

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

Councillors Present:

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

Others in Attendance: 4 members of the public and Wiltshire Councillor Andrew Matthews

Meeting Clerk: Hayley Graham

Public Question Time:

- A resident saw a Facebook post from Purton Parish Council regarding road closures in Common Platt, for 3 weeks from 23 February and asked what works were being carried out. The Clerk confirmed the closure was to carry out pedestrian safety improvements delivered as part of the Local Highway and Footway Improvement Group (LHFIG) substantive scheme but have been delayed. The revised date will be shared once confirmed.
- A resident highlighted that the Parish Hall car park has recently been closed before 9am, resulting in those parking for school causing congestion and safety issues by having to park elsewhere in the area. It was suggested that the Parish Council should mandate that the car park is open for school traffic, but the Chairman clarified that the car park is private land and as such, the Parish Council has no authority to do so. Councillor Neighbour who represents the Parish Hall advised that solutions to address the conflict between the need for school parking and provide parking for hall hirers are being explored and he would report back to Council in due course.
- A resident asked if the Community Speed Watch initiative was still in effect. The Chairman advised that it isn't due to those who co-ordinated the group no longer being on the Council. Councillor Neighbour agreed to take the action to investigate the possibility of starting the initiative again.
- A resident highlighted that the weight restriction signage for Lydiard Green at the Greenhill crossroads is faded and barely visible. The Clerk will raise this with Wiltshire Council.
- A resident asked if there is currently a community litter picking group. The Chairman confirmed there isn't but suggested an ask for volunteers would be considered for inclusion in the next Parish Council newsletter in the spring.
- A resident advised that a dog walker in Greenhill is collecting their dog waste in yellow bags and leaving it in a hedge.
- A resident wanted to highlight that a streetcleaner had visited Greatfield some months ago and had done a substandard job. The Clerk will contact the resident for further information.
- A resident asked for an update for the land at Greensend where the partially built dwellings have recently been demolished. The Chairman confirmed they were demolished in accordance with a Wiltshire Council enforcement notice and that no further information was known.

Councillor Question Time:

There were no Councillor questions.

MINUTES

25.166 Apologies for Absence

Apologies were RECEIVED from Councillor Roberts.

The request from Councillor Cole for a further leave of absence was withdrawn.

25.167 Declarations of Interest and Dispensation Requests

The following declaration of interests were made:

Name	Min Ref	Type	Nature of Interest	Action
Cllr Neighbour	25.172b	Non-Pecuniary	PL/2025/00542 – application made by a friend	Did not take part in discussions and did not vote

Cllr Neighbour	25.172c	Non-Pecuniary	PL/2025/00588 – application made by a friend	Did not take part in discussions and did not vote
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No dispensation requests were received.

25.168 **Chairman's Announcements**

The Parish Council currently has one vacancy and anyone considering becoming a Councillor is encouraged to apply.

The community emergency awareness training in January was attended by 14 members of the community, and the feedback was that the session was very useful. The Council will consider hosting the training annually and advertising earlier in future.

25.169 **Minutes**

Members CONSIDERED the minutes of the Parish Meeting held on 8 January 2026. The minutes of the meeting were ADOPTED as a true record and signed by the Chairman.

25.170 **Wiltshire Councillor Update**

Wiltshire Councillor Matthews advised that Wiltshire Council have renegotiated with Hills and so, the Household recycling centre at Purton will remain open for a further 3 years with the possibility of a further years' extension, whilst Wiltshire Council explore options for a new facility.

A new Lidl opened in Royal Wootton Bassett today. The proposed BMW dealership at J16 is awaiting determination, and the proposal for a new motorway rest area will be considered by Wiltshire Council's strategic planning committee on 10 February.

