

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

Councillors Present:

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

Others in Attendance: 6 members of the public, PC Mike Gassner, PCSO Kelly Hillier and Wiltshire Councillor Andrew Matthews

Meeting Clerk: Hayley Graham

Public Question Time:

- A resident highlighted that they have noticed land matters on Council meeting agendas frequently, and corresponding legal fees which totalled in excess of £13,000 including VAT. The resident asked why these matters are excluded from the public session at meetings, and if they are nearing a resolution. Councillor Westwood explained that such matters involve discussions in relation to confidential business and it is for this reason they are held in a closed session. Councillor Westwood clarified that there a number of land matters the Council is currently dealing with but expenditure is expected to be minimal in the near future, although there are occasions that the Council has legal obligations in relation to land that it must pursue.
- A resident raised that speeding issues and danger to pedestrians in Greatfield has not improved since the carriageway roundels were painted. Wiltshire Councillor Matthews advised that as the roundels formed part of the Local Highway and Footway Improvement Group's work, the group will need to consider the impact of such work before any further solutions can be considered. Councillor Westwood stated that the Council has been advised that there are limitations to potential safety improvements because there is no street lighting.
- PC Mike Gassner and PCSO Kelly Hillier confirmed they would aim to attend future meetings, and would welcome receiving meeting minutes in order to identify any local issues they may be able to assist with. A community consultation event will be taking place in January, the date is yet to be confirmed.

Councillor Question Time:

There were no Councillor questions.

PC Mike Gassner and PCSO Kelly Hillier left the meeting.

MINUTES

25.131 Apologies for Absence

Apologies were RECEIVED from Councillors Chalker and Coffey.

25.132 Declarations of Interest and Dispensation Requests

The following Declaration of Interests were made:

Name	Min Ref	Type	Nature of Interest	Action
Cllr Neighbour	25.138c	Non-Pecuniary	PL/2025/09064 – application made by personal friend.	Did not take part in discussions and did not vote
Cllr Selwood	25.138c	Non-Pecuniary	PL/2025/09064 – application for a neighbouring property	Did not take part in discussions and did not vote
Cllr Allsop	25.138b	Non-Pecuniary	PL/2025/09044 – application for a neighbouring property	Did not take part in discussions and did not vote

No dispensation requests were received.

- 25.133

Chairman’s Announcements

With the meeting being the last of 2025, the Chairman wished a happy and safe Christmas and New Year to all.
- 25.134

Minutes

Members CONSIDERED the minutes of the Parish Meeting held on 6 November 2025. The minutes of the meeting were ADOPTED as a true record and signed by the Chairman.
- 25.135

Wiltshire Councillor Update

Wiltshire Councillor Matthews advised that the decision date for the Meadow Springs application has been pushed back to 5 December. An application for a Dick Lovett dealership close to the J16 of the M4 is close to determination.

Wiltshire Council’s cabinet will soon be asked to consider a series of proposals in relation to waste and recycling services.

Finally, Wiltshire Councillor Matthews wished all a merry Christmas and a prosperous New Year.
- 25.136

Financial Accounts

a. Members NOTED the Payments List reference “Finance Report 4 December 2025 – Expenditure” attached as Appendix 6a in the amount of £8,871.76 (ex. VAT).

b. Members APPROVED payments reference “Finance Report 4 December 2025 – Payments for Approval” attached as Appendix 6a in the amount of £985.72 (ex. VAT).

c. Members NOTED the Income Report to 31 October 2025 reference “Finance Report 4 December 2025 – Income Summary” attached as Appendix 6a in the amount of £93,657.68.

d. Members APPROVED the Cash and Investment Reconciliation statement for the Unity Trust Bank as at 31 October 2025 with a closing balance of £38,996.15.

e. Members APPROVED the Bank Statement for the Unity Trust Bank as at 31 October 2025 with a closing balance of £38,996.15.

f. Members APPROVED the Cash and Investment Reconciliation statement for the Public Sector Deposit Fund as at 31 October 2025 with a closing balance of £71,523.03.

g. Members APPROVED the Statement of Account for the Public Sector Deposit fund as at 4 November 2025 with a closing balance of £71,523.03.

h. Members APPROVED the Cash and Investment Reconciliation statement for the Lloyds Charge Card as at 31 October 2025 with a closing balance of £0.00.

i. Members APPROVED the Charge Card statement for the Lloyds Charge Card as at 26 September 2025 with a closing balance of £127.48.

j. Members APPROVED an expenditure of £20.00 (twenty pounds) (ex. VAT) for the Clerk to attend an SLCC webinar on “How to Use ChatGPT”. Costs to be met from the training budget.

k. Members APPROVED an expenditure of £332.50 (three hundred and thirty two pounds, fifty pence) (no VAT payable) for material costs for cricket pitch maintenance. Costs to be met from General Reserves.
- 25.137a

