

LYDIARD MILLICENT PARISH COUNCIL MEETING
6 November 2025
held at the Jubilee Club House, Lydiard Millicent
at 19:00 hrs

Councillors Present:

M Allsop, Vice Chairman L Bamsey S Chalker D Coffey
S Hill-Wheeler J Neighbour L Roberts R Selwood

Others in Attendance: 6 members of the public and Wiltshire Councillor Andrew Matthews

Meeting Clerk: Hayley Graham

Scottish & Southern Electricity Networks: The representative was unable to join the meeting at short notice.

Public Question Time:

- A resident advised that the sleepers placed outside Hilltop View on Stone Lane reported at the last meeting have now been removed since logging on MyWilts.

Councillor Question Time:

- Councillor Selwood advised that the leaves that have fallen on the pavement at the top of The Street are now in the road and impacting drains. The Clerk confirmed that there is an instruction in Wiltshire Council’s system for a road sweeper to visit to address the issue.
- Councillor Allsop asked Councillors if they would consider publishing a Council Newsletter in the Spring as has been done previously. Councillors responded positively and this will be formally put to Council for consideration at a meeting in the near future.

MINUTES

25.113 Apologies for Absence

Apologies were received from Councillors Sprules and Westwood. Councillor Chalker was not present at the start of the meeting but joined from minute reference 25.118k.

25.114 Declarations of Interest and Dispensation Requests

The following Declaration of Interest was made:

Name	Min Ref	Type	Nature of Interest	Action
Cllr Coffey	25.119d	Non-Pecuniary	PL/2025/07551 – Planning application for employer of family member	Did not take part in discussions and did not vote

No dispensation requests were received.

25.115 Chairman’s Announcements

- An appeal has been made to the Planning Inspectorate in relation to PL/2024/07426 - Paddock land adjoining 39a Stone Lane
- A successful Neighbourhood Plan consultation event was held in October and was well attended. Approximately 170 consultation form responses were received and the results will be shared with the Steering Group on 27 November. Thanks were given to The Sun Inn for hosting the event and to All Saints Church for displaying the presentation boards thereafter.
- Wootton Bassett Town Council’s Neighbourhood Plan consultation is open until 23 November.
- Wiltshire Council’s Local Plan Stage 2 consultation is open until 11 November.
- Wiltshire Council’s Gypsies and Travellers Development Plan Document continues to be reviewed.
- A service is being held at All Saints Church on Remembrance Sunday (9 November) at 10.30am, all are welcome.

25.116 **Minutes**

Members CONSIDERED the minutes of the Parish Meeting held on 2 October 2025. The minutes of the meeting were ADOPTED as a true record and signed by the Vice-Chairman.

25.117 **Wiltshire Councillor Update**

Wiltshire Councillor Matthews advised that the third Full Council meeting since the May elections has taken place in which the Wiltshire Council Business Plan was approved and a decision to reverse parking charges for those with disabled badges in Wiltshire Council car parks was made. Wiltshire Council have recently introduced a third bobcat machine to address potholes. Budget setting will take place in February.

Wiltshire Councillor Matthews attended the Neighbourhood Plan consultation event and commended the work of the Steering Group for their work on the plan so far. He confirmed he would be attending the Remembrance service at All Saints Church on 9 November.

There is no update on PL/2025/03211 - Land off Meadow Springs at this time.

25.118 **Financial Accounts**

- a. Members NOTED the Payments List reference "Finance Report 6 November 2025 – Expenditure" attached as Appendix 6a in the amount of £11,205.47 ex. VAT.
- b. Members APPROVED payments reference "Finance Report 6 November 2025 – Payments for Approval" attached as Appendix 6a in the amount of £608.10 (ex. VAT)
- c. Members NOTED the Income Report to 30 September 2025 reference "Finance Report 6 November 2025 – Income Summary" attached as Appendix 6a. The Clerk highlighted the omission of the total income figure which was advised as £91,510.53.
- d. Members APPROVED the Cash and Investment Reconciliation statement for the Unity Trust Bank as at 30 September 2025 with a closing balance of £46,257.78.
- e. Members APPROVED the Bank Statement for the Unity Trust Bank as at 30 September 2025 with a closing balance of £46,257.78.
- f. Members APPROVED the Cash and Investment Reconciliation statement for the Public Sector Deposit Fund as at 30 September 2025 with a closing balance of £71,287.22.
- g. Members APPROVED the Statement of Account for the Public Sector Deposit fund as at 3 August 2025 with a closing balance of £71,287.22.
- h. Members APPROVED the Cash and Investment Reconciliation statement for the Lloyds Charge Card as at 30 September 2025 with a closing balance of £0.00.
- i. Members APPROVED the Charge Card statement for the Lloyds Charge Card as at 26 August 2025 with a closing balance of £118.50.
- j. Members APPROVED an expenditure of £102 (one hundred and two pounds) (ex. VAT) for the following training:
 - SLCC VAT webinar (Clerk)
 - Basic Health and Safety (Administrator and Handyman)
 - Health and Safety for Home Workers (Administrator)Costs to be met from training budget.
- k. Members APPROVED a maximum expenditure of £280 (two hundred and eighty pounds (no VAT payable) to replace hot water tank valve washers at the Jubilee Club House. Costs to be met from Ear Marked Reserve JCH repairs.
- l. Members AGREED to consider the Council's priorities for 2026-2027.
- m. Members NOTED the completion of the 2nd quarter bank reconciliations verification by Councillors Hill-Wheeler and Selwood.
- n. Members NOTED the 2nd quarter Income and Expenditure summary and detailed reports as at 30 September 2025.
- o. Members NOTED the 2nd quarter Ear Marked Reserves balances at at 30 September 2025.

Planning Applications

Members RECEIVED a report from Planning Group B.

Application: PL/2025/07904 – Proposed Works to Trees in Conservation Area Address: 8 The Street, Lydiard Millicent, SN5 3LU Proposal: T1 Yew – reduce length of 3 no. outstretched branches over footpath only by up to 2.5m to bring back into shape.	Applicant: Redford
25.119a	Members RESOLVED to make NO OBJECTION to this application.

Application: PL/2025/07551 – Full Planning Permission Address: Oxleaze Business Park, Greenhill, SN4 8EH Proposal: Development of Employment Land and Buildings	Applicant: Mr B Gregory
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25.119b Standing Orders were SUSPENDED for the applicant to inform Councillors of the history and
25.119c future plans for the site. Standing Orders were REINSTATED before Members discussed further. After discussions:

25.119d Members RESOLVED to make NO OBJECTION to this application.

Members NOTED the following Wiltshire Council decisions:

25.119e	Application: PL/2025/05860 – Full Planning Permission Address: The Old Rectory, Church Place, Lydiard Millicent, Swindon, SN5 3LS Proposal: Change of Use from Residential (Class C3) to Office (Class E)	Applicant: Mr J Blake WC Approved with Conditions
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25.119f	Application: PL/2025/06851 – Householder Planning Permission Address: Farthings, The Street, Lydiard Millicent, SN5 3LU Proposal: Garage conversion to annexe and single storey rear extension with associated works	Applicant: Mr S Haynes WC Approved with Conditions
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25.119g	Application: PL/2025/08404 – Proposed Works to Trees Address: Lydiard Millicent Pre-School, The Butts, Lydiard Millicent, SN5 3LR Proposal: Elder tree (dead) – remove. Sycamore tree – deadwood crown	Applicant: Mr C Bentley WC Approved
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25.119h	Application PL/2025/05947 – Listed Building Consent Address: The Old Rectory, Church Place, Lydiard Millicent, Swindon, SN5 3LS Proposal: Change of Use from Residential (Class C3) to Office (Class E)	Applicant: Mr J Blake Withdrawn by Applicant
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25.119i Members NOTED the Planning Inspectorate Appeal Decision Notice for PL/2022/00239 – Land East of Restrop Road.

25.120 Clerk’s Report

Members NOTED the report and RESOLVED to close the following items:
25.98i – Royal British Legion Donation
25.102b – Jubilee Club House Play Area
25.198c – eScooter Use at the Recreation Field and Play Area.

The Clerk advised:

25.77 – Fire Risk Assessment – the extinguisher has now been installed and the evacuation mattress will be ordered this week.
PQT – 2 October – Common Platt Defibrillator – it is possible that this may not be progressed until early 2026 due to other demands.
24.102c – Jubilee Club House Play Area – quotes have now been received and will be put to Council in December.

25.121 Communications

Members NOTED the following communications:
a. Wiltshire Council Community Governance Review
b. Wiltshire Council Temporary Traffic Regulation Order – Bagbury Lane – 17 November
c. Wiltshire Council Briefing Note – Bus Stop Infrastructure Funding
d. Wiltshire Council Democratic Briefing Note – Gypsies and Travellers Development Pla Document Update and Call for Sites.

25.122 **Proposed Traffic Regulation Order**

Members NOTED the proposed report RESOLVED not to submit a comment.

Charges Review

25.123a Members NOTED the report and after discussions:

25.123b APPROVED the following fees for Jubilee Club House hire from 1 April 2026:

Location	Residents	Non-residents
Main Room & Toilets (per hr)	8.50	16.50
As above with Kitchen (per hr)	12.50	18.50
Children's Parties (5h) - All Facilities	54.00	70.00

25.123c APPROVED the following fees for the Recreation Field hire from 1 April 2026.

Location	Residents	Non-residents
Recreation Field (per hour)	20.00	30.00
Recreation Field (day)	75.00	75.00

Much discussion took place in relation to football fees, and the Clerk highlighted that the direct expenditure for football is inaccurate due to how the grounds maintenance fees have been apportioned in the budget in previous years; direct costs are in fact much higher impacting the net income significantly. More detailed costs have been provided by the grounds maintenance contractor and as such will be applied more specifically in the 2026-2027 budget.

25.123d Members APPROVED the following fees for Football from 1 April 2026.

Match Type	Fees
Training	55.00
Mini	45.00
Senior	50.00

25.123e Members APPROVED the following fees for Cricket from 1 April 2026.

Match Type	Fees
Weekend	146.00
Weekday	110.00

25.123f Members AGREED to keep rental fees at Lydiard Plain at £1,000 from 1 April 2026 whilst the current tenant remains. Rental fees would be reviewed at the time of a new tenancy.

Cemetery Fees and Regulations

25.124a Members NOTED the report and APPROVED following fees for the Cemetery from 1 April 2026:

Description	Cost 2026-27
Full Burials	
Grant of Exclusive Rights – 80 yrs	360.00
Interment over 18 years	340.00
Cremated Remains	
Grant of Exclusive Rights – 80 yrs	245.00
Interment over 18 years	230.00
Interment in Full Grave	230.00
Memorials	
Right to Erect a Headstone or Flat Memorial	205.00
Replacement	135.00
Additional Inscription	115.00
Cleaning/Re-leading and Repairs	115.00
Search of burial records	
Initial period – up to 1 hour	35.00
Each additional 30 mins	25.00
Copy of information found	1.50 per copy
Copy of Register Information (When full information supplied)	1.50 per copy
Copy of Deeds	10.00
Transfer of Deeds	40.00

25.124b Members RESOLVED to review the Cemetery Regulations further with a recommendation to be put to Council at the next meeting.

25.125 **Holborn Footpath Bicycle Access**

Members NOTED the communication and RESOLVED that the Clerk should investigate the feasibility of a bicycle trough being installed at the steps at Holborn.

25.126 **Wiltshire & Bath Air Ambulance Charity – Community Emergency Awareness Training**

Members NOTED the correspondence and APPROVED an expenditure of £100 (ex. VAT) (one hundred pounds) to hold a community emergency training session. Costs to be met from the events budget.

25.127 **Planting on Verges Opposite The Butts**

Members CONSIDERED the request and AGREED that the Royal Wootton Bassett & District Rotary Club can plant Rotary Purple Giant Crocuses to bring awareness to the Global Polio Eradication Initiative and place a small sign within the planted area.

25.128 **Council and Community Representatives**

Members RECEIVED the following updates:

Parish Hall – Councillor Neighbour

The Parish Hall held their first planning meeting for a community fete to be held on Saturday 13 June 2026 from 1-5pm.

Community Carers Group – Councillor Hill-Wheeler

Next meeting on 12 November.

Local Highway and Footway Improvement Group – Councillor Chalker

Next meeting on 12 November.

Speed Indication Devices – Councillors Chalker, Coffey and Neighbour

The data from the device positioned at Greatfield capturing vehicles travelling from Purton is as follows:

Average speed of 29.7mph

36% of vehicles travelling over 30mph

Maximum speed recorded of 61mph.

The data from the device positioned at The Beeches capturing vehicles travelling into Lydiard Millicent is as follows:

Average speed of 27mph

17% of vehicles travelling over 30mph

Maximum speed recorded of 75mph.

The devices will be moved to Stone Lane (capturing vehicles travelling towards Common Platt) and Washpool (capturing vehicles travelling towards Peatmoor.)

PC Mike Gassner has agreed to join a forthcoming Parish Council meeting which the Clerk will arrange.

Neighbourhood Plan – Councillor Allsop

The community consultation event took place on 5 October, and the feedback from the survey will be provided later this month.

25.129 **Exclusion of the Public and Press**

Members RESOLVED that the Press and Public be excluded from the meeting during the consideration of the items in Part 2 of the Agenda, this is due to the confidential nature of the items being considered, under the Public Bodies (Admission of Meetings) Act 1960.

6 members of the public and Wiltshire Councillor Andrew Matthews left the meeting.

Land Matters

25.130 Members RECEIVED an update from the Clerk. The communication will be formally put to Council at the next meeting for consideration.