25.171 **Financial Accounts**

- a. Members NOTED the Payments List reference "Finance Report 5 February 2026 – Expenditure" attached as Appendix 6a in the amount of £7,336.66 (ex. VAT).
- b. Members APPROVED payments reference "Finance Report 5 February 2026 – Payments for Approval" attached as Appendix 6a in the amount of £132.90 (ex. VAT).
- c. Members NOTED the Income Report to 31 December 2025 reference "Finance Report 5 February 2026 – Income Summary" attached as Appendix 6a in the amount of £96,514.45.
- d. Members APPROVED the Cash and Investment Reconciliation statement for the Unity Trust Bank as at 31 December 2025 with a closing balance of £25,559.39.
- e. Members APPROVED the Bank Statement for the Unity Trust Bank as at 31 December 2025 with a closing balance of £25,559.39.
- f. Members APPROVED the Cash and Investment Reconciliation statement for the Public Sector Deposit Fund as at 31 December 2025 with a closing balance of £72,001.12.
- g. Members APPROVED the Statement of Account for the Public Sector Deposit fund as at 31 December 2025 with a closing balance of £72,001.12.
- h. Members APPROVED the Cash and Investment Reconciliation statement for the Lloyds Charge Card as at 31 December 2025 with a closing balance of £0.00.
- i. Members APPROVED the Charge Card statement for the Lloyds Charge Card as at 26 November 2025 with a closing balance of £277.65.
- j. Members APPROVED the following changes to the regular payments list:
 - change JCH water supply from Castle Water to Everflow
 - include a bi-annual bank payment of £36.00 to DM Payroll Services for pension administration
 - increase the monthly direct debit to Microshade for hosting fees to £219.38.
- k. Members NOTED the completion of the 3rd quarter bank reconciliations verification by Councillors Hill-Wheeler and Selwood.
- l. Members NOTED the 3rd quarter income and expenditure summary and detailed reports as at 31 December 2025.

- m. Members NOTED the 3rd quarter ear marked reserves balances as at 31 December 2025.

Planning Applications

Members RECEIVED a report from Planning Group A.

25.172a	Application: PL/2024/10741 – Full Planning Permission Address: Toomers Garden Centre, Stone Lane, SN5 3LD Proposal: Retrospective change of use of agricultural to storage and distribution (B8) and dog training / agility field (Sui Generis)	Applicant: Mr J Toomer Closing Date: 9 February
	Members RESOLVED to make NO COMMENT	

25.172b	Application: PL/2025/00542 – Consent under a Tree Preservation Order Address: Manor House, Church Place, Lydiard Millicent, SN5 3LS Proposal: T1 White May - Fell to ground level. T2 Acer - Crown reduction of up to 30–35%, biased towards the side placing tension on the existing cable bracing system. T3 Lime - Crown reduction of up to 40 % to rebalance the canopy. T4 Horse Chestnut - Re pollarding in line with previous management.	Applicant: Mr Trowbridge Closing Date: 19 January
	Members RESOLVED to COMMENT on the application to request that the Tree Protection Officer is satisfied with the need to fell trees.	

25.172c	Application: PL/2025/00588 – Notification of proposed works to trees in a conservation area Address: Manor House, Church Place, Lydiard Millicent, SN5 3LS Proposal: T5 Goat Willow - Fell to ground level with stump treatment to prevent regrowth. T6 Liquid Amber - Carefully lift and relocate the tree within the garden using appropriate machinery, with immediate replanting in a suitable new position. T7 Yew - Fell to ground level. T8 Yew - Crown reduction of up to 40%.	Applicant: Mr Trowbridge Closing Date: 19 February
	Members RESOLVED to COMMENT on the application to request that the Tree Protection Officer is satisfied with the need to fell trees.	

