

LYDIARD MILLICENT PARISH COUNCIL MEETING
5 March 2026
held at the Jubilee Club House, Lydiard Millicent
at 19:02 hrs

Councillors Present:

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

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

Meeting Clerk: Hayley Graham

Public Question Time:

- A resident asked why Hook Street was closed for 3 days but did not appear to have any works carried out. Wiltshire Councillor Matthews confirmed Thames Water requested the closure for emergency works.

Councillor Question Time:

- Councillor Selwood raised the high quantity of potholes around the parish. Many have been reported and repairs are starting to be carried out; the deep pothole before the traffic chicane at the bottom of The Street has been temporarily repaired today.

MINUTES

25.185 Apologies for Absence

Apologies were RECEIVED from Councillors Bamsey, Coffey and Sprules.

25.186 Declarations of Interest and Dispensation Requests

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

25.187 Chairman's Announcements

Following the resignation of Councillor Cole, it is anticipated that another vacancy to join the Parish Council will shortly be available which will be advertised in due course. Thanks were given to Councillor Cole for all his work for the Council, in particular his ongoing work on the Neighbourhood Plan.

25.188 Minutes

Members CONSIDERED the minutes of the Parish Meeting held on 5 February 2026. The minutes of the meeting were ADOPTED as a true record and signed by the Chairman.

25.189 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 Glyn Griffiths 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 Griffiths to join the meeting.

25.190 Wiltshire Councillor Update

Wiltshire Council's budget has been set for 2026/2027 with an increase of 4.99%. No appeal to the application to develop land at Meadow Springs has been received to date. A motorway service rest area at Junction 16 has been given outline planning permission. Residents are encouraged to continue reporting potholes on the MyWilts portal. The MyWilts app is currently being reviewed to see what improvements can be made. Councillor Westwood highlighted that at an Area Board about a year ago, she suggested that Parish Councils should be able to access information from MyWilts reports for their parish. This followed a situation where residents were asked to report any flooding issues via MyWilts and then they had to report it separately to the Parish Council to allow us to collate flooding information. This was seen as a good idea at the time, but nothing has come of the suggestion. Wiltshire Councillor Andrew Matthews will take the question away to explore. Wiltshire Councillor

Matthews confirmed that the government inspectors have indicated that the draft Wiltshire Local Plan will be rejected if it is not withdrawn, which will leave Wiltshire vulnerable to development.

25.191 Financial Accounts

- a. Members NOTED the Payments List reference "Finance Report 5 March 2026 – Expenditure" attached as Appendix 7a in the amount of £5,816.98 (ex. VAT).
- b. Members APPROVED payments reference "Finance Report 5 March 2026 – Payments for Approval" attached as Appendix 7a in the amount of £1,710.07 (ex. VAT).
- c. Members NOTED the Income Report to 31 January 2026 reference "Finance Report 5 March 2026 – Income Summary" attached as Appendix 7a in the amount of £97,595.10.
- d. Members APPROVED the Cash and Investment Reconciliation statement for the Unity Trust Bank as at 31 January 2026 with a closing balance of £18,173.34.
- e. Members APPROVED the Bank Statement for the Unity Trust Bank as at 31 January 2026 with a closing balance of £18,173.34.
- f. Members APPROVED the Cash and Investment Reconciliation statement for the Public Sector Deposit Fund as at 31 January 2026 with a closing balance of £72,239.93.
- g. Members APPROVED the Statement of Account for the Public Sector Deposit fund as at 31 January 2026 with a closing balance of £72,239.93.
- h. Members APPROVED the Cash and Investment Reconciliation statement for the Lloyds Charge Card as at 31 January 2026 with a closing balance of £0.00.
- i. Members APPROVED the Charge Card statement for the Lloyds Charge Card as at 29 December 2025 with a closing balance of £66.94.
- j. Members APPROVED a maximum expenditure of £150.00 (one hundred and fifty pounds) (ex. VAT) to purchase materials required for the Handyman to repair the fence at the back boundary of the cemetery. Costs to be met from General Reserves.
- k. Members APPROVED a maximum expenditure of £200.00 (two hundred pounds) (ex. VAT) to print 700 parish newsletters. Costs to be met from the advertising / parish newsletter budget line.

Planning Applications

Members RECEIVED a report from Planning Group B.

25.192a	Application: PL/2026/00632 – Householder Planning Permission Address: 4 Cherry Brier Close, Lydiard Millicent, SN5 3NT Proposal: Proposed single storey rear extension	Applicant: Mr/Mrs Haywood Closing Date: 5 March
	Members RESOLVED to make NO COMMENT	

25.192b	Application: PL/2026/00897 – Full Planning Permission Address: Brick Yard at Greatfield Farm, Greatfield, SN4 8EQ Proposal: Change of use from Agricultural to Commercial storage/office space	Applicant: Mr Morse Closing Date: 26 March
	Members RESOLVED to make NO COMMENT	

Members NOTED the following Wiltshire Council decisions:

25.192c	Application: PL/2025/09798 – Householder Planning Permission Address: 30 The Beeches, Lydiard Millicent, SN5 3LT Proposal: Proposed Single Storey Rear, Kitchen Side & Garage Side Extension	Applicant: Mr/Mrs Richardson WC Approved with Conditions
25.192d	Application: PL/2025/09811 – Householder Planning Permission Address: Johannes Close, Lydiard Green, Lydiard Millicent, SN5 3LP Proposal: Proposed demolition of existing garages and erection of single-storey side and rear extensions	Applicant: Mr Thomas WC Approved with Conditions
25.192e	Application: PL/2025/02189 – Outline planning permission: All matters reserved Address: Lydiard Farm, The Street, Lydiard Millicent, SN5 3LU Proposal: 1No new build, two storey infill dwelling - with accompanying detached garage	Applicant: Mr/Mrs Hornby WC Approved with Conditions

25.193 **Clerk's Report**

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

25.142 – Jubilee Club House springer replacement

PQT 5 February - Greenhill crossroads

PQT 5 February – Greatfield road sweeper

25.174 – Communications (mobile network “not-spot” reporting)

In relation to 23.204 – trees for planting at Lydiard Green, the Footpath Working Party have confirmed that any of the species options suggested would be acceptable. Councillor Allsop will confirm to the Clerk which species are to be ordered.

