

LYDIARD MILLICENT PARISH COUNCIL MEETING
2 July 2026
held at the Jubilee Club House, Lydiard Millicent
at 19:00 hrs

Councillors Present:

S Westwood, Chairman	L Bamsey	G Griffiths
	R Selwood	S Trowbridge

Others in Attendance: 29 members of the public and Wiltshire Councillor Andrew Matthews

Meeting Clerk: Hayley Graham

Public Question Time:

- A resident asked if the sign on the site of the old play area at The Mews with “no ball games” allowed could be reinstated. The Clerk confirmed that further to email correspondence earlier in the day, this would go on the agenda for September for consideration.
- A resident highlighted that the verge in Bagbury Park raised in a previous meeting is still waiting to be reinstated. The Clerk confirmed there are works for a new connection planned in the area from 23 – 29 July and will verify with Wiltshire Council that these works are in relation to the same issue.
- A resident highlighted that many silage tractors with trailers are speeding and do not have licence plates on their trailers.
- A resident suggested that traffic management throughout the whole parish needs addressing, including a reduction in speed limit to 20mph. Councillor Westwood confirmed this is something the Council are aware of and are working with Wiltshire Council’s Local Highway and Footway Improvement Group (LHFIG) to address.

Councillor Question Time:

- Councillor Bamsey asked if there was any update on activity seen to be carried out in the land off of Restrop Road last month. No further activity has been witnessed.

MINUTES

26.66 Apologies for Absence

Apologies were received from Councillors Allsop, Neighbour and Roberts.

26.67 Declarations of Interest and Dispensation Requests

There were no declarations of interest made and no dispensation requests received.

26.68 Chairman’s Announcements

Following the resignation of Councillor Sprules, a vacancy will soon be available with co-option expected in the next meeting in September.

The village fete takes place this weekend at the Parish Hall and adjacent field from 1 – 6pm.

The Electoral Review Committee at Wiltshire Council are meeting on Tuesday 7 July at 2.30pm in which proposed changes impacting our parish will be discussed. The meeting is public and speakers are welcome to attend to make a statement to the Committee.

Alternatively, the meeting will be streamed online, details of which will be shared on the Council’s Facebook page.

26.69 Minutes

Members CONSIDERED the minutes of the Parish Meeting 4 June 2026. The minutes of the meeting were ADOPTED as a true record and signed by the Chairman.

26.70 Co-Option of New Councillor

Members CONSIDERED applications from two candidates. Both candidates were proposed and seconded before the matter was put to the vote. By majority, Members RESOLVED that Mark Claydon-Smith be co-opted onto the Parish Council with immediate effect. The

Declaration of Acceptance of Office was signed by the newly elected Councillor and witnessed by the Clerk, and the Chairman invited Councillor Claydon-Smith to join the meeting.

In accordance with Standing Order 1a, the Chairman brought forward agenda item 8c.

Planning Applications

26.71a Standing Orders were SUSPENDED for public comment on the appeal documentation in relation to PL/2025/03211 – land off Meadow Springs. The Chairman clarified that there was not yet a live appeal, and that the appeal submission has yet to be validated by the Planning Inspectorate. The Chairman also confirmed that all representations uploaded to the Wiltshire Council planning portal on the original application will be provided to the Planning Inspectorate as standard. There were a number of resident comments, questions and concerns raised, such as:

- A resident has been in touch with Sarah Gibson MP supports the refusal of this application.
- Councillor Trowbridge asked how long the Council would have to submit a representation. The Clerk confirmed 5 weeks from appeal verification, less a few days in which Wiltshire Council update their planning portal and notify those who have previously submitted representations on the original application.
- A resident suggested any representation submitted by the Council should focus on the primary reasons for the original refusal.
- A resident asked if the Council should start exploring cost implications for a judiciary review should one be required. Wiltshire Councillor Andrew Matthews advised that the legal team at Wiltshire Council is already engaged.

The Chairman confirmed that the appeal will be brought to Council once it has been validated, so that the Council can consider a response. This may be at the September meeting or via an extraordinary meeting, depending on timescales.

Standing Orders were REINSTATED before Members discussed further.

26.71b 19 members of the public left the meeting.

26.72 Wiltshire Councillor Update

Wiltshire Councillor Matthews has submitted a representation in relation to the Community Governance Review impacting the parish.

Wiltshire Council has just published its financial performance figures for 2025-2026 with an underspend of just under £1m.

Cabinet has agreed to the commencement of a new local plan. Consultations and calls for sites will be commencing soon.

Wiltshire Councillor Matthews is still establishing how the Parish Council could benefit from the funding recently announced by Wiltshire Council for bleed kits.

Wiltshire Councillor Matthews is expecting a Member briefing in the near future in relation to a change coming in October to the call in process and will update further at the next meeting.

26.73 Financial Accounts

- a. Members APPROVED payments reference "Payments for Approval" attached as Appendix 7a in the amount of £53.62 (ex. VAT).
- b. Members APPROVED the Cash and Investment Reconciliation statement for the Unity Trust Bank as at 31 May 2026 with a closing balance of £47,413.62.
- c. Members APPROVED the Bank Statement for the Unity Trust Bank as at 31 May 2026 with a closing balance of £47,413.62.
- d. Members APPROVED the Cash and Investment Reconciliation statement for the Public Sector Deposit Fund as at 31 May 2026 with a closing balance of £68,109.12.
- e. Members APPROVED the Statement of Account for the Public Sector Deposit fund as at 31 May 2026 with a closing balance of £68,109.12.
- f. Members APPROVED the Cash and Investment Reconciliation statement for the Lloyds Charge Card as at 31 May 2026 with a closing balance of £-28.44.

- g. Members APPROVED the Charge Card statement for the Lloyds Charge Card as at 26 May 2026 with a closing balance of £-28.44.
- h. Members NOTED the Payments List reference "Payments List to 21 June" attached as Appendix 7c in the amount of £8,099.29 (ex. VAT).
- i. Members NOTED the Income Report to 31 May 2026 reference "Income Summary as at 31 May" attached as Appendix 7d in the amount of £52,524.38.
- j. Members RESOLVED to delegate authority to Councillors Griffiths, Trowbridge and the Clerk for a maximum expenditure of £398.00 (three hundred and ninety-eight pounds) (ex. VAT) to extend the warranty on the Council's two speed indicator devices, pending further information in relation to the service that could be expected from the supplier should the warranties not be extended. Costs to be met from General Reserves
- k. Members RESOLVED to enter into a 36 month contract with Flotek to continue using its virtual desktop services.

Planning Applications

Members RECEIVED a report from Planning Group A.

Application: PL/2026/03076 – Householder Planning Permission	Applicant: Mr & Mrs McGrath
Address: 21 The Beeches, Lydiard Millicent, SN5 3LT	
Proposal: Proposed substitute single storey side extension for a utility room. New side and rear extension, replacing garage and conservatory. Replacement of roof to allow the construction of two bedrooms and bathrooms including a dressing room. Erection of outbuilding in rear garden	
Members RESOLVED to make NO COMMENT on the application.	

26.74a

Members NOTED the following Wiltshire Council decisions:

26.74b	Application: PL/2026/01525 – Permission in Principle	Applicant: Messrs H & P Birch
	Address: Petroil Ltd, The Coach House, Common Platt, SN5 5JZ	
	Proposal: Permission in Principle for residential development of a minimum of 3 and maximum of 4 dwellings (Use class C3)	
	WC Approved	
26.74c	Application: PL/2026/02185 – Householder planning permission	Applicant: Mr L Barry
	Address: 8 Greatfield, Royal Wootton Bassett, SN4 8EQ	
	Proposal: Change of use from store to annexe (in rear garden) and erection of 70m long 1.8m high boundary fence in rear garden	
	WC Approved with Conditions	
26.74d	Application: PL/2025/03818 – Full planning permission	Applicant: Mr J Bloomfield
	Address: Oaklands House, Wood Lane, Braydon, SN5 0AH	
	Proposal: Erection of replacement dwelling	
	WC Approved with Conditions	

6 members of the public left the meeting.

Clerk's Report

- 26.75 Members NOTED the report and resolved to close the following items:
- 26.28h – Financial accounts (Councillor name badges)
 - 26.36 – Electrical works at JCH
 - 26.43 – Financial accounts (Handyman RoSPA training)

Communications

- 26.76 Members NOTED the following communications:
- a. Wiltshire Council 5 Year Housing Land Supply and Gypsies Travellers Accommodation Assessment
 - b. Wiltshire Council issued residents newsletter re: Common Platt substantive bid works
 - c. Email from Wiltshire Councillor Andrew Matthews to Electoral Review Committee
 - d. Modified Purton Parish Neighbourhood Plan 2025-2020 – Made June 2026
 - e. Wiltshire Council Traffic Regulation Order – C414 Greatfield
 - f. Wiltshire Council Temporary Traffic Regulation Order – Lydiard Green – 23 July
 - g. Wiltshire Council Speed Limit Policy – January 2026

- h. Wiltshire Council Briefing Note – Crisis and Resilience Fund Update
- i. Wiltshire Council Notice of Variation of Enhanced Partnership Plan and Scheme

26.77 Credit Control and Debt Collection Policy

Members ADOPTED the updated policy as presented.

26.78 Shade for Jubilee Club House Play Area

Members NOTED the report, Councillors Selwood and Trowbridge will investigate shade solutions for the gravelled section of the play area. An update is to be brought to the September meeting.

26.79 Cemetery Spoils Area Gate

Members NOTED the report and CONSIDERED the quotes received. After discussions, Members RESOLVED to accept quote 2 at a cost of £680.00 (six hundred and eighty pounds) (ex. VAT) to replace the spoils area gate, 3 fence posts and dispose of all removed materials. Costs to be met from General Reserves.

26.80 Local Highway and Footway Improvement Group

Members NOTED the final meeting notes and documents from the meeting held on 21 May.

26.81 Personnel Committee

Members APPOINTED Councillor Bamsey to the Personnel Committee.

26.82 Council and Community Representatives

Members RECEIVED the following updates:

Speed Indication Devices (SID) – Councillors Neighbour and Trowbridge

The data captured has highlighted a significant issue with speeding along Stone Lane, particularly around school hours. Contact has been made with the Community Speedwatch Team and further investigations are being carried out in relation to the installation of AutoSpeedWatch cameras on the SIDs.

SID at Common Platt (towards Common Platt)

- Av. speed 26mph
- Max. speed 60mph

SID at Stone Lane (towards Common Platt)

- Av. speed 34mph
- Max. speed 87mph

The SID at Common Platt will be moved to Greatfield.

Neighbourhood Plan – Councillor Claydon-Smith

The draft plan has been submitted to Wiltshire Council to establish if a strategic environmental assessment is required.

26.83 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 to Meetings) Act 1960.

Wiltshire Councillor Andrew Matthews and 4 members of the public left the meeting.

Personnel Matters

- 26.84a Members NOTED the report and CONSIDERED the recommendations. Members APPROVED an SCP increase as recommended for the Clerk from 1 July subject to the Clerk achieving the CiLCA qualification.
- 26.84b Members APPROVED the terms for the maternity cover RFO in relation to SCP as recommended and 2 hours per week.
- 26.84c Members RECEIVED a verbal update from Councillor Westwood to confirm that 4 applications were received for the maternity cover Clerk role, and 2 interviews have been scheduled for 20 July.

26.84d Members RESOLVED to delegate authority to the Personnel Committee to appoint a candidate for the maternity cover Clerk role.

Meeting Closed at 20.48hrs

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

Councillors Present:

S Westwood, Chairman M Claydon-Smith G Griffiths S Hill-Wheeler
M Allsop, Vice Chairman J Neighbour S Trowbridge

Others in Attendance: 8 members of the public.

Meeting Clerk: Hayley Graham

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

MINUTES

26.85 Apologies for Absence

Apologies were RECEIVED from Councillors Bamsey and Selwood. Councillor Roberts did not send apologies and was not present.

26.86 Declarations of Interest and Dispensation Requests

The following declarations of interest were made:

Name	Min Ref	Type	Nature of Interest	Action
Cllr Allsop	26.92a 26.92b	Non-Pecuniary	Trustees of Parish Hall who lease the field to which the contract pertains	Did not take part in discussions, did not vote
Cllr Neighbour	26.92a 26.92b	Non-Pecuniary	Trustees of Parish Hall who lease the field to which the contract pertains	Did not take part in discussions, did not vote

No requests for dispensations were received.

26.87 Financial Accounts

- a. Members APPROVED payments reference "Payments for Approval" attached as Appendix 3a in the amount of £27.83(ex. VAT).
- b. Members NOTED the report in relation to the Recreation Field height restrictor insurance claim. The Clerk updated the Council to confirm the insurers have now confirmed that the claim has been accepted however any losses they are unable to recoup from the responsible party's insurer may be recouped via an increase in premium next year.

26.88 Communications

Members NOTED the following communications:

- a. Timetable for Preparation and Commencement of the Wiltshire Local Plan
- b. Wiltshire Council Local Plan Call for Sites
- c. Wiltshire Council Briefing Note: Future Energy Landscapes Briefing
- d. Wiltshire Council Briefing Note: Neighbourhood Planning Update July 2026
- e. Wiltshire Council Briefing Note: National Scheme of Delegation of Planning Functions

26.89 JCH Water System Works

Members CONSIDERED the recommendation and APPROVED the expenditure of £817.00 (eight hundred and seventeen pounds) (ex. VAT) for annual legionella compliance work to be carried out at the Jubilee Club House. Costs to be met from the JCH building maintenance budget.

Planning Applications

Members CONSIDERED a report from Group B and after discussions:

Application: PL/2026/03989 – Householder planning permission Address: 13 The Beeches, Lydiard Millicent, SN5 3LT Proposal: Proposed Side and Rear Extensions, Proposed Replacement Roof to Accommodate Room in the Roof Construction for Bedrooms/Bathrooms & Other Internal Alterations	Applicant: Mr Dubey Closing Date: 10 August
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26.90a

Members RESOLVED to COMMENT on the application with the following points:

- Noted that this application appears to have made improvements upon previous designs
- Noted that the roof height appears to have increased since the last applications
- That obscured / restricted opening roof lights should be a condition if the application is approved to protect the amenity of immediate neighbours
- That there should be no further increase in scale, height or building footprint in future.

Members NOTED the following Wiltshire Council decisions:

26.90b

Application: PL/2026/02318 – Householder Planning Permission Address: 5 Park View Drive, Lydiard Millicent, SN5 3LX Proposal: Proposed side extension	Applicant: A Collett WC Approved with Conditions
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26.90c

Application: PL/2026/02092 – Removal/Variation of Conditions Address: 6 The Crescent, Common Platt, SN5 5LA Proposal: Variation of condition 2 (approved plans) & 3 (materials) on 15/01419/FUL to allow for design changes	Applicant: A Gottfried WC Approved with Conditions
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26.90d

Members NOTED the Planning Inspectorate's appeal decision notice in relation to PL/2025/09044 – Woodside End Stables, Greenhill.

26.90e

Members NOTED the notification of hearing appeal in relation to Planning Inspectorate's appeal reference 6009918 (PL/2025/03211 – Land off Meadow Springs, Lydiard Millicent).

26.90f

Standing Orders were SUSPENDED for public comment, in which the Chairman clarified that the Planning Inspectorate will be provided with all comments and representations from the original planning application but it is worth submitting any representations again. Standing

26.90g

Orders were REINSTATED before Members discussed further.

26.90h

It was noted that the deadline for submissions is 21 August and the hearing will be held on 13 October. Members RESOLVED to delegate the drafting of a written submission to Councillors Claydon-Smith, Trowbridge and Westwood to cover, but not limited to, the following issues:

- Conflict with spatial strategy
- Impact on local gap
- Contradiction with housing needs survey
- Neighbourhood plan survey site identification results
- Unsustainability of location including transport needs
- Housing density and
- To address the agent's comment relating to the absence of housing allocations in current neighbourhood plan.

3 members of the public left the meeting.

26.91

Planning Groups

Members APPOINTED Councillor Claydon-Smith to Planning Group A.

26.92a

Community Field Grounds Maintenance Contract

Members NOTED the report and APPROVED an expenditure of £874.00 (eight hundred and seventy-four pounds) (ex. VAT) to contract John O'Conner for the grounds maintenance

servicing of the Community Field for the period 3 October 2026 – 2 October 2027. Costs to be met from the Community Field budget line.

26.92b Members APPROVED the updated contract for issue and signing.

Cemetery Exception Request

26.93a Members NOTED the correspondence and CONSIDERED the request. Standing Orders
26.93b were SUSPENDED for public comment and REINSTATED before Members discussed
26.93c further. After discussions, Members RESOLVED to grant an exception and waive double
26.93d interment fees for AW as a non-resident.

26.94 **Exclusion of the Public and Press**

The Chairman will request members to CONSIDER the following proposal: That due to the cor
nature of the following item 'That the following items be conducted under the Public Bodies
(Admission to Meetings) Act 1960 – therefore the public and press will be excluded'.

26.95 **Personnel Matters**

Members NOTED the report from the Personnel Committee in relation to a verbal offer being
made to a candidate for the Interim Clerk role.

Meeting Closed at 20.24hrs

Payments for Approval - 3 September 2026**Item 6a**

Supplier	Invoice		Description	Net	VAT	Total
	Number	Date				
Amazon	R7AEUI	30 Jun 26	USB to Ethernet Adaptor for Laptop	6.66	1.33	7.99
Amazon	CDAEUI	03 Jul 26	USC to Multiple USB Hub for Laptop	5.83	1.17	7.00
Amazon	2RAEUD	30 Jul 26	HDMI to VGA Cable for Laptop	4.24	0.85	5.09
Amazon	RDAEUI	03 Aug 26	First Aid Kit Supplies	8.85	1.77	10.62
Amazon	2KQQVI	03 Aug 26	First Aid Kit Supplies	2.87	0.58	3.45
Kevin Thompson	2026015	13 Aug 26	July Cricket Pitch Maintenance	450.00	0.00	450.00
				478.45	5.70	484.15

Lydiard Millicent Parish Council

Bank - Cash and Investment Reconciliation as at 31 July 2026

Confirmed Bank & Investment Balances

Bank Statement Balances

31/07/2026	The Public Sector Deposit Fund	88,543.64
31/07/2026	Unity Bank **873	12,998.87
27/07/2026	Lloyds Charge Card	-94.08

101,448.43

Receipts not on Bank Statement

0.00

Closing Balance

101,448.43

All Cash & Bank Accounts

2	The Public Sector Deposit Fund	88,543.64
3	Unity Bank	12,998.87
5	Lloyds Charge Card	-94.08

Other Cash & Bank Balances 0.00

Total Cash & Bank Balances 101,448.43

Unity Bank

Payments made between 22/06/2026 and 20/08/2026

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
22/06/2026	EE&TMobile	8336702	26.59		4.43	4006	101	22.16	Clerk Mobile
23/06/2026	Castle Water	10343837	5.96			4003	201	5.96	Cemetery Water
25/06/2026	Smart Fuse Limited	0640	507.60		84.60	4070	301	423.00	EICR Inspection
25/06/2026	Smart Fuse Limited	0641	426.37		71.06	4122	301	355.31	2x Flood Lights & Sensors
25/06/2026	Smart Fuse Limited	0642	881.84		146.97	4122	301	734.87	Changing Room Fan & Controller
25/06/2026	Smart Fuse Limited	0643	173.10		28.85	4122	301	144.25	Replacement Kitchen Light
25/06/2026	Badgemaster Limited	2114172	103.86		17.31	4035	101	86.55	5 x Cllr Name Badges
25/06/2026	Master Land & Planning	25002/3/1	2,080.80		346.80	4055	702	1,734.00	Stage 3 - Writing Draft Plan
						330		-1,734.00	Stage 3 - Writing Draft Plan
						6000	702	1,734.00	Stage 3 - Writing Draft Plan
25/06/2026	Rentokil Initial UK Ltd	35841065	84.00		14.00	4121	301	70.00	36 Toilet Rolls
25/06/2026	Microshade VSM	476375	150.22		25.04	4053	101	125.18	Cloud Hosting Fees
26/06/2026	Nest Pensions	N/A	63.05			4014	101	63.05	Clerk Pension
27/06/2026	Arc Media	N/A	123.87			4036	101	123.87	Spring 2026 Newsletter
						325		-123.87	Spring 2026 Newsletter
						6000	101	123.87	Spring 2026 Newsletter
27/06/2026	Staff Salaries	N/A	1,446.06			4008	101	18.00	July Salaries
						4000	101	1,428.06	July Salaries
29/06/2026	British Gas	15211027	73.27		3.49	4005	301	69.78	JCH Electricity
29/06/2026	Staff Salaries	N/A	1,999.45			4008	101	18.00	June Salaries
						4000	101	1,981.45	June Salaries
30/06/2026	Business Waste Limited	2068658	0.86		0.14	4105	301	0.72	Waste Excess Weight
30/06/2026	Unity Trust Bank	N/A	12.25			4057	101	12.25	Service Charges
01/07/2026	Wiltshire Council	N/A	103.00			4002	301	103.00	Business Rates
09/07/2026	High Speed Training	2855665	48.00		8.00	4010	101	40.00	Admin/Handyman Lone Working
09/07/2026	Walfins Limited	295117	7.95		1.33	4124	301	6.62	Strimmer Cord Replacements
09/07/2026	A J Stone	3419	500.00			4142	201	500.00	Grave Digging - H20 Saunders
09/07/2026	Greatfield Nurseries	61612973	10.43		1.74	4105	201	8.69	Topsoil for Cemetery Plot D38
09/07/2026	Aldi Stores	N/A	7.00			4021	101	7.00	APM Refreshments
10/07/2026	Lloyds Charge Card	111-2	402.00			206		402.00	Charge Card Balance Payment

Subtotal Carried Forward:

9,237.53

0.00

753.76

8,483.77

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
13/07/2026	Everflow	5698713	121.08			4003	301	121.08	JCH Water
14/07/2026	Business Waste Limited	2088589	95.44		15.90	4105	301	1.40	Waste Removal
						4105	201	1.40	Waste Removal
						4105	301	45.44	Waste Removal
						4105	201	31.30	Waste Removal
14/07/2026	B. Online Ltd	2245653	43.14		7.19	4006	101	35.95	Broadband
14/07/2026	3 Business Services	2744064	12.12		2.02	4006	101	10.10	Staff SIM Contracts
15/07/2026	Inception Business Technology	4007167	59.07		9.84	4032	101	49.23	Printing / Lease
15/07/2026	HMRC Income Tax	N/A	441.83			4007	101	441.83	June Tax / NI
20/07/2026	Castle Water	10591314	20.07			4003	201	20.07	Cemetery Water
20/07/2026	Investment A/C	111-2	20,000.00			201		20,000.00	Reinvestment Min Ref 26.53i
20/07/2026	Corona Energy	20193863	94.61		4.51	4005	301	90.10	JCH Gas
21/07/2026	EE&TMobile	4219118	26.59		4.43	4006	101	22.16	Clerk Mobile
24/07/2026	HM Land Registry	OC1	7.00			4055	101	7.00	Title Plan The Mews
27/07/2026	Kevin Thompson	2026012	525.00			4312	304	525.00	Cricket Pitch Maintenance
27/07/2026	Microshade VSM	491146	150.22		25.04	4053	101	125.18	Hosting Fees
27/07/2026	Greatfield Nurseries	71709972	16.13		2.69	4131	303	13.44	Post Cement - Play Area Fence
27/07/2026	Cook & White Window Cleaning	N/A	90.00			4106	401	90.00	Bus Stop Cleaning
28/07/2026	Nest Pensions	N/A	78.26			4014	101	78.26	Clerk Pension
28/07/2026	Fox Miah Ltd - Betterclean	N/A	544.30		90.72	4120	301	453.58	JCH Cleaning
29/07/2026	British Gas	15580122	73.80		3.51	4004	301	70.29	JCH Electricity
30/07/2026	John O'Conner	130578	1,182.44		197.07	4101	201	52.46	June Grounds Maintenance
						4101	301	812.71	June Grounds Maintenance
						4101	401	120.20	June Grounds Maintenance
30/07/2026	John O'Conner	130759	85.00		14.17	4129	402	70.83	June C. Field Grounds Maint.
30/07/2026	Staff Salaries	N/A	701.10			4000	101	701.10	July Salaries
31/07/2026	Unity Trust Bank	N/A	12.85			4057	101	12.85	June Service Charges
03/08/2026	Wiltshire Council	N/A	103.00			4002	301	103.00	Business Rates
10/08/2026	Lloyds Charge Card	27 Jul	94.08			206		94.08	Charge Card Balance
13/08/2026	3 Business Services	2744065	12.12		2.02	4006	101	10.10	Staff SIM Contracts
13/08/2026	Everflow	5803365	415.04			4003	301	415.04	JCH Water
14/08/2026	Business Waste Limited	126990	96.28		16.04	4105	301	2.10	JCH Waste Fuel Surcharge
						4105	201	1.40	Cemetery Waste Fuel Surcharge

Subtotal Carried Forward:

34,338.10

0.00

1,148.91

33,112.45

Nominal Ledger Analysis									
<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Details</u>
						4105	301	45.44	JCH Waste Removal
						4105	201	31.30	Waste Removal
14/08/2026	B. Online Ltd	2275114	26.66		4.44	4006	101	22.22	Broadband
14/08/2026	Inception Business Technology	4007661	33.33		5.56	4032	101	27.77	Printing and Lease
14/08/2026	HMRC Income Tax	N/A	535.43			4007	101	535.43	July Tax / NI
17/08/2026	British Gas	15786224	40.52		1.93	4004	301	38.59	JCH Electricity
19/08/2026	Castle Water	899643	5.96			4003	201	5.96	Cemetery Water
Total Payments:			34,980.00	0.00	1,160.84			33,819.16	