Meeting Closed at 20.58hrs

Finance Report 4 December 2025

Item 6a

EXPENDITURE

Supplier	Invoice Number	Date	Description	Net	VAT	Total	Paid	Method
Avon Extinguishers	40438	28 Oct 25	Fire Extinguisher Service	47.60	9.52	57.12	13 Nov 25	BP
Betterclean	3180	31 Oct 25	October JCH Cleaning	453.58	90.72	544.30	13 Nov 25	BP
BOnline	2016878	01 Nov 25	Broadband	34.71	6.94	41.65	14 Nov 25	DD
British Gas	12753785	21 Oct 25	JCH Electricity	64.53	3.23	67.76	04 Nov 25	DD
Business Waste	1854266	01 Nov 25	JCH / Cemetery Waste	76.74	15.34	92.08	14 Nov 25	DD
Castle Water	8121843	04 Nov 25	JCH Water	51.24	0.00	51.24	18 Nov 25	DD
Castle Water	8210518	06 Nov 25	Cemetery Water	5.73	0.00	5.73	20 Nov 25	DD
Corona	19644655	05 Nov 25	October Gas	108.24	5.41	113.65	13 Nov 25	BP
EE	228022	13 Nov 25	Clerk Mobile	20.66	4.13	24.79	21 Nov 25	DD
Elan City	2803	16 Sep 25	SID Solar Panels / Mounting Kits	1,166.14	233.23	1,399.37	26 Nov 25	BP
Greatfield Nurseries	78	31 Oct 25	Postcrete/Fence Post - Play Area	17.21	3.44	20.65	13 Nov 25	BP
Greatfield Nurseries	26	08 Oct 25	Top Soil for Play Area	7.90	1.58	9.48	13 Nov 25	BP
High Speed Training	2658813	10 Nov 25	Training for Handyman / Admin	72.00	14.40	86.40	26 Nov 25	BP
HMRC	n/a	05 Nov 25	Tax & NI - October	430.63	0.00	430.63	14 Nov 25	BP
ICCM	20297	03 Nov 25	ICCM Membership Fee (p.rated)	44.00	0.00	44.00	13 Nov 25	BP
Inception	4003054	15 Oct 25	September / October Printing	86.81	17.36	104.17	21 Nov 25	DD
John O'Conner	123991	16 Oct 25	October Grounds Maintenance	955.73	191.14	1,146.87	13 Nov 25	BP
J Rouse	17439	23 Oct 25	Boot Brushes / Gate Hinges	24.79	24.79	29.75	13 Nov 25	BP
Key Signs	34900	07 Nov 25	Evac Sledge Sign	9.30	1.86	11.16	07 Nov 25	CC
Lloyds Bank	n/a	27 Oct 25	Charge Card Fees	3.00	0.00	3.00	10 Nov 25	DD
Michael's Workwear	914821	23 Oct 25	Handyman Boots / Tshirts	45.41	9.08	54.49	13 Nov 25	BP
Neil Armstrong Plumbing	956	18 Nov 25	Hot Water Cylinder Valves	160.00	0.00	160.00	26 Nov 25	BP
Peninsula	5286989	08 Nov 25	HR	106.64	20.14	126.78	10 Nov 25	DD
Ryobi	1853000	24 Nov 25	Pruning Saw	79.16	15.83	94.99	24 Nov 25	CC
Safelincs	1716530	07 Nov 25	Evacuation Sledge	140.41	28.09	168.50	07 Nov 25	CC
Staff	n/a	31 Oct 25	Staff Salaries - October	2,010.65	0.00	2,010.65	31 Oct 25	BP
Staff	n/a	28 Nov 25	Staff Salaries - November	2,010.85	0.00	2,010.85	28 Nov 25	BP
Three Business Services	44056	14 Oct 25	October Staff SIM Contracts	9.10	1.82	10.92	13 Nov 25	DD
Wiltshire Council	92051907	14 Oct 25	2025 Election Fees	530.00	0.00	530.00	13 Nov 25	BP
Wiltshire Council	n/a	01 Nov 25	Business Rates	99.00	0.00	99.00	03 Nov 25	DD
			Expenditure	8,871.76	698.05	9,549.98		
<u>Payments for Approval</u>								
Greatfield Nurseries	n/a	20 Sep 25	Grass Seed for Play Area	7.21	1.44	8.65		
Initial	35664431	18 Nov 25	JCH Janitorial Services	940.01	188.00	1,128.01		

SLCC	223822-1	10 Nov 25 Clerk VAT Training	38.50	7.70	46.20
			985.72	197.14	1,182.86

LMPC Income Summary 2025-2026 Received 31/10/2025

Category	Amount
Cemetery Burials	£541.00
Exclusive Rights	£1,706.50
Cemetery Memorials	£214.00
Commumity Field	£171.84
Cricket	£3,652.50
Defra	£784.92
Field and Hall Hire	£367.00
Football	£5,754.50
Lydiard Plain Rental	£1,000.00
Grants	
PSDF Income	£1,786.03
Wayleave	£12.00

Total £15,990.29

Precept	£67,055.00
Vat Refund 24/25	£10,612.39

Total £93,657.68

Lydiard Millicent Parish Council

Bank - Cash and Investment Reconciliation as at 31 October 2025

Confirmed Bank & Investment Balances

Bank Statement Balances

31/10/2025	The Public Sector Deposit Fund	71,523.03
31/10/2025	Unity Bank **873	38,996.15
31/10/2025	Lloyds Charge Card	0.00

110,519.18

Receipts not on Bank Statement

0.00

Closing Balance

110,519.18

All Cash & Bank Accounts

2	The Public Sector Deposit Fund	71,523.03
3	Unity Bank	38,996.15
5	Lloyds Charge Card	0.00
	Other Cash & Bank Balances	0.00
	Total Cash & Bank Balances	110,519.18

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

Training

The Clerk would like to join an SLCC webinar on How to Use ChatGPT: Use AI to do Council Tasks Faster. Many Clerks in the industry are already using ChatGPT and it would be valuable to establish how it can create efficiencies. The cost is £20 + VAT.

Recommendation

Members to APPROVE an expenditure of £20 + VAT for the Clerk to attend the SLCC webinar How to Use ChatGPT.

Costs to be met from Training budget.

Cricket Pitch Maintenance

The Clerk has been asked by the cricket pitch maintenance person to request approval for some works to be carried out as soon as possible. There will be no labour charged for the work so only material costs to consider which are as follows:

- Loam - £277.50
- Seed - £55.00
- Fertiliser – free of charge

Total cost - £332.50 (no VAT payable)

It is hoped that by doing this maintenance, along with the herbicide and fertiliser which was applied earlier in the year, there should be no “one off” maintenance works required next year (with the exception of setting the pitches up for Winter which is required each year.)

Recommendation

Members to APPROVE an expenditure of £332.50 for materials to maintain the cricket pitches. Costs to be met from General Reserves.

Hayley Graham
November 2025

Members are requested to:

- NOTE this report and the attached spreadsheet
- RECEIVE a verbal update from Councillor Westwood
- CONSIDER if any revisions are required
- APPROVE the recommended virements
- APPROVE recommended sources of funding for future Neighbourhood Plan consultancy invoices

Budget Summary

The spreadsheet shows actual figures for 2023-2025, and the first six months of 2025-2026. The predicted spend is based on regular payments and known costs expected in the second half of this year.

The attached draft budget will be updated following this meeting with any revisions agreed in the meeting by the Council.

Next Meeting

At the Parish meeting on Thursday 8 January, Members will be presented with an updated draft budget, and will be asked to consider and approve both the budget and the precept demand for 2026-2027. The deadline for Parish / Town Councils to return approved 2026/2027 precept demands to Wiltshire Council is Tuesday 20 January 2026.

Virements

After reviewing the projected financial position for the end of 2025-2026, a number of Ear Marked Reserve virements are recommended.

From	To	Amount	Notes
EMR 320 Footpaths	EMR 326 Play Equipment	£3,500.00	Current EMR 320 Footpaths balance is £4702.41 which is in excess of requirements. Transfer to EMR 326 Play Equipment is recommended to build up EMR for the replacement play tower project expected in 2027/2028. This reduces the £ required for building up EMR for inclusion in the 2026/2027 budget
EMR 324 Office Equipment	EMR 323 JCH Repairs	£1,500.00	Current 324 EMR Office Equipment balance is £2,397.49 which is in excess of requirements. Transfer to EMR 323 JCH repairs to fund any unexpected building maintenance requirements. This reduces the £ required for this budget line in the 2026/2027 budget.

Recommendation

To APPROVE the virements.

Funding for Future Neighbourhood Plan Invoices

Below are the remaining invoices expected for future consultancy work on the Neighbourhood Plan:

Work	Invoice (ex. VAT)	Expected (FY)
Stage 2: Evidence and Evaluating Options	£2,312	2025/2026
Stage 2B step 4/5/6: Site Selection Topic Paper	£1,818	2025/2026
Stage 3: Writing Draft Planning Policies	£1,734	2025/2026
Stage 4: Preparing Reg 14 Plan	£1,734	2026/2027
Stage 5: Preparing submission Plan	£1,734	2026/2027

As government funding for the review of the Neighbourhood Plan has been withdrawn and the Council needs to fund this project, the following funding sources for these invoices are recommended:

Work	Invoice (ex. VAT)	Source
Stage 2: Evidence and Evaluating Options	£2,312	EMR 325 Parish Projects (current balance £2,436)
Stage 2B step 4/5/6: Site Selection Topic Paper	£1,818	EMR 330 Community Infrastructure Levy (current balance post committed expenditure (£3,815)
Stage 3: Writing Draft Planning Policies	£1,734	EMR 330 Community Infrastructure Levy (current balance post committed expenditure and the proposal above (£1,997)
Stage 4: Preparing Reg 14 Plan	£1,734	EMR 330 Community Infrastructure Levy (remaining balance £263.00) Included in 2026/2027 budget (£1,471)
Stage 5: Preparing submission Plan	£1,734	Included in 2026/2027 budget

Recommendation

To APPROVE the funding source of the listed future Neighbourhood Plan consultancy invoices.

Hayley Graham
November 2025

EXPENDITURE	Budget 2024-2025	Actual 2024-25	Budget 2025-26	Exp. to end of Sept 25	Full Year Forecast to End of 2025-26	Variance against budget &	From Reserves GR/EMR	Difference Against Budget 2025-26	Suggested 2026-27 Budget	Variance compared to forecast YE %	Variance compared to 25-26 budget%
Expenditure	£83,513	£126,035	£96,151	£49,931	£97,461	1%		-£1,310	£95,174	-2.3	-1%
Income	£19,362	£28,656	£29,096	£13,944	£22,059	-24%		-£7,037	£21,881	-0.8	-25%
Totals	£64,151	£97,379	£67,055	£35,987	£75,402	12%	£0	-£8,347	£73,293	-2.8	9%

	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026	2026-2027
Total Planned Expenditure	£70,800	£73,965	£79,462	£83,513	£96,151	£95,174
Total Planned Income	£5,000	£18,100	£16,496	£19,362	£29,096	£21,881
Net Expenditure to be funded	£65,800	£55,865	£62,966	£64,151	£67,055	£73,293
Met by:						
Anticipated prior year budget underspend	£0	£0	£0	£0	£0	£0
Funded From EMR/General Reserves	£0	£0	£0	£0	£0	£0
To be funded from precept	£65,800	£55,865	£62,966	£64,151	£67,055	£73,293
No. of Band D Households	777.44	774.24	785.15	784.85	784.4	768.2
Annual Council Tax per Band D property	£71.44	£72.15	£76.32	£81.74	£85.49	£95.41
Annual increase in Council Tax	£1.40	£0.71	£4.17	£5.42	£3.75	£9.92
Percentage increase in Council Tax	4.0%	0.99%	5.78%	7.09%	4.58%	11.60%

Code 101	General Administration	Budget 2023-24	Actual Spend 2023-24	Budget 2024-25	Actual Spend 2024-25	Budget 2025-26	6mths Spend Sept 25	Forecast to End March 2026	Estimated Full Year Spend	Suggested Budget 2026-27	NOTES
4000	Staff Salary	21,996	21,674	22,053	25,079	27,160	11,965	11,955	23,920	30,200	
4007	Tax and NI	4,000	6,334	6,600	5,784	2,854	2,819	2,160	4,979	5,810	
4008	Home Working Allowance	216	216	180	270	216	108	108	216	216	
4001	Mileage	100	0	50	150	70	50	20	70	70	
4006	Telephones/Broadband	500	733	900	686	790	375	387	762	800	
4010	Training/Conferences	1,500	1,223	1,500	1,084	1,500	926	252	1,178	500	
4011	Subscriptions	350	75	300	878	870	667	281	948	1,330	SLCC (£250), WALC (£783), Lyd Mag (£6), OSS (£55), ICCM (£116), Parish Online (£120)
4012	Books and Journals	100	0	50	0	50	0	50	50	50	
4014	Clerk Pension	0	0	0	0	0	122	379	501	850	
4020	Chairmans Expenses	100	25	100	35	100	0	46	46	50	£25 RBL donation
4021	Refreshments	24	29	25	0	25	22	0	22	25	
4022	Office Equipment	750	122	500	333	500	0	750	750	250	
4026	Elections Fees	0	0	1,150	0	0	0	530	530	0	24/25 budget was moved to EMR 328 Elections
4030	Hall Hire	400	336	180	73	0	0	0	0	0	
4032	Printing and Lease Hire	200	349	325	519	500	268	197	465	500	
4034	Postage	50	37	25	24	30	14	16	30	30	
4035	Stationary and Sundries	250	177	250	171	200	3	175	178	200	
4036	Advertising & Parish Magazine	150	635	175	375	375	0	375	375	0	Could spend from EMR next year if required
4051	Audit Fees	900	725	750	921	930	930	0	930	955	Internal and External Audit £420 PKF and £535 for IAS
4052	Insurance	1,277	1,422	1,500	1,573	1,620	1,778	0	1,778	2,010	Insurance due 1 June 2026
4053	Website Hosting & IT Support	1,800	1,527	1,500	1,996	1,830	1,483	901	2,384	1,892	Microshade (£1,282) and X-Net (£610)
4054	Legal Fees	2,500	4,563	1,500	8,075	1,750	3,515	2,100	5,615	250	
4055	Professional Fees	2,810	3,045	2,945	2,727	9,160	898	1,290	2,188	240	Payroll and Pension administration
4057	Bank Service Charges	120	170	150	143	200	80	84	164	200	Service, transaction and card charges
4064	Software Packages	1,150	457	475	543	555	493	0	493	510	Rialtas Alpha (£210), Cemetery (£300)
4065	Events inc Meet and Greet	1,600	35	1,000	541	850	510	250	760	400	Lamppost poppies (£200 for 40), Misc event (£200)
4071	Registrations/Licences	35	35	35	35	50	47	0	47	50	ICO
	General Reserves/EMR					9,000	0			5,000	
	Total	42,878	43,944	44,218	52,015	61,185	27,073	22,306	49,379	52,388	

Code 102	Grants	Budget 2023-24	Actual Spend 2023-24	Budget 2024-25	Actual Spend 2024-25	Budget 2025-26	6mths Spend Sept 25	Forecast to End March 2026	Estimated Full Year Spend	Suggested Budget 2026-27	NOTES
4136	Grants	1,000	100	500	498	750	700	0	700	700	2 grant applications awarded in Apr - Sept totalling £700
	Total	1,000	100	500	498	750	700	0	700	700	

Code		Budget	Actual	Budget	Actual	Budget	6mths	Forecast	Estimated	Suggested	NOTES
201	Cemetery	2023-24	Spend	2024-25	Spend	2025-26	Spend	to End	Full Year	Budget	
			2023-24		2024-25		Sept 25	March	Spend	2026-27	
								2026			
4003	Water Rates	50	50	60	60	65	36	36	72	85	
4101	Grass Cutting	303	303	385	402	424	356	132	488	434	5% increase for 26/27
4105	Parish Maintenance	600	525	650	418	500	236	236	472	500	Business Waste Removal
4111	Tree Hedge Works	154	135	263	200	289	0	196	196	207	5% increase for 26/27
4142	Cemetery Services	0	0	0	0	0	100	0	100	0	
	Total	1,107	1,013	1,358	1,080	1,278	728	600	1,328	1,226	

Code		Budget	Actual	Budget	Actual	Budget	6mths	Forecast	Estimated	Suggested	NOTES
301	Recreation Field & JCH	2023-24	Spend	2024-25	Spend	2025-26	Spend	to End	Full Year	Budget	
			2023-24		2024-25		Sept 25	March	Spend	2026-27	
								2026			
4002	Business Rates	1,200	986	1,250	986	1,250	590	396	986	1,035	25/26 + 5%
4003	Water Rates	500	734	750	818	930	1,109	460	1,569	1,700	
4004	Electricity	1,600	2,112	3,000	1,040	1,180	445	525	970	1,070	
4005	Gas	900	1,655	1,700	1,837	1,700	975	1,190	2,165	2,275	Contract expires 1/12/27
4009	CCTV Maintenance/Support	605	4,141	605	1,105	635	0	635	635	670	Includes 5% as per contract
4070	Inspections	500	389	350	351	550	575	945	1,520	1,600	Fixed Wiring (£450), Fire Ext (£70), Boiler Service (£220), PAT (£60). Legionella Work (£800)
4101	Grass Cutting	4,958	4,800	4,298	5,151	4,728	5,518	-4,273	1,245	1,307	5% increase for 25/26. This apports 25% of rec field cutting, the remaining 75% to football.
4105	Parish Maintenance	600	574	700	1,010	635	303	295	598	630	Waste Removal (Business Waste)
4111	Tree Hedge Works	309	258	265	1,660	292	0	556	556	584	J'OC (£584)
4120	JCH - Cleaning	6,500	4,860	4,250	5,104	5,360	2,612	2,407	5,019	5,810	6.7% increase as per Apr 2025 increase
4121	Janitorial Supplies	950	767	950	1,187	1,400	0	1,078	1,078	1,130	Initial (£960), Toilet Rolls (£70), Urinal Cartridges (£97)
4122	Building Maintenance	2,000	1,128	2,000	1,372	1,000	2,138	128	2,266	2,215	Shower heads (£15), extractor fan fix (£400), legionella works (£800), Attic Ventilation (£500)
4123	JCH - Major Works	0	765	0	35,573	0	0	0	0	0	
4124	Handyman Requirements	250	365	250	194	250	0	150	150	250	
	General Reserves/EMR							0	0	0	
	Total	20,872	23,534	20,368	57,388	19,910	14,265	4,492	18,757	20,276	

