selwood.

23. **Planning Applications**
 - a. To NOTE and CONSIDER the following applications – report from Group A:

Application: PL/2026/02185 – Householder Planning Permission	Applicant: Mr Barry
Address: 8 Greatfield, Royal Wootton Bassett, SN4 8EQ	Closing Date: 14 May

Proposal: Change of use from store to annexe (in rear garden) and erection of 70m long 1.8m high boundary fence in rear garden Link: https://development.wiltshire.gov.uk/pr/s/planning-application/a0iQ300000KdcEn	
Application: PL/2026/01463 – Full Planning Permission 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 Link: https://development.wiltshire.gov.uk/pr/s/planning-application/a0iQ300000JyGJt	Applicant: Mr Morse Closing Date: 4 June

- b. To NOTE the notification of planning appeal for PL/2024/06287 – Land at Greensend, Lydiard Millicent, SN5 3LP and CONSIDER submitting a representation.

24. **Clerk’s Report**

To NOTE the report.

25. **Communications**

To NOTE 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. **Letter from Purton Parish Council – Closure of Household Recycling Centres**

To NOTE the letter and CONSIDER submitting a response.

27. **Common Platt Defibrillator**

To NOTE the report, CONSIDER a way forward and CONSIDER the recommendation.

28. **Grant Applications**

To NOTE and CONSIDER the application from Lydiard Millicent Parish Hall

29. **Resident Proposal – Shade for JCH Play Area Benches**

To NOTE the report and CONSIDER the options.

30. **Electrical Works at JCH**

To NOTE the report and CONSIDER the recommendations.

31. **Council and Community Representatives:** To RECEIVE updates:

Area Board
Community Carers Group
Local Highway & Footway Improvement Group (LHFIG)
Parish Hall
Speed Indication Devices
Operational Flood Working Group
Neighbourhood Plan

32. **Electoral Review Committee – Community Governance Review**

To CONSIDER the draft response.

33. **SSEN Communities Fund**

To RECEIVE an update from Councillor Trowbridge and CONSIDER submitting an application.

34. **Spring Newsletter**

To AGREE arrangements for distribution.

Next Meeting – Thursday 4 June