Nominal Ledger Analysis									
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
26/06/2026	Lloyds Bank PLC	N/A	3.00			4057	101	3.00	Monthly Charge Card Fee
30/06/2026	Amazon EU	9MAEUI	17.99		3.00	4035	101	14.99	Copier Paper x 5
30/06/2026	Amazon EU	DBAEUI	17.99		3.00	4035	101	14.99	Copier Paper x 5
30/06/2026	Amazon EU	MOAEUI	17.99		3.00	4035	101	14.99	Copier Paper x 5
30/06/2026	Amazon EU	RCAEUI	17.99		3.00	4035	101	14.99	Copier Paper x 5
02/07/2026	HP Inc UK Limited	251704	19.12		3.19	4022	101	15.93	JCH Bluetooth Keyboard
							324	-15.93	JCH Bluetooth Keyboard
						6000	101	15.93	JCH Bluetooth Keyboard
27/07/2026	Lloyds Bank PLC	112-2	3.00			4057	101	3.00	Monthly Charge Card Fee
Total Payments:			97.08	0.00	15.19			81.89	

LMPC Income Summary		2026-2027
Income received as at		31/07/2026
Category		Amount
Cemetery Burials		£1,300.00
Cemetery Memorials		£750.00
Community Field		£687.36
Cricket		£2,048.00
Defra		
Exclusive Rights		£285.00
Field and Hall Hire		£169.50
Football		£3,785.00
Grants		
Lydiard Plain Rental		
PSDF Income		£861.53
Sale of SIDs		£1,500.00
Wayleave		
	Total	£11,386.39
Precept		£36,646.50
Vat Refund 25/26		£10,137.69
	Total	£58,170.58

Summary Income & Expenditure by Budget Heading 30/06/2026

Cost Centre Report

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
101	General Administration						
	Income	37,293	75,865	38,572			49.2%
	Expenditure	12,949	47,388	34,439		34,439	27.3%
	Net Income over Expenditure	<u>24,344</u>	<u>28,477</u>	<u>4,133</u>			
	plus Transfer from EMR	333	0	(333)			
	less Transfer to EMR	0	0	0			
	Movement to/(from) Gen Reserve	<u>24,676</u>	<u>28,477</u>	<u>3,801</u>			
102	Grants						
	Expenditure	200	700	500		500	28.6%
201	Cemetery						
	Income	1,835	3,000	1,165			61.2%
	Expenditure	434	1,226	792		792	35.4%
	Movement to/(from) Gen Reserve	<u>1,401</u>					
301	Recreation Field & JCH						
	Income	80	500	421			15.9%
	Expenditure	6,779	20,276	13,497		13,497	33.4%
	Net Income over Expenditure	<u>(6,700)</u>	<u>(19,776)</u>	<u>(13,076)</u>			
	plus Transfer from EMR	0	0	0			
	Movement to/(from) Gen Reserve	<u>(6,700)</u>	<u>(19,776)</u>	<u>(13,076)</u>			
303	Play Area						
	Expenditure	158	2,980	2,822		2,822	5.3%
	plus Transfer from EMR	0	0	0			
	Movement to/(from) Gen Reserve	<u>(158)</u>	<u>(2,980)</u>	<u>(2,822)</u>			
304	Cricket						
	Income	0	4,022	4,022			0.0%
	Expenditure	555	4,121	3,566		3,566	13.5%
	Movement to/(from) Gen Reserve	<u>(555)</u>					
305	Football						
	Income	3,180	8,895	5,715			35.8%
	Expenditure	0	5,639	5,639		5,639	0.0%
	Movement to/(from) Gen Reserve	<u>3,180</u>					
401	Highways & Open Spaces						
	Income	1,500	0	(1,500)			0.0%
	Expenditure	372	2,369	1,997		1,997	15.7%
	Net Income over Expenditure	<u>1,128</u>	<u>(2,369)</u>	<u>(3,497)</u>			
	plus Transfer from EMR	0	0	0			
	Movement to/(from) Gen Reserve	<u>1,128</u>	<u>(2,369)</u>	<u>(3,497)</u>			
402	Community Field						
	Income	516	1,892	1,376			27.2%
	Expenditure	212	1,120	908		908	19.0%
	Movement to/(from) Gen Reserve	<u>303</u>					
501	Lydiard Plain						
	Income	0	1,000	1,000			0.0%
	Expenditure	0	1,000	1,000		1,000	0.0%
	Net Income over Expenditure	<u>0</u>	<u>0</u>	<u>0</u>			
	plus Transfer from EMR	0	0	0			
	Movement to/(from) Gen Reserve	<u>0</u>	<u>0</u>	<u>0</u>			
702	Neighbourhood Plan						
	Expenditure	1,734	3,618	1,884		1,884	47.9%
	plus Transfer from EMR	1,734	0	(1,734)			

Summary Income & Expenditure by Budget Heading 30/06/2026

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
Movement to/(from) Gen Reserve	<u>0</u>	<u>(3,618)</u>	<u>(3,618)</u>			
Grand Totals:- Income	44,403	95,174	50,771			46.7%
Expenditure	23,394	90,437	67,043	0	67,043	25.9%
Net Income over Expenditure	<u>21,009</u>	<u>4,737</u>	<u>(16,272)</u>			
plus Transfer from EMR	2,066	0	(2,066)			
less Transfer to EMR	0	0	0			
Movement to/(from) Gen Reserve	<u>23,076</u>	<u>4,737</u>	<u>(18,339)</u>			

Detailed Income & Expenditure by Budget Heading 30/06/2026

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
101 General Administration							
1000 Precept	36,647	73,293	36,647			50.0%	
1015 Interest	646	2,560	1,914			25.3%	
1020 Other	0	12	12			0.0%	
General Administration :- Income	37,293	75,865	38,572			49.2%	0
4000 Staff Salary	5,944	30,200	24,256		24,256	19.7%	
4001 Mileage	63	70	7		7	90.0%	
4006 Telephones / Broadband	196	800	604		604	24.5%	
4007 Tax & NI	1,314	5,810	4,496		4,496	22.6%	
4008 Home Working Allowance	54	216	162		162	25.0%	
4010 Training / Conferences	0	500	500		500	0.0%	
4011 Subscriptions	743	1,330	587		587	55.9%	
4012 Books & Journals	0	50	50		50	0.0%	
4014 Pension	189	850	661		661	22.3%	
4020 Chairman - Expenses	0	50	50		50	0.0%	
4021 Refreshments	0	25	25		25	0.0%	
4022 Office Equipment	333	250	(83)		(83)	133.0%	333
4032 Printing and Lease	135	500	365		365	26.9%	
4034 Postage	25	30	5		5	84.8%	
4035 Stationery Sundries	141	200	59		59	70.5%	
4051 Audit Fees	525	955	430		430	55.0%	
4052 Insurance	1,676	2,010	334		334	83.4%	
4053 Web Hosting & Domain Name	1,008	1,892	884		884	53.3%	
4054 Legal Fees	0	250	250		250	0.0%	
4055 Professional Fees	0	240	240		240	0.0%	
4057 Bank Service Charges	46	200	154		154	23.1%	
4064 Software Packages	510	510	0		0	100.0%	
4065 Events	0	400	400		400	0.0%	
4071 Registrations / Licences	47	50	3		3	94.0%	
General Administration :- Indirect Expenditure	12,949	47,388	34,439	0	34,439	27.3%	333
Net Income over Expenditure	24,344	28,477	4,133				
6000 plus Transfer from EMR	333	0	(333)				
Movement to/(from) Gen Reserve	24,676	28,477	3,801				
102 Grants							
4136 Grants & Donations	200	700	500		500	28.6%	
Grants :- Indirect Expenditure	200	700	500	0	500	28.6%	0
Net Expenditure	(200)	(700)	(500)				

Detailed Income & Expenditure by Budget Heading 30/06/2026

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
201 Cemetery							
1011 Grants of Right	285	1,000	715			28.5%	
1012 Interments	800	1,000	200			80.0%	
1013 Memorials	750	1,000	250			75.0%	
Cemetery :- Income	1,835	3,000	1,165			61.2%	0
4003 Water	17	85	68		68	20.5%	
4101 Grass Cutting	154	434	280		280	35.5%	
4105 Parish Maintenance	262	500	238		238	52.4%	
4111 Tree / Hedge Works	0	207	207		207	0.0%	
Cemetery :- Indirect Expenditure	434	1,226	792	0	792	35.4%	0
Net Income over Expenditure	1,401	1,774	373				
301 Recreation Field & JCH							
1007 Hire	80	500	421			15.9%	
Recreation Field & JCH :- Income	80	500	421			15.9%	0
4002 Business Rates etc	314	1,035	721		721	30.3%	
4003 Water	276	1,700	1,424		1,424	16.2%	
4004 Electricity	118	1,070	952		952	11.0%	
4005 Gas	365	2,275	1,910		1,910	16.1%	
4009 CCTV	0	670	670		670	0.0%	
4070 Inspections	423	1,600	1,177		1,177	26.4%	
4101 Grass Cutting	2,398	1,307	(1,091)		(1,091)	183.5%	
4105 Parish Maintenance	162	630	468		468	25.7%	
4111 Tree / Hedge Works	0	584	584		584	0.0%	
4120 JCH - Cleaning	1,361	5,810	4,449		4,449	23.4%	
4121 Janitorial Supplies	70	1,130	1,060		1,060	6.2%	
4122 Building Maintenance	1,292	2,215	923		923	58.3%	
4124 Handyman Requirements	0	250	250		250	0.0%	
Recreation Field & JCH :- Indirect Expenditure	6,779	20,276	13,497	0	13,497	33.4%	0
Net Income over Expenditure	(6,700)	(19,776)	(13,076)				
303 Play Area							
4070 Inspections	150	150	0		0	100.0%	
4101 Grass Cutting	0	330	330		330	0.0%	
4105 Parish Maintenance	8	0	(8)		(8)	0.0%	
4130 Play Equipment - New	0	2,000	2,000		2,000	0.0%	
4131 Play Equipment - Maintenance	0	500	500		500	0.0%	
Play Area :- Indirect Expenditure	158	2,980	2,822	0	2,822	5.3%	0
Net Expenditure	(158)	(2,980)	(2,822)				

Detailed Income & Expenditure by Budget Heading 30/06/2026

Cost Centre Report

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
304	Cricket							
1007	Hire	0	4,022	4,022			0.0%	
	Cricket :- Income	0	4,022	4,022			0.0%	0
4101	Grass Cutting	0	2,071	2,071		2,071	0.0%	
4312	Maintenance of Cricket Square	555	2,050	1,495		1,495	27.1%	
	Cricket :- Indirect Expenditure	555	4,121	3,566	0	3,566	13.5%	0
	Net Income over Expenditure	(555)	(99)	456				
305	Football							
1007	Hire	3,180	8,895	5,715			35.8%	
	Football :- Income	3,180	8,895	5,715			35.8%	0
4101	Grass Cutting	0	3,921	3,921		3,921	0.0%	
4126	Pitch Marking	0	1,718	1,718		1,718	0.0%	
	Football :- Indirect Expenditure	0	5,639	5,639	0	5,639	0.0%	0
	Net Income over Expenditure	3,180	3,256	76				
401	Highways & Open Spaces							
1020	Other	1,500	0	(1,500)			0.0%	
	Highways & Open Spaces :- Income	1,500	0	(1,500)				0
4100	Equipment & Repairs	0	100	100		100	0.0%	
4101	Grass Cutting	344	1,414	1,070		1,070	24.4%	
4106	Bus Shelter Cleaning	0	200	200		200	0.0%	
4109	Street Furniture - New	11	100	89		89	10.7%	
4111	Tree / Hedge Works	17	55	38		38	30.6%	
4127	Holborn Footpath	0	250	250		250	0.0%	
4139	Lydiard Green	0	250	250		250	0.0%	
	Highways & Open Spaces :- Indirect Expenditure	372	2,369	1,997	0	1,997	15.7%	0
	Net Income over Expenditure	1,128	(2,369)	(3,497)				
402	Community Field							
1002	Rental	516	1,892	1,376			27.2%	
	Community Field :- Income	516	1,892	1,376			27.2%	0
4129	Community Field	212	1,120	908		908	19.0%	
	Community Field :- Indirect Expenditure	212	1,120	908	0	908	19.0%	0
	Net Income over Expenditure	303	772	469				

Detailed Income & Expenditure by Budget Heading 30/06/2026

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
501 Lydiard Plain							
1002 Rental	0	1,000	1,000			0.0%	
Lydiard Plain :- Income	0	1,000	1,000			0.0%	0
4055 Professional Fees	0	500	500		500	0.0%	
4105 Parish Maintenance	0	500	500		500	0.0%	
Lydiard Plain :- Indirect Expenditure	0	1,000	1,000	0	1,000	0.0%	0
Net Income over Expenditure	0	0	0				
702 Neighbourhood Plan							
4032 Printing and Lease	0	150	150		150	0.0%	
4055 Professional Fees	1,734	3,468	1,734		1,734	50.0%	1,734
Neighbourhood Plan :- Indirect Expenditure	1,734	3,618	1,884	0	1,884	47.9%	1,734
Net Expenditure	(1,734)	(3,618)	(1,884)				
6000 plus Transfer from EMR	1,734	0	(1,734)				
Movement to/(from) Gen Reserve	0	(3,618)	(3,618)				
Grand Totals:- Income	44,403	95,174	50,771			46.7%	
Expenditure	23,394	90,437	67,043	0	67,043	25.9%	
Net Income over Expenditure	21,009	4,737	(16,272)				
plus Transfer from EMR	2,066	0	(2,066)				
Movement to/(from) Gen Reserve	23,076	4,737	(18,339)				

Earmarked Reserves

Account	Opening Balance	Net Transfers	Closing Balance
320 EMR Footpaths	924.40		924.40
321 EMR Handyman Equipment	1,499.83		1,499.83
322 EMR Highways - LHFIG	7,267.70		7,267.70
323 EMR JCH Repairs	1,982.23		1,982.23
324 EMR Office Equipment	1,397.49	-332.50	1,064.99
325 EMR Parish Projects	1,489.00		1,489.00
326 EMR St Funiture/Play Equipment	6,007.00		6,007.00
327 EMR War Memorial Clock ONLY	5,732.49		5,732.49
328 EMR Election Fees	620.00		620.00
330 EMR CIL	1,997.56	-1,734.00	263.56
	28,917.70	-2,066.50	26,851.20

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

Common Platt Substantive Scheme Contribution

In January 2026, Members authorised a contribution of £2,137.50 (no VAT payable) to be taken from EMR 322 Highways / LHFIG for the substantive scheme works at Common Platt (Min. ref. 25.156l).

Since the work has been completed, it has been confirmed that Purton Parish Council are also making a contribution to these works and as such, the amount required from LMPC is £1,425.00 (no VAT payable).

Jubilee Club House Electricity Supply

The electricity 3 year fixed supply plan for the Jubilee Club House with British Gas Lite ends on 1 December 2026.

A specialist energy broker, Utility Aid has reviewed the market and has provided some updated quotes from other providers as below based on an estimated annual spend of £975 (2025/2026 actual spend - £859):

Supplier	Fix Period	Standing Charge (ppd)	Day Rate (pkw/h)	Estimated Annual Spend	Estimated Annual Saving
Corona	3 years	24.470	24.471	£916.72	£57.56
Corona	2 years	24.360	22.329	£875.77	£98.51
SSE	3 years	102.081	25.545	£1,040.09	-£65.81
SSE	2 years	117.003	23.559	£1,042.66	-£68.38

The figures above are as at 14 August, there may be a slight change as at 2 September.

To note, the gas supply to the Jubilee Club House is currently with Corona which is a business electricity and gas supplier.

Recommendation

Members to AUTHORISE a move to Corona Energy for the Jubilee Club House's electricity supply on a fixed term of 2 years.

Hayley Graham
September 2026

Members are requested to NOTE the report and CONSIDER the internal audit provision for 2026-2027.

Legislative Duty

Local councils have a statutory duty under the Accounts and Audit Regulations 2015 to maintain an effective internal audit of their risk management, control, and governance processes. This duty explicitly requires the council to consider and ensure the independence and objectivity of the internal auditor, meaning the auditor must be free from any management operational control or conflicts of interest.

Background

Auditing Solutions Ltd have been the Council's internal auditor for many years, with a change in the individual carrying out the audit made from the 2021-2022 audit onwards. As such, this specific auditor has carried out the last 5 annual audits.

Recommendation

The Council should CONSIDER the independence of the current internal auditor and if it sees fit, AUTHORISE the Clerk to explore alternative internal audit provisions.

To Note

Should the Council wish to appoint a new auditor, Auditing Solutions Ltd request to be notified by 30 September 2026.

Hayley Graham
September 2026

LYDIARD MILLICENT PARISH COUNCIL
FINANCIAL REGULATIONS

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These Financial Regulations were adopted by the Council at its meeting held on

~~7 May 2026~~

1. General

- 1.1. These Financial Regulations govern the financial management of the council and may only be amended or varied by resolution of the council. They are one of the council's governing documents and shall be observed in conjunction with the council's Standing Orders.
- 1.2. Councillors are expected to follow these regulations and not to entice employees to breach them. Failure to follow these regulations brings the office of councillor into disrepute.
- 1.3. Wilful breach of these regulations by an employee may result in disciplinary proceedings.
- 1.4. In these Financial Regulations:
 - 'Accounts and Audit Regulations' means the regulations issued under Sections 32, 43(2) and 46 of the Local Audit and Accountability Act 2014, or any superseding legislation, and then in force, unless otherwise specified.
 - "Approve" refers to an online action, allowing an electronic transaction to take place.
 - "Authorise" refers to a decision by the council, or a committee or an officer, to allow something to happen.
 - 'Proper practices' means those set out in *The Practitioners' Guide*
 - *Practitioners' Guide* refers to the guide issued by the Joint Panel on Accountability and Governance (JPAG) and published by NALC in England or Governance and Accountability for Local Councils in Wales – A Practitioners Guide jointly published by One Voice Wales and the Society of Local Council Clerks in Wales.
 - 'Must' and **bold text** refer to a statutory obligation the council cannot change.
 - 'Shall' refers to a non-statutory instruction by the council to its members and staff.
- 1.5. The Responsible Financial Officer (RFO) holds a statutory office, appointed by the council. The Clerk has been appointed as RFO and these regulations apply accordingly. The RFO;
 - acts under the policy direction of the council;
 - administers the council's financial affairs in accordance with all Acts, Regulations and proper practices;
 - determines on behalf of the council its accounting records and control systems;
 - ensures the accounting control systems are observed;
 - ensures the accounting records are kept up to date;
 - seeks economy, efficiency and effectiveness in the use of council resources; and
 - produces financial management information as required by the council.
- 1.6. **The council must not delegate any decision regarding:**

- **setting the final budget or the precept (council tax requirement);**
- **the outcome of a review of the effectiveness of its internal controls**
- **approving accounting statements;**
- **approving an annual governance statement;**
- **borrowing;**
- **declaring eligibility for the General Power of Competence; and**
- **addressing recommendations from the internal or external auditors**

1.7. In addition, the council shall:

- determine and regularly review the bank mandate for all council bank accounts;
- authorise any grant or single commitment in excess of £100;

2. Risk management and internal control

2.1. **The council must ensure that it has a sound system of internal control, which delivers effective financial, operational and risk management.**

2.2. The Clerk with the RFO shall prepare, for approval by the council, a risk management policy covering all activities of the council. This policy and consequential risk management arrangements shall be reviewed by the council at least annually.

2.3. When considering any new activity, the Clerk shall prepare a draft risk assessment including risk management proposals for consideration by the council.

2.4. **At least once a year, the council must review the effectiveness of its system of internal control, before approving the Annual Governance Statement.**

2.5. **The accounting control systems determined by the RFO must include measures to:**

- **ensure that risk is appropriately managed;**
- **ensure the prompt, accurate recording of financial transactions;**
- **prevent and detect inaccuracy or fraud; and**
- **allow the reconstitution of any lost records;**
- **identify the duties of officers dealing with transactions and**
- **ensure division of responsibilities.**

2.6. At least once in each quarter, and at each financial year end, two members other than cheque signatories shall be appointed to jointly and severally verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign and date the reconciliations and the original bank statements (or similar document) as evidence of this. This activity, including any exceptions, shall be reported to and noted by the council.

- 2.7. Regular back-up copies shall be made of the records on any council computer and stored either online or in a separate location from the computer. The council shall put measures in place to ensure that the ability to access any council computer is not lost if an employee leaves or is incapacitated for any reason.

3. Accounts and audit

- 3.1. All accounting procedures and financial records of the council shall be determined by the RFO in accordance with the Accounts and Audit Regulations.
- 3.2. **The accounting records determined by the RFO must be sufficient to explain the council's transactions and to disclose its financial position with reasonable accuracy at any time. In particular, they must contain:**
- **day-to-day entries of all sums of money received and expended by the council and the matters to which they relate;**
 - **a record of the assets and liabilities of the council;**
- 3.3. The accounting records shall be designed to facilitate the efficient preparation of the accounting statements in the Annual Governance and Accountability Return.
- 3.4. The RFO shall complete and certify the annual Accounting Statements of the council contained in the Annual Governance and Accountability Return in accordance with proper practices, as soon as practicable after the end of the financial year. Having certified the Accounting Statements, the RFO shall submit them (with any related documents) to the council, within the timescales required by the Accounts and Audit Regulations.
- 3.5. **The council must ensure that there is an adequate and effective system of internal audit of its accounting records and internal control system in accordance with proper practices.**
- 3.6. **Any officer or member of the council must make available such documents and records as the internal or external auditor consider necessary for the purpose of the audit** and shall, as directed by the council, supply the RFO, internal auditor, or external auditor with such information and explanation as the council considers necessary.
- 3.7. The internal auditor shall be appointed by the council and shall carry out their work to evaluate the effectiveness of the council's risk management, control and governance processes in accordance with proper practices specified in the Practitioners' Guide.
- 3.8. The council shall ensure that the internal auditor:
- is competent and independent of the financial operations of the council;
 - reports to council in writing, or in person, on a regular basis with a minimum of one written report during each financial year;
 - can demonstrate competence, objectivity and independence, free from any actual or perceived conflicts of interest, including those arising from family relationships; and

- has no involvement in the management or control of the council

3.9. Internal or external auditors may not under any circumstances:

- perform any operational duties for the council;
- initiate or approve accounting transactions;
- provide financial, legal or other advice including in relation to any future transactions; or
- direct the activities of any council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.

3.10. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as described in The Practitioners Guide.

3.11. The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts, including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and documents required by the Local Audit and Accountability Act 2014, or any superseding legislation, and the Accounts and Audit Regulations.

3.12. The RFO shall, without undue delay, bring to the attention of all councillors any correspondence or report from internal or external auditors.

4. Budget and precept

4.1. **Before setting a precept, the council must calculate its council tax requirement for each financial year by preparing and approving a budget, in accordance with The Local Government Finance Act 1992 or succeeding legislation.**

4.2. Budgets for salaries and wages, including employer contributions shall be reviewed by the council at least annually in no later than December for the following financial year and the final version shall be evidenced by a hard copy schedule signed by the Clerk and the Chairman of the Council. The RFO will inform committees of any salary implications before they consider their draft budgets.

4.3. No later than December each year, the RFO shall prepare a draft budget with detailed estimates of all income and expenditure for the following financial year along with a forecast for potential longer term requirements, taking account of the lifespan of assets and cost implications of repair or replacement.

4.4. Unspent budgets for completed projects shall not be carried forward to a subsequent year. Unspent funds for partially completed projects may only be carried forward by placing them in an earmarked reserve with the formal approval of the full council.

4.5. Each committee (if any) shall review its draft budget and submit any proposed amendments to the council not later than the end of October each year.

4.6. The draft budget forecast, including any recommendations for the use or accumulation of reserves, shall be considered by the council.

- 4.7. Having considered the proposed budget and other known requirements, the council shall determine its council tax requirement by setting a budget. The council shall set a precept for this amount no later than the end of January for the ensuing financial year.
- 4.8. **Any member with council tax unpaid for more than two months is prohibited from voting on the budget or precept by Section 106 of the Local Government Finance Act 1992 and must disclose at the start of the meeting that Section 106 applies to them.**
- 4.9. The RFO shall **issue the precept to the billing authority no later than the end of February** and supply each member with a copy of the agreed annual budget.
- 4.10. The agreed budget provides a basis for monitoring progress during the year by comparing actual spending and income against what was planned.
- 4.11. Any addition to, or withdrawal from, any earmarked reserve shall be agreed by the council.