Draft 2026-2027 Budget

Members NOTED the report and RECEIVED an update from Councillor Westwood. The current financial year has been challenging due to the withdrawal of government funding for Neighbourhood Plans which, on top of the spend already incurred this year, will require an additional £8,500 in 2025/2026 and £3,500 in 2026/2027 to continue with the work. Ear Marked Reserve levels have been reviewed, and a number of virements between Ear Marked Reserves have been recommended in order to reduce funds required in certain budget lines and help to fund the Neighbourhood Plan. The Council’s Band D tax base figure has been reduced by Wiltshire Council from 784.4 in 2025/2026 to 768.2 for 2026/2027 which means that the increase per household will be larger than anticipated.
- Page 2 of 6

Chairman..... Dated.....

25.137b Standing Orders were SUSPENDED for Wiltshire Councillor Matthews to advise that Royal Wootton Bassett Town Council have also been subject to a significant decrease in its Band D tax base figure. Standing Orders were REINSTATED before Members discussed further. Members suggested that the budget should be accompanied by a statement at an appropriate time. Members CONSIDERED the budget and no amendments were requested. The budget will be brought to the next meeting for approval.

25.137c Members APPROVED the following virements:

From	To	Amount
EMR 320 Footpaths	EMR 326 Play Equipment	£3,500.00
EMR 324 Office Equipment	EMR 323 JCH Repairs	£1,500.00

25.137d Members APPROVED the funding source of the listed future Neighbourhood Plan consultancy invoices as follows:

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

Planning Applications

Members RECEIVED a report from Planning Group A.

25.138a	Application: PL/2025/08765 – Householder Planning Permission Applicant: Mr & Mrs Dubey Address: 13 The Beeches, Lydiard Millicent, SN5 3LT Proposal: Extend house to include a side extension, conservatory, separate annex, and 1st floor. (resubmission of PL/2025/03078)
	Members RESOLVED to COMMENT on the application raising concerns in relation to insufficient parking provision for a 5 bedroom home and the issue on-street parking would cause in the cul-de-sac.

25.138b	Application: PL/2025/09044 – Permission in Principle Applicant: Mr & Mrs McCormack Address: Woodside End Stables, Greenhill, SN4 8EH Proposal: Erection of 1No new dwelling in lieu of existing stables and welfare facilities
	Members RESOLVED to OBJECT to the application as the development would sit outside of the settlement boundary and contravenes the Lydiard Millicent Neighbourhood Plan.

25.138c	Application: PL/2025/09064 – Removal / Variation of Conditions Applicant: Mr & Mrs Hornby Address: Lydiard Farm, The Street, Lydiard Millicent, SN5 3LU Closing Date: 22 December Proposal: Variation of conditions 2 & 3 of planning permission PL/2025/06065 to change the approved windows and doors material from timber to UPVC timber effect
	Members RESOLVED to make NO COMMENT.

25.138d	Application: PL/2025/09156 – Householder Planning Permission Applicant: Miss Theobald Address: 17 Stone Lane, Lydiard Millicent, SN5 3LD Proposal: Single storey rear extension, front porch, new roof windows, new outbuilding and dropped kerb.
	Members RESOLVED to make NO COMMENT.

25.138e Members NOTED the following Wiltshire Council decisions:

Application: PL/2025/06542 – Householder Planning Permission	Applicant: Mr & Mrs Stevens
Address: 61 Chestnut Springs, Lydiard Millicent, SN5 3NB	
Proposal: Demolition of existing conservatory and single-storey outshoot and erection of replacement single storey extension to rear elevation	
WC Approved with Conditions	
Application: PL/2025/07904 – Notification of Proposed Works to Trees in	Applicant: Redford
a Conservation Area	
Address: 8 The Street, Lydiard Millicent, SN5 3LU	
Proposal: T1 Yew – Reduce length of 3 branches over footpath only by up to 2.5m & shape	
WC – No Objection	
Application: PL/2025/07693 – Lawful Development: Proposed Use	Applicant: Mr Willis
Address: 2 The Moors, Stone Lane, Lydiard Millicent, SN5 3LE	
Proposal: Erection of side extension to dwelling	
WC Approved	

- 25.138f Members NOTED the appeal made to the Planning Inspectorate for PL/2024/07426 – Paddock land adjoining 39a Stone Lane, Lydiard Millicent. Standing Orders were
- 25.138g SUSPENDED for public comment and REINSTATED before Members discussed further.
- 25.138h Members CONSIDERED the draft representation and RESOLVED to delegate final minor amendments in relation to the inclusion of data gathered from the recent housing needs assessment to the representation to Councillors Allsop, Westwood and the Clerk before submission to the Planning Inspectorate.