Code		Budget	Actual	Budget	Actual	Budget	6mths	Forecast	Estimated	Suggested	NOTES
303	Play Area	2023-24	Spend	2024-25	Spend	2025-26	Spend	to End	Full Year	Budget	
			2023-24		2024-25		Sept 25	March	Spend	2026-27	
								2026			
4070	Inspections	150	132	150	150	150	0	150	150	150	Annual Inspection
4101	Grass Cutting	243	480	285	355	314	0	314	314	330	5% increase for 26/27
4130	Play Equipment - New	2,000	20,476	1,000	0	1,000	0	1700	1,700	1,000	
4131	Play Equipment - Maintenance	1,000	2,933	500	132	500	67	623	690	500	
	General Reserves/EMR	0		0	0	0	0	0	0	1,000	Recommend build up EMR for replacement play tower in 27/28
	Total	3,393	24,021	1,935	637	1,964	67	2,787	2,854	2,980	

Code		Budget 2023-24	Actual Spend 2023-24	Budget 2024-25	Actual Spend 2024-25	Budget 2025-26	6mths Spend Sept 25	Forecast to End March 2026	Estimated Full Year Spend	Suggested Budget 2026-27	NOTES
304	Cricket										
4101	Grass Cutting - Collect	618	618	637	700	701	0	1972	1,972	2,071	5% increase for 26/27
4312	Maintenance of Square	2,500	2,384	2,300	1,573	1,750	2,027	333	2,360	2,050	
	Total	3,118	3,002	2,937	2,273	2,451	2,027	2,305	4,332	4,121	

Code		Budget 2023-24	Actual Spend 2023-24	Budget 2024-25	Actual Spend 2024-25	Budget 2025-26	6mths Spend Sept 25	Forecast to End March 2026	Estimated Full Year Spend	Suggested Budget 2026-27	NOTES
305	Football										
4101	Grass Cutting	1,547	809	1,592	1,750	1,751	0	3734	3,734	3,921	5% increase for 26/27. Apportions 75% of grass cutting costs to Football, cricket is itemised separately so remaining 25% is assigned to rec field.
4126	Pitch Marking	597	597	615	675	677	0	1637	1,637	1,718	5% increase for 26/27
	Total	2,144	1,406	2,207	2,425	2,428	0	1,637	1,637	5,639	

Code		Budget 2023-24	Actual Spend 2023-24	Budget 2024-25	Actual Spend 2024-25	Budget 2025-26	6mths Spend Sept 25	Forecast to End March 2026	Estimated Full Year Spend	Suggested Budget 2026-27	NOTES
401	Highways & Open Spaces										
4100	Equipment Hire	100	0	100	112	100	0	0	0	100	Handyman Requirements
4128	Footpath Group	1,000	157	0	157	0	0	0	0	0	Insurance (£200)
4101	Grass Cutting	1,750	842	1,040	1,085	1,120	816	531	1,347	1,414	5% increase for 26/26
4105	LHFIG Projects (Parish Maint.)	1,000	430	2,000	75	2,000	0	1925	1,925	0	Move 25/26 to EMR if invoice not received.
4106	Bus Shelter Cleaning	0	0	0	0	165	0	0	0	200	Bus stop cleaning
4109	Street Furniture - New	0	0	1,000	0	200	0	0	0	100	Planter supplies (water carrier / bowser)
4111	Tree / Hedge Works	500	1,800	500	0	500	0	52	52	55	5% increase for 26/27
4127	Holborn Footpath	250	293	250	318	250	250	0	250	250	Costs = Licence for 5 years
4140	Speed Indicator Device	0	0	3,000	4,283	0	3	1270	1,273	0	
4129	Community Field	0	0	1,000	0	1,000	704	426	1,130	1,120	Tree Survey (£250), Grounds Maintenance (£870)
4139	Lydiard Green	0	0	500	304	500	0	500	500	250	Tree Survey (£250)
	General Reserves/EMR	0						0	0		
	Total	4,600	3,522	9,390	6,334	5,835	1,773	4,704	6,477	3,489	

Code		Budget 2023-24	Actual Spend 2023-24	Budget 2024-25	Actual Spend 2024-25	Budget 2025-26	6mths Spend Sept 25	Forecast to End March 2026	Estimated Full Year Spend	Suggested Budget 2026-27	NOTES
501	Lydiard Plain										
4105	Parish Maintenance	0	0	250	0	0	250	0	250	500	Tree Survey (£500)
4055	Professional Fees	350	310	350	0	350	158	0	158	500	Webbpaton. Included figure for possible other scheme investigation.
	Total	350	310	350	0	350	408	0	408	1,000	

Code 702	Neighbourhood Plan	Budget 2023-24	Actual Spend 2023-24	Budget 2024-25	Actual Spend 2024-25	Budget 2025-26	6mths Spend Sept 25	Forecast to End March 2026	Estimated Full Year Spend	Suggested Budget 2026-27	NOTES
4032	Printing and Lease	0	0	0	200	0	0	108	108	150	Assumed printing required for a further consultation event
4055	Professional Fees	0	0	0	3,385	0	2,890	8,591	11,481	3,468	£1,734 x 2 in 26/27
	General Reserves / EMR	0	0	0	0	0	0	-5,864	0	-263	
	Total	0	0	0	3,385	0	2,890	2,835	11,589	3,355	
Total		79,462	100,852	83,263	126,035	96,151	49,931	41,666	97,461	95,174	

Code	All Income	Budget 2024-25	Actual Income 2024-25	Budget 2025-26	Income Apr - Sep 2025	Forecast to End March 2026	Estimated Full Year Income	Suggested Budget 2026-27	NOTES
1000	Precept	64,151	64,151	67,055	67,055	0	67,055	73,293	
1015	Interest	2,000	3,644	3,250	1,550	1,485	3,035	2,560	
1020	Other	12	12	12	12	0	12	12	Wayleave
1011	Grants of Right	900	3,015	1,000	1,361	691	2,052	1,000	
1012	Interments	2,000	2,369	1,500	541	441	982	1,000	
1013	Memorials	1,200	1,038	1,000	214	107	321	1,000	
1007	Recreation/JCH Hire	500	198	500	250	118	368	500	
1007	Hire - Cricket	3,250	3,055	3,150	3,653	0	3,653	4,022	
1007	Hire - Football	7,000	9,104	8,250	4,478	4,327	8,805	8,895	
1002	Rental - Lydiard Plain	1,000	1,000	1,000	1,000	0	1,000	1,000	
1003	Grants - Lydiard Plain	1,500	1,635	784	785	0	785	0	
4141	Rental - Community Field	0	0	1,540	0	946	946	1,892	
4142	Cemetery Services	0	0	0	100	0	100	0	
1003	Grants - N. Plan	0	3,585	7,110	0	0	0	0	Locality funding withdrawn
Total		19,362	28,656	29,096	13,944	8,115	22,059	21,881	

Earmarked Reserves

<u>Account</u>	<u>Opening Balance</u>	<u>Net Transfers</u>	<u>Closing Balance</u>
320 EMR Footpaths	4,702.41		4,702.41
321 EMR Handyman Equipment	1,499.83		1,499.83
322 EMR Highways - LHFIG	5,970.40	0.00	5,970.40
323 EMR JCH Repairs	1,592.07	-1,359.49	232.58
324 EMR Office Equipment	2,397.49		2,397.49
325 EMR Parish Projects	3,371.00	-935.00	2,436.00
326 EMR St Furniture/Play Equipment	3,157.00		3,157.00
327 EMR War Memorial Clock ONLY	5,732.49		5,732.49
328 EMR Election Fees	1,150.00		1,150.00
330 EMR CIL	5,085.43	-103.73	4,981.70
	<u>34,658.12</u>	<u>-2,398.22</u>	<u>32,259.90</u>



03 November 2025

Development Services
Wiltshire Council

Tel: 0300 456 0114

www.wiltshire.gov.uk

PlanningAppeals@wiltshire.gov.uk

Dear Sir/Madam,

TOWN AND COUNTRY PLANNING ACT 1990

APPELLANTS NAME:	Hills Homes Developments Ltd
APPEAL SITE:	Paddock land adjoining 39a Stone Lane, Lydiard Millicent, Wilts
PLANNING APPLICATION REF:	PL/2024/07426
PROPOSED DEVELOPMENT:	Development of site to provide 9 no. dwellings, with associated landscaping, sustainable drainage and primary vehicular access from Stone Lane
INSPECTORATE REFERENCE:	6001260
APPEAL START DATE:	03 November 2025

I am writing to let you know that an appeal has been made to the Planning Inspectorate in respect of the above site.

The appeal is Against a Refusal in respect of the above site, and is to be decided on the basis of Written Representations procedure set out in Part 2 of The Town and Country Planning (Appeals) (Written Representations Procedure) (England) Regulations 2009, as amended.

Documents relating to the appeal(s) can be viewed on the Council website by searching the application reference at <https://development.wiltshire.gov.uk/pr/s/>

The Planning Inspectorate have introduced an online appeals service which you can use to comment on this appeal. You can find the service through the Appeals area of the Planning Portal – see <https://acp.planninginspectorate.gov.uk>. Alternatively, you can send your comments to The Planning Inspectorate, Temple Quay House, 2 The Square, Bristol BS1 6PN, quoting the Inspectorate reference. Comments should be received by **08 December 2025**.

The Inspectorate may publish details of your comments, on the internet (on the appeals area of the planning portal). Your comments may include your name, address, email address or phone number, please ensure that you only provide information, including personal information belonging to you that you are happy will be made available to others in this way. If you supply information belonging to a third party please ensure you have their permission to do so. More detailed information about data protection and privacy matters is available on the Planning Portal.

Any representations received after the deadline will not normally be seen by the Inspector and will be returned. All representations must quote the appeal reference.

Please note that any representations you submit to the Planning Inspectorate will be copied to the appellant and this local planning authority and will be considered by the Inspector when determining the appeal.

Any comments you may have already made following the original application will also be forwarded to the Inspectorate (unless they are expressly confidential) but you may withdraw, modify or amplify them now if you wish. All comments received will be copied to the appellant and will be taken into account by the Inspector in deciding the appeal.

If you wish to receive a copy of the appeal Decision Letter, you should write to the Planning Inspectorate specifically requesting one.

The Planning Inspectorate will not acknowledge your letter unless you specifically ask them to do so. They will, however, ensure that your letter is passed on to the Inspector dealing with the appeal.

Finally, you can get a copy of one of the Planning Inspectorate's "Guide to taking part in planning appeals" booklets free of charge from GOV.UK at <https://www.gov.uk/government/collections/taking-part-in-a-planning-listed-building-or-enforcement-appeal>.

When made, the decision will be published online at <https://acp.planninginspectorate.gov.uk>.

Yours faithfully,
Head of Development Management

<p>23.204 Footpath Working Group</p> <p>The hedging that denotes Lydiard Green and the neighbouring farmland has gaps in places. There is no right of access onto this private land at any of these points. There are three pillboxes on/surrounding the Green, only one of which is on the Village Green itself. Once the information boards have been put in situ, it is possible that members of the public may try and access the private land area. Members RESOLVED to spend up to £1000 to plant new hedging and replacement trees, met from Ear Marked Reserves set aside for Footpaths/Lydiard Green. UPDATE: New hedging has been planted by the Working Group. Replacement tree species next to be identified.</p>
<p>25.77 Fire Risk Assessment</p> <p>Members RESOLVED to purchase the following items at a maximum cost of £232 ex. VAT:</p> <ul style="list-style-type: none"> • Fire exit signage • Carbon dioxide fire extinguisher • Evacuation mattress / sledge <p>UPDATE: Carbon dioxide extinguisher is due for installation on 6 November. Fire exit signage is now in place. FURTHER UPDATE: All items purchased and installed. Recommendation to CLOSE this item.</p>
<p>PQT 2 October – Common Platt Defibrillator</p> <p>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. The Clerk will explore grant funding opportunities.</p>
<p>CQT 2 October – Hedges overgrowing The Street</p> <p>Councillor Allsop highlighted that at the point of the traffic calming chicane at the bottom of The Street, hedges are overgrown and as a result, traffic is having to mount the pavement to give passing cars enough space. The Clerk will speak to Highways to establish the process for allowing works to resident hedges on highways. UPDATE: Highways have advised a road closure would be necessary at a cost of £1,850 to the residents. There are currently no utility works planned in this area requiring the road to be closed to be able to carry the work out under an already planned closure. FURTHER UPDATE: Recommendation to CLOSE this item given previous update.</p>
<p>25.102c Jubilee Club House Play Area</p> <p>Members agreed to decommission the spring horse with the Clerk to put replacement costs to the Council. UPDATE: Agenda item, recommendation to CLOSE this item.</p>
<p>25.118j Financial Accounts</p> <p>Members APPROVED an expenditure of £102 for the following training:</p> <ul style="list-style-type: none"> • SLCC VAT webinar (Clerk) • Basic Health and Safety (Administrator and Handyman) • Health and Safety for Home Workers (Administrator) <p>UPDATE: Training ordered and will be completed in due course. Recommendation to CLOSE this item.</p>
<p>25.118k Financial Accounts</p> <p>Members APPROVED a maximum expenditure of £280 (two hundred and eighty pounds (no VAT payable) to replace hot water tank valve washers at the Jubilee Club House. UPDATE: Works were carried out on 17 November. Recommendation to CLOSE this item.</p>
<p>25.125 Holborn Footpath Bicycle Access</p> <p>Members RESOLVED that the Clerk should investigate the feasibility of a bicycle trough being installed at the steps at Holborn.</p>
<p>25.126 Wiltshire & Bath Air Ambulance Charity – Community Emergency Awareness Training</p> <p>Members NOTED the correspondence and APPROVED an expenditure of £100 (ex. VAT) (one hundred pounds) to hold a community emergency training session. UPDATE: Session booked for Monday 26 January. Recommendation to CLOSE this item.</p>

25.128 Council and Community Representatives

PC Mike Gassner has agreed to join a forthcoming Parish Council meeting which the Clerk will arrange. UPDATE: Contact made with PC Mike Gassner.

RWB & Cricklade Area Board Community Care Group meeting

Wednesday 12 November 2025

RWB Town Council Office, Community Rooms

Attendees:

Stevie Palmer (Chair), Cllr Allison Bucknell (Wiltshire Council), Andrew Jack (Strategic and Engagement Partnerships Manager, Wiltshire Council), Cat Attewell (Home Instead), Carren Buckland (Honeysuckle Home Care), Charlotte (Honeysuckle Home Care), Mel Lambourne (Tinkers Lane Surgery), Diana Kirby (Tockenham Parish Council), Louise Nankivell (Prevention and Wellbeing Team, Wiltshire Council), Emma Wheeler (Cricklade Town Council), Tim Gold (Cotswold Rise), Cllr Sarah Hill-Wheeler (Lydiard Millicent Parish Council) and Alexa Davies (Engagement and Partnerships Lead, Wiltshire Council).

1. Welcome and Introductions:

SP welcomed the group to the meeting and introductions were made.

2. Apologies:

Sally Price, Kate Brooks, Kirsten Kerr, Sarah Marriott, Sarah Hill-Wheeler and Mark Hopkins (RWB Town Council).