5. Procurement

- 5.1. **Members and officers are responsible for obtaining value for money at all times.** Any officer procuring goods, services or works should ensure, as far as practicable, that the best available terms are obtained, usually by obtaining prices from several suppliers.
- 5.2. The RFO should verify the lawful nature of any proposed purchase before it is made and in the case of new or infrequent purchases, should ensure that the legal power being used is reported to the meeting at which the order is authorised and also recorded in the minutes.
- 5.3. Every contract shall comply with the council's Standing Orders and these Financial Regulations and no exceptions shall be made, except in an emergency.
- 5.4. **For a contract for the supply of goods, services or works where the estimated value will exceed the thresholds set by Parliament, the full requirements of The Procurement Act 2023 and The Procurement Regulations 2024 or any superseding legislation ("the Legislation"), must be followed in respect of the tendering, award and notification of that contract.**
- 5.5. Where the estimated value is below the Government threshold, the council shall (with the exception of items listed in paragraph 5.12) obtain prices as follows:
- 5.6. For contracts estimated to exceed £30,000 including VAT, the Clerk shall advertise an open invitation for tenders in compliance with any relevant provisions of the Legislation. Tenders shall be invited in accordance with Appendix 1.
- 5.7. **For contracts estimated to be over £30,000 including VAT, the council must comply with any requirements of the Legislation regarding the publication of invitations and notices.**

- 5.8. For contracts greater than £3,000 excluding VAT the Clerk or RFO shall seek at least 3 fixed-price quotes;
- 5.9. where the value is between £500 and £3,000 excluding VAT, the Clerk or RFO shall try to obtain 3 estimates which might include evidence of online prices, or recent prices from regular suppliers.
- 5.10. For smaller purchases, the Clerk or RFO shall seek to achieve value for money.
- 5.11. **Contracts must not be split to avoid compliance with these rules.**
- 5.12. The requirement to obtain competitive prices in these regulations need not apply to contracts that relate to items (i) to (iv) below:
- i. specialist services, such as legal professionals acting in disputes;
 - ii. repairs to, or parts for, existing machinery or equipment;
 - iii. works, goods or services that constitute an extension of an existing contract;
 - iv. goods or services that are only available from one supplier or are sold at a fixed price.
- 5.13. When applications are made to waive this financial regulation to enable a price to be negotiated without competition, the reason should be set out in a recommendation to the council. Avoidance of competition is not a valid reason.
- 5.14. The council shall not be obliged to accept the lowest or any tender, quote or estimate.
- 5.15. Individual purchases within an agreed budget for that type of expenditure may be authorised by:
- the Clerk or RFO, under delegated authority, for any items below £500 excluding VAT.
 - the Clerk or RFO, in consultation with the Chairman of the Council for any items below £1,000 excluding VAT.
 - the council for all items over £1,000 excluding VAT;
- Such authorisation must be supported by a minute (in the case of council or committee decisions) or other auditable evidence trail.
- 5.16. No individual member, or informal group of members may issue an official order or make any contract on behalf of the council.
- 5.17. No expenditure may be authorised that will exceed the budget for that type of expenditure other than by resolution of the council except in an emergency.
- 5.18. In cases of serious risk to the delivery of council services or to public safety on council premises, the Clerk or RFO may authorise expenditure of up to £1,000 excluding VAT on repair, replacement or other work that in their judgement is necessary, whether or not there is any budget for such expenditure. The Clerk or RFO shall report such action to the Chairman as soon as possible and to the council as soon as practicable thereafter.

- 5.19. No expenditure shall be authorised, no contract entered into or tender accepted in relation to any major project, unless the council is satisfied that the necessary funds are available and that where a loan is required, Government borrowing approval has been obtained first.
- 5.20. An official order or letter shall be issued for all work, goods and services above £250 excluding VAT unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained, along with evidence of receipt of goods.
- 5.21. Any ordering system can be misused and access to them shall be controlled by the RFO.

6. Banking and payments

- 6.1. The council's banking arrangements, including the bank mandate, shall be made by the RFO and authorised by the council; banking arrangements shall not be delegated to a committee. The council has resolved to bank with Unity Bank. The arrangements shall be reviewed annually for security and efficiency.
- 6.2. The council must have safe and efficient arrangements for making payments, to safeguard against the possibility of fraud or error. Wherever possible, more than one person should be involved in any payment, for example by dual online authorisation or dual cheque signing. Even where a purchase has been authorised, the payment must also be authorised and only authorised payments shall be approved or signed to allow the funds to leave the council's bank.
- 6.3. All invoices for payment should be examined for arithmetical accuracy, analysed to the appropriate expenditure heading and verified to confirm that the work, goods or services were received, checked and represent expenditure previously authorised by the council before being certified by the RFO.
- 6.4. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of employment) may be summarised to avoid disclosing any personal information.
- 6.5. All payments shall be made by online banking/cheque, in accordance with a resolution of the council, duly delegated committee or a delegated decision by an officer, unless the council resolves to use a different payment method.
- 6.6. For each financial year the RFO may draw up a schedule of regular payments due in relation to a continuing contract or obligation (such as Salaries, PAYE, National Insurance, pension contributions, rent, rates, regular maintenance contracts and similar items), which the council may authorise in advance for the year.
- 6.7. As part of monthly account reconciliations, it shall be verified that each monthly payment has only been made once, with an explanation if two payments have been made.
- 6.8. A list of such payments shall be reported to the next appropriate meeting of the council for information only.

6.9. The Clerk and RFO shall have delegated authority to authorise payments only in the following circumstances:

- i. any payments of up to £500 excluding VAT, within an agreed budget.
- ii. payments of up to £1,000 excluding VAT in cases of serious risk to the delivery of council services or to public safety on council premises.
- iii. any payment necessary to avoid a charge under the Late Payment of Commercial Debts (Interest) Act 1998 or to comply with contractual terms, where the due date for payment is before the next scheduled meeting of the council, where the Clerk and RFO certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of the council.
- iv. Fund transfers within the councils banking arrangements up to the sum of £10,000, provided that a list of such payments shall be submitted to the next appropriate meeting of the council.

6.10. The RFO shall present a schedule of payments requiring authorisation, forming part of the agenda for the meeting, to the council. The council shall review the schedule for compliance and, having satisfied itself, shall authorise payment by resolution. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of that meeting.

7. Electronic payments

- 7.1. Where internet banking arrangements are made with any bank, the RFO shall be appointed as the Service Administrator. The bank mandate agreed by the council shall identify three councillors who will be authorised to approve transactions on those accounts and a minimum of two people will be involved in any online approval process.
- 7.2. All authorised signatories shall have access to view the council's bank accounts online.
- 7.3. No employee or councillor shall disclose any PIN or password, relevant to the council or its banking, to anyone not authorised in writing by the council or a duly delegated committee.
- 7.4. The Service Administrator shall set up all items due for payment online. A list of payments for approval, together with copies of the relevant invoices, shall be sent by email to two authorised signatories.
- 7.5. In the prolonged absence of the Service Administrator an authorised signatory shall set up any payments due before the return of the Service Administrator.
- 7.6. Two councillors who are authorised signatories shall check the payment details against the invoices before approving each payment using the online banking system.
- 7.7. Evidence shall be retained showing which members approved the payment online.

- 7.8. A full list of all payments made in a month shall be provided to the next council meeting.
- 7.9. With the approval of the council in each case, regular payments (such as gas, electricity, telephone, broadband, water, National Non-Domestic Rates, refuse collection, pension contributions and HMRC payments) may be made by variable direct debit, provided that the instructions are signed/approved online by two authorised members. The approval of the use of each variable direct debit shall be reviewed by the council at least every two years.
- 7.10. Payment may be made by BACS or CHAPS by resolution of the council provided that each payment is approved online by two authorised bank signatories, evidence is retained and any payments are reported to the council at the next meeting. The approval of the use of BACS or CHAPS shall be renewed by resolution of the council at least every two years.
- 7.11. If thought appropriate by the council, regular payments of fixed sums may be made by banker's standing order, provided that the instructions are signed or approved online by two members, evidence of this is retained and any payments are reported to council when made. The approval of the use of a banker's standing order shall be reviewed by the council at least every two years.
- 7.12. Account details for suppliers may only be changed upon written notification by the supplier verified by the Clerk or the RFO and a member. This is a potential area for fraud and the individuals involved should ensure that any change is genuine. Data held should be checked with suppliers every two years.
- 7.13. Members and officers shall ensure that any computer used for the council's financial business has adequate security, with anti-virus, anti-spyware and firewall software installed and regularly updated.
- 7.14. Remembered password facilities other than secure password stores requiring separate identity verification should not be used on any computer used for council banking.

8. Cheque payments

- 8.1. Cheques or orders for payment in accordance with a resolution or delegated decision shall be signed by two members.
- 8.2. A signatory having a family or business relationship with the beneficiary of a payment shall not, under normal circumstances, be a signatory to that payment.
- 8.3. To indicate agreement of the details on the cheque with the counterfoil and the invoice or similar documentation, the signatories shall also initial the cheque counterfoil and invoice.
- 8.4. Cheques or orders for payment shall not normally be presented for signature other than at, or immediately before or after a council meeting. Any signatures obtained away from council meetings shall be reported to the council at the next convenient meeting.

9. Payment cards

- 9.1. Any Debit Card issued for use will be specifically restricted to the Clerk and the RFO and will also be restricted to a single transaction maximum value of £500 unless authorised by council or finance committee in writing before any order is placed.
- 9.2. A pre-paid debit card may be issued to employees with varying limits. These limits will be set by the council. Transactions and purchases made will be reported to the council and authority for topping-up shall be at the discretion of the council.
- 9.3. Any corporate credit card or trade card account opened by the council will be specifically restricted to use by the Clerk and the RFO and any balance shall be paid in full each month.
- 9.4. Personal credit or debit cards of members or staff shall not be used except for expenses of up to £250 including VAT, incurred in accordance with council policy.

10. Petty Cash

- 10.1. The council will not maintain any form of cash float. All cash received must be banked intact. Any payments made in cash by the Clerk or RFO (for example for postage or minor stationery items) shall be refunded on a regular basis, at least quarterly.

11. Payment of salaries and allowances

- 11.1. **As an employer, the council must make arrangements to comply with the statutory requirements of PAYE legislation.**
- 11.2. **Councillors allowances (where paid) are also liable to deduction of tax under PAYE rules and must be taxed correctly before payment.**
- 11.3. Salary rates shall be agreed by the council, or a duly delegated committee. No changes shall be made to any employee's gross pay, emoluments, or terms and conditions of employment without the prior consent of the council.
- 11.4. Payment of salaries shall be made, after deduction of tax, national insurance, pension contributions and any similar statutory or discretionary deductions, on the dates stipulated in employment contracts.
- 11.5. Deductions from salary shall be paid to the relevant bodies within the required timescales, provided that each payment is reported, as set out in these regulations above.
- 11.6. Each payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a payroll control account or other separate confidential record, with the total of such payments each calendar month reported in the cashbook. Payroll reports will be reviewed banking signatories to ensure that the correct payments have been made.

11.7. Any termination payments shall be supported by a report to the council, setting out a clear business case. Termination payments shall only be authorised by the full council.

11.8. Before employing interim staff, the council must consider a full business case.

12. Loans and investments

12.1. Any application for Government approval to borrow money and subsequent arrangements for a loan must be authorised by the full council and recorded in the minutes. All borrowing shall be in the name of the council, after obtaining any necessary approval.

12.2. Any financial arrangement which does not require formal borrowing approval from the Secretary of State (such as Hire Purchase, Leasing of tangible assets or loans to be repaid within the financial year) must be authorised by the full council, following a written report on the value for money of the proposed transaction.

12.3. The council shall consider the requirement for an Investment Strategy and Policy in accordance with Statutory Guidance on Local Government Investments, which must be written in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the council at least annually.

12.4. All investment of money under the control of the council shall be in the name of the council.

12.5. All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.

12.6. Payments in respect of short term or long-term investments, including transfers between bank accounts held in the same bank, shall be made in accordance with these regulations.

13. Income

13.1. The collection of all sums due to the council shall be the responsibility of and under the supervision of the RFO.

13.2. The council will review all fees and charges for work done, services provided, or goods sold at least annually as part of the budget-setting process, following a report of the Clerk. The ~~Clerk~~RFO shall be responsible for the collection of all amounts due to the council.

13.3. Any sums found to be irrecoverable and any bad debts shall be reported to the council by the RFO and shall be written off in the year. The council's approval shall be shown in the accounting records.

13.4. All sums received on behalf of the council shall be deposited intact with the council's bankers, with such frequency as the RFO considers necessary. The origin of each receipt shall clearly be recorded on the paying-in slip or other record.

13.5. Personal cheques shall not be cashed out of money held on behalf of the council.

13.6. Any repayment claim under section 33 of the VAT Act 1994 shall be made quarterly where the claim exceeds £5,000 and at least annually at the end of the financial year.

14. Payments under contracts for building or other construction works

14.1. Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments, which shall be made within the time specified in the contract based on signed certificates from the architect or other consultant engaged to supervise the works.

14.2. Any variation of, addition to or omission from a contract must be authorised by the Clerk to the contractor in writing, with the council being informed where the final cost is likely to exceed the contract sum by 5% or more, or likely to exceed the budget available.

15. Stores and equipment

15.1. Delivery notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.

16. Assets, properties and estates

16.1. The Clerk shall make arrangements for the safe custody of all title deeds and Land Registry Certificates of properties held by the council.

16.2. The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date, with a record of all properties held by the council, their location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held, in accordance with Accounts and Audit Regulations.

16.3. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.

16.4. No interest in land shall be purchased or otherwise acquired, sold, leased or otherwise disposed of without the authority of the council, together with any other consents required by law. In each case a written report shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate where required by law).

16.5. No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the council, together with any other consents required by law, except where the estimated value of any one item does not exceed £500. In each case a written report shall be provided to council with a full business case.

17. Insurance

17.1. The RFO shall keep a record of all insurances effected by the council and the property and risks covered, reviewing these annually before the renewal date in conjunction with the council's review of risk management.

17.2. The Clerk shall give prompt notification to the RFO of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.

17.3. The ~~Clerk-RFO~~ shall be notified of any loss, liability, damage or event likely to lead to a claim, and shall report these to the council at the next available meeting. The ~~Clerk-RFO~~ shall negotiate all claims on the council's insurers in consultation with the Clerk.

17.4. All appropriate members and employees of the council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined annually by the council, or duly delegated committee.

18. Suspension and revision of Financial Regulations

18.1. The council shall review these Financial Regulations annually and following any change of clerk or RFO. The Clerk shall monitor changes in legislation or proper practices and advise the council of any need to amend these Financial Regulations.

18.2. The council may, by resolution duly notified prior to the relevant meeting of council, suspend any part of these Financial Regulations, provided that reasons for the suspension are recorded and that an assessment of the risks arising has been presented to all members. Suspension does not disapply any legislation or permit the council to act unlawfully.

18.3. The council may temporarily amend these Financial Regulations by a duly notified resolution, to cope with periods of absence, local government reorganisation, national restrictions or other exceptional circumstances.

Appendix 1 - Tender process

- 1) Any invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases.
- 2) The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post, unless an electronic tendering process has been agreed by the council.
- 3) Where a postal process is used, each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract. All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least one member of council.
- 4) Where an electronic tendering process is used, the council shall use a specific email address that will be monitored to ensure that nobody accesses any tender before the expiry of the deadline for submission.
- 5) Any invitation to tender issued under this regulation shall be subject to Standing Order 17 and shall refer to the terms of the Bribery Act 2010.
- 6) Where the council does not accept any tender, quote or estimate, the work is not allocated and the council requires further pricing, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision-making process was being undertaken.

Lydiard Millicent Parish Council Response to Appeal: PL/2025/03211 – Land off Meadow Springs

Summary

Lydiard Millicent Parish Council (LMPC) has submitted two objections to this development and still considers the points raised in them to be valid reasons for refusal of this application. We (i.e. LMPC) support Wiltshire Council's decision, and believe that they have undertaken a very thorough and objective review of the application, and taken into account the many issues and concerns raised by us and local residents.

This document responds to comments in the appellant statement and provides relatively recent information that we have obtained as part of our work to develop the Lydiard Millicent Neighbourhood Plan (the NDP). These provide a valuable insight and show that this development would not benefit the local area, and would run counter to the stated needs and wishes of parishioners. The documents referred to, along with additional information regarding this work, are publicly available on our website:

www.lydiardmillicent-pc.gov.uk/Neighbourhood_Plan.aspx

The information we have gathered during this process, along with our local knowledge, shows that the proposed development:

- is far in excess of requirements of the local area
- has a significant impact on the Local Gap
- has a detrimental impact on the local village
- is not in a sustainable location

The Lydiard Millicent Neighbourhood Plan and Local Housing Needs

Lydiard Millicent Neighbourhood Development Plan (NDP) Project.

The appellant states on several occasions that the existing Lydiard Millicent Neighbourhood Plan was made in May 2021 and doesn't contain any housing allocation. This is correct, but it fails to acknowledge that there was no requirement to provide a housing allocation at the time our Neighbourhood Plan was made, or that significant work has been undertaken since the end of 2024 to gather information and update it.

The current Lydiard Millicent Neighbourhood Plan was approved following a referendum of local residents on 6th May 2021, with 92.36% support. This Made Neighbourhood Plan is still current and covers the period 2018-2036. In December 2024, Lydiard Millicent Parish Council initiated a project to review, update and approve a new Neighbourhood Plan to cover the period to 2040. This project included a review of existing policies, new planning requirements and an analysis of housing needs.

Lydiard Millicent Housing Needs

Lydiard Millicent is classed as a “small village” in the Wiltshire Core Strategy 2015, and Wiltshire Council has confirmed that there is no expectation that this will change in the new Local Plan. According to Core Policy 1, development in small villages should be “limited to that needed to help **meet housing needs of the settlement**”.

As part of this project, we have worked with specialist planning consultants Master Land and Planning Ltd (MLP) and Wiltshire Council to analyse local needs and identify the means to address it. This work points to a total need of around **20 homes** for the entire parish (not just Lydiard Millicent village), most of which would be starter/downsizer sized, not 56 predominantly family homes.

In July 2025, a Housing Needs Assessment was undertaken for Lydiard Millicent Parish Council by MLP, in line with the National Planning Policy Framework (NPPF) and accompanying Planning Practice Guidance (PPG). The full report is available on our website.

<https://www.lydiardmillicent-pc.gov.uk/Document/Default.aspx?DocumentUid=0042C5A8-27C3-4D59-A3FA-D6C43E629A56>

As part of this, MLP advised that:

1. A pro-rata of the strategic needs to determine potential affordable housing need for the neighbourhood area would not be appropriate, as it would not take into account the local demographic profile.
2. A housing allocation target of 20 houses should be sufficient to meet local needs for affordable housing, based on a 40% allocation of affordable housing.

LMPC also contacted Wiltshire Council and asked them to undertake a Housing Needs Survey for Lydiard Millicent, in order to obtain more intelligence regarding local requirements. This was completed in June 2026, and it identified a need for 19 new houses, predominantly open-market. Full details are available on the Wiltshire Council website:

<https://www.wiltshireintelligence.org.uk/wp-content/uploads/2026/07/Lydiard-Millicent-Rural-Housing-Needs-Report-June-2026.pdf>

These two independent assessments by MLP and Wiltshire Council reached similar conclusions about local housing needs, which has now set the housing priorities for the next iteration of the Lydiard Millicent Neighbourhood Plan.

The local housing requirement for Lydiard Millicent that we have identified is taking shape – it is evidenced, consensual and driven by real needs of the community.

Identification and Prioritisation of Potential Sites

As part of the NDP project, we called for potential development sites and consulted with residents regarding their desirability. The site of this development was one of the sites proposed, and was included in the consultation, despite the fact that the independent consultants commented,

“This scale of development is significantly in excess of the local needs and would be uncharacteristic of the village.”

Full details of all of the sites being considered are on our website:

[https://www.lydiardmillicent-](https://www.lydiardmillicent-pc.gov.uk/Document/Default.aspx?DocumentUid=1DA3EEF2-90EF-4BD5-AC7C-36F523179DC4)

[pc.gov.uk/Document/Default.aspx?DocumentUid=1DA3EEF2-90EF-4BD5-AC7C-36F523179DC4](https://www.lydiardmillicent-pc.gov.uk/Document/Default.aspx?DocumentUid=1DA3EEF2-90EF-4BD5-AC7C-36F523179DC4)

The results of the consultation showed that this site was the least acceptable to residents, coming at the bottom of the list with 85% disapproval. Other sites were more supported and more feasible and these are being taken forward as part of the NDP review and update. The most promising site proposals have recently been submitted to Wiltshire Council, along with our draft revised NDP for Strategic Environmental Assessment.

The Local Gap

The appellant states that “... the ‘Local Gap’ will not be unduly harmed, and that the delivery of the Great Western Community Forest will not be compromised”

It is worth noting that the gap between Lydiard Millicent and Swindon has been protected by multiple authorities over 25 years, rather than created as an isolated piece of work by the residents of Lydiard Millicent when they created the original Neighbourhood Plan.

- The Wiltshire Structure Plan 2011 (adopted 2001) introduced Policy DP13, which identified Lydiard Millicent as a settlement to be protected from coalescence with Swindon
- The North Wiltshire Local Plan 2011(2006) Policy NE2, defined the Swindon Rural Buffer, which included land around Lydiard Millicent and described the buffer as limited to only the land essential to protect the named settlements
- the joint Wiltshire and Swindon Structure Plan 2016 (2006) carried DP13 forward
- the Wiltshire Core Strategy (2015) concluded that growth west of Swindon was unnecessary and identified that protecting the distinct character of settlements was a priority, particularly for settlements that adjoined the Swindon Borough boundary. It also suggested that local communities may wish to develop this theme further as part of their community planning; a recommendation which influenced the work that followed

- the Lydiard Millicent Neighbourhood Plan (examined 2019, made 2021) defined and mapped the Local Gap through community examination and referendum

The Local Gap policy was rigorously tested as part of the made NP review process. It represents the closest point between the two settlements. During the review it was judged to be the minimum necessary to protect the identity of Lydiard Millicent village.

Protection of the Local Gap was a major concern raised during consultation with the community as part of the NDP review during 2025/6. Community views about the importance of the Local Gap are unambiguous, with our 2025 community survey showing 96% support for maintaining the gap.

The planning inspector that originally endorsed our Neighbourhood Plan stated

“Separation is not just needed for the view and living experience from dwellings on the edge of settlements, but from the experience of place more generally. Walking along a footpath more directly experiences a rural environment with several senses and for longer than views taken from a road.”

Report by the Examiner for Lydiard Millicent Neighbourhood Plan (October 2019), para 4.6.6.
https://www.wiltshire.gov.uk/media/10426/Lydiard-Millicent-Examiners-Report/pdf/3_lydiard_millicent_examiners_report.pdf?m=1667560129757

Biodiversity and blue/green infrastructure is one of the themes being developed as part of the NDP and the Local Gap is expected to be listed as one of the GI assets in the parish. This site connects to woodlands around Lydiard Park, into Swindon and beyond into Wiltshire. The field and hedgerows provide extended habitats for indigenous wildlife and seasonal visitors. Larger mammals including hares, deer, foxes and badgers are resident. It hosts aerial creatures such as birds, bats and butterflies and increasingly birds of prey including kites, buzzard and owls.

According to the appellant’s statement, this development will reduce the Gap from 600m to 500m, a reduction of over 15%. This level of reduction will undoubtedly have an impact on the local wildlife and the experience of place. Furthermore, if this application is approved it may set the precedent for other developers who own pieces of land on the edge of the Gap, and will apply because “it’s only a small reduction”.

Finally, the appellant cites the Spitfire Road, Calne appeal decision (refs. APP/Y3940/W/24/3351527 and 3351528), paragraph 36, and draws parallels with our Local Gap policy, arguing that it is a policy of general restraint and therefore inconsistent with the NPPF, out of date, and meriting only limited negative weight. If the policy was a generic statement restricting development outside of the settlement boundary of Lydiard Millicent, this argument would bear weight, however this not the case. The Lydiard Millicent Local Gap is a mapped, evidence-based designation tested through independent examination and referendum, protecting a specific identified gap

between two named settlements, not a blanket restraint boundary drawn around a village.

Impact on the local area

The appellant states that “the development of the site would not be an inappropriate extension to the village and the village identity will be maintained, and ... the proposal will not be inappropriate within the landscape setting in which it sits.”

The appellant also states that the development:

- i. Respects the existing character and form of the settlement
- ii. Does not elongate the village or impose development in sensitive landscape areas

There are 12.8 dwellings per hectare on the existing Chestnut Springs development. The proposed development would result in 37 houses per hectare, introducing an inappropriate urbanization to a rural setting, and not respecting the existing character and form of the settlement. The visual impact and urban character of the development on Lydiard Millicent and Meadow Springs will change the ambience of its village setting.

Scale-wise, the village of Lydiard Millicent currently has approximately 400 houses, meaning that 56 new homes would represent an increase of nearly 15%. Access to the site is only via Meadow Springs and Chestnut Springs, which has approximately 100 houses in total. This is not a through-road, so these residents would experience at least a 50% increase in traffic as a result of the development. This means that the development would have an unacceptable negative impact on the immediate surrounding area.

LMIL 80 is a very well used footpath. It is one of the very few safe routes for walking from Lydiard Millicent village to Swindon, connecting through Holborn, The Elms or Washpool. The trees, meadows and fields within the Local Gap provide a striking contrast to the developed environments within Swindon and Lydiard Millicent, and this is particularly evident walking along the footpath. This rural and pastoral context is fundamental to Lydiard Millicent’s identity as a small village.

Sustainability

The appellant states that the location of the appeal site is sustainable due to it being posited adjacent to the built-up area of Lydiard Millicent, in close proximity to key routes, with “facilities within Lydiard Millicent that are easily accessible by walking and cycling, and other facilities and services are available in adjacent settlements via a good, convenient and regular bus service.”

This fails to acknowledge that the facilities within the village are very limited, and that there are no safe cycling routes, and no walking routes via the highways into any of the surrounding settlements including Purton, Royal Wootton Bassett and Swindon. All of the roads in and out of Lydiard Millicent are narrow, with no pavements and with relatively high volume, fast traffic, and are used as regular through-routes for vehicles travelling between larger settlements.

The appellant statement also fails to acknowledge that the bus service, although good for a rural service, is not comparable to services available in urban areas such as Swindon, or even Royal Wootton Bassett. For example, the last bus departs to Swindon from Lydiard Millicent between 15:30 and 16:30, depending on the day of the week, making it unsuitable for leisure travel or for people with slightly different work patterns. In addition, there is no bus service at all between Lydiard Millicent and Royal Wootton Bassett, which is used by many residents for shopping, secondary schools and other facilities.

Finally, in common with many rural areas and small villages, Meadow Springs and most of Lydiard Millicent does not have or want street lighting. Whilst residents appreciate the dark skies, this does limit active travel options such as walking and cycling, particularly in winter.

The combination of all these factors means that the majority of journeys for residents would be via private car.

Conclusion

We support the original decision by Wiltshire council and believe that this proposal runs counter to the needs and wishes of the local area. The size is excessive compared to the identified housing needs for the area, would have a detrimental impact on the local area and a significant impact on the Local Gap. We believe that the harms arising from this proposed development will far outweigh any benefits.