Members NOTED the following Wiltshire Council decisions:

25.172d	Application: PL/2025/09156 – Householder Planning Permission Address: 17 Stone Lane, Lydiard Millicent, SN5 3LD Proposal: Single-storey rear extension, front porch, installation of rooflights, and erection of detached outbuilding	Applicant: Miss Theobald WC Approved with Conditions
25.172e	Application: PL/2025/08765 – Householder Planning Permission Address: 13 The Beeches, Lydiard Millicent, SN5 3LT Proposal: Extend house to include a side extension, and 1st floor. (resubmission of PL/2025/03078)	Applicant: Mr & Mrs Dubey WC Refused
25.172f	Application: PL/2025/09044 – Permission in Principle Address: Woodside End Stables, Greenhill, SN4 8EH Proposal: Erection of 1No new dwelling in lieu of existing stables and welfare facilities	Applicant: Mr & Mrs McCormack WC Refused

Clerk's Report

- 25.173a Members NOTED the report and RESOLVED to close the following items:
25.156m – Financial Accounts (tree works at Recreation Field)
25.162b – Closure of Purton Household Recycling Centre
- 25.173b In relation to 23.204 Footpath Working Group (Lydiard Green), Members RESOLVED to give delegated authority to the Clerk and Footpath Working Group to purchase up to four trees, up to a maximum budget of £717.00 to be met from the ear marked reserve for footpaths.
- 25.174 **Communications**
Members NOTED the communications and in relation to “Help Strengthen Wiltshire Communities with Digital Wiltshire”, AGREED that the Clerk should share the information and reporting mechanism on the Council's Facebook page.

25.175 **2026/2027 Meeting Dates**

Members RESOLVED to set the following meeting dates for 2026/2027

Meeting	Date
Annual Meeting of the Council and May Parish Meeting combined	Thurs 7 May 2026
Annual Parish Meeting	Thurs 21 May 2026
June Parish Meeting	Thurs 4 June 2026
July Parish Meeting	Thurs 2 July 2026
September Parish Meeting	Thurs 3 Sept 2026
October Parish Meeting	Thurs 1 Oct 2026
November Parish Meeting	Thurs 5 Nov 2026
December Parish Meeting	Thurs 3 Dec 2026
January Parish Meeting	Thurs 14 Jan 2027
February Parish Meeting	Thurs 4 Feb 2027
March Parish Meeting	Thurs 4 Mar 2027
April Parish Meeting	Thurs 1 Apr 2027

Spring Newsletter

25.176a Members NOTED the report. Members RESOLVED to include the following content with volunteers for drafting the content assigned:

Neighbourhood Plan update	Cllr Allsop
Precept update	Cllr Hill-Wheeler
Community field	Clerk
JCH hire information	Clerk
Dates of 2026/2027 meetings	Clerk
Annual Parish Meeting	Clerk
LHFIG update	Cllr Allsop
Flooding update	Cllr Westwood / Clerk
Community Directory	Cllr Hill-Wheeler
Speed indicator device solar upgrade	Cllr Westwood
Parish hall events	Cllr Neighbour
Wiltshire Councillor interview	Clerk
Play area	Cllr Selwood

Newsletter needs to be ready for print by the end of March.

Cllrs Bamsey, Coffey, Selwood, Sprules and the Clerk volunteered to assist with distribution, and Cllr Allsop will seek support from volunteers who distribute for the Parish Hall.

25.176b Members AGREED to defer the decision on print options and cost until the next meeting pending further investigations.

25.177 **Lydiard Green Registration**

Members NOTED the official copy of the register of title and title plan for Lydiard Green.

25.178 **Holborn Bicycle Trough**

Members NOTED the report and RESOLVED to install a bicycle trough on the steps at Holborn, subject to confirmation from Wiltshire Council that no planning obligations are to be met. The maximum budget is £206.75 (two hundred and six pounds, 75p) (ex. VAT) and will be met from:

£200.00 from the street furniture budget line

£6.75 from the equipment and repairs budget line.

Defibrillator at Common Platt

25.179a Members NOTED the report. Standing Orders were SUSPENDED for public comment on

25.179b defibrillator battery capacity and were REINSTATED before Members discussed further.