3. Guest Speaker: None this time.

Action: Alexa to invite Mary Mulvihill from the Community Conversations Project to the next CCG meeting.

Mary will be working specifically in Purton. She had provided a written update for the meeting to introduce herself, as below:

Hello Purton! I'm Mary Mulvihill, your new Community Conversations Lead.

I'm really excited to be working with you all as part of Wiltshire Council's commitment to building stronger, more connected communities. My role is all about listening, learning, and helping local voices shape the future of this area.

I'm passionate about creating spaces where people feel heard, valued, and empowered to make a difference. Whether you've lived here forever or are just settling in, I'd love to hear what matters most to you.

You'll see me out and about in Purton please do come and say hello. Let's start the conversation.

Mary can be contacted on mary.mulvihill@wiltshire.gov.uk

4. Techie Tea Parties:

It was agreed by all that £100 would be donated to Home Instead Charity Fund, to thank Cat and her volunteers for their fantastic delivery of local Techie Tea Parties. This would come from the OAVA budget, and the funding had already been

allocated by the RWB&C Area Board. The next techie tea party would take place in Cricklade, with the date to be confirmed.

Action: Alexa to contact Open Door to book a tea party date, liaising with Cat around when the volunteers are available.

5. Priorities:

As provided at the RWB&C Area Board meeting held on the 24 September, the priorities for the group for 2025/26 were Carers and the Cared For. The priorities for 2026/27 were agreed by the group as Dementia Carers and the Cared For. As such the Explorer Dome Project in Calne was discussed. Please find further information [here](#). Kirsten Kerr had since said over email that Carers Together Wiltshire is interested in supporting a Dementia event in 2026.

It was also agreed by the group to continue with a programme of Carer's Community Events, this time with a dementia focus. Frequency of the events was discussed with next year's programme to be confirmed.

Looking ahead, Cllr Bucknell highlighted [Silver Sunday](#) taking place on 4th October 2026 as the national day for older people. This was another opportunity to bring the community together.

6. Debrief on Carers Community Event, 11th October, Purton Village Hall

This event had gone well, and excellent feedback had been received about its usefulness. The next event was due to take place in Lyneham and venue options were discussed.

Action: Cllr Bucknell to contact Lyneham Primary School to find out if the space could be hired for a Spring Carers Event.

7. Update on:

- Cost of Living Workshop – applications welcomed for the £7,000 funding available to the RWB&C community area, which is available to help move people in the community from relying on food crisis support to developing food resilience. Please contact Andrew or Alexa if interested in making an application.
- Accessibility Campaign – Cllr Carole Tan to feedback at the next meeting.
- Community Directory – positive feedback had been received on the directory and Mel requested further copies. A few amendments had been noted for the next edition. Thanks to the original team for compiling the document were noted, and to the people involved in the most recent edition. Tim kindly offered support from Cotswold House with funding if needed. Since the meeting, Allison had turned it into a Flipbook for online use and sharing, as below:

<https://online.fliphtml5.com/ctfot/szql/>

Action: Andrew to research printing costs with a print run potentially provided by Wiltshire Council.

AOB:

- Winter Fuel Allowance – thanks to Louise, please find information [here](#).
- Master of Arms Badge – Stevie had received an invitation from the Cricklade Scout Leader for the group to visit and experience archery, air rifle and axe-throwing, this was in planning for Spring 26.
- The new name for Alzheimers Support, Beyond Dementia, was noted.
- Information on a Daytime Disco from Age UK was provided. Royal Wootton Bassett Disco - Friday 21st November - 2pm – 4pm - Royal Wootton Bassett Memorial Hall, Station Rd, Royal Wootton Bassett, Swindon SN4 8EN.
- Charlotte was taking part in Elf Day on 3 December, please look our for her and the team who are helping to raise awareness of the Alzheimer’s Society, and donate if you can via their JustGiving page.

8. Next meeting: Wednesday 14th January, Cricklade Town Council Offices.

Community Governance Review

Briefing Note 25-09

Service: Democratic Services
Further Enquiries to: Lisa Alexander
Date Prepared: 19 November 2025
Contact: CGR@wiltshire.gov.uk

This note sets out the background to the Community Governance Review Process.

Wiltshire Council is undertaking a Community Governance Review in certain areas which will begin on 19 November 2025.

A [webpage](#) has been established to provide further information relating to the review. Members of the public and others can submit proposals for areas under review, or make other comments, through the email address above.

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.
2. 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 possible. These are referred to as the statutory criteria.

What can a Community Governance Review change?

3. A Community Governance Review can make a number of changes to parish areas and parish electoral arrangements including:
 - Altering, merging, grouping, creating or abolishing 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
4. For example, a CGR might adjust the boundaries between two parishes, add or remove warding arrangements, alter the number of parish councillors on a council, or group a number of parishes together under a joint council, and more.

5. In certain circumstances a Community Governance Review may request minor alteration to a Wiltshire Council unitary division as a consequence of other changes, but this must be agreed by the Local Government Boundary Commission for England.

Who carries out a Community Governance Review?

6. Principal councils (district councils or unitary councils) have the power to carry out Community Governance Reviews and put in place or make changes to local community (parish) governance arrangements
7. Wiltshire Council has established an [Electoral Review Committee](#) to oversee Community Governance Reviews, including setting the scope of any review, its methodology and its timescales. The committee will make recommendations relating to any review to Full Council, who would make the decision.

Why and when is a Community Governance Review carried out?

8. As principal authority Wiltshire Council may schedule a review in response to a reasonable request from an individual, group or parish when it considers it practicable to do so, except those that are the result of a petition containing sufficient signatures which must be reviewed once the petition has been verified. Wiltshire Council may also suggest a review when it considers it appropriate to do so.
9. The Electoral Review Committee is responsible for deciding when it is practicable to review requests which have been received.
10. Reasons for a Community Governance Review can include, but are not limited to:
 - Changes in population
 - Housing growth
 - Anomalous boundaries
 - Periodic review
11. 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. The final approval was delegated to the Director, Legal and Governance.
12. In selecting areas for review the Committee took account of government guidance that all parishes should have their arrangements reviewed every 10-15 years.
13. Terms of reference for this review will be available on the website linked in this briefing note. The areas to be included are set out in the table below:

Review Areas	Review parameters
<p>The parishes within the Devizes, Marlborough, and Royal Wootton Bassett & Cricklade Area Boards, being:</p> <p><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.</p> <p><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.</p> <p><u>Royal Wootton Bassett & Cricklade</u> Braydon, Broad Town, Broad Hinton, Clyffe Pypard and Bushton, Cricklade, Latton, Lydiard Millicent, Lydiard Tregoze, Lyneham and Bradenstoke, Marston Maisey, Purton, Royal Wootton Bassett, Tockenham, Winterbourne Bassett.</p>	<p>Internal and external boundaries of the parishes listed, or any parishes bordering those listed, including associated warding.</p> <p>Also any other electoral arrangements, e.g. councillor numbers, and any other arrangements including grouping, merging, abolishing, or creating parishes.</p>

14. Any parishes which neighbour one of those listed in the table above will also be able to be included within the review, if a proposed change impacts them.

Parish Council vs Parish Meeting

15. Most of the parishes are served by a parish or town council to represent their electorate. A few do not have a council, and local electors may meet in a Parish Meeting to discuss and make decisions in some local matters. A review can recommend that an area without a parish council has one established, or that an area with a council becomes a Parish Meeting only.

How does a Community Governance Review work?

16. Community Governance Reviews are carried out in accordance with the Local Government and Public Involvement in Health Act 2007 and take into account statutory guidance. Links to those resources are included on the webpage for the reviews.

17. The indicative timetable for the review, in accordance with the terms of reference, is set out below:

Stage	Action	Dates
Stage one	Commencement of CGR - Terms of Reference published.	19 November 2024

	<p>Initial Schemes received (if any) uploaded to for any comments, to be updated with any relevant additional information.</p> <p>Local briefings and meetings as appropriate with unitary councillors and/or parish representatives if proposals have been submitted.</p> <p>To receive further schemes which fall within the scope of the Review.</p>	<p>November 2025</p> <p>November-December 2025</p> <p>19 November – 31 December 2025</p>
Stage two	<p>Consideration of submissions received in relation to proposed schemes/areas.</p> <p>Local briefings and meetings as appropriate with unitary councillors and/or parish representatives (continued)</p> <hr/> <p>Pre-consultation surveying (if appropriate)</p> <hr/> <p>Draft Recommendations prepared</p>	<p>December 2025- January 2026</p> <p>January 2026</p> <p>January - February 2026</p> <p>February - March 2026</p>
Stage three	Draft Recommendations consultation	March-April 2026
Stage four	<p>Consideration of submissions received</p> <p>Additional consultations (if appropriate)</p> <p>Final Recommendations prepared</p>	<p>May 2026</p> <p>May/June 2026</p> <p>May-June 2026</p>
Decision	Final Recommendations considered by Full Council.	July 2026

18. The committee will have the authority to adjust the timetable and other details if appropriate during the review.

On what grounds will a Community Governance Review be decided?

19. Any decision relating to parish arrangements must ensure that those arrangements align to the statutory criteria for reviews, being that they must:

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

20. Any other factors, such as council tax precept levels, cannot be considered.

Next steps

21. At this stage of the review background information for the areas under review will be uploaded. These will be made accessible from the webpage linked to above.

22. The Committee will solicit any initial proposals/schemes for changes to parish arrangements and make these publicly available once received.

23. Individuals, groups, and parishes will be able to submit initial comments against those schemes/proposals or suggest alternative schemes within the areas listed in the terms of reference, through the contact details above.

24. Following consideration of any comments, and other information gathering, the Electoral Review Committee will prepare draft recommendations for each area and publicly consult upon its recommended outcome.

We're writing to let you know that we've been reviewing the fees & charges we apply to your account(s) and are making some changes. These will come into effect on 1 February 2026.

We're committed to providing services that support the needs of our customers, whilst maintaining clear and transparent pricing. Since our last fees and charges update, we've introduced a number of service enhancements designed to improve functionality, security and transparency, including:

- Expanded our Online Banking capabilities, enabling you to complete more activities online
- Integrated with accounting software providers such as QuickBooks, Sage and Xero
- Increased security for log-on and payment authorisation
- Introduced additional payment files
- Itemised monthly charging for greater transparency
- Launched additional savings products to improve customer choice

This is all supported by our UK-based customer service team and for eligible customers, a relationship manager.

Like many banks across the financial services sector, we're reviewing our pricing to reflect the rising costs of providing secure, resilient and compliant banking services. These changes help ensure we can continue to maintain high standards in fraud prevention and digital servicing.

You access our updated service tariff document with all the details of our new prices here, www.unity.co.uk/terms-and-conditions/

What's changing?

We're changing how much we charge for the following:

Service	Current Price	New price
Monthly Account fee	£6.00 per month	£7.00 per month
Cash deposits (per £100*)	60p (Post Office)	70p (Post Office and NatWest)
	50p (NatWest)	
Cheque deposits	30p each	40p each
Bacs	14p per transaction	15p per transaction
Bulk Faster Payments	30p per transaction	25p per transaction
International payments	£24.00	£20.00
CHAPS	£28.00	£25.00

* Cash paid in per £100 or part thereof, for each payment calculated monthly and charged quarterly.

If you're happy with the changes, you don't need to take any action and we'd like to thank you for continuing to bank with us.

If you don't wish to accept these changes and would prefer to close your account(s) before the charges change, you can do this by completing the [account closure form](#) on

our website or calling us on the number below.

If you would like any further information about these changes, please visit unity.co.uk or call us on 0345 140 1000^.

Members are requested to NOTE the report and CONSIDER the options available

Background

Each year, the Council reviews its cemetery regulations. In the Parish Meeting held on 6 November, Members received a report with a recommendation to make an amendment to the regulations given the growing pressure on current cemetery space. The Council resolved not to make any changes at that time and to give the matter further consideration.

Options Available

There are several changes that the Council could consider making to alleviate the demands on plot availability, such as:

- 1 Reducing the length of time that a Grant of Exclusive Right of Burial is granted for from 80 years. Data provided by the Institute of Cemetery and Crematorium Management confirms that the majority of burial authorities issue grants for 50 years.
- 2 No longer permitting full burial plots to be purchased for up to 8 cremated remains interments.
- 3 No longer permitting any plots to be pre-purchased, and instead only allowing plots to be purchased at the time of need.

Clerk's Comments

Options 1 and 2 are unlikely to have a material impact. Option 3 is more likely to achieve the aim of prolonging the supply of cemetery space, however it is also likely that it will have an impact on income. Conversely, a benefit of this approach would be that those purchasing a plot for an imminent interment would assume responsibility for the plot thereafter as tracing eligibility for the rights to a plot which was filled many years prior (in the event of a future burial, a memorial permit request or remedial works to a memorial) is often very difficult.

Hayley Graham
November 2025

Lydiard Millicent Parish Council Cemetery Regulations

Introduction

The Council welcomes all visitors to their Cemetery

- Visitors are asked to respect the peace, dignity and reverence of these facilities.
- All persons shall conduct themselves in a decent, quiet and orderly manner, especially when burials are taking place.

Although these Regulations are a requirement for the Management of the Cemetery, every effort has been made to avoid restricting the rights choices of the individual.

Therefore, these Regulations have been made with a balance between individual rights and the need to regulate for tidy and safe grounds.

- Anyone visiting the Cemetery must follow these Regulations
- These Regulations are under the Provisions of the Local Authorities Cemeteries Order 1977
- Any enquiries or complaints must be made to the Parish Clerk: Tel: 07999641919 or email: clerk@lydiardmillicent-pc.gov.uk

Terms

- "The Council means Lydiard Millicent Parish Council.
- "Cemetery" means the Cemetery which has been provided and belongs to Lydiard Millicent Parish Council, located behind the Parish Hall.
- "burial" within the Cemetery identified above is a coffin within an earthen grave the term will also include (a) and (b) of the order
 - (a) the interment of cremated remains
 - (b) the interment of the bodies of stillborn children or the cremated remains thereof.

Article 18 (1)

No person shall;

- (a) Wilfully create any disturbance in the Cemetery.
- (b) Commit any nuisance in the Cemetery
- (c) Wilfully interfere with any burial taking place in the Cemetery
- (d) Wilfully interfere with any grave or vault, any tombstone or other memorial, or any flowers or plants on any such matter
- (e) Play at any game or sport in the Cemetery

Article 19. Penalties

Any person who contravenes article 18.1(above) or Schedule 2, Part 1:

Shall be liable on summary conviction to a fine not exceeding £100 and in the case of a continuing offence, to a fine not exceeding £10 for each day during which the offence continues after conviction therefore.

Admission Times and General Information

- a. The Cemetery is open to the public every day of the year.
- b. The Council reserves the right to close the Cemetery without notice, if considered necessary.
- c. No person shall canvas or solicit "orders" in the Cemetery.
- d. Interments shall not take place on Saturdays, Sundays, and UK Public Holidays.
- e. Interments must take place between the hours of 10.00am and 2.00pm and graveside services must take place 30 minutes prior to the last interment time.
- f. The Cemetery is open for Full Interments and Cremated Remains.
- g. Provision is made for the maximum of two cremated interments caskets in one cremated remains plot, two deep.
- h. Provision is made for the maximum of eight cremated interments in caskets in a full burial plot – as long as the Council is informed at time of plot purchase
- i. Provision is made for a maximum of two coffins in a burial plot
- j. Provision is made for a maximum of eight cremated remains interments in a full burial plot, after the permitted number of full burial interments has been made. The Council must be informed prior to the first cremated remains interment.

- k. The Council will not be held responsible if, due to factors outside its control, the full number of interments cannot be achieved.
- l. Cremated remains can be poured into a plot, but it will then be closed to all future interments.
- m. The scattering of cremated remains is not allowed.
- n. Selection of Grave Plots – The Council will allocate the next available Plot.
- o. All grave plots will be dug to the required depth, but cannot be deepened after the first interment.