As a result, we would respectfully ask the Inspector to dismiss this appeal.

Min Refs	Date Opened	£ Agreed	Task / Action	Updates	Owner	Status	Date Closed
25.156j	08/01/26	£500.00	Financial Accounts Members APPROVED an expenditure of up to £500.00 (ex. VAT) for the Clerk to purchase a new office computer along with any associated new equipment required. Costs to be met from the office equipment budget.	UPDATE 16/6: Laptop ordered, to be collected w/e 19/6. UPDATE 2/7: Laptop purchased, awaiting set up. UPDATE 6/7: Set up now complete, recommendation to CLOSE this item.	Council	Open	
26.28h	07/05/26	£86.55	Financial Accounts Members APPROVED an expenditure of £86.55 (ex. VAT) to purchase 5no. Councillor name badges, including print set up and P&P.	UPDATE 16/6: Badges delivered. Recommendation to CLOSE this item.	Council	Closed	02/07/2026
26.36	07/05/26	£1,657.43	Electrical Works at JCH APPROVED expenditures of: a. £423.00 (ex. VAT) for an EICR to be produced. b. £734.87 (ex. VAT) for the replacement of the fan and controller unit. c. £355.31 (ex. VAT) to replace 2no. car park flood lights and PIR sensors. d. £144.25 (ex. VAT) to replace the kitchen light fitting and sensor.	UPDATE 4/6: All works scheduled for 19 June. UPDATE 26/6: All works took place on 19 June. Recommendation to CLOSE this item.	Clerk	Closed	02/07/2026
26.43	18/05/26	£370.00	Financial Accounts Members APPROVED an expenditure of £370.00 (ex. VAT) to renew the Handyman's ROSPA routine playground inspection certificate. Cost to be met from the training budget.	UPDATE 16/6: Course booked for September. Recommendation to CLOSE this item.	Council	Closed	02/07/2026
26.53i	04/06/26	n/a	Financial Accounts Members AUTHORISED an investment of £30,000 (thirty thousand pounds) from the Unity Trust account into the Public Sector Deposit Fund.	UPDATE 26/6: As at 25 June, the balance of the Unity Trust account is at £38k with June salaries yet to be debited, and as such if £30k were reinvested, an immediate withdrawal would need to be made. Therefore, the Clerk will revert the investment to the original £20k. UPDATE 20/7: Investment complete. May be required to withdraw funds in September ahead of receipt of 2nd half of precept. Recommendation to CLOSE this item.	Council	Open	
26.56	04/06/26	n/a	Communications - Common Platt Verge Councillor Trowbridge offered some topsoil to make good the verge works. The Clerk will arrange with Councillor Trowbridge and the Handyman.	UPDATE 16/6: Will be arranged once other demands on Handyman's time permit. UPDATE 13/7: Resident has raised request on MyWilts, remedial action being investigated by WC Drainage team who carried out the initial works. Recommendation to CLOSE this item.	Council	Open	
26.63	04/06/26	n/a	Council and Community Representatives - LHFIF Priority 1 (The Butts) The school must have a valid travel plan to be eligible for a number of Wiltshire Council schemes that could alleviate some of the issues around Church Place / The Butts. It is understood that the Headmaster has met with key individuals at the academy trust to progress this, the Clerk will confirm the current status before the Chairman and Wiltshire Councillor Andrew Matthews correspond with him directly.	UPDATE 16/6: Awaiting response from Headmaster. UPDATE 13/7: No progress has been made on a travel plan. Headmaster has requested support from school governors with this activity in September so unlikely to be ready for next intake of Wiltshire Council schemes. Will remain on report in the short term.	School	Open	
26.63	04/06/26	n/a	Council and Community Representatives - Speed Indication Devices The Clerk will contact the local Neighbourhood Policing Team to request mobile speed monitoring in locations and at times highlighted to be the most problematic in current data	UPDATE 16/6: Awaiting response from Cllrs re: times and locations to be requested. UPDATE 17/7: Cllr Trowbridge has been provided with some information relating to setting up a Community Speedwatch Team. The Clerk has requested mobile speed monitoring in Stone Lane. UPDATE: 5/8: Police have been provided with speed data and have requested this on a monthly basis. Updates to be provided as part of community representative updates. Recommendation to CLOSE this item.	Council	Open	
26.73j	02/07/26	£398.00	Financial Accounts - SID Warranties Members RESOLVED to delegate authority to Councillors Griffiths, Trowbridge and the Clerk for a maximum expenditure of £398.00 (ex. VAT) to extend the warranty on the Council's two speed indicator devices, pending further information in relation to the service that could be expected from the supplier should the warranties not be extended.	UPDATE 13/7: It was established that extending warranties was a commitment of £199 per year for 3 years. Councillors Griffiths, Trowbridge and the Clerk agreed that given telephone support from the supplier would still be available post initial warranty of 2 years, the expenditure of c. £1,200 in total was not commensurate with the risk of not extending the warranties. Recommendation to CLOSE this item.	Council	Open	
26.73k	02/07/26	n/a	Financial Accounts - Flotek Services Members RESOLVED to enter into a 36 month contract with Flotek to continue using its virtual desktop services.	UPDATE 6/7: Contract signed, recommendation to CLOSE this item.	Council	Open	
26.79	02/07/26	£680	Cemetery Spoils Area Gate Members RESOLVED to accept quote 2 at a cost of £680.00 (ex. VAT) to replace the spoils area gate, 3 fence posts and dispose of all removed materials.	UPDATE: 5/8: Works complete. Recommendation to CLOSE this item.	Council	Open	

26.87b	29/07/26	n/a	Financial Accounts - Height Restrictor Damage NOTED the report in relation to the height restrictor insurance claim. The Clerk updated the Council to confirm the insurers have now confirmed that the claim has been accepted however any losses they are unable to recoup from the responsible party's insurer may be recouped via an increase in premium next year.	UPDATE 31/7: Repairs have been carried out but are unsatisfactory. Installers will return to repair again w/c 3/8 but cannot confirm a date. UPDATE 10/8: Repairs have been carried out to satisfaction. Funds less excess requested from insurers. UPDATE 18/8: Funds received from insurers. Recommended to CLOSE this item.	Council	Open	
26.89	29/07/26	£819.00	JCH Water System Works Members APPROVED the expenditure of £817.00 (ex. VAT) for annual legionella compliance work to be carried out at the Jubilee Club House. Costs to be met from the JCH building maintenance budget.	UPDATE 5/8: Works scheduled for 22 Sept. Recommendation to CLOSE this item.	Council	Open	
26.92a	29/07/26	£874.00	Community Field Grounds Maintenance Contract Members APPROVED an expenditure of £874.00 (ex. VAT) to contract John O'Conner for the grounds maintenance servicing of the Community Field for the period 3 October 2026 – 2 October 2027. Costs to be met from the Community Field budget line. Members APPROVED the updated contract for issue and signing.	UPDATE 3/8: Updated contract issued and awaiting signature from J'OC. UPDATE 10/8: Contract signed by J'OC. Recommendation to CLOSE this item.	Council	Open	

Wiltshire Council Waste Services Update July 2026 Briefing Note No. 26 - 14

Service: Waste

Date Prepared: 29/07/26

Direct Line / Email: wasteandrecycling@wiltshire.gov.uk

1. Overview and introduction

In December 2025, Cabinet approved changes to the provision of waste service delivery arrangements in Wiltshire, which was ratified at the budget setting Council in February 2026. From 1st August 2026 provision will be:

- Ubico to provide Kerbside Waste and Recycling Collection Services
- Norse to operate the Materials Recovery Facility
- Hills Waste Solutions Ltd to continue to provide Waste Transfer Stations, Composting of garden waste, disposal of non-recyclable residual waste and the operation of two provider owned Household Recycling Centres
- FCC Waste Services Ltd (UK) to continue to operate the 8 Council-owned Household recycling centres

2. LATCO Models

Ubico and Norse are public-to-public Local Authority Trading Companies (LATCO). They were chosen via extensive processes which culminated in evaluation of both financial and quality questions to confirm their ability to deliver services.

The LATCO model offers Wiltshire Council transparency and flexibility through a partnership approach, leading to best value and quality services to residents.

3. Supporting Wiltshire's Waste Service

Residents of Wiltshire should not notice any difference to the services they receive. The transfer is happening over the weekend to minimise impact on service delivery.

TUPE transfers of staff from incumbent to new providers ensure the same excellent service, with residents purely observing a change to the branding on collection vehicles and operators' PPE.

Minor impacts may be noticed by a small number of residents due to the requirement to pause a number of web forms which support the waste service (These will be paused from Friday 31 July at 00:01 until Monday 3 August at 09:00) Collection rounds data will be transferred over the weekend, during which the data must remain in a steady state to ensure there is no data loss. Usual email inboxes will be open to residents with an automatic response over this time to support management of queries and will be actioned during business hours again from Monday 3 August.

4. Waste Transformation Activity

Officers supporting on the Waste Transformation Programme have been facilitating the mobilisation of the new providers whilst working with the incumbent to ensure a smooth transition of services.

Extensive detailed plans are in place for the transfer weekend (Friday 31 July – Sunday 2 August) to enable continuous delivery of the services as usual from Monday 3 August. Escalation routes are established should the need arise.

5. Communications

Communications with residents on the introduction of the new providers will be minimal, using the Wiltshire Council website, newsletter and social media channels to highlight “same great service, just a different uniform”.

Any impact on residents will be escalated and communicated via the usual route; the Waste Transformation Communications and Engagement Business Manager is on call over the transfer weekend to supply specialist support if required.

6. Programme governance

Delegated authority was granted to Sarah Valdus as Director, in consultation with the Cabinet Member for Environment, Climate and Waste on Tuesday 9 December 2025 to take all steps to finalise the contractual arrangement and to mobilise the future services. Officers have recorded decisions appropriately in support of these transitions.

7. Further info:

For more information or issues relating to service delivery, please email wasteandrecycling@wiltshire.gov.uk or visit [Rubbish and recycling - Wiltshire Council](#). Member queries relating to service strategy should be directed to Sarah Valdus, Director of Waste, Safety and Public Protection - sarah.valdus@wiltshire.gov.uk.



Friday 31st July 2026

Letter to Wiltshire Council

Cllr Helen Belcher
Cabinet Member for Economic Development, Regeneration and Assets
By Email

Dear Helen

Subject: Proposed Household Recycling Centre in Royal Wootton Bassett

Firstly, thank you Helen for sending us your briefing note about the preferred site for the new Household Recycling Centre (HRC) on land near the operational Wiltshire Council Salt Depot, Marlborough Road in Royal Wootton Bassett.

In my letter to the Wiltshire Council Leader, Cllr Ian Thorn, dated 11th February 2026, I confirmed that Royal Wootton Bassett Town Council objects to the proposed relocation of an HRC to the Old Depot site, Marlborough Road, or to any alternative location that would result in increased travel, inconvenience, or detriment to the residents and businesses of Royal Wootton Bassett.

We are pleased to hear that the Old Depot site on Marlborough Road has now been assessed by Wiltshire Council, and confirmed as not suitable for the new Household Recycling Centre. We look forward to continuing discussions about the use of this site, for the benefit of the community.

You will no doubt appreciate our concern about your briefing note, and wider Wiltshire Council communications that followed, with regards to considering the site next to your operational Salt Depot.

On behalf of Royal Wootton Town Council, I am writing to express our concerns regarding the proposals for a new Household Recycling Centre next to Wiltshire Council the Salt Depot on Marlborough Road, Royal Wootton Bassett.

While we recognise the importance of providing modern waste and recycling facilities for residents, the Town Councillors, and the residents they have spoken to already, believe a number of significant issues require much closer examination before any decision is made.

Highways and Traffic Impacts

Our principal concern relates to the impact of the proposed facility on the local highway network. Household Recycling Centres generate a substantial volume of vehicle movements, particularly at weekends and during periods of good weather when residents are more likely to undertake home and garden projects.

The proposal risks adding considerable traffic to roads that already experience congestion, particularly at peak times. Increased vehicle movements, including cars towing trailers, vans, and commercial vehicles, could create delays, increase queuing, and place additional strain on junctions and access routes – the site access is on a blind-bend.

This is especially concerning if vehicles queue outside the site, potentially obstructing local roads and affecting nearby businesses and residential areas, as happens already with the facility at Stanton St Quinton, Chippenham.

You will already be aware of the volume of traffic, and vehicle movements at the two existing sites in Calne and Purton, and Wiltshire Council should be able to demonstrate clearly that the surrounding road network has sufficient capacity to safely accommodate the additional traffic generated by the facility without creating unacceptable impacts on road users.

Impact on Royal Wootton Bassett Town Centre

Particular attention must be paid to the effect on traffic movements through Royal Wootton Bassett itself. Depending on the chosen route, many users of the facility may travel through or around the town, increasing congestion and journey times for local residents.

The town already experiences pressure from existing commuter traffic and growth in surrounding developments.

Introducing a regional waste facility could further exacerbate these issues and undermine efforts to improve traffic conditions for residents and local businesses, in particular on Stoneover Lane, Noremarsh Road, Marlborough Road, Station Road, Bath Road and New Road.

A detailed assessment should be undertaken showing:

- Expected traffic volumes from all directions.
- Likely routing of users.
- Impacts on key junctions and roundabouts.
- Potential effects on air quality within the town.
- Mitigation measures should problems arise.

The Manor House, Lime Kiln, Royal Wootton Bassett SN4 7GJ

Telephone: 01793 850222

Email: enquiries@royalwoottonbassett.gov.uk

Environmental Concerns

Although recycling centres provide environmental benefits by encouraging waste diversion from landfill, they can also create significant local environmental impacts.

Concerns include:

- Increased vehicle emissions arising from additional traffic.
- Noise pollution from vehicle movements, reversing alarms, and site operations.
- Dust and litter escaping from the site.
- Potential impacts on nearby wildlife habitats and biodiversity.
- Visual intrusion and the industrialisation of the surrounding area.

Wiltshire Council should ensure that a comprehensive environmental assessment is carried out and that any effects on local residents and the wider environment are fully understood before proceeding.

Scale and Need for the Facility

It is important that Wiltshire Council clearly demonstrates the need for a new facility at this location. Residents should be provided with evidence showing:

- Current capacity issues at existing recycling centres.
- Forecast demand over the coming years.
- Alternative locations that were considered.
- Reasons why those alternatives were rejected.

Without a clear demonstration of need and a transparent site selection process, it is difficult for residents to assess whether this proposal represents the best option for the county.

Financial Considerations and Value for Money

The cost of developing a new Household Recycling Centre will inevitably be substantial and ultimately funded by taxpayers. Given the ongoing financial pressures facing local authorities, residents deserve full transparency regarding:

- The total construction cost.
- Land acquisition costs, if any.
- Highway improvement requirements.
- Annual operating expenses.
- Long-term maintenance liabilities.
- Any expected savings compared with retaining or improving existing facilities.

At a time when councils face competing demands across vital services, it is reasonable to ask whether this represents the most effective use of public funds and whether more cost-effective alternatives have been adequately considered.

Conclusion

While Royal Wootton Bassett Town Council support efforts to improve recycling services, we believe there remain serious unanswered questions regarding the highways impact, increased traffic through Royal Wootton Bassett, environmental consequences, and the overall cost and value for money of the proposed development.

We appreciate that your public update on Friday 21st July 2026 set out that further work is now required to determine whether this site can be brought forward for development. And you have said that this includes a full feasibility study, ecological and environmental surveys, traffic assessments, securing the necessary environmental and waste permits and ultimately the submission of a planning application.

We therefore urge Wiltshire Council to ensure that these matters are thoroughly investigated and publicly addressed before any final decision is taken. Local residents deserve confidence that the proposal will not adversely affect the town, its environment, or the efficient use of public funds.

Thank you for considering these concerns. We look forward to reviewing Wiltshire Council's response and the supporting evidence that underpins the proposal.

We would also welcome another public meeting here in Royal Wootton Bassett, or you are welcome to give an update to Full Council when we next meet.

Kind Regards,



Mark Hopkins PSLCC
Chief Officer
Town Clerk and Responsible Financial Officer (RFO)
[Royal Wootton Bassett Town Council](#)

We are writing to update you on the Gypsies and Travellers Development Plan Document (Plan), following your response to the 'regulation 19' consultation in 2024 and our subsequent communications about the Plan's progress in 2025 to ensure you are aware of its position. You may already have received a notification about preparation of a new Local Plan for Wiltshire in recent weeks, known as the Wiltshire Local Plan.

Following decisions made earlier this year, work on the Gypsies and Travellers Plan has now ceased. Instead, the housing needs of all of Wiltshire's communities including the Gypsy and Traveller community will be addressed through a new Local Plan, which will include the necessary policies and site allocations to guide development. It will be developed through future consultation and engagement with all communities across Wiltshire, the first of which will be a scoping consultation in September this year. An updated evidence base will be prepared to support the new Local Plan, which is scheduled for adoption in 2029.

To find out more about the Wiltshire Local Plan please visit our website:

<https://www.wiltshire.gov.uk/wiltshire-local-plan>

Strategic Planning

Wiltshire Council, County Hall, Bythesea Road, Trowbridge, Wiltshire BA14 8JN

Wiltshire Council

The logo for Wiltshire Council, featuring the text "Wiltshire Council" in a green, sans-serif font. Below the text is a stylized green graphic consisting of several curved lines that suggest a landscape or a path.

Lydiard Millicent Parish Council Expenses Policy

Introduction

It is the aim of Lydiard Millicent Parish Council (hereafter known as the Council) that no Employee or Member be financially disadvantaged when representing the Council.

The Council will reimburse all or some of the expenses incurred by the Clerk, Handyman, the Chairman or Councillors in performing the duties required by the Council.

Expense receipts will be verified by the Chairman at each main meeting of the Council.

Clerk's Expenses

The Clerk will be able to claim the following expenses when supported by receipts:

- stationery, postage, printing costs and other office consumables, and home printing cost of .05p per sheet.
- reasonable sums to cover the extra costs of space, lighting, heating and electricity arising from the Clerk's use of home for Council business. This will be set in line with the ~~HMRC Inland Revenue~~ limit for "additional household expenses" for employees at £6.00 per week, £26.00 per month from 2021.¹ Lydiard Millicent Parish Clerk currently receives £18.00 per month.
- any additional premium required by the Clerk's own home insurance provider in respect of the Clerk's private premises being the main place of work.
- all necessary computer software or upgrades required for the Clerk to fulfil the duties required by the Council.
- travelling and associated travel expenses on journeys on council business (except one visit per week to Jubilee Club House and for attendance at Parish Meetings) - to include mileage at the current ~~HMRC Inland Revenue~~ non-profit making rate, currently 4555p per mile.²
- other expenses which may include overnight accommodation and meals incurred in the performance of Council business provided they have been approved by the Council

Handyman Expenses

The Handyman will be able to claim for authorised items required to conduct his work for the Council, when supported by receipts:

Councillor Expenses

Parish Councillors are unpaid and do not receive an annual allowance.

They are entitled to claim the following expenses when supported by receipts and form:

- travelling and associated travel expenses on journeys on council business - to include mileage at the current ~~Inland Revenue~~HMRC non-profit making rate, currently 4555p per mile.²
- items purchased specifically at the direction of the Council.
- other expenses, provided they have been approved in advance by the Council.

1. Expenses and Benefits for Homeworking guidance:
<https://www.gov.uk/expenses-and-benefits-homeworking/homeworking-expenses-and-benefits-that-are-exempt-from-tax>

2. Mileage Allowance
[Travel — mileage and fuel rates and allowances - GOV.UK](#)

Date Approved by Council: ~~26 October 2022~~

Lydiard Millicent Parish Council Expenses Policy

| Date for Review: ~~As Required~~

Lydiard Millicent Parish Council

Harassment and Victimisation Policy

Introduction

Harassment or victimisation on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy or maternity, race, religion or belief, sex or sexual orientation is unacceptable.

Personal harassment takes many forms ranging from tasteless jokes and abusive remarks to pestering for sexual favours, threatening behaviour and actual physical abuse. For the purposes of this policy, it also includes bullying. Whatever form it takes, personal harassment is always taken seriously and is totally unacceptable.

Statement of Commitment

The Parish Council (hereafter known as the Council) recognises that personal harassment can exist in the workplace, as well as outside, and that this can seriously affect Employees' working lives by interfering with their job performance or by creating a stressful, intimidating and unpleasant working environment.

The Council deplores all forms of personal harassment and seeks to ensure that the working environment is sympathetic to all its Employees. The aim of this policy is to inform Employees and Councillors of the type of behaviour that is unacceptable and provide Employees who are the victims of personal harassment with a means of redress.

The Council recognises that it has a duty to implement this policy, and all Employees and Councillors are expected to comply with it.

Examples of Personal Harassment

Personal harassment takes many forms and Employees/Councillors may not always realise that their behaviour constitutes harassment. Personal harassment is unwanted behaviour by one Employee towards another or Councillor towards one of his/her Colleagues or to an Employee and examples of harassment include:

- insensitive jokes and pranks
- lewd or abusive comments about appearance
- deliberate exclusion from conversations
- displaying abusive or offensive writing or material
- unwelcome touching
- abusive, threatening or insulting words or behaviour
- name-calling
- picking on someone or setting them up to fail
- exclusion or victimisation
- undermining their contribution/position
- demanding a greater work output than is reasonably feasible
- blocking promotion or other development/advancement.

These examples are not exhaustive and disciplinary action at the appropriate level will be taken against Employees committing any form of personal harassment.

Councillors should be aware that their own contravention of this policy is a Code of Conduct matter which may be reported to The Monitoring Officer Wiltshire Council Trowbridge Wiltshire BA14 8JN or email governance@wiltshire.gov.uk.

Lydiard Millicent Parish Council

Harassment and Victimisation Policy

Reporting Procedures

Complaining about Personal Harassment - Informal Method

The Council recognises that complaints of personal harassment, and particularly of sexual harassment, can sometimes be of a sensitive or intimate nature and that it may not be appropriate for you to raise the issue through the normal grievance procedure. In these circumstances you are encouraged to raise such issues with a designated member of the Council (whether that person has a direct supervisory responsibility for you) as a confidential helper.

If you are the victim of minor harassment, you should make it clear to the harasser on an informal basis that their behaviour is unwelcome and ask the harasser to stop. If you feel unable to do this verbally then you should hand a written request to the harasser, and your confidential helper can assist you in this.

Complaining about Personal Harassment - Formal Method

Where the informal approach fails or if the harassment is more serious, you should bring the matter to the attention of the Clerk and in the case of the Clerk she/he should bring the matter to the attention of the Chairman of the Personnel Committee as a formal written grievance and again your confidential helper can assist you in this. If possible, you should keep notes of the harassment so that the written complaint can include:

- the name of the alleged harasser
- the nature of the alleged harassment
- the dates and times when the alleged harassment occurred
- the names of any witnesses
- any action already taken by you to stop the alleged harassment

Investigation Procedures

On receipt of a formal complaint the Council will take action to separate you from the alleged harasser to enable an uninterrupted investigation to take place. This may involve suspension with contractual pay until the matter has been resolved. If the alleged harasser is a Councillor, the Chairman of the Personnel Committee will request the individual to refrain from making direct contact with the Employee for the required period.

The investigation will be undertaken by a person who is independent of the related parties and who has the appropriate skills and experience to do so. On conclusion of the investigation, which will normally be within 10 days of the meeting with you, a report of the findings will be submitted by the Chairman of the Personnel Committee to the Personnel Committee that will arrange to hold the grievance meeting.

You will be invited to attend a meeting, at a reasonable time and location, to discuss the matter once the Committee has had the opportunity to consider the allegations submitted. You have the right to be accompanied at such a meeting by a Colleague or Trade Union Representative and you must take all reasonable steps to attend.

Those involved in the investigation will be expected to act in confidence and any breach of confidence will be considered as a breach of discipline or in the case of Councillors an alleged breach of the Code of Conduct.

You will be able to put your case forward at the meeting and the Chairman of the Personnel Committee will explain the outcome of the investigation. You have a right to appeal the outcome, which is to be made to the Chairman of the Parish Council within five working days of receiving the outcome.

Lydiard Millicent Parish Council

Harassment and Victimisation Policy

Disciplinary and Support Procedures

If the decision is that the allegation is well founded, the harasser will be liable to disciplinary action (or in the case of a Councillor will be reported to the Governance Department at Wiltshire Council (contact details above)).

The Council is committed to ensuring Employees are not discouraged from using this procedure and no Employee will be victimised for having brought a complaint.

Lydiard Millicent Parish Council

Equality, Diversity & Inclusion Policy

Policy Statement

Lydiard Millicent Parish Council (hereafter known as the Council) is committed to encouraging equality, diversity and inclusion among our workforce, and eliminating unlawful discrimination.

The aim is for our workforce to be truly representative of all sections of society and for each employee to feel respected and able to give their best.

The Council in providing goods and/or services and/or facilities is also committed against unlawful discrimination of customers or the public.

Purpose

This policy's purpose is to:

1. Provide equality, fairness and respect for all in our employment, whether temporary, parttime or full-time.
2. Not unlawfully discriminate because of the Equality Act 2010 protected characteristics of:
 - age
 - disability
 - gender reassignment
 - marriage and civil partnership
 - pregnancy and maternity
 - race (including colour, nationality, and ethnic or national origin)
 - religion or belief
 - sex
 - sexual orientation
3. Oppose and avoid all forms of unlawful discrimination. This includes in:
 - pay and benefits
 - terms and conditions of employment
 - dealing with grievances and discipline
 - dismissal
 - redundancy
 - leave for parents
 - requests for flexible working
 - selection for employment, promotion, training or other developmental opportunities

Our Commitments

Lydiard Millicent Parish Council commits to:

1. Encourage equality, diversity and inclusion in the workplace as they are good practice and make business sense.

Lydiard Millicent Parish Council

Equality, Diversity & Inclusion Policy

2. Create a working environment free of bullying, harassment, victimisation and unlawful discrimination, promoting dignity and respect for all, and where individual differences and the contributions of all staff are recognised and valued.