Members discussed concerns around the risk to the availability of the defibrillator in

25.179c sub-zero temperatures and the vast difference in cost between insulated cabinets and a solar and wind powered cabinet. After discussions, Members AGREED to defer the decision on which option should be taken forward, pending further investigation.

25.179d Members RESOLVED to give the Clerk the authority to make a grant application to the Hills Landfill Community Fund on its behalf, acknowledging that 10% of any grant awarded would be payable to the landfill operator as a Contributing Third Party payment.

25.180 **Lydiard Plain Tenancy**

Members NOTED the report and CONSIDERED both agreement options. After discussions, Members RESOLVED to proceed with a grazing licence, accepting the quote from agent 1 at a cost of £200.00 (two-hundred pounds) (ex. VAT) and to reserve the right to review rental fees on an annual basis. Costs to be met from:
£192.00 – Lydiard Plain professional fees budget line
£8.00 – General Reserves.

25.181 **Community Governance Review Response**

Members NOTED the formal response of the Council sent to the Community Governance Review Committee.

25.182 **Council and Community Representatives**

Members RECEIVED the following updates:

Area Board – Councillor Allsop

An extraordinary meeting of the Area Board took place on 20 January for residents to raise their concerns around the proposed closure of the Household Recycling Centre in Purton. The next meeting will take place on 4 March.

Community Carers Group – Councillor Hill-Wheeler

A representative from the Alzheimer's Society did a talk at the last meeting in January. A Techie Tea Party is taking place on 2 March in Cricklade.

Local Highway and Footway Improvement Group – Vacant

Next meeting will take place on 11 February which Councillor Hill-Wheeler will attend.

Parish Hall – Councillor Neighbour

Events coming up are: 21 March – Murder Mystery, 28 March – Bingo and 18 April – Wine Tasting. The date of the village fete has been changed to Saturday 4 July. There are plans for a Christmas lights switch on event on 5 December. There will be changes to the Chair and Vice-Chair of the Parish Hall trustees in the near future.

Speed Indication Devices (SID) – Councillors Coffey and Neighbour

Data from the SID at Stone Lane recorded:

Towards Common Platt – av. speed 32.52mph, max. speed 79mph

Towards Lydiard Millicent – av. speed 33.93mph, max. speed 89mph

Data from the SID at Common Platt recorded:

Towards Stone Lane – av. speed 27.10mph, max speed 54mph

Towards The Elms – av. speed 26.45mph, max. speed 52mph

Neighbourhood Plan – Councillor Allsop

Last meeting held on 14 January, next meeting will take place on 18 February at which key views, green spaces and non-designated heritage assets will be reviewed.

25.183 **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 and Wiltshire Councillor Andrew Matthews left the meeting.

25.184 **Land Matters**
Members NOTED the Order.

Meeting Closed at 20.35hrs

Lydiard Millicent Parish Council

Bank - Cash and Investment Reconciliation as at 31 January 2026

Confirmed Bank & Investment Balances

Bank Statement Balances

31/01/2026	The Public Sector Deposit Fund	72,239.93
31/01/2026	Unity Bank **873	18,173.34
01/01/2026	Lloyds Charge Card	0.00

90,413.27

Receipts not on Bank Statement

0.00

Closing Balance

90,413.27

All Cash & Bank Accounts

2	The Public Sector Deposit Fund	72,239.93
3	Unity Bank	18,173.34
5	Lloyds Charge Card	0.00

Other Cash & Bank Balances 0.00

Total Cash & Bank Balances 90,413.27

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

Cemetery Fencing

The fencing around the cemetery, in places, is in a state of disrepair. Most notably, the 2 areas in particular are:

- the fence running from the rear of the spoils area to the rear boundary of the cemetery. 4 fence posts have disintegrated below ground level, and one horizontal bar has split in 2.
- the fence and gate along the front of the spoils area rests upon one post which has also disintegrated below ground level

The fence and gate along the front of the spoils area will require fencing contractors to address, and quotes for this will be brought to the next meeting.