SCHEDULE 2. Part 1. EXERCISE OF RIGHTS

- 1. No burial shall take place, no cremated remains be scattered and no memorial shall be placed in the Cemetery and no additional inscription shall be made on any memorial without the permission of the Clerk, appointed for that purpose by Lydiard Millicent Parish Council.
- 2. No body shall be buried in a grave in such a manner that any part of the coffin is less than 3 feet (91cm) below the level of any ground adjoining the grave.
- 3. No body shall be buried in a grave unless the coffin is effectively separated from any coffin interred in the grave on a previous occasion by means of a layer of earth not less than 6 inches (16cm) thick.
- 4. When any grave is re-opened for the purpose of making another burial therein, no person shall disturb any human remains interred therein or remove any soil therefrom which is offensive.
- 5. Permission must be sought prior to erecting any memorial. It is recommended not to plant, or erect memorials, on graves for twelve months to allow settlement of the ground.

1. RULES AND REGULATIONS APPLYING TO LYDIARD MILLICENT CEMETERY

- 1.1 These Rules and Regulations apply to the Cemetery, The Butts, Lydiard Millicent SN5 3LR; it is situated to the rear of the Parish Hall.
- 1.2 Lydiard Millicent Parish Council manage the open Cemetery. The closed Cemetery (adjacent) is the responsibility of Wiltshire Council.
- 1.3 A Register of Burials shall be kept at the Parish Council Office.
- 1.4 All communications should be directed to the Parish Clerk, who is delegated to act on behalf of the Council.
- 1.5 New Burial or Cremated remains plots are reserved for residents only.
- 1.6 The owner of a grave space shall not set out and plant the grave space, but this prohibition shall not apply where permission was granted prior to the coming into operation of these Regulations.
- 1.7 The Council reserve the right to cut back or remove any tree, plant or shrub or other form of decoration planted in or placed on the grave space.
- 1.8 The Council do not permit artificial trees, plants or shrubs, flowers or other forms of decoration to be placed on any grave space. The Council will not accept any liability for any theft or damage of any such items.
- 1.9 A person moving out of the Parish due to ill health within the past three years will be considered “a resident” for these Regulations. (The deceased’s name must appear on the Electoral Roll within the last three years or proof of residency provided)
- 1.10 Notice of interment will be accepted by telephone or email, but must be confirmed by submission of a printed Interment Form obtained from the Clerk. If the documents are not received the burial or cremation may be delayed. Responsibility for any error or omission shall rest with the person signing the notice.
- 1.11 All fees must be paid at time of submitting applications.
- 1.12 If the Council does not receive a completed Notice of Interment by the required time, the Council may decide to delay or postpone the funeral.
- 1.13 Account details for the Council are given at the bottom of the Interment forms. Cheques are accepted, but payment via internet banking is preferred.
- 1.14 The fees shown exclude the charge for grave digging which will be arranged by the Funeral Director separately.
- 1.15 The Funeral Director is responsible for the safety of the Grave Digger contracted by them, including use of equipment, adequate shuttering and personal protective clothing.

1.16 It is usual for a Funeral Director to liaise with the Clerk on behalf of the deceased and their family.

1.17 Size of Plots

- a. Grave plots are to be no larger than 7ft x 3ft 6in (approx. 210cm x 105cm)
- b. A cremated remains plot being no larger than 1.5 feet square
- c. Depth is dependent on number of caskets to be interred.
- d. This Cemetery will only allow two coffins per burial plot.
- e. A grave plot can contain cremated remains in addition to coffins.
- f. No American Style caskets are permitted

2. Purchase of Exclusive Rights to Burial

- 2.1 Residents of the Parish (over the age of 18 years) may purchase one plot per household
- 2.2 Residents may pre-purchase the Exclusive Right of Burial in advance.
- 2.3 The representative of a deceased resident who does not have a pre-purchased Grant of Exclusive Right, may for that deceased resident, purchase an Exclusive Right of Burial for the interment of the resident.
- 2.4 The Owner of the Exclusive Right of Burial shall be entitled to be interred in the plot, even if at the time of death, they resided elsewhere, double fees will apply.
- 2.5 A Grant for Exclusive Right of Burial in a purchased grave for a period of eighty years will be issued to the purchaser and such person will be registered in the records of the Cemetery as the owner of the Right of Burial in that grave space. The full name and address of the purchaser must be supplied to the Clerk at the time of purchase.
- 2.6 A purchaser or owner for the time being of the Exclusive Right of Burial in a grave shall not dispose of such right without the consent of the Council, and every transfer of such right shall be prepared by the Council at the expense of the applicant.
- 2.7 A certificate of Exclusive Right to Burial can only be issued to one person.
- 2.8 Children's graves must be registered in parents'/guardians' names. The Clerk will add two names when a child has two parents/guardians.
- 2.9 Authority to exercise Exclusive Rights of Burial must be with the consent in writing of the owner and must include their signature.
- 2.10 In the case of a purchased grave to be re-opened, the Grant of Right of Burial must be produced, or other authority of the owner to open given.

3. Interments / Burials

- 3.1 Non residents can only be interred, provided there is sufficient space within a plot already occupied by family members. Details of the Grant of Right to Burial will be needed in these circumstances.
- 3.2 Burial of a spouse/partner of previous parishioners (who have not appeared on the electoral roll within the last three years) is at the Clerks discretion.
- 3.3 Where it is necessary to remove a headstone or memorial on a purchased grave where such a grave is to be re-opened, arrangements shall be made with a monumental mason who shall remove it from the Cemetery. The Grant of Right Holder will be liable for the expense incurred and will also be responsible for the replacement of the memorial at their own expense.
- 3.4 Five clear days' notice, exclusive of weekends and bank holidays, is required for an Interment, this will allow for:
 - a. Identification and marking of the plot by the Council
 - b. Funeral Directors to source suitable grave diggers
 - c. The Clerk, or Council representative, to be available at the time of interment.
- 3.5 In exceptional circumstances 3.4 above can be modified at the discretion of the Clerk. Exceptional circumstances will include, but not limited to:
 - a. Religious beliefs;
 - b. Family, usually residing abroad, visiting at the time of demise;
 - c. Other illness within the immediate family
- 3.6 The Clerk (or representative) will attend the Cemetery to collect the original Registrar's Certificate (Green Form) and/or the Coroner's Order for burial, if not already received by the Clerk. If a certificate is not provided the burial will not take place. An exception

is in the situation where the certificate has been issued, but forgotten by the Funeral Directors. If this happens, the Funeral Director must sign a declaration in accordance with the Births and Deaths Registration Act 1926 before the funeral can take place. This declaration must explain why the certificate has not been delivered, with a promise to deliver it to the Clerk as soon as possible, preferably on the same day as the burial or, in exceptional circumstances, the next day.

- 3.7. Certificate of Cremation – Before the Council can authorise the interment of cremated remains of any person, a certificate must be produced.
- 3.8. Certificate for Stillborn Children - The Registrar's Certificate must be produced in respect for every stillborn child brought for burial. If the birth does not come within the definition of still-born/still-birth, a certificate from the responsible person in attendance at birth, stating that the birth took place before the 24 week of pregnancy.
- 3.9. All interments must be contained within a suitable casket. It is not permitted to scatter ashes.

4. Memorials - Permission to Erect Memorials

- 4.1 No memorial shall be erected or placed on a grave until the owner of the grave space has been granted permission to do so. Such permission shall not be granted until the requisite fees and charges have been paid.
- 4.2 Application for permission to erect or place a memorial on a grave shall be made in writing to the Clerk, accompanied by the requisite fee by the Memorial Mason. Drawings and specifications of all memorials or alterations shall be submitted at the time of application.
- 4.3 Once the memorial has been erected, the plot owner will be held to be responsible for the future maintenance.
- 4.4 The Council, as part of its memorial management scheme, will routinely inspect memorials and identify work required on memorials that are in a dangerous or dilapidated state.
- 4.5 The Council reserves the right, after notice to the Owner, and their failure to take the necessary action, remove any memorial that infringes these Regulations or is deemed unsafe.
- 4.6 The Council strongly recommends that the plot owner obtains appropriate insurance cover against all risks for the memorial.
- 4.7 No work must be carried out before the Council has granted permission, and the appropriate fee paid – this includes fixing, re-lettering and cleaning.
- 4.8 Details of any desired wording must also accompany the application. The Council takes no responsibility for errors or omissions; wording is submitted to confirm appropriateness for this Cemetery.
- 4.9 No memorial can be erected within 12 months of a full burial taking place, to allow settlement of the ground.
- 4.10 Monumental Masons will be admitted into the Cemetery during normal working hours. Twenty-four hours' notice must be given to the Clerk before attendance at the Cemetery.
- 4.11 Only Accredited Masons are able to fix memorials or carry out works on memorials in our Cemeteries, and they must have a BRAMM Business Registration Certificate which indicates that they employ staff with a fixer's licence. This is to ensure the installation of memorials is carried out in a safe manner and to national standards.
- 4.12 Memorial Masons working in the Cemetery must give a Guarantee of Workmanship of a minimum of 10 years.
- 4.13 Monumental masons must remove to a place directed by the Clerk, all surplus earth, refuse and materials after fixing a memorial leaving everything in a clean and tidy condition.

5. Permitted Maximum Sizes

- 5.1 Maximum height of 3 feet (91cm), on a plinth of 3 feet 5 inches by, 1 foot 6 inches (106.68cm x 46cm), total size. Memorials must be made of hard natural stone of a design approved by the Council and must conform with the following dimensions: 91.5cm (36") in height, 60.9cm (24") in width and 5.08cm (2") in thickness in depth and 7.62cm (3") thickness.

- 5.2 Plot owners must have the Plot number inscribed on the memorial and make sure that the number can be seen.
- 5.3 The memorial and plot not to exceed 7 feet by 3 feet 6 inches (approx. 210cm x 105cm).
- 5.4 Plaques only are permitted within the Cremated Remains area; their size being 12 inches square (300mm x 300mm).
- 5.5 Applications for permission to place photographs on headstones must be made to the Clerk together with a copy of the intended photograph. Two photographs only are allowed on a headstone.
- 5.6 The sizing of each plaque shall remain universal at 5 inches by 3 inches (12cm x 8cm). Surrounds are not permitted.

6. Materials and on-going placement

- 6.1 Memorials, any vases and bases associated with them, must be of reasonable material; in keeping with the surroundings. Memorials may not be of wood, metal, concrete or synthetic material and shall not be painted.
- 6.2 All memorials shall be kept in repair by the owner and if not so kept may be repaired or removed by the Council at its discretion and at the expense of the owner.
- 6.3 No hewing or dressing of memorials will be permitted within the Cemetery; all materials shall be conveyed in such a manner as will avoid annoyance to persons or damage to the grounds, walkways or surrounding memorials.
- 6.4 All dead flowers and wreaths, garden refuse and litter must be conveyed to the nearest waste disposal bin.
- 6.5 Floral tributes, bouquets, loose flowers and artificial flowers not removed, will be removed by a Parish Council representative when they fade, die or are damaged.
- 6.6 All Christmas decorations will be cleared by 31 January.

7. Extra Ordinary Considerations

- 7.1 Lydiard Millicent Parish Council considers all interments in the Cemetery to be extra ordinary, each being unique to that family and set of friends.
- 7.2 The Clerk must be notified as soon as possible if a large number of persons are expected to attend a funeral.
- 7.3 The arrangement for any ceremonies of a special or unusual nature shall be subject to the prior approval in writing from the Clerk.
- 7.4 The person making funeral arrangements shall notify the Clerk in all cases where the deceased suffered from an infectious disease or was exposed to radiation.
- 7.5 If, in the interest of public health, the Clerk so decides and directs, a body shall be taken direct to the grave.
- 7.6 It shall remain the responsibility of the Funeral Director to ensure adequate provision is made to carry and lower the coffin to the said grave. Should the family decide to carry the coffin the Funeral Director must lower the coffin. The Council shall not accept any liability of injury whilst carrying out that duty.
- 7.7 The permission of the Clerk must be obtained before photographing a funeral procession or graveside proceedings in the Cemetery. No photographs for commercial purposes may be carried out.
- 7.8 Any exhumation of (part of) a body, or ashes must first have permission from the Ministry of Justice.
- 7.9 The provision for up to eight cremated remains interments, may not be possible in plots where cremated remains have already been interred
- 7.10 A copy of these Regulations will be placed in the Noticeboard located at the entrance to the Cemetery.

Adopted by Lydiard Millicent Parish Council on 3 March 2022

Members are requested to:

- NOTE the report and CONSIDER the quotes received.

Background

At the Parish Council meeting held on 2 October, Members were advised that the Jubilee Club House play area springer was reaching the end of its life. Members RESOLVED that the springer could be decommissioned and quotes to replace should be sought.

Quotes Received

Quotes have been received from 4 play equipment providers, all whom work with Town and Parish Councils, and one which has provided play equipment for Lydiard Millicent Parish Council previously.

The removal of the existing springer and the installation of a new springer should be carried out by a qualified professional as the work requires goes beyond what is reasonable to be expected of the Parish Handyman.

Quote 1



Made from HDPE (High-Density Polyethylene), a material renowned for its durability and impact-resistance which is UV stabilised preventing fading and degradation from the sun's rays.

Other designs available include ladybird, caterpillar, snail, horse, cow, pig, tractor, dumper and minivan.

Cost includes removal and disposal of existing springer, disposal of environmental waste, installation cost, supply of springer and delivery.

£3,094.75 (ex. VAT) Fawns

Quote 2



Made from HDPE (High-Density Polyethylene), a material renowned for its durability and impact-resistance which is UV stabilised preventing fading and degradation from the sun's rays.

Other designs available include lion, bumblebee, ladybird, minivan and tractor.

Cost includes removal and disposal of existing springer, disposal of environmental waste, installation cost, supply of springer and delivery.

£1,650 (ex. VAT) Redlynch

Quote 3

Made from EcoCore™, a highly durable and eco-friendly material which is recyclable after use and consists of material produced from +95% recycled post-consumer material from food packaging waste.

Cost includes removal and disposal of existing springer, disposal of environmental waste, installation cost, supply of springer and delivery.

£1,786.48 (ex VAT) Kompan

Quote 4

Made from HDPE (High-Density Polyethylene), a material renowned for its durability and impact-resistance which is UV stabilised preventing fading and degradation from the sun's rays.

This springie is an inclusive side transfer one, with a backrest for extra support.

Cost includes removal and disposal of existing springer, disposal of environmental waste, installation cost, supply of springer and delivery

£1,920.00 (ex VAT) Sutcliffe

Costs against Budget

There is currently £1,000 in this year's budget for new play area equipment. There is currently £3,157 in Ear Marked Reserves for Street Furniture / Play Equipment. It is important to highlight however that the play area's play tower is also reaching the end of its life and is likely to need replacing in the 2027/2028 financial year.

Hayley Graham
November 2025

Members are requested to:

- NOTE this report and CONSIDER the quotes received.

Background

The water and waste service for the Jubilee Club House is currently provided by Castle Water on a variable rate. Given the exponential increase in water expenditure year to date, quotes have been sought for the Council to consider switching suppliers.

Castle Water – September 2024 Rates

Water supply (£/m ³)	Waste (£/m ³)	Retail Fee (annual)
£2.003663	£1.270958	£181.90

Castle Water – September 2025 Rates

Water supply (£/m ³)	Waste (£/m ³)	Retail Fee (annual)
£2.5895	£1.7054	£206.75

Quotes Received

Quotes have been received to move to a 36 month fixed rate, which will fix both the wholesale costs, and the retail fees for this period.