This commitment includes training all stakeholders and all employees about their rights and responsibilities under the equality, diversity and inclusion policy. Responsibilities include staff conducting themselves to help the Council provide equal opportunities in employment, and prevent bullying, harassment, victimisation and unlawful discrimination.

All staff should understand they, as well as their employer, can be held liable for acts of bullying, harassment, victimisation and unlawful discrimination, in the course of their employment, against fellow employees, customers, suppliers and the public.

3. Take seriously complaints of bullying, harassment, victimisation and unlawful discrimination by fellow employees, customers, suppliers, visitors, the public and any others during the Council's work activities.

Such acts will be dealt with as misconduct under the Council's grievance and/or disciplinary procedures, and appropriate action will be taken. Particularly serious complaints could amount to gross misconduct and lead to dismissal without notice.

Sexual harassment may amount to both an employment rights matter and a criminal matter, such as in sexual assault allegations.

In addition, harassment under the Protection from Harassment Act 1997 – which is not limited to circumstances where harassment relates to a protected characteristic – is a criminal offence.

4. Make opportunities for training, development and progress available to all staff, who will be helped and encouraged to develop their full potential, so their talents and resources can be fully utilised to maximise the efficiency of the Council.
5. Make decisions concerning staff being based on merit (apart from in any necessary and limited exemptions and exceptions allowed under the Equality Act).
6. Review employment practices and procedures when necessary to ensure fairness and update them and the policy to take account of changes in the law.
7. Monitor the make-up of the workforce regarding information such as age, sex, ethnic background, sexual orientation, religion or belief, and disability in encouraging equality, diversity and inclusion, and in meeting the aims and commitments set out in the equality, diversity and inclusion policy.

Monitoring will also include assessing how the equality, diversity and inclusion policy, and any supporting action plan, are working in practice, reviewing them annually, and considering and taking action to address any issues.

Lydiard Millicent Parish Council
Equality, Diversity & Inclusion Policy

Agreement to follow this policy

The equality, diversity and inclusion policy is fully supported by the Council.

Disciplinary and grievance procedures

Details of the grievance and disciplinary policies can be found on the Council's website. This includes with whom an employee should raise a grievance.

Use of the Council's grievance or disciplinary procedures does not affect an employee's right to make a claim to an Employment Tribunal within three months of the alleged discrimination.

Lydiard Millicent Parish Council Disciplinary and Grievance Policy

Section 1 Disciplinary

Introduction

This policy is based on and complies with the 2015 ACAS Code of Practice, it also considers the ACAS guide on discipline and grievances at work and the relevant law affecting Councils.

The policy is designed to help Lydiard Millicent Parish Council (hereafter referred to as the Council) employees improve unsatisfactory conduct and performance in their jobs. Wherever possible, the Council will try to resolve its concerns about employees' behaviour informally, without starting the formal procedure set out below.

The policy will be applied fairly, consistently and in accordance with the Equality Act 2010.

This policy confirms:

- Informal coaching and supervision will be considered, where appropriate, to improve conduct and/or attendance.
- The Council will fully investigate the facts of each case.
- The Council recognises that misconduct and unsatisfactory work performance are different issues. The disciplinary policy will also apply to work performance issues to ensure that all alleged instances of employees' underperformance are dealt with fairly and in a way that is consistent with required standards. However, the disciplinary policy will only be used when performance management proves ineffective. For more information, see ACAS Performance Management.
- Employees will be informed in writing about the nature of the complaint against them and given the opportunity to state their case.
- Employees will be provided, where appropriate, with written copies of evidence and relevant witness statements in advance of a disciplinary hearing.
- Employees may be accompanied or represented by a companion – a workplace colleague, a trade union representative or a trade union official - at any investigatory, disciplinary or appeal meeting. The companion is permitted to address such meetings, to put the employee's case and confer with the employee. The companion cannot answer questions put to the employee, address the meeting against the employee's wishes or prevent the employee from explaining their case.
- The Council will give employees reasonable notice of any meetings in this procedure. Employee must make all reasonable efforts to attend. Failure

Lydiard Millicent Parish Council Disciplinary and Grievance Policy

to attend any meeting may result in it going ahead and a decision being taken. An employee who does not attend a meeting will be given the opportunity to be represented and to make written submissions.

- If the employee's companion is not available for the proposed date of the meeting, the employee can request a postponement and can propose an alternative date that is within seven calendar days of the original meeting date, unless it is unreasonable not to propose a later date.
- Any changes to specified time limits in the Council's procedure must be agreed to by the employee and the Council.
- Information about an employee's disciplinary matter will be restricted to those involved in the disciplinary process. A record of the reason for disciplinary action and the action taken by the Council is confidential to the employee. The employee's disciplinary records will be held by the Council in accordance with the General Data Protection Regulation (GDPR).
- Audio or video recordings of the proceedings at any stage of the disciplinary procedure are prohibited, unless agreed by all affected parties as a reasonable adjustment that takes account of an employee's medical condition.
- Employees have the right to appeal against any disciplinary decision. The appeal decision is final.
- If an employee who is already subject to the Council's disciplinary procedure raises a grievance, the grievance will normally be heard after the completion of the disciplinary procedure.
- Disciplinary action taken by the Council can include a written warning, a final written warning or dismissal.
- This procedure may be implemented at any stage if the employee's alleged misconduct warrants this.
- Except for gross misconduct, when an employee may be dismissed without notice, the Council will not dismiss an employee on the first occasion that it decides there has been misconduct.
- If an employee is suspended following allegations of misconduct, it will be on full pay and only for such time as is necessary. Suspension is not a disciplinary sanction. The Council will write to the employee to confirm any period of suspension and the reasons for it.
- The Council may consider mediation at any stage of the disciplinary procedure where appropriate (for example, where there have been communication breakdowns or allegations of bullying or harassment). Mediation is a dispute resolution process that requires the consent of affected parties.

Lydiard Millicent Parish Council

Disciplinary and Grievance Policy

Examples of misconduct

Misconduct is employee behaviour that can lead to the employer taking disciplinary action. The following list contains some examples of misconduct (the list is not exhaustive):

- Unauthorised absence.
- Poor timekeeping.
- Misuse of the Council's resources and facilities, including telephone, email and internet.
- Inappropriate behaviour.
- Refusal to follow reasonable instructions.
- Breach of health and safety rules.

Examples of gross misconduct

Gross misconduct is misconduct that is so serious that it is likely to lead to dismissal without notice. The following list contains some examples of gross misconduct (the list is not exhaustive):

- Bullying, discrimination and harassment.
- Incapacity at work because of alcohol or drugs.
- Violent behaviour.
- Fraud or theft.
- Gross negligence.
- Gross insubordination.
- Serious breaches of Council policies and procedures, e.g. the Health and Safety Policy, Equality and Diversity Policy, Data Protection Policy and any policies regarding the use of information technology.
- Serious and deliberate damage to property.
- Use of the internet or email to access pornographic, obscene or offensive material.
- Disclosure of confidential information.

Suspension

If allegations of gross misconduct or serious misconduct are made, the Council may suspend the employee while further investigations are carried out. Suspension will be on full pay. Suspension does not imply any determination of guilt or innocence, as it is merely a measure to enable further investigation.

Lydiard Millicent Parish Council Disciplinary and Grievance Policy

While on suspension, the employee is required to be available during normal hours of work if the Council needs to make contact. The employee must not contact or attempt to contact or influence anyone connected with the investigation in any way or discuss this matter with any other employee or Councillor.

The employee must not attend work. The Council will make arrangements for the employee to access any information or documents required to respond to any allegations.

Examples of unsatisfactory work performance

The following list contains some examples of unsatisfactory work performance (the list is not exhaustive):

- Inadequate application of management instructions/office procedures.
- Inadequate IT skills.
- Unsatisfactory management of staff.
- Unsatisfactory communication skills.

Preliminary enquiries. The Council may make preliminary enquiries to establish the basic facts of what has happened in order to understand whether there may be a case to answer under the disciplinary procedure.

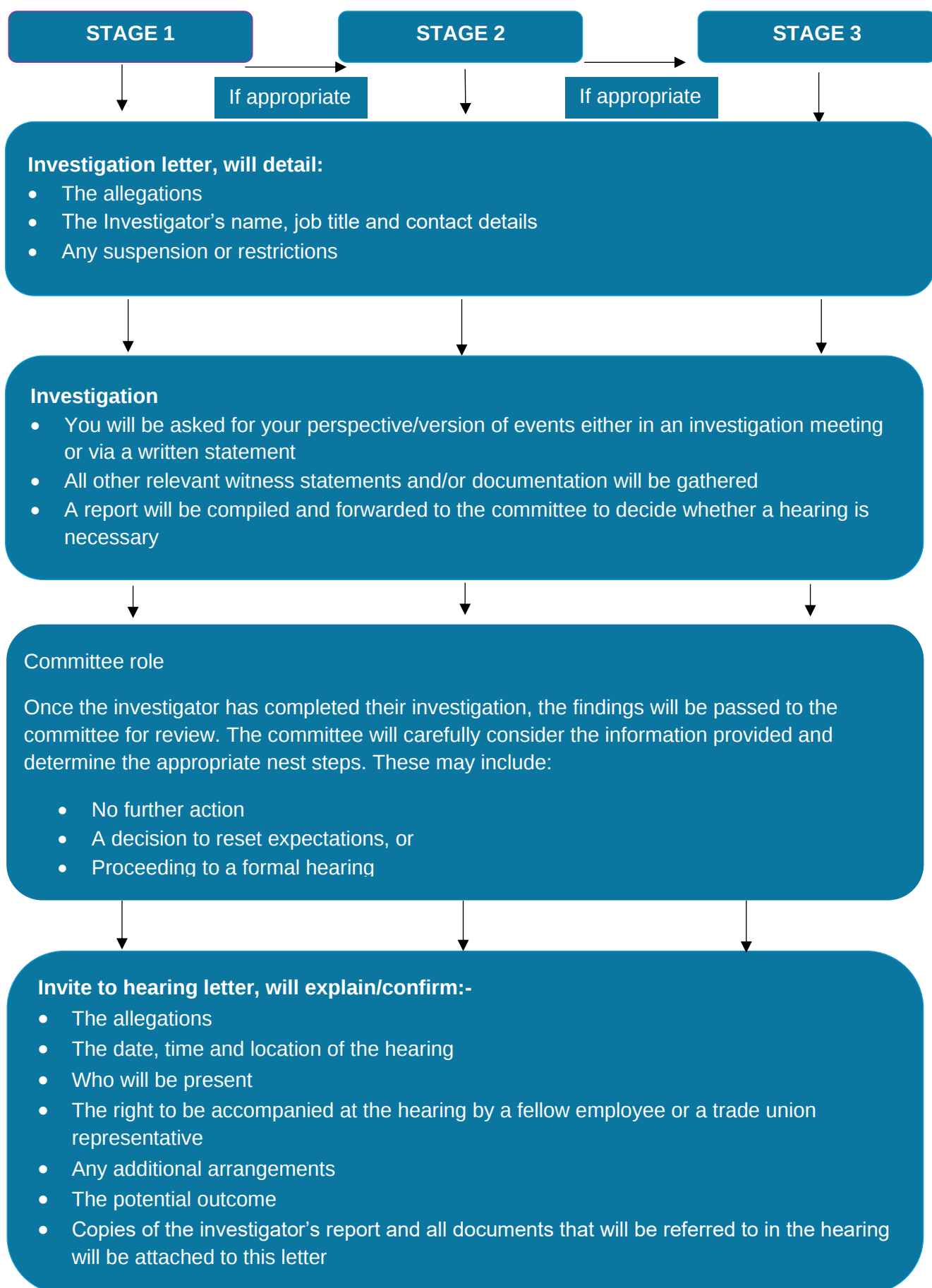
If the employee's manager believes there may be a disciplinary case to answer, the Council may initiate a more detailed investigation undertaken to establish the facts of a situation or to establish the perspective of others who may have witnessed misconduct.

Informal Procedures. Where minor concerns about conduct become apparent, it is the manager's responsibility to raise this with the employee and clarify the improvements required. A file note will be made and kept by the manager. The informal discussions are not part of the formal disciplinary procedure. If the conduct fails to improve, or if further matters of conduct become apparent, the manager may decide to formalise the discussions and invite the employee to a first stage disciplinary hearing.

An outline of the disciplinary procedure is summarised in the table overleaf.

Lydiard Millicent Parish Council Disciplinary and Grievance Policy

The disciplinary procedure



Lydiard Millicent Parish Council Disciplinary and Grievance Policy

The Hearing

- An appropriate level of management will conduct the disciplinary hearing ('the Chair'), and there may also be a note-taker present. In some cases, a Human Resources Partner will also be present
- The Chair will explain the role of all those in attendance, the allegations and go through the evidence that has been gathered
- You will be given the opportunity to respond in full. This will include time to ask questions and present evidence. If you intend to call any witnesses, you must give us advance written notice that you intend to do this
- The Chair will adjourn at the end to consider their decision
- Where possible, the outcome will be given the same day. Where this is not possible, because for example, the Chair requires further time to consider their decision or complete further investigation, you will be informed
- You will be informed of the outcome verbally (either in person or by phone) and then in writing

**Potential outcome:
First Written
warning**

**Potential outcome:
Final Written
warning**

**Potential outcome:
Dismissal (with or
without notice/pay
in lieu of notice)**

Outcome letter will advise:

- The nature of the misconduct that has led to the outcome (including any prior warnings that have been taken into account, if appropriate)
- The action or improvement required
- The timescale for implementing such action (if relevant)
- That this is a first/final written warning and that the next stage may be final written warning/dismissal if there is no sustained improvement or change
- That the warning will remain live for 12 months
- That whilst the warning will not remain active after this time in relation to future disciplinary matters, a record of what has occurred will be kept and may be referred to if relevant
- The right of appeal

Outcome letter will advise:

- The reasons for dismissal
- Any prior warnings that have been taken into account, if appropriate
- The date on which employment will end
- The right of appeal

Lydiard Millicent Parish Council Disciplinary and Grievance Policy

Disciplinary investigation

A formal disciplinary investigation may sometimes be required to establish the facts and whether there is a disciplinary case to answer.

If a formal disciplinary investigation is required, the Council's Personnel Committee will appoint an Investigator who will be responsible for undertaking a fact-finding exercise to collect all relevant information. The Investigator will be independent and will normally be a Councillor.

If the Personnel Committee considers that there are no Councillors who are independent (for example, because they all have direct involvement in the allegations about the employee), it will appoint someone from outside the Council. The Investigator will be appointed as soon as possible after the allegations have been made. The Personnel Committee will inform the Investigator of the terms of reference of the investigation. The terms of reference should specify:

- The allegations or events that the investigation is required to examine.
- Whether a recommendation is required
- How the findings should be presented. For example, an investigator will often be required to present the findings in the form of a written report.
- Who the findings should be reported to and who to contact for further direction if unexpected issues arise or advice is needed.

The Investigator will be asked to submit their findings, usually within 35 Calendar days of appointment, where possible. In cases of alleged unsatisfactory performance or of allegations of minor misconduct, the appointment of an investigator may not be necessary, and the Council may decide to commence disciplinary proceedings at the next stage - the disciplinary meeting (see paragraph 26).

The Personnel Committee will notify the employee in writing of the alleged misconduct and details of the person undertaking the investigation. The employee may be asked to meet an investigator as part of the disciplinary investigation. The employee will be given sufficient notice of the meeting with the Investigator so that they have a reasonable time to prepare for it.

The letter will explain the investigation process and that the meeting is part of that process. The employee will be provided with a copy of the Council's disciplinary procedure. The Council will also inform the employee that when they meet with the Investigator, they will have the opportunity to comment on the allegations of misconduct.

Lydiard Millicent Parish Council Disciplinary and Grievance Policy

Employees may be accompanied or represented by a workplace colleague, a trade union representative or a trade union official at any investigatory meeting.

If there are other persons (e.g. employees, Councillors, members of the public or the Council's contractors) who can provide relevant information, the Investigator should try to obtain it from them in advance of the meeting with the employee.

The Investigator has no authority to take disciplinary action. Their role is to establish the facts of the case as quickly as possible and prepare a report that recommends to the Personnel Committee whether or not disciplinary action should be considered under the policy.

The Investigator's report will contain their recommendations and the findings on which they were based. They will recommend either:

- The employee has no case to answer, and there should be no further action under the Council's disciplinary procedure.
- The matter is not serious enough to justify further use of the disciplinary procedure and can be dealt with informally.
- The employee has a case to answer, and a formal hearing should be convened under the Council's disciplinary procedure.

The Investigator will submit the report to the Personnel Committee, which will decide whether there is no case to answer; the matter should be considered informally, or a formal Disciplinary Hearing should be convened. If the Investigator is a member of the Committee making the decision, they should recuse themselves from any formal votes or decision-making regarding their findings as to whether there is a case to answer at a Disciplinary Hearing.

If the Council decides that it will not take disciplinary action, it may consider whether mediation would be appropriate in the circumstances.

The disciplinary meeting

If the Personnel Committee decides that there is a case to answer, it will appoint a sub-committee of three Councillors to formally hear the allegations. The sub-committee will appoint a Chair from one of its members. The Investigator shall not sit on the sub-committee. The sub-committee will be given the delegated authority to decide in relation to the Disciplinary.

No Councillor with direct involvement in the matter shall be appointed to the sub-committee. The employee will be invited, in writing, to attend a disciplinary meeting. The sub-committee's letter will confirm the following:

Lydiard Millicent Parish Council Disciplinary and Grievance Policy

- The names of its chair and the other two members.
- Details of the alleged misconduct, its possible consequences and the employee's statutory right to be accompanied at the meeting.
- A copy of the information provided to the sub-committee, which may include the investigation report, supporting evidence and a copy of the Council's disciplinary procedure.
- The time and place for the meeting. The employee will be given reasonable notice of the hearing so that they have sufficient time to prepare for it.
- Whether witnesses may attend on the employee's and the Council's behalf, and if they may, both parties should inform each other of their witnesses' names at least two working days before the meeting.
- The employee may be accompanied by a companion - a workplace colleague, a trade union representative or a trade union official.

The purpose of the disciplinary meeting hearing is for the allegations to be put to the employee and then for the employee to give their perspective. It will be conducted as follows:

- The chair will introduce the members of the sub-committee to the employee and explain the arrangements for the hearing.
- The chair will set out the allegations and invite the Investigator to present the findings of the investigation report (if there has been a previous investigation).
- The chair will invite the employee to present their account.
- The employee (or the companion) will set out their case and present evidence (including any witnesses and/or witness statements).
- Any member of the sub-committee and the employee (or the companion) may question the Investigator and any witness.
- The employee (or companion) will have the opportunity to sum up.

The chair will provide the employee with the sub-committee's decision with reasons, in writing, within seven calendar days of the meeting. The chair will also notify the employee of the right to appeal the decision if formal action is taken.

The disciplinary meeting may be adjourned to allow matters that were raised during the meeting to be further investigated by the sub-committee.

Lydiard Millicent Parish Council

Disciplinary and Grievance Policy

Disciplinary action

If the sub-committee decides that there should be disciplinary action, it may be any of the following:

First written warning:

If the employee's conduct has fallen below acceptable standards, a first written warning will be issued. A first written warning will set out:

- The reason for the written warning, the improvement required (if appropriate) and the period for improvement.
- That further misconduct/failure to improve will result in more serious disciplinary action.
- The employee's right of appeal.
- That a note confirming the written warning will be placed on the employee's personnel file, that a copy will be provided to the employee and that the warning will remain in force for a specified period of time (e.g. 12 months).

Final written warning:

- If the offence is sufficiently serious, or if there is further misconduct or a failure to improve sufficiently during the currency of a prior warning, the employee will be given a final written warning. A final written warning will set out:
- The reason for the final written warning, the improvement required (if appropriate) and the period for improvement.
- That further misconduct/failure to improve will result in more serious disciplinary action up to and including dismissal.
- The employee's right of appeal.
- That a note confirming the final written warning will be placed on the employee's personnel file, that a copy will be provided to the employee and that the warning will remain in force for a specified period of time (e.g. 12 months).

Dismissal:

The Council may dismiss:

- For gross misconduct.
 - If there is no improvement within the specified period, in the conduct which has been the subject of a final written warning.

Lydiard Millicent Parish Council Disciplinary and Grievance Policy

- If another instance of misconduct occurs and a final written warning has already been issued and remains in force.

The Council will consider very carefully a decision to dismiss. If an employee is dismissed, they will receive a written statement of the reasons for their dismissal, the date on which the employment will end and details of their right of appeal. If the sub-committee decides to take no disciplinary action, no record of the matter will be retained in the employee's personnel file. Action taken because of the disciplinary meeting will remain in force unless it is modified as a result of an appeal.

The appeal:

An employee who is the subject of disciplinary action will be notified of the right of appeal. Their written notice of appeal must be received by the Council within seven calendar days of the employee receiving written notice of the disciplinary action and must specify the grounds for appeal.

The grounds for appeal include:

- A failure by the Council to follow its disciplinary policy.
- The sub-committee did not support the sub-committee's disciplinary decision.
- The disciplinary action was too severe in the circumstances of the case.
- New evidence has come to light since the disciplinary meeting.

Where possible, the appeal will be heard by a panel of 3 members of the Personnel Committee who have not previously been involved in the case. This includes the Investigator. There may be insufficient members of the Personnel Committee who have not previously been involved. If so, the appeal panel will be a committee of 3 members of the Council who may include members of the Personnel Committee. The appeal panel will appoint a chair from one of its members.

The employee will be notified, in writing, within 14 calendar days of receipt of the notice of appeal of the time, date and place of the appeal meeting. The employee will be advised that they may be accompanied by a companion - a workplace colleague, a trade union representative or a trade union official.

At the appeal meeting, the chair will:

- Introduce the panel members to the employee.
- Explain the purpose of the meeting, which is to hear the employee's reasons for appealing against the disciplinary decision.
- Explain the action that the appeal panel may take.

Lydiard Millicent Parish Council Disciplinary and Grievance Policy

The employee (or companion) will be asked to explain the grounds for appeal.

The chair will inform the employee that they will receive the decision and the panel's reasons, in writing, usually within five working days of the appeal hearing.

The appeal panel may decide to uphold the disciplinary decision of the Personnel Committee, substitute a less serious sanction or decide that no disciplinary action is necessary. If it decides to take no disciplinary action, no record of the matter will be retained in the employee's personnel file.

If an appeal against dismissal is upheld, the employee will be paid in full for the period from the date of dismissal and continuity of service will be preserved.

The appeal panel's decision is final.

Section 2 Grievance

Introduction

The policy aims to encourage and maintain good relationships between the Council and its employees by treating grievances seriously and resolving them as quickly as possible. It sets out the arrangements for employees to raise their concerns, problems or complaints about their employment with the Council. The policy will be applied fairly, consistently and in accordance with the Equality Act 2010.

Many problems can be raised and settled during everyday working relationships. Employees should aim to settle most grievances informally with their line manager.

This policy confirms:

- employees have the right to be accompanied or represented at a grievance meeting or appeal by a companion who can be a workplace colleague, a trade union representative or a trade union official. This includes any meeting held with them to hear about, gather facts about, discuss, consider or resolve their grievance. The companion will be permitted to address the grievance/appeal meetings, to present the employee's case for their grievance/appeal and to confer with the employee. The companion cannot answer questions put to the employee, address the meeting against the employee's wishes or prevent the employee from explaining their case.

Lydiard Millicent Parish Council Disciplinary and Grievance Policy

- the Council will give employees reasonable notice of the date of the grievance/appeal meetings. Employees and their companions must make all reasonable efforts to attend. If the companion is not available for the proposed date of the meeting, the employee can request a postponement and can propose an alternative date that is within five working days of the original meeting date unless it is unreasonable not to propose a later date
- any changes to specified time limits must be agreed by the employee and the Council
- an employee has the right to appeal against the decision about their grievance. The appeal decision is final
- information about an employee's grievance will be restricted to those involved in the grievance process. A record of the reason for the grievance, its outcome and action taken is confidential to the employee. The employee's grievance records will be held by the Council in accordance with the General Data Protection Regulation (GDPR)
- audio or video recordings of the proceedings at any stage of the grievance procedure are prohibited, unless agreed by all affected parties as a reasonable adjustment that takes account of an employee's medical condition
- if an employee who is already subject to a disciplinary process raises a grievance, the grievance will normally be heard after completion of the disciplinary procedure
- if a grievance is not upheld, no disciplinary action will be taken against an employee if they raised the grievance in good faith
- the Council may consider mediation at any stage of the grievance procedure where appropriate, (for example where there have been communication breakdowns or allegations of bullying or harassment). Mediation is a dispute resolution process which requires the consent of affected parties
- Employees can only use all stages of the grievance procedure if the complaint is not a code of conduct complaint about a Councillor. Employees can use the informal stage of the Council's grievance procedure (paragraph 4) to deal with all grievance issues, including a complaint about a Councillor. Employees cannot use the formal stages of the Council's grievance procedure for a code of conduct complaint about a Councillor. If the complaint about the Councillor is not resolved at the informal stage, the employee can contact the monitoring officer of [[] Council] who will inform the employee whether or not the complaint can be dealt with under the code of conduct. If it does not concern the code of conduct, the employee can make a formal complaint under the Council's grievance procedure (see paragraph 5)

Lydiard Millicent Parish Council Disciplinary and Grievance Policy

- the Council may engage external investigators, grievance or appeal panels for the purposes of the process.
- If the grievance is a code of conduct complaint against a Councillor, the employee cannot proceed with it beyond the informal stage of the Council's grievance procedure. However, whatever the complaint, the Council has a duty of care to its employees. It must take all reasonable steps to ensure employees have a safe working environment, for example by undertaking risk assessments, by ensuring staff and Councillors are properly trained and by protecting staff from bullying, harassment and all forms of discrimination
- If an employee considers that the grievance concerns their safety within the working environment, whether or not it also concerns a complaint against a Councillor, the employee should raise these safety concerns with their line manager at the informal stage of the grievance procedure. The Council will consider whether it should take further action in this matter in accordance with any of its employment policies (for example its health and safety policy or its dignity at work policy) and in accordance with the code of conduct regime

Informal grievance procedure

The Council and its employees benefit if grievances are resolved informally and as quickly as possible. As soon as a problem arises, the employee should raise it with their manager to see if an informal solution is possible. Both should try to resolve the matter at this stage.