Wiltshire Councillor Matthews and 1 member of the public left the meeting.

25.139 **Clerk's Report**

Members NOTED the report and RESOLVED to close the following items:

25.77- Fire Risk Assessment

CQT 2 October – Hedges Overgrowing The Street

25.102c – Jubilee Club House Play Area

25.118j – Financial Accounts (Training)

25.118k – Financial Accounts (JCH Hot Water Tanks Work)

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

25.140 **Communications**

Members NOTED the following communications:

- Community Care Group Meeting Notes – 12 November
- Wiltshire Council Briefing Note – Community Governance Review
- Unity Trust Bank – Change to Fees and Charges.

25.141 **Cemetery Regulations**

Members NOTED the report and CONSIDERED the options available. After discussions, Members RESOLVED that the pre-purchase of full burial and cremated remains plots would no longer be permitted from 1 April 2026 on an interim basis for a period of five years until 31 March 2031.

25.142 **Jubilee Club House Play Area Springer Replacement**

Members NOTED the report and CONSIDERED the quotes received. After discussions, Members RESOLVED to accept a quote of £1,650.00 (one thousand, six hundred and fifty pounds) (ex. VAT) to install a replacement springer at the Jubilee Club House Play Area, with the selection of springer design delegated to the Parish Clerk following consultation with local parents. The quote includes:

- removal and disposal of existing springer
- disposal of environmental waste
- installation
- supply and delivery.

Costs to be met by:

£1000 from budget line 4130 – New Play Equipment

£650 from Ear Marked Reserve 326 – Street Furniture / Play Equipment

25.143 Jubilee Club House Water Supply

Members NOTED the report and CONSIDERED the quotes received. Members RESOLVED to move the water and waste supply for the Jubilee Club House to Everflow.

1 member of the public left the meeting.

25.144 Health and Safety Policy Statement

Members CONSIDERED and APPROVED the Health and Safety Policy. The document will next be reviewed in December 2027.

25.145 Local Highways and Footway Improvement Group (LHFIG)

Members NOTED the final notes from the meeting held on 12 November. In the absence of Councillor Chalker, Members RECEIVED the following update from Councillor Westwood:

- Common Platt – work is expected to commence in February 2026
- Greatfield – carriageway roundels have been painted
- Greenhill – subject to the 30mph speed limit extension being approved, work is expected to commence in Spring 2026
- Braydon Road – all signage and line marking is now complete. A scope of route study and other works expected to be outside of LHFIG scope has been submitted as a new highways improvement request
- Manor Hill – physical traffic priority measures are unlikely given there is no lighting in the area. Signage proposals will be sent to the Parish Council for review in due course.

Wiltshire Council Community Governance Review

25.146a Members NOTED the correspondence and RESOLVED to request a meeting either virtually or in person with the Electoral Review Committee to discuss the review in further detail.

25.146b Standing Orders were SUSPENDED for public comment. A resident suggested that the parish boundary between Lydiard Millicent and Purton in Common Platt may be an area the Council requests to be reviewed. Standing Orders were REINSTATED before Members discussed further.

Personnel Committee

Members CONSIDERED and APPROVED the:

- 25.147a • Personnel Committee Terms of Reference
- 25.147b • Selection and Recruitment Policy

25.148 Council and Community Representatives

Members RECEIVED the following updates:

Parish Hall – Councillor Neighbour

The Chair of the Parish Hall, Mike Sharp will be stepping down with Alan Pflieger expected to take on the role on an interim basis. Plans for the village fete are continuing to develop.

Area Board – Councillor Allsop

The Deputy Leader of Wiltshire Council attended the last meeting on 26 November and advised there will be some changes to Area Boards in the near future. One grant award of £330 was made to Cricklade Memory Café. Next meeting is 4 March 2026.

Community Carers Group – Councillor Hill-Wheeler

The Carers Directory produced earlier this year is receiving positive feedback.

Speed Indication Devices – Councillors Allsop

The data from the device positioned at Stone Lane capturing vehicles travelling from Lydiard Millicent is as follows:
Maximum speed recorded of 76mph.

The data from the device positioned at Common Platt travelling from Washpool is as follows:
Maximum speed recorded of 56mph.

Neighbourhood Plan – Councillor Allsop

The Neighbourhood Plan is progressing well and the next Steering Group meeting is on 14 January.

In accordance with Standing Order 26d, Councillor Westwood suspended Standing Order 3x to permit the meeting to exceed two hours in order allow sufficient time to consider all items on the agenda.

25.149 **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.

4 members of the public left the meeting.

25.150 **Land Matters**

Members NOTED the correspondence, RECEIVED an update from Councillor Allsop and RESOLVED to respond in line with discussions, with the response delegated to the Clerk.

Meeting Closed at 21.12hrs