25.194 **Communications**

Members NOTED the communication. The Clerk advised that since papers were published, Business Waste have agreed to freeze waste collection prices for 12 months and that the increase will no longer be applied.

25.195 **Training and Development Policy**

Members ADOPTED the Training and Development policy as presented.

25.196 **General Reserves Policy**

Members ADOPTED the updated General Reserves policy as presented.

25.197 **Blue Kite Academy Trust – School Signage Request**

Members NOTED the report and CONSIDERED the request. Councillors were concerned that the addition of road signage would encourage additional traffic along The Butts, exacerbating an existing issue, particularly at school pick up / drop off time. After discussions, Members RESOLVED to respond to Blue Kite to confirm that whilst the Council is supportive of increasing awareness of the school and preschool, additional signage is not a preferred method. In addition, the Council encourage Blue Kite to explore the development of a School Travel Plan in order for the school to be eligible for inclusion in Wiltshire Council's Taking Action on School Journeys (TAOSJ) initiative.

25.198 **Jubilee Club House Booking Terms and Conditions**

Members APPROVED the updated booking terms and conditions for the Jubilee Club House.

25.199 **Common Platt Defibrillator**

Members NOTED the report and RECEIVED an update from the Clerk. Due to staffing issues at the grant awarding body, it is not yet known if the Council's grant application has been successful.

After discussions, Members RESOLVED that the Clerk should correspond with Toomers to establish if the Council could assist in bringing their existing defibrillator into working order.

Local Highway and Footway Improvement Group (LHFIG) Representative

25.200a Members APPOINTED Councillor Griffiths to represent the Council at LHFIG.

25.200b Members NOTED the output from the meeting held on 11 February. Next meeting on 13 May. It was highlighted that the Council's LHFIG priorities for 2026/2027 would soon need to be set. It was suggested that the responses from the household survey carried out earlier in the year could be reviewed to establish any common themes for consideration.

Data Protection

25.201a Members NOTED the report.

25.201b Members NOTED the data audit. The Clerk confirmed the following changes would be made:

Row 32 – administration. Retention period for contact details to be amended to a minimum of 2 years.

Row 39 – meeting agendas. Processing purpose for member contact details to be amended to “meeting agendas and minutes”, and the retention period to be amended to indefinite.

25.201c Members ADOPTED the updated Data Protection policy as presented.

25.201d Members ADOPTED the Privacy policy.

- 25.201e Members ADOPTED the updated Document Retention policy subject to the following amendments:
- addition of Neighbourhood Plan documents and correspondence to be held for a minimum of 6 years for management purposes, to be destroyed once no longer of use.
 - to amend the final sentence to read: Councillors will review their email accounts annually in line with the retention periods in this policy

Cemetery Regulations

- 25.202 Members ADOPTED the updated cemetery regulations as presented.

Safety Concerns – School Traffic and Parking

- 25.203a Members NOTED the correspondence. Standing Orders were SUSPENDED for public comment and REINSTATED before Members discussed further. Members AGREED to ask
25.203b a Member to represent the Council at a forthcoming meeting to discuss the issue (date to be
25.203c confirmed), and to offer the Jubilee Club House as the meeting venue.

Government Consultation on the National Planning Policy Framework

- 25.204 Members NOTED the correspondence and AGREED that due to the short timeframe that a formal response would not be submitted.

Council and Community Representatives

- 25.205 Members RECEIVED the following updates:

Area Board – Councillor Allsop Funding has been agreed for the Wiltshire Connect minibus service covering Royal Wootton Bassett, Malmesbury and surrounding areas. Its an on-demand service booked via phone or app running Monday-Saturday. Philip Wilkinson, Wiltshire Police and Crime Commissioner shared that there were 40k crimes reported in Wiltshire in the last year, the lowest of any county but the force continues to be the second-lowest funded in the country. Community Carers Group – Councillor Hill-Wheeler Next meeting on 11 March. Parish Hall – Councillor Neighbour An extraordinary meeting took place this week to discuss the hall’s financial position. Events coming up are: 21 March – Murder Mystery, 28 March – Bingo and 18 April – Wine Tasting, Village Fete - 4 July. The Annual General Meeting will take place in June. Speed Indication Devices (SID) – Councillors Coffey and Neighbour Suspected issue with data being captured from the SIDs at Common Platt. The Handyman will swap the positions of the 2 SIDs to establish if the issue remains. Neighbourhood Plan – Councillor Allsop Last meeting held on 18 February, where proposals were put forward for non-designated heritage assets, local green spaces and key views. Next meeting on 18 March.

- 25.206 **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.

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

- 25.207 **Land Matters**

Members NOTED the draft license and after discussions, proposed to issue to the prospective licensee with no amendments.

Meeting Closed at 20.59hrs