If the employee does not want to discuss the grievance with their manager (for example, because it concerns the manager), the employee should contact the Chairman of the Personnel Committee or, if appropriate, another member of the Personnel Committee. If the employee's complaint is about a Councillor, it may be appropriate to involve that Councillor at the informal stage. This will require both the employee's and the Councillor's consent.

Formal grievance procedure

If it is not possible to resolve the grievance informally and the employee's complaint is not one that should be dealt with as a code of conduct complaint (see above), the employee may submit a formal grievance. It should be submitted in writing to the Chairman of the Personnel Committee.

The Personnel Committee will appoint a sub-committee of 3 members to hear the grievance if the grievance is raised by or relates to the Clerk. Where the grievance is not raised by or relates to the Clerk, the Personnel Committee may appoint the Clerk to hear the Grievance. The sub-committee will appoint a

Lydiard Millicent Parish Council Disciplinary and Grievance Policy

chairman from one of its members. No Councillor with direct involvement in the matter shall be appointed to the sub-committee.

Investigation

If the sub-committee decides that it is appropriate, (e.g. if the grievance is complex), it may appoint an investigator to carry out an investigation before the grievance meeting to establish the facts of the case. The investigator may be an appropriate employee, Councillor or external party. The investigation may include interviews (e.g. the employee submitting the grievance, other employees, Councillors or members of the public).

The investigator will summarise their findings (usually within an investigation report) and present their findings to the sub-committee.

Notification

Within 14 calendar days of the Council receiving the employee's grievance (this may be longer if there is an investigation), the employee will normally be asked, in writing, to attend a grievance meeting. The written notification will include the following:

- the names of its Chairman and other members
- the date, time and place for the meeting. The employee will be given reasonable notice of the meeting which will normally be within 35 calendar days of when the Council received the grievance
- the employee's right to be accompanied by a workplace colleague, a trade union representative or a trade union official
- a copy of the Council's grievance policy
- confirmation that, if necessary, witnesses may attend (or submit witness statements) on the employee's behalf and that the employee should provide the names of their witnesses as soon as possible before the meeting
- confirmation that the employee will provide the Council with any supporting evidence in advance of the meeting, usually with at least two days' notice
- findings of the investigation if there has been an investigation
- an invitation for the employee to request any adjustments to be made for the hearing (for example where a person has a health condition).

The grievance meeting

At the grievance meeting:

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- the Chairman will introduce the members of the sub-committee to the employee
- the employee (or companion) will set out the grievance and present the evidence
- the Chairman will ask the employee questions about the information presented and will want to understand what action does they wants the Council to take
- any member of the sub-committee and the employee (or the companion) may question any witness
- the employee (or companion) will have the opportunity to sum up the case
- a grievance meeting may be adjourned to allow matters that were raised during the meeting to be investigated by the sub-committee.

The Chairman will provide the employee with the sub-committee's decision, in writing, usually within 7 calendar days of the meeting though may be longer e.g. where further investigations are required. The letter will notify the employee of the action, if any, that the Council will take and of the employee's right to appeal.

The appeal

If an employee decides that their grievance has not been satisfactorily resolved by the sub-committee, they may submit a written appeal to the Personnel Committee. An appeal must be received by the Council within 7 calendar days of the employee receiving the sub-committee's decision and must specify the grounds of appeal.

Appeals may be raised on a number of grounds, e.g.:

- a failure by the Council to follow its grievance policy
- the decision was not supported by the evidence
- the action proposed by the sub-committee was inadequate/inappropriate
- new evidence has come to light since the grievance meeting.

The appeal will be heard by a panel of 3 members of the Personnel Committee who have not previously been involved in the case. There may be insufficient members of the Personnel Committee who have not previously been involved. If so, the appeal panel will be a committee of three Council members who may include members of the Personnel Committee.

The Council may engage external parties if there are insufficient Councillors to form the panel. The appeal panel will appoint a Chairman from one of its members.

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The employee will be notified, in writing, usually within 14 calendar days of receipt of the appeal of the time, date and place of the appeal meeting. The meeting will normally take place within 35 calendar days of the Council's receipt of the appeal. The employee will be advised that they may be accompanied by a workplace colleague, a trade union representative or a trade union official.

At the appeal meeting, the Chairman will:

- introduce the panel members to the employee
- explain the purpose of the meeting, which is to hear the employee's reasons for appealing against the decision of the staffing sub-committee
- explain the action that the appeal panel may take.

The employee (or companion) will be asked to explain the grounds of appeal.

The Chairman will inform the employee that they will receive the decision and the panel's reasons, in writing, and when they are likely to receive the letter. This may be within 14 calendar days of the appeal meeting, however, will be longer where further investigations are required.

The appeal panel may decide to uphold the decision of the Personnel Committee or substitute its own decision.

The decision of the appeal panel is final.

Members are requested to NOTE the report and CONSIDER volunteering for the focus group.

At the Parish Meeting held on 2 April, it was suggested that at a future meeting, volunteers could be sought to form an Annual Parish Meeting focus group to look at ways to increase attendance at the 2027 Annual Parish Meeting.

Members are asked to volunteer to create a focus group for this purpose.

Hayley Graham
September 2026

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

Background

Last November, a number of neighbouring Parish Councils displayed poppies on lamp posts ahead of the observation of Remembrance Sunday.



As part of the budget setting process for 2026-2027, £200.00 was included in the budget in the event that the Parish Council should wish to do the same this year.

For £200.00 (ex. VAT), the Council could purchase 50 poppies which come with cable ties for fixing. These are usually tied to both sides of a lamp post, but could be placed singularly for maximum coverage.

These could be installed by the Parish Handyman who has the relevant qualification to work along highways, subject to a risk assessment.

Formal approval has been obtained from AtkinsRéalis who manage lighting columns on behalf of Wiltshire Council.

Recommendation

Members to AUTHORISE the expenditure of £200.00 (ex. VAT) to purchase 50 poppies to be displayed on lamp posts around the parish ahead of the observation of Remembrance Sunday in November. Costs to be met from the events budget. (Power: Local Government Act 1972 S137.)

Hayley Graham
September 2026

Members are requested to NOTE the resident email and consider a response.

On 2 July, the Clerk received the following email from a resident:

“We have recently moved into the Mews and wonder if we are able to reinstate the “No Ball Games” sign behind our house on the area of no man’s land.

Apparently there used to be one there but it was old and broken and got thrown away and not replaced.

Children have started playing football there and it is extremely loud. One of the neighbours is 80 and we have our grandchild to stay who is 5.

The sign is inexpensive so we don’t mind purchasing them but wanted to make sure it was OK with the council.”

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

Background

The Lydiard Millicent Community Emergency Resilience Plan is intended to identify what we can do in the event of an emergency, along with actions that we can take in advance to mitigate the risk and/or impact of the emergency.

An emergency could be any incident that negatively impacts the community, from pandemic through to flooding or utility failures. In the event of an emergency, it is likely that emergency services and other organisations will have to prioritise those greatest in need and therefore may not be able to reach us immediately, so we are advised to do what we can to reduce the impact of an emergency by producing and maintaining community emergency plans.

In order to be of any real benefit, plans should be reviewed and updated on a regular basis to ensure that the information contained within it is current and correct. Ideally, they should also be tested via dry runs or similar exercises, and updated to reflect lessons learned.

Our Plan was originally produced in 2023, using a template provided by Wiltshire Council, and was largely focussed on flooding as a result of the severe storms we had that year. Unfortunately, when the councillor who had agreed to take the lead on this resigned, we didn't have resources to work on it further, so it now needs reviewing and updating. Since the original document was produced, the Parish Hall has now been set up as an Emergency Hub, with associated documentation, and this needs to be factored into the review.

Recommendation

Councillors are asked to review the document and CONSIDER:

- Volunteering to become part of a working party to review and update the document
- Volunteering for one or more of the roles listed in the plan

Sally Westwood
September 2026

**Resilient
Communities
Wiltshire**



**Lydiard Millicent
Parish
Community
Emergency
Resilience Plan**

Plan Completion Date

.....

**Plan Author
Sally Westwood**



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Data Control, Privacy Notice & GDPR

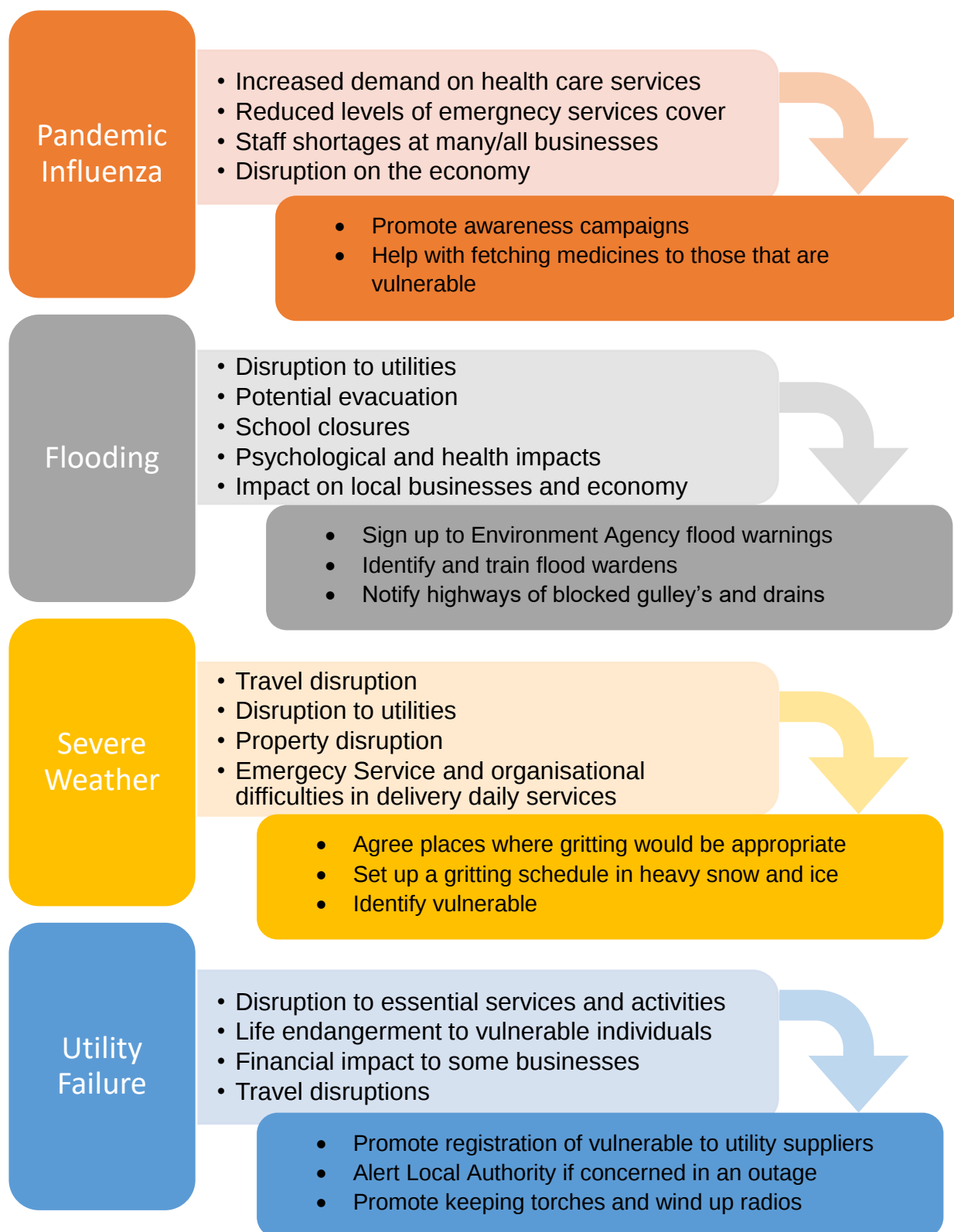
This document contains personal data relating to the volunteers who have agreed to assist in the event of an emergency, therefore it should only be shared with the volunteers, the Parish Clerk and members of Lydiard Millicent Parish Council that are involved in the preparation and maintenance of the plan.

Volunteers are asked to advise the Clerk if their contact details change or they no longer wish to be considered as a volunteer in the event of an emergency.

1. What is an Emergency Resilience Plan

1.1 What's an Emergency?

An Emergency, which can also be referred to as an incident, is anything that affects you, your family and your community. We have listed some likely emergencies below, some of the potential consequences and how the community can help



1.2 Why have an Emergency Plan?

In the event of an emergency, it is likely that emergency services and other organisations will have to prioritise those greatest in need and therefore may not be able to reach you immediately. Communities can play a vital role in reducing the impacts of an emergency by producing and maintaining community emergency plans.

1.3 Legalities

The question of insurance is something which always comes up within community resilience. What are we actually allowed to do? And are we insured to do so?

Health and Safety

It is recognised that those named or recognised in this plan are not trained or resourced to carry out any functions of the emergency services. The response will be confined to supporting the welfare of the people in the community and helping them to maintain a normal community life. No-one is obliged to carry out any function and all duties are done solely on a voluntary basis.

Insurance

Wiltshire and Swindon Borough Councils do **not** cover volunteers with any insurance unless specifically tasked by the Emergency Planning Team to carry out a function in a set incident.

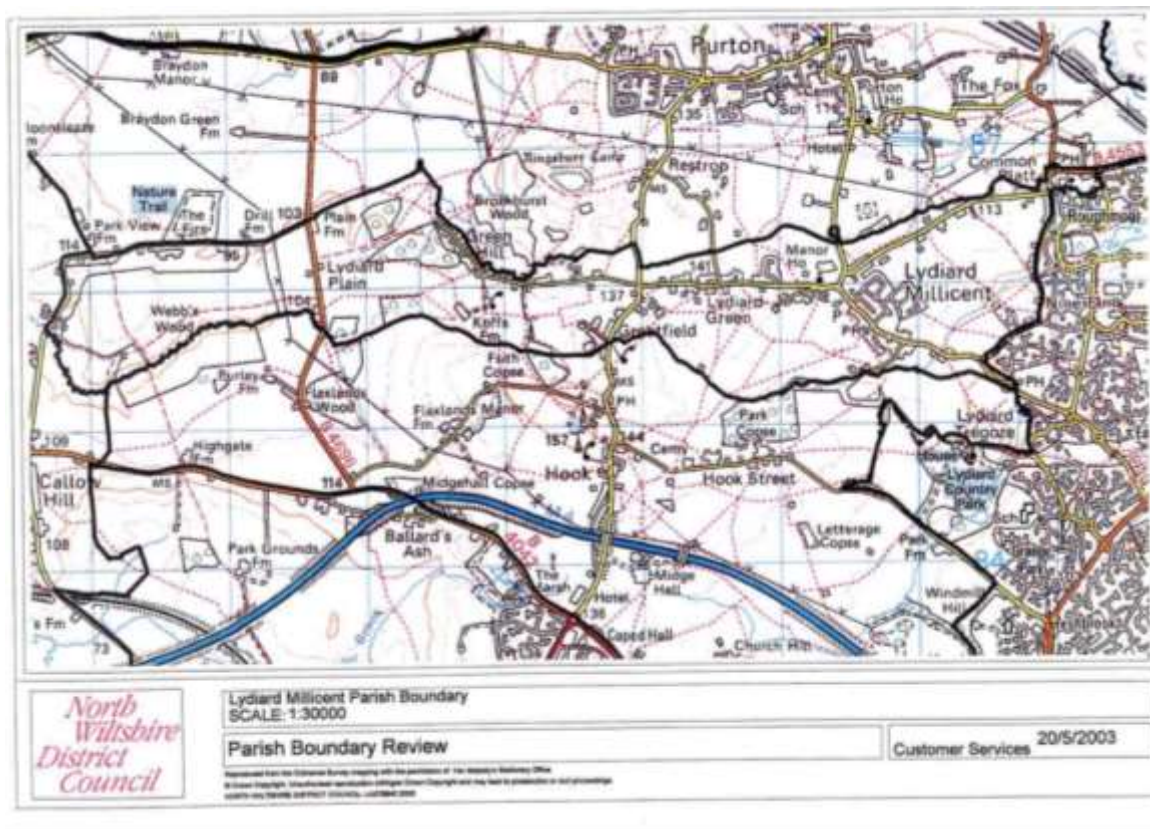
2. Planning for Emergencies

2.1 Scope

The Lydiard Millicent Parish Community Emergency Plan aims to provide the Parish with a good level of resilience in the event of an emergency that will enable us to complement the emergency services as well as coping with small scale issues either on our own or before the relevant services arrive.

Lydiard Millicent Parish covers a number of hamlets including Lydiard Millicent, Lydiard Green, Greenhill, Greatfield, Common Platt and Washpool. As these are relatively dispersed it would be beneficial to have contacts in multiple hamlets.

Map of Parish



2.2 Extreme Weather and Flooding

In times of extreme weather conditions, the disruption and risks to the inhabitants are:

- Hazardous road conditions and restricted access as a result of:
 - o Snow bound, icy roads (all roads)
 - o Steep icy hills
 - o Flooding
 - o Fallen trees (all roads)
 - o Fallen power cables
- Power failures as a result of:
 - o High winds

- o Snow damage

- o Fallen Trees

- Telecoms disruption (Land line & cellular) as a result of:

- o Fallen trees

- o Lightning strikes

- Damage to property and/or businesses as a result of:

- o Fallen trees

- o Flooding

- Risk to the frail and elderly as a result of any of the above and/or persistent cold conditions

LOCAL RESOURCES

Lydiard Millicent is largely a rural community with many local agricultural, forestry and contractor skills, machinery and equipment. A list of some local residents that have facilities is included in section 3, and a WhatsApp group is being created, however in reality, the expectation is that we will rely on local contacts at the time of the event

2.2 Snow and Ice

Wiltshire Council's priority is to keep the main arterial routes open. B4553 and B4696 have been identified as primary gritting routes, which means within the parish, part of Restrop Road, Lydiard Green, Lydiard Plain, Stone Lane and Purton Road are gritted. Details of primary gritting routes can be found at https://www.wiltshire.gov.uk/media/5146/Primary-Salting-Routes/pdf/Wiltshire_Council_Primary_Routes.pdf?m=1732275293363

Can we get a better plan of the gritting route from WC?

This means the main access route to Swindon, via the Street, which is on the school bus routes [confirm, further information required] is at risk. Need to flag this with WC? Gets very icy and is on a bus route.

No secondary routes apply – [confirm/check]

[Identify particular hazard areas – the Street [flooding icing over] Greenhill???

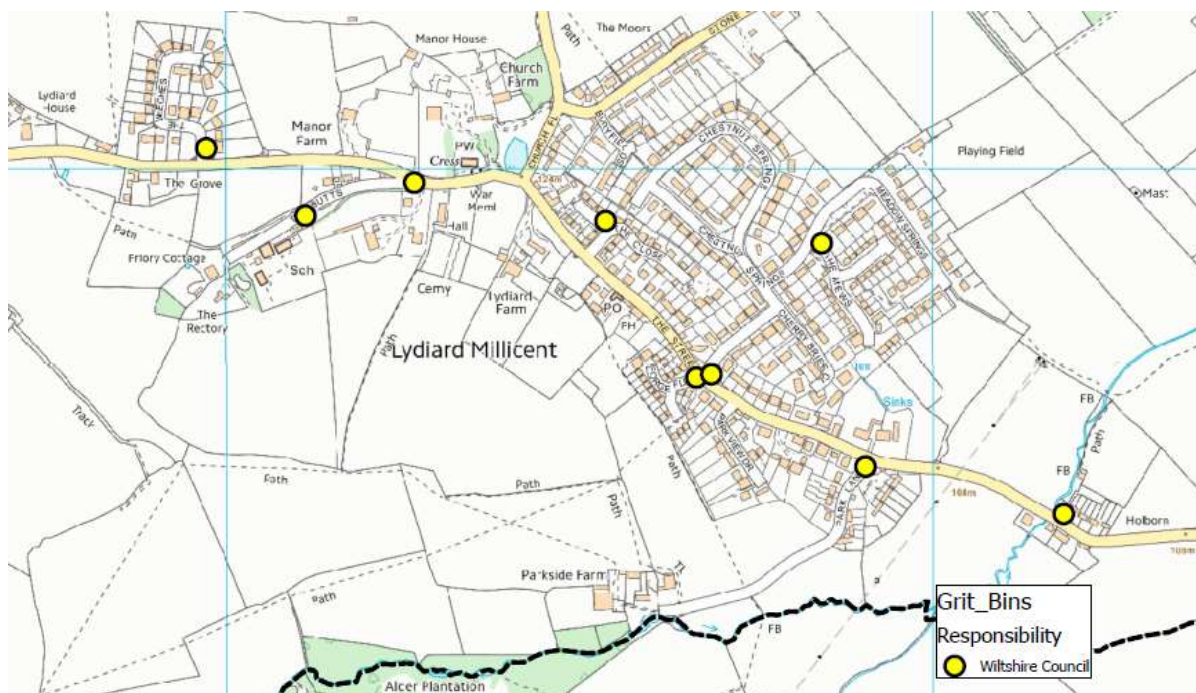
In the event of such conditions the emergency co-ordinator will contact Wiltshire Highways to discuss options. Lydiard Millicent Parish Council do not have the resources to clear roads, and do not have the authority to close roads.

Salt bins provided by Wiltshire Council are located as shown below *(any down Stone Lane or Common Platt?)*. The Parish Handyman undertakes an audit of the salt bins in late spring and advises Wiltshire Council which bins to refill.

Greenhill to Lydiard Green



Lydiard Green - Holborn



2.2.1 Flooding

Lydiard Millicent Parish Council has a part to play in ensuring the risk of flooding within the Parish is minimised but it has no legal responsibility, so can only act as a facilitator between agencies who do have responsibilities. Those with legal responsibilities are shown in the next section.

ROLES AND RESPONSIBILITIES

This section outlines roles and responsibilities relating to flooding. Further information can be obtained from www.nationalfloodforum.org.uk

PROPERTY OWNERS, HOUSEHOLDERS AND BUSINESS OWNERS are responsible for looking after their own property, including reducing the risks of water entering it and of causing damage. Therefore, it is important people are aware of their flood risk and take measures to protect themselves where appropriate. They are also responsible for the maintenance and upkeep of septic tanks on their property.

Water courses or drainage pipes located on or beneath residential houses, gardens or driveways belong to the owner and are their responsibility. These continue to be their responsibility the moment until they reach outside the boundary of the property and/or connect to pipes serving another property. If a water course runs along the boundary of a property, the owner typically has responsibility for all or part of the water course.

WATER AND SEWERAGE COMPANIES – THAMES WATER for Lydiard Millicent Parish, are responsible for managing risks of flooding from piped water and foul or combined sewer systems.

HIGHWAY AUTHORITY – WILTSHIRE COUNCIL is responsible for maintaining highway drainage. They have only have a riparian responsibility if they own the adjacent land. Highway ditches are the responsibility of the riparian owner and it is down to them to maintain them, not the council. The owners should identify those ditches that if not maintained would cause internal property flooding or standing water on a high-speed road. [\[may need refining, expanding\]](#)

RIPARIAN OWNERS – landowners who own land or property next to a river, stream, or ditch, have responsibilities to maintain the waterway and ditches to ensure they are free flowing at all times.

LYDIARD MILLICENT PARISH COUNCIL - There is no statutory responsibility for Parish Councils to plan for, or respond to, emergencies caused by flooding in the locality. What we can do is facilitate communication between those responsible for flood risk to reduce that risk, and report flooding issues to the relevant authorities when identified. **Appendix 5** contains flood coordinator actions.

ROADSIDE GULLIES AND DRAINS

Lydiard Millicent Parish Council is not responsible for checking these, however the Parish Handyman has undertaken an audit of the gullies in most of the Parish and will revisit this at least annually, so that we can report issues to Wiltshire Council. If advised by members of the community of a possible blockage or damage we can report it to the relevant authority for action, however, we always encourage residents to report concerns directly to Wiltshire Council, via the MyWilts app, as this will minimise delay and they will be given an individual reference number that can be followed until resolved.

WATER LEAKS OR BLOCKED SEWAGE PIPES

In all instances these should be reported directly to Thames Water for resolution.

BLOCKED DITCHES

If a ditch or watercourse is blocked and no longer functioning as an efficient drain, then the Parish Council should write to the landowner if known, requesting the ditch/watercourse be cleared. In the event a landowner does not carry out the request from the Parish Council then the information is passed to Wiltshire Council for further action. The Parish Council has no legal jurisdiction to take further action, we can only make the initial request. We do not check ditches or watercourses in the Parish so rely solely on resident communication.