Everflow

Water supply (£/m ³)	Waste (£/m ³)	Retail Fee (annual)
£2.4743	£1.6295	£112.22

Waterplus

Water supply (£/m ³)	Waste (£/m ³)	Retail Fee (annual)
£2.4743	£1.6295	£267.46

Wholesale and retail fees generally increase in April each year, and as is clear by the comparison of Castle Water charges between September 2024 and September 2025, moving to a fixed rate will likely make the modest savings made immediately, more worthwhile in future years.

Recommendation

Members to APPROVE the transfer of the Jubilee Club House water and waste supply to Everflow.

Hayley Graham
November 2025

Lydiard Millicent Parish Council
Health and Safety Policy Statement

Part 1: Statement of Intent

This is the Health and Safety Policy of Lydiard Millicent Parish Council

The Council's Health and Safety Policy is to:

- Prevent accidents and cases of work-related ill health
- Manage Health and Safety risks in our premises and workplace
- Provide clear instructions, information and training where required to ensure Employees, Councillors and Volunteers working on behalf of the Council are competent to do their work
- Provide clear instructions and information when required for Visitors and Users of Council property and equipment.
- Provide personal protective equipment when required
- Provide and maintain safe buildings and equipment
- Ensure safe handling and use of substances
- Maintain safe and healthy working conditions
- Implement emergency procedures including evacuation in case of fire or other significant incident
- Review and revise this policy whenever there is a change and every two years

Signed:

Name:

Chairman of Lydiard Millicent Parish Council

Date:

Next Review Date: December 2027

Part 2: Responsibilities for Health and Safety

Overall responsibility for Health and Safety: Parish Clerk

The Council shall provide support for the Parish Clerk when required to investigate and address issues identified as part of risk assessments or inspections, or as a result of accidents, near misses, reports of hazards or other dangerous occurrences.

Day to day responsibility for Health and Safety: Parish Clerk and Parish Handyman

General Responsibilities

All Employees, Councillors and Volunteers are expected to take reasonable care of their own safety, including:

- Ensuring they are familiar with the Council's Health and Safety requirements and complying with these requirements.
- Reporting to the Parish Clerk incidents or issues that have led to, or could have led to, an accident.

Lydiard Millicent Parish Council
Health and Safety Policy Statement

Part 3: Arrangements for Health and Safety

Risk Assessments:

The Parish Council will:

- undertake regular risk assessments and take action where required to address issues
- review risk assessments when working habits or conditions change
- undertake regular inspections of Council equipment and premises and take action where required to address issues
- review and update procedures as required as a result of actions identified by any risk assessments or inspection

Training:

The Parish Council will:

- give Staff, Councillors, Volunteers and Sub-Contractors Health and Safety induction and appropriate training when required
- provide personal protective equipment where necessary
- make sure suitable arrangements are in place for lone workers

Consultation:

The Parish Council will:

- consult with Staff, Councillors and Volunteers routinely regarding Health and Safety matters when they arise and formally review when the Council review Health and Safety

Evacuation:

The Parish Council will:

- make sure escape routes are well signed and kept clear at all times
- Evacuation procedures will be reviewed and tested from time to time and amended when necessary

MEETING NOTES FOR WED 12th November 2025

Royal Wootton Bassett and Cricklade - Local Highway and Footway Improvement Group (LHFIG)

Date of meeting: Wednesday 12th @ 6pm - MS Teams

Chair – Councillor Nick Dye, Highways Officer – Martin Rose

Notes taken by - Martin Rose

	Item	Update	Actions and recommendations	Who
1.	Attendees and Apologies			
	<p>Attendees:</p> <p>Apologies:</p> <p>Absent:</p>	<p>Cllr Nick Dye (Chair) Cllr Allison Bucknell Cllr Andrew Matthews Mark Hopkins (RWB TC) Dawn Hooper (RWB TC) Steve Walls (RWB TC) Barry Taylor (RWB TC) Chris Bull (Cricklade TC) Shendie Green (Lyneham and Bradenstoke PC) Rupert Pearce (Broad Town PC) Kevin Woolnough (Tockenham PC) Geoff Greenaway (Purton PC) Sam Chalker (LMPC) Cathy Limbrick (CTC) Martin Rose (WC)</p> <p>Cllr Martin Denz, Barry Taylor (RWB TC) Tony Iles (BHWBPC) Martin Cook, Chris Bull (CTC)</p> <p>Cllr Jaqui Lay, Cllr Lianna Konig</p>		

2.	Notes of Previous Meeting																																			
		<p>The notes and recommendations of the previous LHFIG meeting held on 27th August 2025 were presented to the Area Board at its 24th September 2025 meeting and agreed.</p> <p>The meeting minutes can be found here: RWB & Cricklade Area Board Minutes 24-09-25</p>		To note																																
3.	Financial Position																																			
		<p>The CIL element of the LHFIG allocation for 25/26 has been confirmed since the last meeting. The budget for 25/26 is £30,186.00</p> <p>The current balance for 25/26 is £19,567.45 Please refer to APPENDIX 1 for full details.</p> <table border="1" data-bbox="524 922 1379 1369"> <thead> <tr> <th colspan="4">FINANCIAL SUMMARY (as of 12/11/25)</th> </tr> </thead> <tbody> <tr> <td>LHFIG Budget 25/26</td> <td>A</td> <td>£30,186.00</td> <td></td> </tr> <tr> <td>Carryover from 24/25</td> <td>B</td> <td>£47,660.90</td> <td>(Carryover)</td> </tr> <tr> <td>Total Budget for 25/26</td> <td>C</td> <td>£77,846.90</td> <td>(A+B)</td> </tr> <tr> <td>Committed Spend 25/26</td> <td>D</td> <td>£75,304.81</td> <td></td> </tr> <tr> <td>less 3rd Party Contributions (Estimate)</td> <td>E</td> <td>£17,025.36</td> <td></td> </tr> <tr> <td></td> <td>F</td> <td>£58,279.45</td> <td>(D-E)</td> </tr> <tr> <td>Balance</td> <td></td> <td>£19,567.45</td> <td>(C-F)</td> </tr> </tbody> </table>	FINANCIAL SUMMARY (as of 12/11/25)				LHFIG Budget 25/26	A	£30,186.00		Carryover from 24/25	B	£47,660.90	(Carryover)	Total Budget for 25/26	C	£77,846.90	(A+B)	Committed Spend 25/26	D	£75,304.81		less 3rd Party Contributions (Estimate)	E	£17,025.36			F	£58,279.45	(D-E)	Balance		£19,567.45	(C-F)		To Note
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	Item	Latest Update	Actions and recommendations	Who
4.	Update on Priority Schemes for 25/26 (funding committed where indicated)			
a)	<p>11-21-8 C34 Purton, Manor Hill Speed Limit Submitted 23/06/21</p>	<p>12/02/25 A copy of the report and CM decision can be found here: https://cms.wiltshire.gov.uk/ieDecisionDetails.aspx?ID=2073 <u>Summary</u> - To consider comments received following the formal advertisement of the proposed 40mph speed restriction on Church Street / Manor Hill, Purton and Lydiard Millicent.</p> <p>Group agreed to implement the '40' limit with a proviso to look again at Manor Hill speed limit in the future in conjunction with anticipated local development opportunities.</p> <p>28/05/25 Work instruction issued to Milestone issued May 25. Operative date <u>7th July 2025</u>.</p> <p>27/08/25 Signs installed and TRO operative. Missing '40' roundels due to traffic management issues. Roundels to be picked up as part of Manor Hill Farm work which requires a temporary road closure in early 26.</p>	<p>12/11/25.</p> <p>Purton PC invoiced for their contribution. Missing '40' roundels to be installed as part of the Manor Hill Farm work scheduled for Jan 2026.</p>	<p>MJR</p>

<p>b)</p>	<p>11-23-08 Lydiard Millicent Common Platt safety Submitted 14/02/23</p>	<p>Estimated cost of scheme = £38,000.00 (A) Contribution from LHFIG = £6,412.50 (B) Contribution from LMPC = £2,317.50 (C) Amount from Substantive highway fund = £29,270.00 (D) D= (A – B - C)</p> <p>28/05/25 Substantive bid successful. Detailed design to be completed and work order issued. Currently programmed for Feb 26.</p> <p>Decision can be found here: Decision details - Democratic Services - Wiltshire Council</p> <p>12/02/25 Awaiting Results of assessment process. Delay due to resourcing. A total of '11' applications received for substantive funding across the 18 community areas. Cllr Steve Bucknell raised issue of pending development in the Common Platt area. It was agreed to look closer at possible S106 monies to assist with this project should they become available.</p> <p>27/08/25 - Awaiting street lighting design. Scheme delivery programmed for Feb 26. Update at next meeting</p>	<p>12/11/25 Awaiting design details for street lighting from AtkinsRéalis. Work programmed for Feb 26</p>	<p>MJR</p>
<p>c)</p>	<p>11-23-12 B4533 Purton Stoke, speed reduction Submitted 02/09/22</p>	<p>https://www.google.com/maps/</p> <p>27/11/24 - Members agreed to retain request for changes to the give way lines but agreed they should be implemented with other lining sites when opportunity arises due to cost implications.</p> <p>12/02/25 Awaiting to combine with future road marking work in Purton Area. MJR to seek possible use of Hydro-blaster to remove existing GW markings.</p>	<p>12/11/25 Works remain outstanding by M group. MJR to undertake temporary work to black out visible lines.</p>	<p>MJR</p>

		<p>28/05/25 Hydoblaster was available and working in Wiltshire. Decision taken to deploy to Purton Stoke to remove give way at Stoke Common Lane junction and reinstate further forward. Awaiting billing. Geoff Greenaway commented that remnants of the old markings are showing though. MJR to inspect site.</p> <p>27/08/25 Site inspected. Residual lines following Hydro- blaster work are visible. M group have been instructed to return to site to black out lines in question.</p>		
e)	<p>11-23-17 Greatfield near Lydiard Millicent</p>	<p>28/05/25 Refresh of road markings through Greatfield now complete. Undertaken via routine maintenance.</p> <p>LMPC have confirmed via email (16/05/25) would like LHIFG to consider '30' carriageway roundels along length.</p> <p>Agreed- Allocate £5,000 for Ad-hoc Road markings in the RWB & Cricklade community area and include the requested roundels for Greatfield.</p> <p>27/08/25 RWB Adhoc sites currently committed</p> <ol style="list-style-type: none"> 1. Greatfield – 30mph roundels 2. Layby off high St, Purton. – No Entry x 2 and directional arrows. 3. Reids Piece / The - No Entry / Directional arrows. 4. C70 Hook - 30 Roundel at southern end of village (requested by Cllr Matthews) <p>Order issued and work Programmed for 26/08/25</p>	<p>12/11/25</p> <p>Greatfield 30 roundels remain outstanding. M group chased for date. Anticipated wk commencing 17th Nov 25 (weather permitting).</p>	<p>MJR</p>

<p>h)</p>	<p>11-23-4 11-24-11</p> <p>C415 Broad Town Road (towards Wootton Bassett)</p> <p>Submitted 07/02/2023</p>	<p>28/05/25</p> <p>BTPC points of objection considered, and Atkins report further scrutinised. It was agreed that the report did not provide sufficient weighting on the presence of VRUs on C415 within Section 3 and required further review.</p> <p>After discussion with BTPC and Cllr Allison Bucknell it was agreed to consider implementation of 40mph limit within Section 3 with a terminal point close to #13 Broadtown road. (blue line)</p> <p>Note – no allocation currently made for implementation. Delivery alongside issue 11-24-08 (see below) tentatively agreed previously by group.</p> <p>Estimated cost £3500-£4000</p> <p>Agreed – Allocate £3500 for the implementation of the agreed speed limit for the C415 Broad Town. To be advertised alongside issue 11-24-08. A4361 Broad Hinton to reduce legal costs.</p> <p>27/08/25 - Advert plan for C415 speed limit approved by Rupert Pearce. Plan and schedule issued to regulatory team for processing. Formal advert likely end Sept 25.</p> <p>Rupert queried as to whether letters of support would help during the advert stage. MJR – both letters of objection and support can be submitted</p>	<p>12/11/25</p> <p>40/50mph Speed limit proposal currently on advertisement. Start 23rd October – End 24th November (note extra week added due to Oct ½ term)</p> <p>If no objections are received the work order to the contractor will be issued by end of Dec 25 / Early Jan 26 with implementation by spring 26.</p>	<p>MJR</p>
<p>i)</p>	<p>11-24-08</p> <p>A4361 Broad Hinton (towards Swindon)</p> <p>Submitted 15/02/24</p>	<p>google.co.uk/maps</p> <p>Agreed – Proceed with implementation of 50mph limit on A4361 between Broad Hinton and Swindon Boundary. NOTE:- No financial allocation made at this stage. Awaiting outcome of issue 11-24-11 for possible combination of projects.</p>	<p>12/11/25</p> <p>50mph Speed limit extension proposal currently on advertisement. Start 23rd October – End 24th November (note extra week added due to Oct ½ term)</p>	<p>MJR</p>

		<p>27/11/24 On hold. Possible Implementation is to be combined with issue 11-24-11 following outcome of speed limit assessment. No financial allocation at this stage.</p> <p>12/02/25 To be discussed following agreed outcome for 11-24-11 with view to combine TRO costs. Scheme currently on hold pending agreed way forward for issue 11-24-11.</p> <p>It was agreed by members to press ahead separately with this project if the issue 11-24-11 is not agreed by the next meeting.</p> <p>Note – Liaison required with Swindon BC due to speed limit change at boundary. https://www.google.co.uk/maps Estimated cost £4,000.</p> <p>28/05/25 Refer to 11-24-11 above. Estimated cost £3500 - £4000. Agreed – Allocate £3500 for the implementation of the agreed speed limit for the A4361 Broad Hinton</p> <p>To be advertised alongside issue 11-24-11 C414 Broad Town Road to reduce legal costs</p> <p>27/08/25 Plan and schedule issued to regulatory team for processing. To be advertised alongside issues 11-24-11 (Broad Town Road) and 11-24-16 (Greenhill crossroads) Formal advert likely end Sept 25.</p>	<p>If no objections are received the work order to the contractor will be issued by end of Dec 25 /Early Jan 26 with implementation by early spring 26.</p> <p>MH (RWB TC) commented that they are seeking the proposed length of 50mph limit on the C414 to be reduced to 40mph</p>	
k)	<p>11-22-01 Greenhill Crossroads, Lydiard Millicent</p>	<p>https://www.google.com/maps/</p> <p>1. Move give way lines forward (250mm -300mm)</p>	<p>12/11/25</p> <p>30mph Speed limit extension proposal currently on advertisement.</p>	MJR