RISK OF FLOODING ACROSS THE PARISH

Risk of flooding in the parish is almost entirely related to surface water (as opposed to rivers). Local areas known to be affected in Lydiard Millicent, are:

- Lydiard Green [from field run off, highways drains blocked and sheer weight of water]
- The Butts [Blocked drains/field run off]
- Common Platt
- The Street
- Holborn
- The Street/Holborn around Badger's Brook

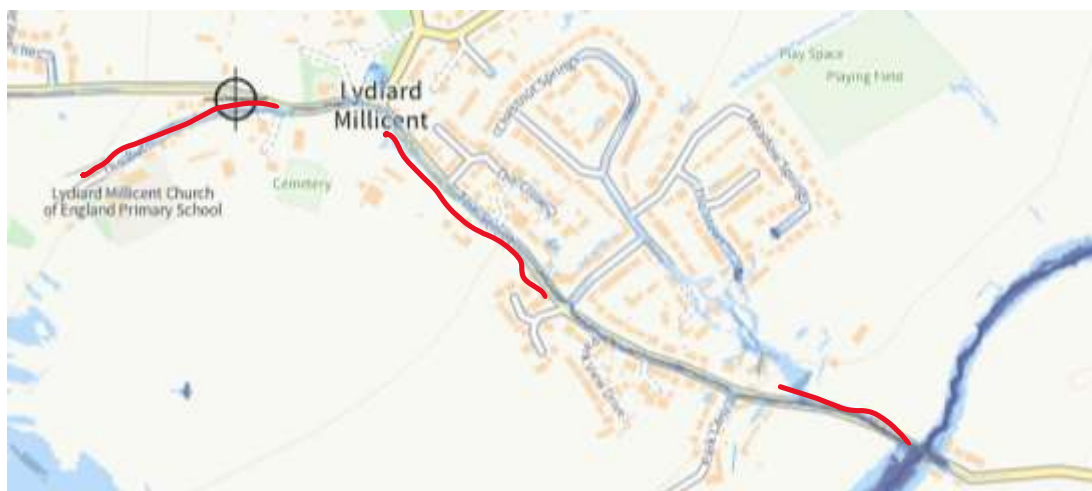
The maps below are taken from the government flood-risk service <https://check-long-term-flood-risk.service.gov.uk/map>

Areas in dark blue have a higher chance of flooding each year. Lines shown in red have been added to show the approximate locations of flooding during the winter of 2023/24. An A0 map of the parish showing full details of flooding during 2023/24 is available in Jubilee Club House.

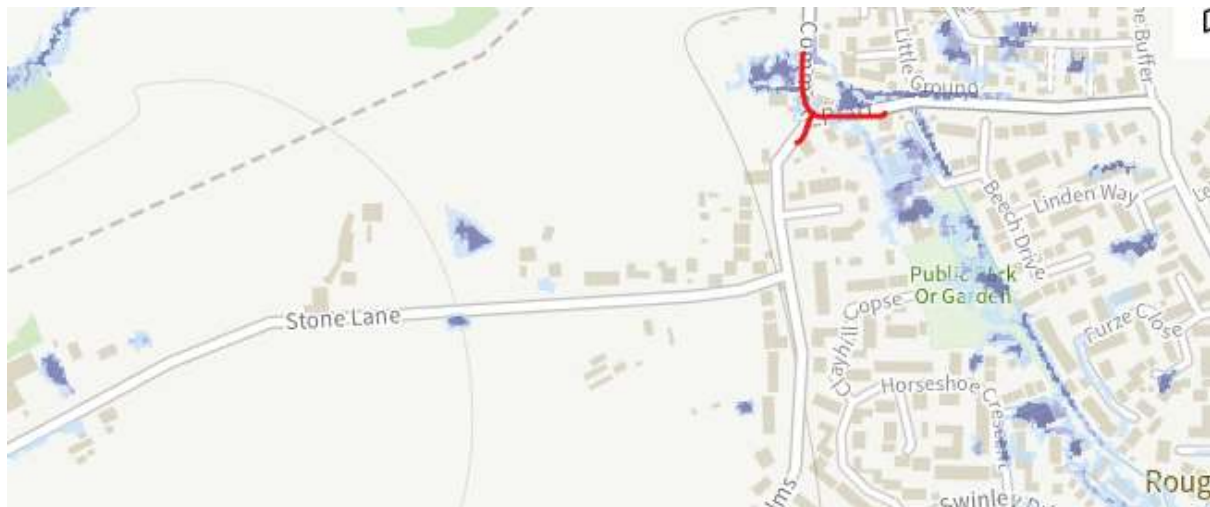
Greenhill, Greatfield and Lydiard Green



Lydiard Millicent and Holborn



Common Platt



2.2.2 Fallen Trees

Every attempt to contact the owner of the land where any fallen trees are located will be made by Wiltshire Council and suitable arrangements made to make safe/remove the obstruction safely. Once notified of a fallen tree on [Lydiard Millicent Parish Council land](#); JCH Recreation Field, Play Area in the Mews [no trees?], Lydiard Green Village Green, Lydiard Plain, [substation site – check no trees], any others? an appropriately qualified and experienced person will be contacted to assess the hazards and to clear the obstruction as necessary. In the event of a fallen tree being complicated with power or telecom lines the appropriate supplier will be contacted by Wiltshire Council to ensure any risk is managed before the tree is cleared. Where the tree is blocking the road or is on a highways verge the Wiltshire Council Highways department will be contacted.

2.2.3 Power Outage

Backup phone battery, torches, blankets, secondary heating

Vulnerable people a major concern

Imperative that people register with SSEN

2.2.4 Risk to the Vulnerable

[Lydiard Millicent](#) has a population of elderly people who often live both within the village centre and beyond in the more remote settlements of the parish. These groups will be particularly sensitive and at risk during prolonged or extreme weather conditions. In the past Lydiard Millicent has relied on the closeness of the local community and neighbours to ensure these people are supported during extreme weather conditions. This will continue with the added support of communication, contact details and reminders through the [Lydiard Millicent Parish Council Website](#), [Facebook](#) and [posters](#), including annual reminders of the SSEN Priority Services Register.

3. In the Event of an Emergency

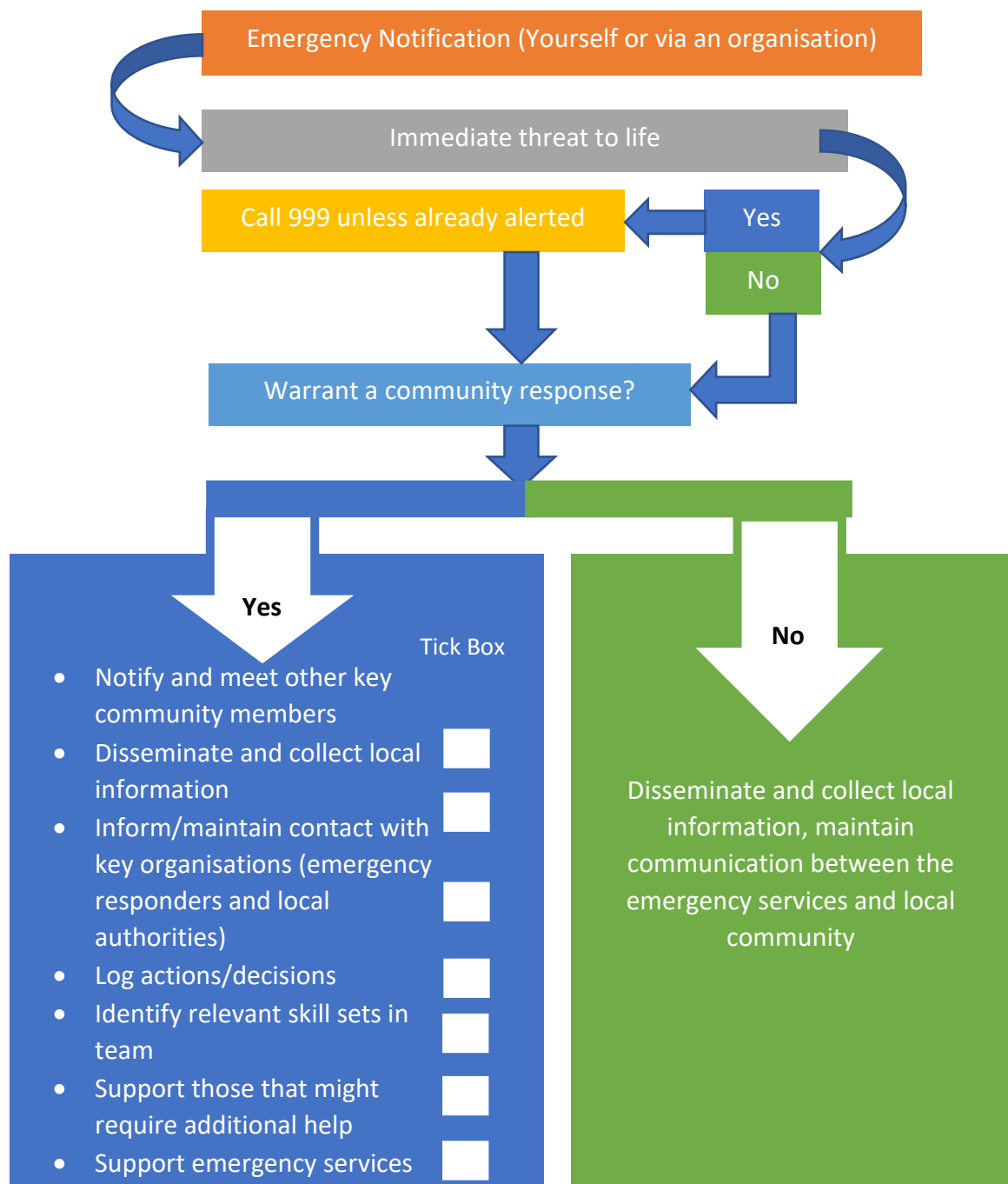
3.1 Activation

Activation of your volunteers may come from one of two different ways:

Emergency Notification
(e.g from Local Authority or EA)
Something you have **identified in the area yourself**

- Follow what is requested by the emergency responders. This may be actions you have outlined in your emergency plan.

- Call 999 if there is a threat to life
- Contact relevant organisation (e.g. council)
- Follow set procedures outlined in the plan



3.2 Emergency Responders

Who?	How to contact them?	What they do in an emergency?
Police	- Dial 999 in an emergency such as a crime in progress - Non-emergency Police reporting dial 101	- Responding to incidents - Often take command of an incident, if appropriate.
Fire	Dial 999 in an emergency	- Responding to incidents - Fire-fighting and fire prevention - Detection, identification, monitoring and management of hazardous materials and protecting the environment. - Will take command of an incident if fire-related.
Ambulance & NHS	- Dial 999 in an emergency - NHS non-emergency: 111 - Great Western Hospital 24 hour A&E: 01793 604020	- Responding to incidents - Identify & alert the receiving hospitals
Wiltshire Council	- In and out of hours use: 0300 456 0100, ask for the Emergency Planning Team or Emergency Planning On-Call - You may use emergencyplanning@wiltshire.gov.uk for non-emergency enquiries.	- Support the emergency services - Help the community recover - May take action to protect property from flooding by water from the highway where there is a failure of the highway drainage system - Help facilitate road closures and diversions - Identify and set-up a safe place for community to stay after being evacuated - known as rest centre
Environment Agency	Incident hotline 0800 80 70 60 (24-hour service) - Floodline service 0345 988 1188	- Protect the environment and take reports of environmental pollution such as chemical or fuel spills, or many dead fish in rivers - Issue flood alerts and warnings to the public and implement flood defence where appropriate - Deal with emergency repairs and blockages on main rivers and own structures
Utility Providers	- Gas (National Grid) 0800 111 999 - Power Cut - call 105 - Wessex Water: 0345 600 4600 - Thames Water 0800 3169800 - British Telecoms 0800 1217667	- Support statutory responders - Ensure continuity of supply - Provide alternative means of supply during an emergency if there is a threat to life
National Flood Forum	012499 403 055	Provide advice and support to individuals & communities throughout the country.

3.3 Places of Safety

A place of safety can be anything from a shelter for a few hours to overnight stays (so therefore a church, pub or village hall would all be good options).

Wiltshire Council can support these places of safety when an official evacuation has begun. They also have a number of pre-identified Rest Centres across the County.

Building	Location	Contact Details (Name, phone)	Capacity	Resources (kitchen, showers?)
Lydiard Millicent Parish Hall	1 The Butts, Lydiard Millicent, Swindon SN5 3LS	See keyholders list	180 closely seated in main hall plus conference room	Emergency contact hub Kitchen, toilets, main hall, conference room, defibrillator, solar panels, emergency generator . Parking for 23 cars.
Jubilee Club House	Meadow Springs Lydiard Millicent Swindon SN5 3NH	See keyholders list		Kitchen, toilets, showers, meeting room, defibrillator
Lydiard Millicent CE Primary School <u>(Term time only)</u>	The Butts, Lydiard Millicent, Swindon, SN5 3LR			Kitchen
All Saints Church				

Incident room – Parish Hall

Kit

Procedures

Backup incident room

3.4 Resources

- Flood warning signs (stored in cemetery shet)
- Hi vis jackets (where???)

3.5 Action Cards

Community Emergency Volunteer (CEV) Coordinator/Deputy	
Activation	Key Responsibilities
 A blue box labeled 'Parish Council' has a white arrow pointing to a green box labeled 'CEV Coordinator'.	• Coordinate the community response • Ensure Health and safety is adhered to • Liaise with relevant emergency services/organisation/council • Ensure actions and decisions are logged or recorded
Actions	
1. Initiate community response on receipt of a request from the emergency services or in the case of small incidents that can be dealt with without the need for emergency services 2. Continually liaise with the emergency services/LRF members 3. Coordinate the organisation of the community volunteers 4. Keep an eye on Health and Safety of the volunteers 5. Record all decisions and actions of the community 6. Coordinate the requests for extra resources – in liaison with the council	

Community Volunteers	
Activation	Key Responsibilities
 A green box labeled 'CEV Coordinator' has a white arrow pointing to an orange box labeled 'Deputy CEV/Community Volunteers'.	• Help with community tasks • Collect community information • Help disseminate information • Assist in incident response (sand bagging, flood monitoring etc)
Actions	
1. Only carry out tasks you are comfortable with or trained to do (entering running or deep water is not permitted unless you are specifically trained to the correct standards). 2. Follow the direction of the CEV Coordinator 3. Help collect information or disseminate to the local residents/community members 4. Help identify those vulnerable in certain incidents alongside potentially checking on them. 5. Monitor most at-risk areas (particularly seasonal risks) 6. Help with the clearing of paths in icy or snow conditions 7. Identify areas where gully or drain clearance needs to be done (report to Wiltshire Council via the app or website)	

3.6 Contact Details

Place of Safety Key Holders			
Location	Lydiard Millicent Parish Hall		
Name	Mike Sharp	Contact Number	Mob: 07747 624289 Home: 01793 679907
Name	Alan Pflieger	Contact Number	Mob: 07765 408664 Home:
Name		Contact Number	Mob: Home:
Notes			
Location	Jubilee Club House		
Name	Hayley Graham	Contact Number	Mob: 07393 328100 (Personal) Work: 07999 641919
Name	Andrew Roberts	Contact Number	Mob: Home:
Name	Sally Westwood	Contact Number	Mob: 07398 398244 Home:

Name			Mo Suleman
Job Role (<i>e.g Volunteer</i>)			CEV
Telephone Number	Mobile	Home	Email
	07989 494413	01793 772322	mosuleman@aol.com
Address	7 Meadow Springs SN5 3MH		Skills
			Administrative

Name			Sally Westwood
Job Role (<i>e.g Volunteer</i>)			Interim Deputy CEV
Telephone Number	Mobile	Home	Email
	07398 398244		1salwest@gmail.com
Address	23 Greenhill, SN4 8EH		Skills
			Administrative

Name		Hayley Graham
Job Role (<i>e.g Volunteer</i>)		Deputy CEV

Telephone Number	Mobile (work)	Mobile (personal)	Email
	07999 641919	07393 328100	Hayley.cox1985@gmail.com
Address	27 The Street, Lydiard Millicent, SN5 3LU		Skills
			Administrative and organisational Parish Clerk

Name			Filipe Piedade
Job Role (<i>e.g Volunteer</i>)			First Aider
Telephone Number	Mobile	Home	Email
	07454 164820		filipepedade@me.com
Address	Maycroft Common Platt Purton SN5 5JZ		Skills
			Trained first aider

Name			Jenny Watson
Job Role (<i>e.g Volunteer</i>)			Volunteer – door knocking, checking vulnerable
Telephone Number	Mobile	Home	Email
	07548 616077		Jennifermwatson7@gmail.com
Address	31 Meadow Springs Lydiard Millicent SN5 3NH		Skills

Name			
Job Role (<i>e.g Volunteer</i>)			
Telephone Number	Mobile	Home	Email
Address			Skills

Name			
Job Role (<i>e.g Volunteer</i>)			
	Mobile	Home	Email

Telephone Number			
Address			Skills

Name			
Job Role (<i>e.g Volunteer</i>)			
Telephone Number	Mobile	Home	Email
Address			Skills

Name			
Job Role (<i>e.g Volunteer</i>)			
Telephone Number	Mobile	Home	Email
Address			Skills

Name			
Job Role (<i>e.g Volunteer</i>)			
Telephone Number	Mobile	Home	Email
Address			Skills

Name			
Job Role (<i>e.g Volunteer</i>)			
	Mobile	Home	Email

Telephone Number			
Address			Skills

Name			
Job Role (<i>e.g Volunteer</i>)			
Telephone Number	Mobile	Home	Email
Address			Skills

Appendix - Wiltshire Council - Useful Information

Guidance, Links and Reporting for Flood Plans, Wardens and Volunteers

Environment Agency

- Flood Warnings & Alerts www.gov.uk/sign-up-for-flood-warnings
 - Make sure you and residents sign up for warnings and alerts
 - If your community is in an area at risk of groundwater flooding, everyone should also ask to be signed up to the groundwater flood warning service.
- FORT – Flood Reporting system <https://swim.geowessex.com/somerset/Report/Splash>
- Checking for flood information guidance e.g. current alerts & warnings and 5 day flood risk. <https://flood-warning-information.service.gov.uk/warning>
- Checking the flood risk in your community <https://flood-warning-information.service.gov.uk/long-term-flood-risk/map>
Checking river, sea and groundwater levels in your community <https://flood-warnings-information.service.gov.uk/river-and-sea-levels>

Met Office

- Met office weather warnings
Download app from Apple Store or Google Play, follow on Twitter or subscribe by email <https://metoffice.gov.uk/weather/warnings-and-advice>
- Check for local Met Office weather observation stations at: <https://www.metoffice.gov.uk>

Wiltshire Council

- **MyWiltshire** to report flooding & weather emergencies
<https://www.wiltshire.gov.uk/mywilts-online-reporting>
PEAS (Parish emergency assistance scheme)
Gel sacs, florescent tabards, road flooded warning signs and grit. Email: weatherteam@wiltshire.gov.uk
- **Flood/emergency plans**
Advice or assistance, changes to contact details, flood wardens & volunteers
Email: drainage@wiltshire.gov.uk
- **Discretionary gully tanker services** (via your parish/town clerk)
Email: Wiltshiresewers@wiltshire.gov.uk
Operational Flood Working Group
Held bi-monthly in the north and south of the county to meet with stakeholder representatives, Wiltshire council, town and parish councils to discuss issues pertaining to drainage and flooding. For details and dates Email drainage@wiltshire.gov.uk
- **Ditches**
Letters and advice for town and parishes concerned that lack of maintenance of ditches and local watercourses could cause properties within their community to flood. (at the bottom of the page) Your parish clerk should also have details on how to do this. [Operational flood working groups - Wiltshire Council](#)
- **Watercourse Consent**
Anyone wanting to do works on or within 8 metres of an ordinary watercourse, ditch, culverted watercourse or river (not main) must apply for Land Drainage Consent. [Land drainage and ordinary watercourse - Wiltshire Council](#)

- **Flood Re**

Affordable insurance for any-one who has flooded or is at risk of flooding and are unable to insure their house or the quote is very expensive. The property must have been built prior to 2009. <https://www.floodre.co.uk/>

- **Drainage & Flooding**

A flood or community resilience plan should contain the following information particularly if there is a high flood risk to the community:-

- A map/information about what the flood risk to the community is e.g. river, surface water, groundwater, other or combination of one or all of the above
- Identify the areas most at risk and any indicators e.g. when river reaches the top of the smallest arch flooding will occur. A photograph of the indicator is always useful in the flood plan.
- Which properties/persons are at risk.
- Know where to go for borehole, river levels and surface water rainfall gauge information which will indicate when levels are rising. (see above)
- Identify those gullies that if blocked would cause internal property flooding or standing water on high speed road, should be in the plan and the area highway engineer notified of this. A map or directions will suffice.
- Reminder to the clerk to use the discretionary gully tanker on those not requiring traffic control e.g. high speed road.
- The parish steward can be tasked with clearing drainage assets in periods of wet weather.
- Remind the residents to report blocked gullies via the MyWilts App.
- When any internal property flooding occurs you must let the drainage team know.
- Wiltshire Council may need to carry out a Section 19 investigation to determine the contributory factors leading to the flooding. The council will require names and addresses of said properties in order to do this.
- When flooding occurs photographs/videos should be taken with dates/times and details and forwarded to drainage@wiltshire.gov.uk
- If WC don't know about flooding in your community we can't do anything to help – always advise the drainage team when flooding occurs, particularly when properties are flooded internally.

- **Homeowners**

- It is the home-owners responsibility to protect their property from flooding not the local authority.
- To check if a property is at risk of flooding go to:- <https://www.gov.uk/check-long-term-flood-risk>

Useful addresses regarding flood protection, advice & information

Property Flood Resilience <https://floodmary.com/>

National flood forum <https://nationalfloodforum.org.uk/>

National flood forum blue pages, business involved in property protection
<https://bluepages.org.uk/>

Property Care <https://www.property-care.org/homeowners>

Review Date	Review Detail
02/12/24	Revised draft produced, amalgamating the emergency resilience plan and flood plan.

Members are requested to NOTE the report and APPROVE the expenditure

Currently the Council pays for 2 Flotek virtual desktop licences including Microsoft Office and Rialtas (finance and cemetery software) for both the Clerk and the Administrator. As the Clerk and RFO roles are being separated, a third licence will be required at an additional cost of £59.59 (ex. VAT) per month commencing 7 September 2026 until the Clerk's return late next year.

Recommendation

Members are requested to AUTHORISE an additional monthly expenditure of £59.59 (ex. VAT) for a third Flotek virtual desktop licence until the Clerk's return late next year.

Hayley Graham
September 2026

Members are requested to NOTE the report and CONSIDER the proposed terms for Cricket in 2027.

Background

The first half of this season has seen at least:

- 2 matches not played – reasons unknown but these cancellations were not communicated to LMPC
- 1 match abandoned due to heavy rain
- 2 matches not played due to heavy rain

This has resulted in a loss of income of £476 for the first half of the season. The further impact of this is that these cancellations and no-shows often happen after the pitches have been prepared, at an average cost of £60 per match. Pitches are ideally prepared within 24h of a match, but can sometimes be 36 – 48h prior, dependent on groundsman availability.

For context, current cricket match fees are:

Weekday	£110.00
Weekend	£146.00

In the first half of this season, the profit and loss is as follows:

Income	£2,048
Direct Costs	£2,080

There are additional costs that cannot be quantified, such as:

- Clerk time issuing invoices / reconciling payments
- Administrator time co-ordinating match calendar and acting as the point of contact between teams, groundsman and the Council
- Water usage for the watering of the pitches
- Gas, electricity and water usage through the use of the facilities at JCH,

As such, Cricket so far this year is running at a loss.

Recommendation

It is suggested that the Council CONSIDER implementing additional terms for the booking of Cricket fixtures for the 2027 season, terms to be agreed by the Council but could, for example be:

- the Parish Council must be informed of any match cancellations in writing by emailing council@lydiardmillicent-pc.gov.uk
- Any cancellations received within 48h of the fixture will incur a 25% match fee
- Any cancellations received within 24h of the fixture will incur a 75% match fee.

Hayley Graham
September 2026

The consultation on the [Additional Draft Recommendations](#) relating to Purton & Lydiard Millicent has now opened and will run until 13 September.

Residents, members and the PCs are all invited to submit comments, so please could you publicise the survey where possible.

The ERC will then meet on 29 September to consider consultation responses and confirm any final recommendations.

If you have any queries, please get in touch.

Kind regards,

Democratic Services
Democracy, Customer and Communications
Legal and Governance



Community Governance Review 2025/26

Additional Draft Recommendations of the Electoral Review Committee

August 2026

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Links

[Online Additional Draft Recommendations Survey](#)

[Terms of Reference for the Community Governance Review 2025/26](#)

[Guidance on Community Governance Reviews](#)

[Pre -consultation Information Pack on projected electorates, submitted schemes, parish responses, public engagement and survey responses](#)

[Initial Draft Recommendations](#)

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

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

What is a Community Governance Review?

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

What can a Community Governance Review change?

2. A Community Governance Review can make changes to parish governance when there is clear evidence to do so, including changing:
 - Parish areas: such as changes to boundaries between parishes, mergers of two or more parishes, or creating a new parish out of part of one or more existing parishes;
 - Electoral arrangements within parish areas: such as changes to the number of Parish Councillors, or introducing/changing parish warding arrangements;
 - The name of a parish;
 - The grouping together of parishes under a common Parish Council;
 - Other governance arrangements.
3. A Community Governance Review cannot change the Electoral Divisions of Wiltshire Council. However, it can request those Divisions be amended by the Local Government Boundary Commission for England ("The LGBCE"), who are responsible for such decisions, in order to align to any changed parish boundaries.

The Electoral Review Committee

4. Wiltshire Council has established the Electoral Review Committee ("The Committee") to oversee any Community Governance Review process.
5. This is a politically proportionate committee of Eleven Wiltshire Councillors which oversees the process and prepares recommendations for Full Council, who make the decision.
6. The members of the Committee when setting these Draft Recommendations were as follows:

Cllr Gavin Grant (Chairman)
Cllr Matt Bragg
Cllr Ernie Clark
Cllr Ashley O'Neill
Cllr Ed Rimmer
Cllr Stuart Wheeler

Cllr Tamara Reay (Vice-Chairman)
Cllr Clare Cape
Cllr Nabil Najjar
Cllr Sam Pearce-Kearney
Cllr Jennie Westbrook

On what grounds will a Community Governance Review be decided?

7. Any decision relating to parish arrangements must ensure that those arrangements:
 - Reflect the identity and interests of local communities;
 - Ensure effective and convenient local governance.