<p>Submitted 04/02/22</p> <p>Resubmitted as 11-24-16 on 12/04/23</p>	<ol style="list-style-type: none"> 2. Relocate 30mph speed limit approx. 36m north with new gateway / village gates. 3. Cross roads warning signs (reduce speed now) on both approaches to junction 4. Miscellaneous road markings 5. Purton Village nameplate. <p>Agreed – Allocate £8,000 with a 25% contribution (£2,000) from Lydiard Millicent PC</p> <p>27/11/24 Design work ongoing. Implementation target Spring 25. Relocation of 30mph limit northwards will require amendment to 2006 TRO. Look to combine with other formal advertisement to reduce overall cost. Carriageway repairs on Greenhill side required and must be carried out before lining changes can be implemented. Martin Cook has raised the instruction and hopeful it will be combined with High Street, Purton (issue 11-24-04)</p> <p>12/02/25 Detailed design work to be issued to parish councils for comment in due course. Work cannot be programmed until carriageway repairs are complete on Greenhill side. Martin Cook confirmed instruction has been raised with contractor.</p> <p>28/05/25 Carriageway repairs complete. Road marking work at junction complete (Cost £2,341.08) Budget of £8000.00 carried forward to 25/26. Advertisement of relocated 30mph terminal point awaiting processing by regulatory team. Gateway work to be implemented alongside speed limit change.</p> <p>Note - Combine with 11-24-08 and 11-24-11 to reduce legal costs</p> <p>27/08/25 Design work complete. Speed limit changes will be advertised alongside issues 11-24-08 & 11-24-11.</p>	<p>Start 23rd October – End 24th November (note extra week added due to Oct ½ term)</p> <p>If no objections are received the work order to the contractor will be issued by early Jan 26 with implementation of full proposal including extension of 30mph limit, gateways, additional signing etc in Spring 26</p>
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		<p>Work to relocate give way markings complete.</p> <p>Work to be programmed once speed limit extension advertised and agreed</p>		
l)	<p>11-23-01</p> <p>B3553 Purton Road Cricklade</p> <p>Submitted 10/01/23</p>	<p>12/02/25 Surveys undertaken Dec 24</p> <p>Site 1 (between Giles Av and Dance Court) https://what3words.com/coverage.weeds.eaten</p> <p>Average Speed 25.43mph 85th percentile 29.02mph Total vehicles 46619 % exceeding posted 30mph SL 8.9%</p> <p>Site 2 (#7 Purton Road) https://what3words.com/overheard.unusable.notes Note limited data 11-12-24 to 14-12-24</p> <p>Average Speed 26.98mph 85th percentile 30.65mph Total vehicles 20538 % exceeding posted 30mph SL 19.4%</p> <p>A discussion took place with group members. MJR explained the traffic data indicated overall compliance with the posted 30mph limit. Collision data indicates a single (slight) collision during last 3 years. Cllr Dye and Chris Bull (Cricklade TC) expressed their unhappiness and felt action was still required to calm traffic on Purton Road, citing ongoing concerns raised by local residents. Cllr Dye raised an issue relating to the poor road surface and it was explained this needed to be raised via the appropriate channels. MJR to contact Chris Bull and Cllr Dye via email to</p>	<p>12/11/25</p> <p>Process of revising Wiltshire Council policy for 20mph limits and zones has started, however agreement required by head of asset management and cabinet member for highways & Transport. New policy not expected until early Spring 26.</p> <p>Site at Purton Road has been inspected. Options for traffic calming / footway widening will require topo survey between roundabout at The Hitchings and B4040. Cost estimate £3,500,</p> <p>Cllr Dye to discuss issue of topo survey with CTC and respond to MJR in due course.</p>	MJR

		<p>outline conditions whereby formal traffic calming is typically considered, and discuss what action, if any, can be considered (subject to agreed funding).</p> <p>28/05/25 Document report by MJR explaining conditions where by traffic calming is typically considered in Wiltshire remains outstanding. CTC have indicated they wish Purton Road issue to be reconsidered for prioritisation of new schemes in 25/26, with suggestion of footway widening. Refer to Appendix 3 '<i>Prioritisation of Highway Requests - May 25</i>'.</p> <p>Agreed – Allocate £3,100 for 20mph speed limit assessment.</p> <p>27/08/25 Initial assessment and discussion indicate route unlikely to be considered as a viable site for a 20mph under the <u>current</u> Wiltshire Council policy on 20mph limits and zones due to Purton Road's status as a strategic route (B4553) outside of a town centre environment.</p> <p>Indications are that the council's policy on 20mph limits and zones will be subject to review in due course which is likely to remove some of the current restrictions on the roads they can be used. Recommend holding off on feasibility report until new policy is in place. Options for traffic calming to be assessed in the meantime. Update at next meeting.</p>		
m)	<p>11-24-01 Noremarsh Primary School & St Bartholomew's Primary School (The Rosary)</p>	<p>12/02/25 Proposal for both sites submitted to RWB TC. To be considered at full council on 6th Feb.</p> <p>Request received for RWB TC to extend lines on Eastwood Avenue due to vehicles over running verge. Also request for short extension to existing DYL on Downs View due to concerns</p>	<p>12/11/25</p> <p>Advert – 13th November 2025</p> <p>End of objection period – 8th December 2025</p>	MJR

	<p>Submitted 03/01/24</p>	<p>expressed by Wiltshire & Dorset fire & rescue service (WDFRS). https://www.google.co.uk/maps/</p> <p>Group members agreed to progress with scheme and include additional site as requested by WDFRS.</p> <p>Martin Cook asked for the parking review to consider another area of Downs View where overrunning the verge is taking place. MJR to investigate further and report back.</p> <p>Agreed allocate £4,000.00 with a 25% contribution payable by RWBTC (£1,000)</p> <p>28/05/25 Minor amendment for St Bartholomew's area agreed with RWB TC following representation from school. Proposal for St Bartholomew's school , Nore Marsh School, Widam and Downs View prepared and with regulatory team for processing prior to formal advertisement. Likely late summer early Autumn.</p> <p>£4,000 budget allocation carried forward into 25/26 .</p> <p>27/08/25 - Site plans and advert schedules for both sites submitted to Regulatory team in June 25 for processing. Currently in work list and awaiting programming. Backlog of work, but advert estimated to commence late Sept / early Oct 25. MJR to update RWB TC when date is known.</p>	<p>If no objections are received, implementation early spring. If objections are received late spring / early summer 26</p>	
<p>n)</p>	<p>11-23-15 Manor Hill (North of Manor Hill Farm) Purton</p> <p>Submitted 28/03/24</p>	<p>https://www.google.co.uk/maps/</p> <p>11/09/24.Approx 40-45m of new kerbing (total) either side of access, backfill behind kerb with topsoil, reinstate carriageway in front of kerbs. Road narrows warning signs x 2. Temp road closure required for approx. 1 week. Estimated cost £6,000.</p>	<p>12/11/25 Delay finalising design work but plan to be issued to PPC by end of Nov. Work programmed for Jan 26.</p>	<p>MJR</p>

		<p>(TBC) Agreed – Allocate £6,000 with a 25% contribution (£1,500) from Purton PC</p> <p>27/11/24 - Small topo survey required for detailed design work. Estimated cost £1700.00. Design Early Jan with construction Spring /Summer 25. Retain existing allocation of £6000.00. Geoff Greenaway & Cllr Lay commented on continued flooding issues in area, exacerbated by run off at access and asked if further improvements can be considered to mitigate problems. MJR to discuss with MC.</p> <p>12/02/25 -Awaiting topo survey. Design work Feb/ March. Programmed for June 25.</p> <p>28/05/25 –Topo survey received. Design work to commence in due course. Temp road closure required. Provisionally programmed for Nov 25.Allocation of £6,000 carried forward into 25/26.</p> <p>27/08/25 Design work to be completed and issued to Purton PC for approval by early Oct. Work currently programmed for early Jan 26.</p>		
o)	<p>11-24-07</p> <p>Cricklade Road / Widham bridge, Purton</p> <p>Submitted 18/01/24</p>	<p>google.co.uk/maps</p> <p>Purton PC have indicated provisional support for proposal. Cllr Jacqui commented on the need to improve visibility to the south for traffic exiting Widham and issues with the grass verge. Land ownership dispute by Dairy House was raised. Issue on hold pending further investigation of the issues raised. MJR to report back to next meeting.</p>	<p>12/11/25</p> <p>Sign work and SID sockets installed 11/11/25. Road markings to follow (weather permitting)</p> <p>Proposed 'no waiting at any time' restriction at junction of Cricklade Road / New Road is currently being advertised.</p> <p>Advert – 13th November 2025</p>	MJR


		<p>27/11/24 Site inspection undertaken to look at section of verge south of junction with New Road. Suggest area of EcoGrid to maintain 'green' appearance but retard grass growth. Likely increase in cost £800.00. Area by Dairy House checked and shown as maintainable highway. MJR to arrange meeting with Geoff Greenaway and agree way forward. No financial allocation at this stage.</p> <p>12/02/25.Site meeting with Geoff Greenaway (Purton PC) 16/01/25. Minor changes requested including length of no waiting at any time to assist vehicles turning left from Station Road into Widham. Possibly combine this element with issue 11-24-01 to reduce legal costs.</p> <p>Agreed, allocate £5,500.00 with a 25% contribution payable by Purton Parish Council (£1,375.00)</p> <p>28/05/25 Work order for road markings/ signs / SID sockets to be issued on due course. Delivery late Summer 25</p> <p>Eco grid work and 'no waiting at any' time to follow once legal process complete. Allocation of £6000 carried forward into 25/26.</p> <p>27/08/25 Work order to be issued in due course. Delivery likely Oct 25. 'No waiting at any time' at the junction of Cricklade to be advertised together with the sites at Nore Marsh School and St Bartholomew's School. Likely end of September.</p>	<p>End of objection period – 8th December 2025</p> <p>If no objections are received, implementation early spring. If objections are received late spring / early summer 26</p>	
t)	<p>11-24-17 B4696 Braydon Road (Includes Lydiard</p>	<p>google.co.uk/map</p> <p>27/11/24 - Outline signs / road marking plan prepared and issued to Lydiard Millicent PC, Purton PC, and Lydiard Tregoze</p>	<p>12/11/25</p>	<p>MJR</p>

	<p>Millicent & Purton Parishes)</p> <p>Submitted 17/04/24</p>	<p>PC for comment and approval. Order to be issued before 31/12/24 for delivery early spring 2025.</p> <p>12/02/25 Sign works programmed for 17/2 Road Markings programmed for Spring 25.</p> <p>28/05/25 Signing / SLOWs now complete. Edge of carriageway markings outstanding but due to be completed in June 25.</p> <p>Allocation of £5,551.44 carried forward into 25/26.</p> <p>27/08/25 Access markings along length programmed for week commencing 1st Sept. Separate meeting arranged to discuss B4696 with cabinet member for Highways, Cllr Lay and PC scheduled for 10/09/25</p> <p>27/08/25 Access markings along length programmed for week commencing 1st Sept. Separate meeting arranged to discuss B4696 with cabinet member for Highways, Cllr Lay and PC scheduled for 10/09/25</p>	<p>All sign and lining work complete. Awaiting final account. Purton PC and Lydiard Millicent PC to be invoiced for contribution.</p> <p>Meeting with Cabinet member, members of PCs, local member took place on 10/09/25 to discuss ongoing safety concerns.</p> <p>New highway improvement request submitted by Braydon PC asking for improvements on B4696 and Braydon Crossroads.</p>	
<p>u)</p>	<p>11-24-21</p> <p>Length of C114 Water Eaton</p> <p>Submitted 06/05/2024</p>	<p>google.co.uk/maps</p> <p>22/05/24 - 40 /50mph Speed limits installed in autumn 23, but some drivers ignoring restriction. Request for increased police enforcement, Poles / sockets for SIDs, warning signs, Improved gateway at 40mph terminal point, c/way roundels.</p> <p>Limited options for improvements within 50mph section other than c/way roundels. Suggest focus on 40mph section with village gates at terminal points x 2, '40' roundels and SIDS. (sockets only, Devices to be provided by LPC)</p>	<p>12/11/25</p> <p>No contact received from Latton PC. Group to decide whether to remove issue or continue to place on hold.</p> <p>Cllr Dye explained LPC are in the process of reestablishing. MJR to resend proposal plan for C414 Water Eaton to clerk</p>	<p>MJR</p>

		<p>27/11/24 Site visit undertaken. Outline plan to be issued to LPC by mid-December. To be considered at Feb meeting.</p> <p>12/02/25. Minor Signs & Road markings. Outline design issued to LPC for comments. Copy sent to Cllr Dye.</p> <p>28/05/25 Email to clerk 04/02/25 with outline design requesting feedback. No response to date. Work cost estimate - £2,500</p> <p>27/08/25 - Cllr Dye explained that Latton parish council have been in hiatus, however they are aware of the current proposal and will respond in due course.</p>		
	<p>11-24-52 Tockenham village</p>	<p>28/05/25 - Request for 20mph speed limit assessment. Metro counts complete. Speed counts already undertaken at 3 sites, 7-day average 23.49mph, 24.03mph, 20.63mph</p> <p>AGREED - Allocate £3,100 for 20mph speed limit assessment with a 25 % contribution from Tockenham PC.</p> <p>27/08/25- 20mph study work commenced. Draft to be issued to Tockenham PC for comment in due course. Recommendation for 20mph limit likely.</p>	<p>12/11/25</p> <p>Tockenham 20mph assessment work has been picked up by major projects team looking at speed limits in the Lyneham, Bradenstoke and Tockenham area. No further requirement from LHFIF required. £3,100 allocation returned to overall budget. 20mph limit has been recommended for Tockenham. Awaiting confirmation of advert date. Remove from next tracker</p>	<p>To note</p>
	<p>11-24-09 High Street – Royal Wootton Bassett. Submitted 16/02/24</p>	<p>28/05/25 - Request for various changes on High Street including disabled bays, changes to Taxi ranks and loading areas, extension of no waiting ' / removal of parking bays. Extend the pavement to the entrance to Beamans Lane or install bollards to prevent parking.</p>	<p>12/11/25</p> <p>Waiting restrictions plan of High Street submitted to RWB TC who have confirmed the proposed areas for change. Draft proposals to be submitted in due course for comments.</p>	<p>MJR</p>

		<p>AGREED - undertake assessment work in 25/26. No budget allocation currently.</p> <p>27/08/25 Mapping of existing restrictions on High Street has commenced. Once complete a meeting to be arranged with RWB TC to discuss objectives / changes before amendments can be agreed and formally advertised .</p>		
	<p>11-24-33</p> <p>B4042 between RWB Rugby Club and RWB sports club.</p> <p>Submitted 15/12/24</p>	<p>https://www.google.com/maps/</p> <p>28/05/25 - Request for new footway / cycleway to link between the sports club and rugby club.</p> <p>AGREED - Allocate £1,800 for a topo survey with a 12.5% contribution from RWB TC & 12.5% contribution from Lydiard Tregoze PC.</p> <p>27/08/25 Topo survey complete. Design work due to commence Sept 25. Likely land issue as eastern end by sports club due to small area are not within adopted highway. Discussion required re. possible free dedication required. Outline design to be presented to group at next meeting. Note increase in topo cost from £1800 to £2400</p>	<p>12/11/25</p> <p>Outline design and cost prepared. Possible substantive bid for 2025/26 Provisional cost estimate is £92k.</p> <p>Free dedication of land by Buxton sports club required. Cost doesn't include any assessment of the existing 40mph speed limit Deadline for substantive bid submissions - Friday 12 December 2025.</p> <p>Plan shown to members. Cllr Bucknell suggested that a shared use cycleway / footway might be considered. MJR to prepare Option 2 which includes SUP. Members agreed to submit proposal for substantive bid for 2025/26 and allocate £10,000 of LHFIG funding. 3rd Party funding of £20,000 to further support bid to be requested from LMPC and RWB TC. (£10,000 each) MJR to contact.</p>	MJR

<p>11-24-30</p> <p>Chelworth Upper Green, Cricklade (east of crossroads with B4040)</p> <p>Submitted 16/01/25</p>	<p>28/05/25 - Local concerns relating vehicles losing control on double bend. Request for improved signing and a reduction in speed limit from 40mph to 30mph.</p> <p>AGREED - Allocate £4,000 with a 25% contribution from Cricklade Town Council.</p> <p>27/08/25 Design submitted and approved by CTC. Order issued to contractor. Awaiting programming.</p>	<p>12/11/25</p> <p>Work to W/C 24/11. Road markings to follow.</p>	
<p>11-24-41 - Pavenhill – Outside One Stop Shop</p> <p>Submitted 29/04/25</p>	<p>https://www.google.co.uk/maps/place/Pavenhill</p> <p>Request for extension to paving/kerbing adjacent to One Stop convenience store to incorporate communal access</p> <p>AGREED - undertake assessment / design work in 25/26. No budget allocation at this time</p> <p>27/08/25 Double yellow lines outside shop recently refreshed. Martin Cook and Cllr Lay have met on site to discuss. Further meeting with PC and local member likely before options can be drawn up.</p>	<p>12/11/25</p> <p>Site inspected. Gigaclear chamber preventing extension / raising of footway by shop.</p> <p>Suggest use of flexible self-righting pole cones (Rediweld) To discourage overrunning of area by pedestrian access. Estimate cost £2,000 https://www.rediweldtraffic.co.uk/products MJR to submit plan for consideration to PPC</p>	<p>MJR</p>

				
	<p>11-24-47 - Manor Hill, (Lydiard Millicent end)</p> <p>Submitted 16/05/25</p>	<p>Speeding issue in narrow section close to Lydiard Millicent. https://www.google.co.uk/maps/</p> <p>AGREED - undertake assessment / design work in 25/26. No budget allocation at this time.</p> <p>27/08/25 Feasibility work required. Due Nov 25</p>	<p>12/11/25</p> <p>Feasibility work to be undertaken Nov/Dec 25</p>	<p>MJR</p>
	<p>11-24-50 - Preston Lane, Primary school, Lyneham</p> <p>Submitted 09/04/25</p>	<p>https://www.google.com/maps/place/Lyneham</p> <p>The Parish Council would like to request a safety review for a defined crossing point in Lyneham at Preston Lane at the Primary School.</p> <p>AGREED - undertake assessment /design work in 25/26. No budget allocation at this time.</p>	<p>12/11/25</p> <p>Site visited Oct 25. 1 no. recorded PIC (slight) involving 7-year-old child in last 3 years. No obvious safety issue apparent, but some changes recommended for overall community benefit , including improvement to and removal of some existing signs. Possible '20' zone or part time advisory 20 would be suitable for this location.</p>	<p>MJR</p>

		<p>27/08/25 Feasibility work required. Due Oct / November 25</p>	<p>Traffic calming features are already present so overall cost of 20 zone would be greatly reduced.</p> <p>Group, including representatives from L&B PC agreed that 20mph zone for Preston Lane is worth further investigation. Feasibility work with costing to be presented to next meeting.</p>	
	<p>11-24-42 The Buffer, Ridgeway Farm.</p> <p>11-24-40 - High Street/College Road Lay-by.</p> <p>11-24-43 - The Peak/Reids Piece Purton C70 Hook</p>	<p>Request for improved signage of 20mph limit, roundels etc</p> <p>Request for improvements to one way signage and road markings.</p> <p>Request for Improvement to one way signage and road markings.</p> <p>C70 Hook - 30 Roundel at southern end of village and Refresh of gateway /repeater roundels (requested by Cllr Matthews)</p> <p>AGREED – Allocate £5,000 for Ad-Hoc road markings in RWB and Cricklade Area. NOTE - No 3rd Party Contribution.</p> <p>27/08/25 Order issued to contractor. Programmed for end of August 25</p>	<p>12/11/25</p> <p>Order issued. Works scheduled for 07/10/25 but not undertaken. Ongoing delay with road markings raised with senior management.</p> <p>High Street Collage Road Layby complete. Work scheduled 17/11. Night works</p>	<p>To note</p>

6.	Minor Signing schemes to be paid for by Town/ Parish Councils		
	No current schemes.		
7.	Any Other Business		
	Requests to be sent to the following email address. LHFIGrequests@wiltshire.gov.uk Please note that from Jan 2026 Wiltshire Council will no longer undertake traffic surveys free of charge. Further details re. cost to follow.		To note
8.	Date of Next Meeting		
	Wednesday 11th February @ 6pm via MS Teams		

Royal Wootton Bassett & Cricklade Local Highways & Footway Improvement Group

Highway Traffic Engineer – Martin Rose

Area Highway Engineer – Martin Cook

11. Environmental & Community Implications

- 11.1. Environmental and community implications were considered by the LHFIG during their deliberations. The funding of projects will contribute to the continuance and/or improvement of environmental, social and community wellbeing in the community area, the extent and specifics of which will be dependent upon the individual project.

12. Financial Implications

- 12.1. All decisions must fall within the Highways funding allocated to Royal Wootton Bassett & Cricklade Area Board.

- 12.2. If funding is allocated in line with LHFIG recommendations outlined in this report, and all relevant 3rd party contributions are confirmed, Royal Wootton Bassett & Cricklade Area Board will have a remaining Highways funding balance of **£9,567.45** Refer to **APPENDIX 1 UPDATE**)

13. Legal Implications

- 13.1. There are no specific legal implications related to this report.

14. HR Implications

- 14.1. There are no specific HR implications related to this report.

15. Equality and Inclusion Implications

- 15.1 The schemes recommended to the Area Board will improve road safety for all users of the highway.

16. Safeguarding implications

- 16.1 There are no specific Safeguarding implications related to this report.

17. Recommendations to Royal Wootton Bassett & Cricklade Area Board.

17.1

- B4042 between RWB Rugby Club and RWB sports club, footway / shared use path – Allocate **£10,000** for substantive bid. Additional 3rd party funding of £10,000 from Royal Wootton Bassett Town Council and £10,000 from Lydiard Millicent PC to be sought (total £20,000) Subject to agreement.

Members are requested to NOTE the correspondence and CONSIDER submitting a proposal.

Dear Towns and Parishes

Background

Following communication to clerks on 16 October 2025 announcing the areas to be included in Wiltshire Council's next Community Governance Review, which includes your parish, a briefing note was circulated on 20 November 2025 to announce the start of that review.

As noted in earlier communications a review does not mean that there will definitely be changes made to the governance arrangements of your town or parish. However, it is an opportunity to review those arrangements to ensure they reflect the identity and interests of local communities, and are as effective and convenient as can be – these are the statutory criteria for the review.

This email is asking for parishes to help circulate information about the review and solicit proposals (where appropriate) for changes to governance arrangements.

If your council would like to meet with representatives of the Electoral Review Committee to discuss further, please let us know as soon as possible.

Next steps

In addition to the briefing note the following webpage includes details of the timetable for the review, terms of reference, and general parish information for the areas under review [Community Governance Reviews - Wiltshire Council](#).

At this initial stage the Electoral Review Committee is particularly interested in hearing any proposals for changes, if appropriate, in the areas under review. Or, if no changes are felt to be appropriate, why that is the case. People may respond as individuals in addition to councils being able to respond as a body. **We are asking for initial proposals to be provided, where possible, by 31 December 2025.**

As a town or parish you may want to consider a number of questions:

- Have there been any changes in or around the parish which mean the external boundaries are no longer as effective and convenient as they could be? Do they reflect the identity and interests of communities in the area?
- Is the number of councillors appropriate and effective? Do you struggle to have contested elections? Do you often have vacancies you find it difficult to fill? Do you have too few councillors for the level of responsibilities taken on by the parish?
- If the parish is warded, do those wards still accurately reflect the nature of communities in the area? Is warding still an appropriate arrangement, or would it be more effective and convenient to have all councillors represent the whole parish? Is the number of councillors per ward appropriate?
- If the parish is unwarded, are all areas adequately represented, or could warding better reflect the identity and interests of the various communities in the parish?
- If you are a Parish Meeting with no council, is this active and therefore providing representation? Could a parish council be established? Would grouping or merger

with another area provide more effective governance? If you have a council, is this still the best way to provide effective and convenient governance?

- Does the name of the parish reflect the identity of its communities or common usage? (eg several parishes refer to themselves by a name which is not actually their legal name)
- If, as a council, you believe changes may be appropriate to external boundaries (eg in response to new development), has there been any discussion with the potentially impacted parish council around an appropriate solution?

General Responses

Not all parishes will have scheduled meetings remaining in 2025, so you may wish to raise informal or indicative proposals at this time, without committing to a specific suggestion, so that these may be explored properly. There will be further opportunity in the new year to raise proposals.

We ask that all your councillors be informed about the review, and encourage you to circulate as information to residents and partners, so that anyone may contact the Committee with any proposals, thoughts, comments, or other information they believe the Committee should take into consideration. Anyone may submit a representation, and this does not need to be the formal view of the town or parish council, who may or may not wish to provide formal submissions early in the New Year.

Any submissions can be sent to this email address for attention for the Committee. Any representations should focus on the statutory criteria. Council tax precept levels are not a relevant factor to be considered.

Recommendations

The Committee plans to prepare draft recommendations for the parishes under review around February 2025, so it is important for parishes to provide any and all relevant information and views, to enable them to consider appropriate (if any) action.

Any recommendations made would be subject to public consultation and may be amended.

This email has been sent to clerks and, where we have a contact email, the Chair of the council/mayor. It has also been sent to Unitary Councillors for information.

Kieran Elliott

Democracy Manager (Democratic Services)

Legal, Democracy, and Governance

**Lydiard Millicent Parish Council
Personnel Committee**

Terms of Reference

The Personnel Committee is appointed to make recommendations to the Parish Council regarding all staffing matters, subject to budget and expenditure limits. Legal responsibility for the decisions and actions of the Committee remains with the Parish Council.

- a) The Committee will comprise a minimum of four members and a maximum of five, each of whom will be a Councillor.
- b) The Chairman and Vice-Chairman of the Council will have automatic membership. All members of the Committee will have full voting rights.
- c) All other members of the Parish Council have the right to attend a meeting and make representations on the matters being discussed however, only Committee members have the right to vote.
- d) The quorum will be three Councillors.
- e) Any elected Committee member can preside, by agreement, in the absence of a Chairman.
- f) Appointment of members to the Committee after initial formation will normally take place at the Annual Meeting of the Council and remain in effect until the next Annual Meeting.
- g) A Chairman will be elected annually by the Committee at its first meeting.
- h) The Committee will meet as required to fulfil its responsibilities.
- i) Due to the confidential content of personnel meetings, the public and press will not be permitted to attend the meetings, and that no public notice is required.
- j) Reporting to the Parish Council will be by circulation of minutes to all Councillors and acknowledgement of this at the next meeting of the Parish Council.
- k) The Parish Clerk or nominated Committee member will be responsible for the recording and distribution of minutes.
- l) The Committee Chairman will be the line manager to the Parish Clerk.
- m) All members must preserve confidentiality for all individual staffing matters pertaining to the business of the Committee as well as adhering to the General Data Protection Regulations.

The Committee has delegated authority from the Parish Council to fulfil the following responsibilities, roles and functions, making recommendations to the Parish Council as appropriate to:

- ensure that suitable HR arrangements and insurances have been established and reviewed.
- oversee the recruitment and appointment of staff
- consider and make relevant recommendations on appointment, terms and contractual matters to the Parish Council for all staff (including job descriptions)

- carry out annual reviews of relevant policies and make recommendations to the Parish Council.
- establish and review the salary pay scale reference points.
- establish and review the performance management system (including annual appraisals)
- establish a training and development policy for Councillors and Staff.
- maintain overview of the Parish Council's Health & Safety obligations and ensure that there are relevantly trained Council staff to carry out annual and specific risk assessments and address Health and Safety issues across the Parish Council's assets
- allocate and manage the training, meetings and conferences section of the budget or up to £250 per item as long as that payment does not exceed the maximum amount of the budget. Payments exceeding this amount require authorisation from the Parish Council
- allocate a maximum delegation level to the Committee Chairman and Parish Clerk in order to organise training, when training cannot be planned in advance.
- organise staff appraisals, which will be carried out by the ~~Committee Chairman and the~~ Parish Clerk, with the exception of the Parish Clerk, whose appraisal will be carried out by the Committee Chairman and Chairman or Deputy Chairman of the Council ~~and the Committee Chairman~~.
- keep under review staff working conditions and health and safety matters
- ensure that the Council complies with all legislative requirements relating to the employment of staff
- consider and action grievance or disciplinary matters in accordance with the Parish Council's grievance or disciplinary policies.
- oversee any process leading to recruitment or dismissal of staff including redundancy (dismissal of staff is a decision of Parish Council unless delegated by a resolution in individual instances).

Lydiard Millicent Parish Council
Recruitment and Selection Policy

Introduction

This policy document presents the process to be followed whenever the Parish Council wants to recruit a new member of staff.

Aims

The process sets out the minimum requirements of the recruitment process that aims to:

- Attract and select the best possible applicants to vacancies
- Meet statutory requirements of the Equality Act 2010
- Treat all applicants fairly and clearly
- Offer a fair, equitable and competitive process

Recruitment/Interview Panel

- An interview panel will be appointed from the Personnel Committee, comprising of a minimum of three people including the Parish Clerk where appropriate (ideally, mixed gender).
- The Personnel Committee will have the delegated power to deal with the appointment process from beginning to end.

Job Description

- Job descriptions will be created for the roles. For an existing role, this will be produced by reviewing the existing job description to ensure that it is current and modifying as necessary.
- A person specification should be produced indicating the essential and desirable skills and experience required to carry out the role.

Advertising

- The Personnel Committee shall determine where the position should be advertised, and consider the use of social media, the council website, online recruitment and agencies such as WALC. The vacancy should be advertised for a minimum of at least two weeks. The closing date for applications shall be included in any advertisements.

Recruitment Materials

- The Committee will accept CV's and Personal Statements.

Short-listing - When the application closure date is reached:

- All applicants will be considered against the specifications for the post to produce a short-list.
- Applicants will be considered based on their suitability for the post, regardless of their marital status, age, gender, culture, religious belief, ethnic origin or sexual orientation.
- All applicants shall receive correspondence regardless of whether they are successful in reaching the interview stage or not.
- The relevant job description will be made available to candidates on request.

Interview stage

When the short-list has been produced an interview will be held with each short-listed applicant.

- Interviews will ~~always~~ be conducted face to face or via Zoom virtually using recognised software such as MS Teams or Zoom. Formatted: Strikethrough
- At or before the interview, candidates will be required to prove their identity against photo ID (for example a passport, birth certificate or driving licence) and produce documents to prove they are eligible to work in the UK.

Lydiard Millicent Parish Council
Recruitment and Selection Policy

- At the interview, candidates will be questioned using a set of standard questions plus specific questions related to their application
- The questions will be formulated from the criteria listed in the job description, advert and specific areas of the role.
- Each candidate will be scored against each selection criterion.

Candidates - will always be required to explain satisfactorily:

- any gaps in employment
- any anomalies or discrepancies in the information available
- their suitability for the role and their skill set, knowledge, and expertise

After Interviews

1. The interview/selection panel will determine the most suitable candidate for the role and submit to the Personnel Committee for approval.
2. The successful candidate will be offered the position, subject to satisfactory references where required.
3. Any reference will be taken up before employment commences.
4. Any references will be sought directly from the Referees. References or testimonials provided by the candidate will never be accepted.
5. Unsuccessful candidates will receive communication regarding the decision once the successful candidate has accepted the role. Unsuccessful candidates will be offered the option of feedback on the reason for the decision.
6. Qualifications will be checked against actual certificates where appropriate, and copies taken for their personnel files.
7. Interview records will be treated as confidential and held for 6 months before being destroyed.

7-8. All staff employed by LMPC are expected to sign the Statement of Main Terms of Employment document on appointment.

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Induction and Probationary Period

1. There shall be a standard 13-week probationary period for all new members of staff.
2. For all new staff, a clearly written and structured induction programme shall be implemented.
3. The programme shall include shadowing/handover training where possible, Health & Safety and GDPR training and opportunities to read and discuss the Council's policies and procedures.
4. Throughout the probationary period, all new staff members will receive regular meetings with ~~the Personnel Committee Chairman~~ their Line Manager to discuss how it is going and identify any further training and development needs.
5. At the end of the probationary period the Personnel Committee shall review performance and agree on one of the following:
 - a. Successful completion of probation
 - b. A further extension of the probationary period, along with agreed criteria for improved performance
 - c. The employee has failed to satisfactorily complete the probationary period and the full Parish Council needs to review next steps.

Adopted by Full Council on ~~2-December-2021~~ December 2025

Lydiard Millicent Parish Council
Recruitment and Selection Policy