8. In conducting a review and making recommendations, the Committee follows the guidance issued by the relevant Secretary of State and the LGBCE.
9. Factors that are not relevant to the statutory and guidance criteria, such as council tax precept levels, cannot be taken into account.

Background to the 2025/26 Review

10. In the council term 2021-2025 the Committee undertook reviews of areas on request, and also where it considered there was clear evidence of need for a review, such as development growth alongside or across existing town and parish boundaries.
11. Government guidance on Community Governance Reviews recommends that councils should conduct a review of parishes every 10-15 years. The Committee therefore undertook a survey of all parishes in Wiltshire to gather various information, including details, where known, of when their arrangements were last reviewed. Two thirds of parishes did not know when their arrangements were last reviewed, or did not respond to the survey.
12. The Committee met on 15 October 2025 and resolved to undertake reviews of all parishes within specific community areas, as part of a rolling programme to review every single parish in Wiltshire over a period of 3-5 years.
13. On 20 November 2026 Wiltshire Council published terms of reference for a Community Governance Review for the following parish areas:

Devizes

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

Marlborough

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

Royal Wootton Bassett & Cricklade

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

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

Pre-consultation and Information Gathering

15. During the first stage of the review the Committee received initial proposals relating to the review areas and prepared background information on each area, such as electorate projections.
16. The Committee also undertook pre-consultation information gathering, including: sessions between representatives of the Committee and affected unitary councillors, and where requested sessions with Town and Parish Councils in the review area.
17. The information presented to the Committee is included as a link from this Draft Recommendations document.

Draft Recommendations

18. At its meeting held on 26 March 2026 the Committee considered an information pack compiling all relevant materials including parish meeting session notes, proposal details, electoral projections, Parish Council responses, and public representations.
19. The Committee agreed draft recommendations for most parishes and delegated preparation and approval of a draft recommendations document to officers, to set out reasoning and additional information on the recommendations in detail. This would follow discussions with the Chairman of the Committee, and circulation to the Committee.
20. The Committee held a further meeting on 15 April 2026 to agree further details of those draft recommendations, where these had not been agreed in principle at the previous meeting. The finalisation of those details was also delegated to officers to prepare.
21. A consultation on those draft recommendations took place from 21 May to 22 June 2026.

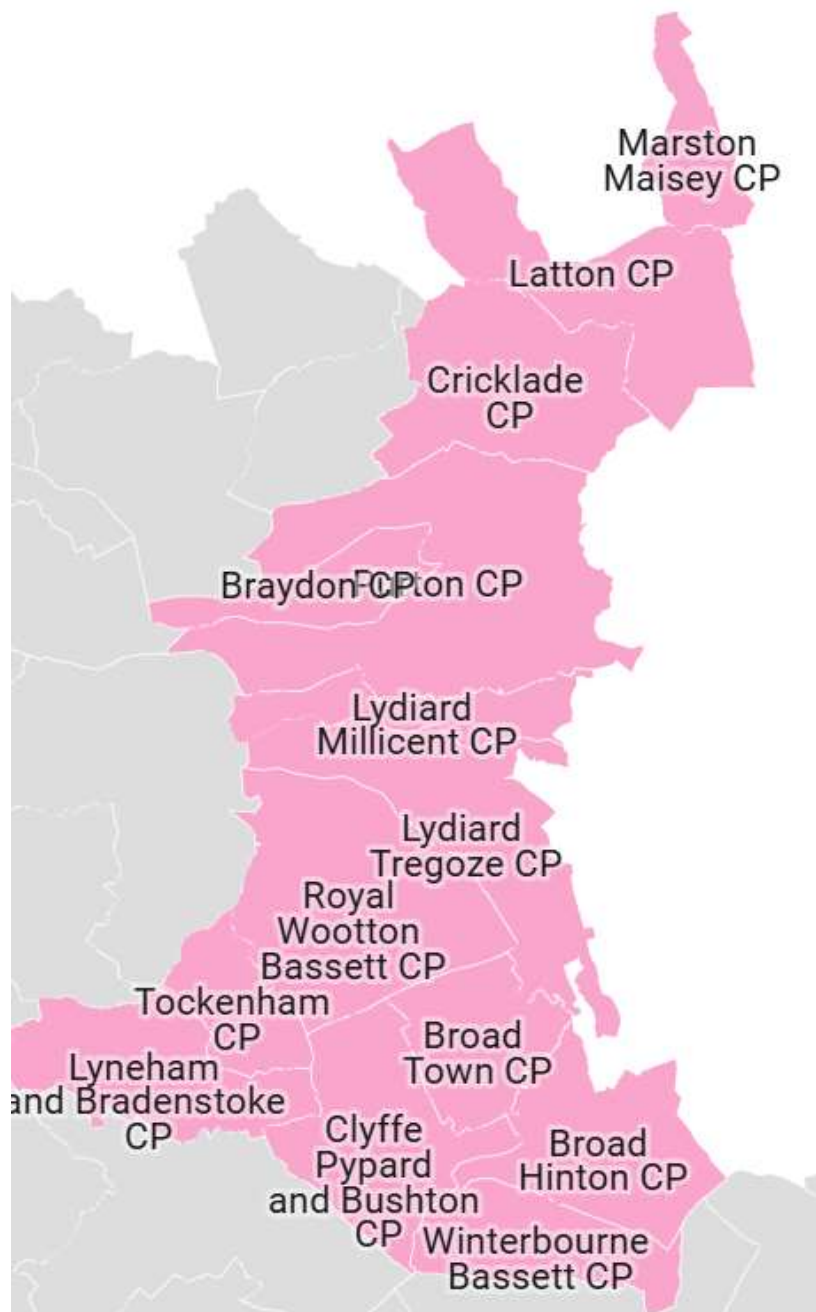
Additional Draft Recommendations

22. At its meeting on 7 July 2026 and in response to public submissions through the consultation and at the meeting, the Committee confirmed some of its draft recommendations, withdrew others, and made amendments to others. Those amended recommendations require further consultation.
23. A consultation will run for five weeks from 12 August -13 September 2026.
24. This document forms the additional draft recommendations, and should be read in conjunction with the initial draft recommendations for further background information.
25. Following consideration of any responses and other relevant information, the Committee will prepare Final Recommendations for consideration of Full Council on 20 October 2026.

ADDITIONAL DRAFT RECOMMENDATIONS

Royal Wootton Bassett and Cricklade Area Board Region

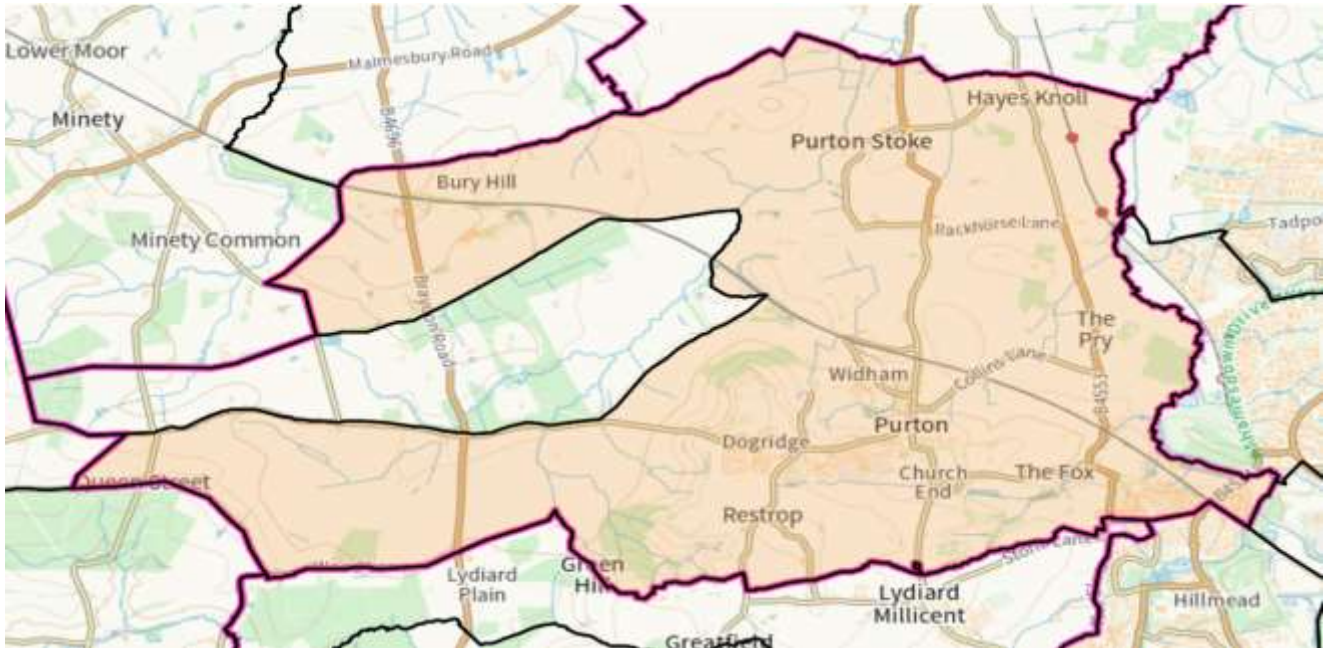
1. The region covered by the Royal Wootton Bassett and Cricklade Area Board includes fourteen parishes across six Wiltshire Council Unitary Divisions.
2. It is bordered by the county of Gloucestershire to the North, the Borough of Swindon to the East, Malmesbury/Chippenham and Villages Area Boards to the West, and Calne/Marlborough Area Boards to the South and South-West.
3. A Community Governance Review would not be able to propose any changes to the boundary with the Borough of Swindon, which would require a Principal Area Boundary Review.



Purton and Lydiard Millicent

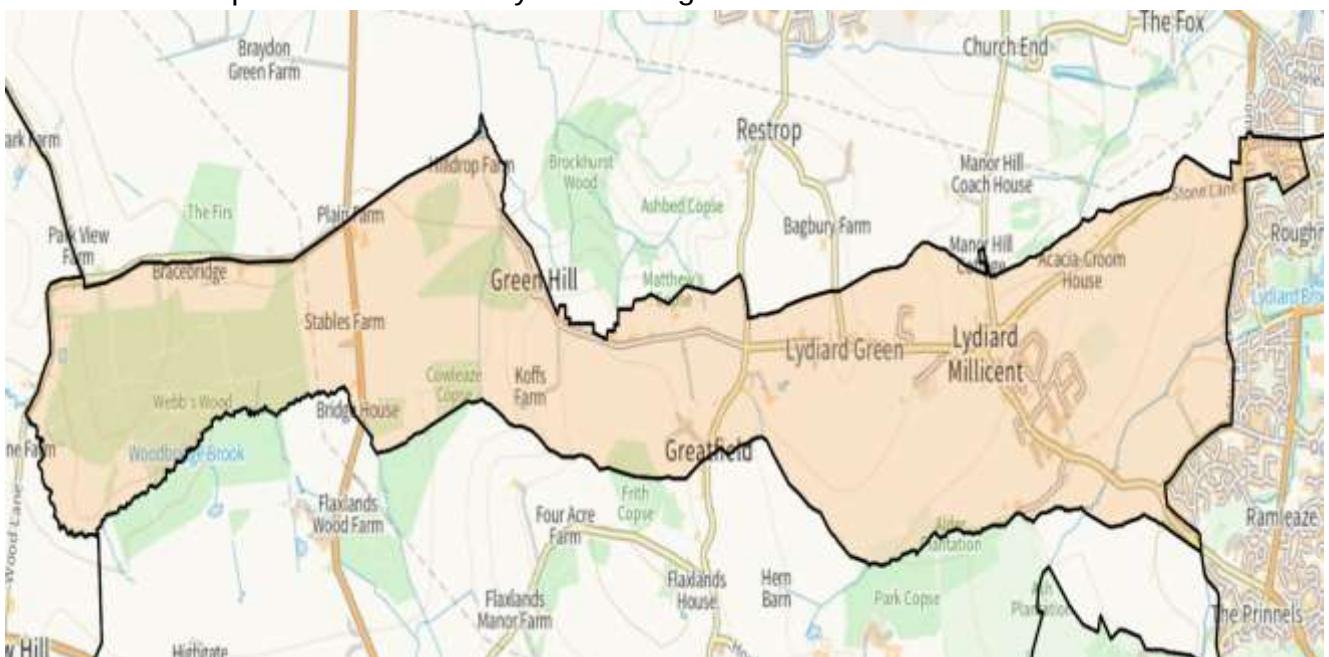
Background

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



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2. Lydiard Millicent is a moderately sized parish of approximately 1357 electors, served by a parish council of up to eleven councillors, which is currently unwarded. Within Wiltshire it is bordered by Purton to the North, Brinkworth to the West, and Lydiard Tregoze to the South. To the East the parish is bordered by the Borough of Swindon.



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3. Initial proposals and considerations by the Committee regarding both parishes, and other parishes in the area, are set out in the Draft Recommendations document at Recommendation 1. This involved two elements: the internal warding of Purton, and a proposed transfer of an area from the parish of Lydiard Milicent to the parish of Purton, the latter involving an associated request to the Local Government Boundary Commission for England (LGBCE) to adjust unitary Division boundaries of Wiltshire Council in response.

Purton

4. In relation to warding the parish of Purton, the Committee had agreed with initial representations that a parish of its size and population with a number of disparate communities, would have more effective governance through a warding arrangement.
5. In particular it noted the increase in population through the dense estates at Ridgeway Farm and Mouldon View. Although it was not possible through a Community Governance Review to consider transferring any area to the Borough of Swindon, it accepted submissions that the area formed a distinct and sizable community within the parish of Purton which would benefit from specific warding representation.
6. Taking account the scale, location, and nature of the local communities, and of the views of the Local Member and others, the Committee consulted upon a proposal of four wards based upon existing polling districts, administrative units used for electoral purposes, as follows:
 - Purton Stoke (polling district PJ1) – 1 councillor
 - Purton Village North and East (polling district PJ2) – 4 councillors
 - Purton Village South and West (polling district PJ3) – 5 councillors
 - Ridgeway Farm and Moulden View (polling district PJ4 and Area A- transfer from Lydiard Milicent) – 5 councillors
7. Purton Parish Council responded to the consultation requesting that Purton Village be included within a single ward. No other comments had been received relating to the warding proposals.
8. There had also been many comments relating to the proposed transfer of Area A, an area around Common Platt currently within Lydiard Milicent, to Purton, for reasons set out in the Draft Recommendations. As will be set out in the next section, the Committee agreed to withdraw that proposal.
9. In relation to warding, after considering all relevant information the Committee remained satisfied that a warding arrangement would provide a more effective and convenient governance situation for Purton than presently existed. It continued to support the dividing of Purton Village into two distinct wards, taking account of highly detailed representations of the Local Member on the local geography and communities on the most equitable arrangement, which would also assist with democratic accountability.

10. However, whilst the polling districts had provided a reasonable starting point for the creation of wards with a proportionate balance of councillors and reflective of local communities, the Committee agreed adjustments to its proposal to take account of representations.
11. The area north of Braydon along the B4696 which included a large nursing home was currently within polling district PJ2, but was disconnected from any other parts of the parish. Given its more rural nature, it was agreed this should be included within the proposed Purton Stoke ward.
12. In relation to the two Purton Village wards, it was agreed an area including parts of the High Street, College Road, and St Mary's Church of England Primary School should be included within the proposed Purton Village (North and East) ward, to provide a better balance of electorate within the two wards, noting the Purton Village (South and West) ward also extending outwards to the hinterland of the parish at Queen Street.

Lydiard Milicent

13. The Committee had proposed that a sizeable area around Common Platt in Lydiard Milicent be transferred to the parish of Purton. This had been due to the dense, urban character of the overall area, which bordered Swindon and the large Ridgeway Farm and Mouldon View estate already within Purton. It had been considered the area was newer and more distinct in character and interests than the more historic properties of Lydiard Milicent, and whilst distant from both Lydiard Milicent village and Purton village, had close links and alignment with the more urban housing to the north.
14. More than 60 public representations were received during the consultation on the proposal, with a large majority being in disagreement with the proposal, including from Lydiard Milicent Parish Council. Comments in agreement had raised there might be improved representation within a larger parish and alignment with the newer housing estates north of Common Platt. Comments in disagreement had highlighted the proposal dividing the cohesive area of Common Platt, perceived community identity with Lydiard Milicent rather than Purton, support for Lydiard Milicent Parish Council, and argued fragmentation of local identity.
15. The Committee was persuaded by the arguments in objection to its initial draft recommendation, and agreed that the negative impact on community identity and interest outweighed its previous reasoning regarding attempts to improve the effective and convenience of the arrangements within the area. Whilst the area was of denser character than the remainder of Lydiard Milicent, it had been argued there was not a strong level of connection with the estates north of Common Platt which would justify any significant amalgamation. The Committee therefore withdrew its initial draft recommendation.
16. Accordingly, in reviewing the present arrangements, the Committee considered some houses north of the current parish boundary which were older housing along the Common Platt road rather than part of the major housing estates at Ridgeway Farm and Mouldon View. Having determined the cohesiveness of the community at Common Platt, and its distinction from Ridgeway Farm in character, it was considered that a transfer of those few

properties from Purton to Lydiard Milcent, would achieve the initial aim of the Committee, in accordance with the statutory criteria, to ensure common community interest and identity.

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

Recommendation 1

1.1 That the area marked as A in the maps below be transferred from the parish of Purton to the parish of Lydiard Milcent.

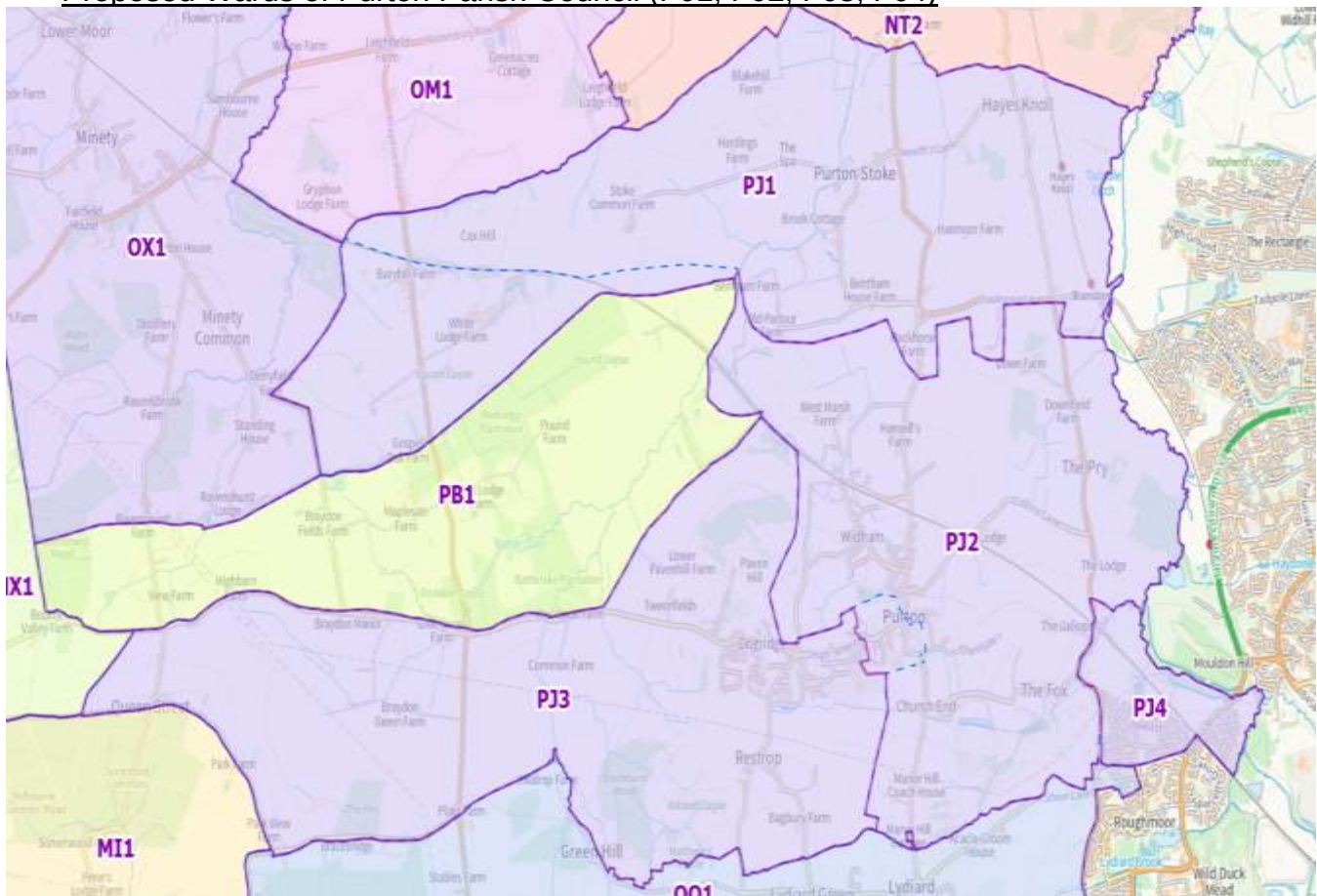
1.2 That the parish of Purton comprise four wards with details as follows and as shown in the map below:

- **Purton Stoke (PJ1) – 1 councillor**
- **Purton Village North and East (PJ2)– 4 councillors**
- **Purton Village South and West (PJ3) – 5 councillors**
- **Ridgeway Farm and Moulden View (polling district PJ4 not including Area A) – 5 councillors**

1.3 To request that the LGBCE amend the Electoral Divisions of Purton and Royal Wootton Bassett East to align to the revised parish boundaries.

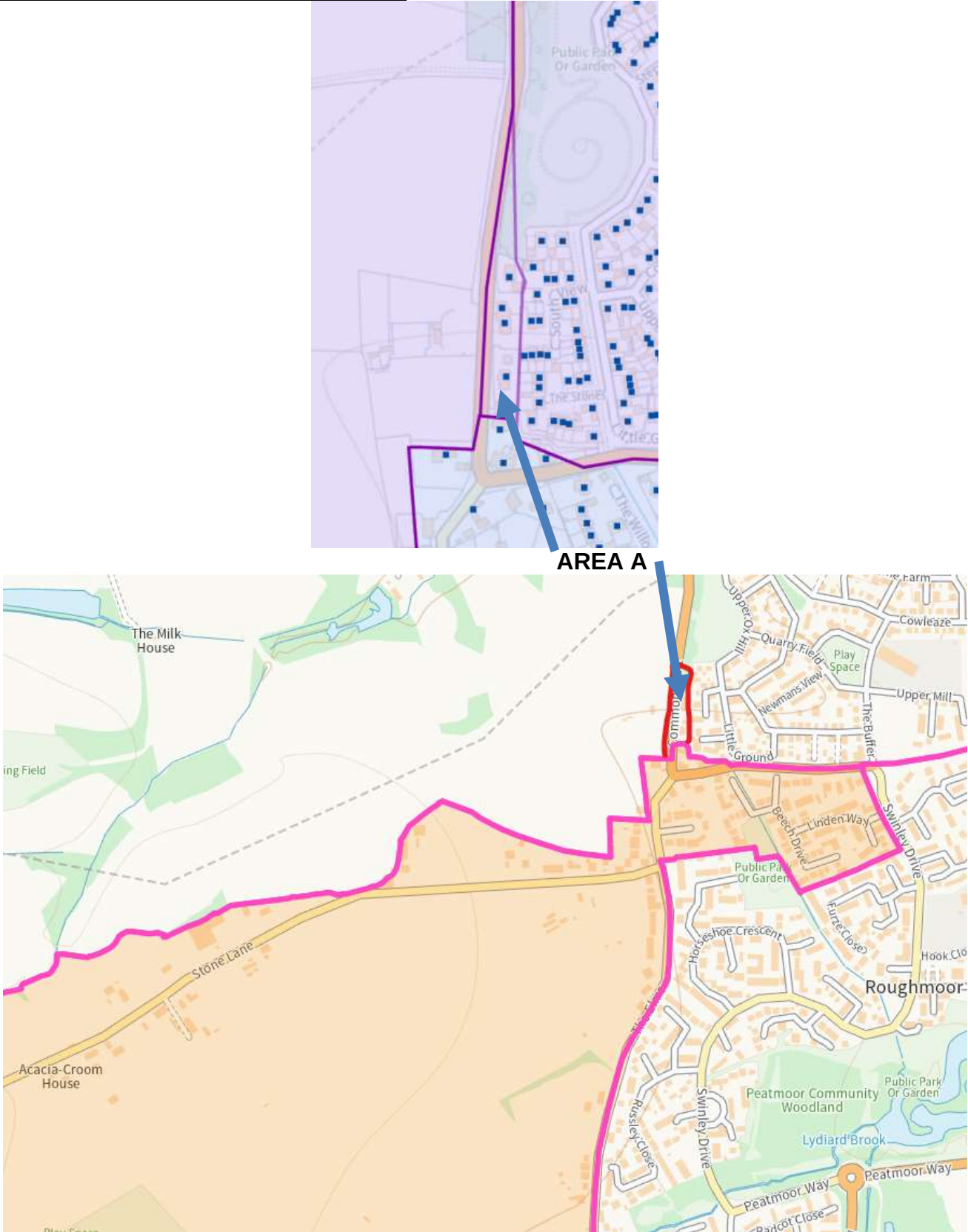
Reasons: Paragraphs 80, 83, 84, 85, and 170 of the Guidance on Community Governance Reviews

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



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(Blue dotted lines indicate current polling district lines)

Transfer from Purton to Lydiard Milcent



Section 3 – External Auditor’s Report and Certificate 2025/26

In respect of **Lydiard Millicent Parish Council – WI0150**

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2026; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor’s limited assurance opinion 2025/26

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

None

3 External auditor certificate 2025/26

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2026.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature

PKF LITTLEJOHN LLP

Date

15/08/2026