The fence running from the rear of the spoils area to the boundary of the cemetery can be repaired by the Parish Handyman.

The materials required will be 4 fence posts, one horizontal bar, a number of bags of postcrete and a box of screws at a maximum cost of £150.00 (ex. VAT)

Recommendation

Members to APPROVE a maximum expenditure of £150.00 (ex. VAT) to repair the fence running from the rear of the spoils area to the back boundary of the cemetery. Costs to be met from General Reserves.

Spring Newsletter

At the Parish Meeting held on 5 February, Members resolved to defer the decision and on print options and cost for the forthcoming Spring newsletter.

Costs were received from 3 local printers and the specification is 700 booklets, A5 colour, 8 page, 120gsm uncoated, staple stitched finish. No VAT payable.

Quote 1	£364.00
Quote 2	£290.00
Quote 3	£391.00

It is also possible to use Tradeprint's online service, offering a file assist optional extra which checks and fixes a finished design and sends a proof, for £109.41 (ex. VAT).

It is also possible to use the printers that printed the previous newsletter, costs for this are as yet, unknown.

Recommendation

Members are requested to APPROVE as maximum expenditure of £200.00 (ex. VAT) to print 700 newsletters with the print company to be determined by the Clerk and the Chairman. Costs to be met from the advertising / parish newsletter budget line.

Hayley Graham
February 2026

23.204 Footpath Working Group

The hedging that denotes Lydiard Green and the neighbouring farmland has gaps in places. There is no right of access onto this private land at any of these points. There are three pillboxes on/surrounding the Green, only one of which is on the Village Green itself. Once the information boards have been put in situ, it is possible that members of the public may try and access the private land area. Members RESOLVED to spend up to £1000 to plant new hedging and replacement trees, met from Ear Marked Reserves set aside for Footpaths/Lydiard Green. UPDATE: New hedging has been planted by the Working Group. Replacement tree species next to be identified. FURTHER UPDATE: Members RESOLVED to give delegated authority to the Clerk and Footpath Working Group to purchase up to four trees, up to a maximum budget of £717.00 to be met from the ear marked reserve for footpaths.

PQT 2 October – Common Platt Defibrillator

A resident asked for the Council to consider installing a defibrillator in Common Platt as the nearest ones are some distance away (Peatmoor and Lydiard Millicent village). The Council agreed that the Clerk should explore this including approaching Purton PC as a possible joint venture. UPDATE: Purton Parish Council considered the proposal in their meeting held on 13 Oct but they do not have funding to support a defibrillator in Common Platt at this time. Costs for a solar / wind powered cabinet have been received which may be cost prohibitive, so it is now being established if a mains connection is possible next to the parish noticeboard, SSEN are preparing a quote. WC have confirmed the process for requesting approval for installation on the public highway. FURTHER UPDATE: Members AGREED to defer the decision on which option should be taken forward, pending further investigation. Members RESOLVED to give the Clerk the authority to make a grant application to the Hills Landfill Community Fund on its behalf. Agenda item.

25.125 Holborn Footpath Bicycle Access

Members RESOLVED that the Clerk should investigate the feasibility of a bicycle trough being installed at the steps at Holborn. UPDATE: Members RESOLVED to install a bicycle trough on the steps at Holborn, subject to confirmation from Wiltshire Council that no planning obligations are to be met. FURTHER UPDATE: The land is not owned or maintained by Wiltshire Council and as such, there are no planning obligations to be met. Trough is expected to be installed in March.

25.142 – Jubilee Club House Play Area Springer Replacement

Members RESOLVED to accept a quote of £1,650.00 (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. MEETING UPDATE: Order has been placed and installation is expected by the end of February. FURTHER UPDATE: Springer was installed on 13 February. Recommendation to CLOSE.

25.156j - Financial Accounts

Members APPROVED an expenditure of up to £500.00 (five hundred pounds) (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.

25.160 - Lydiard Plain Tenancy

Members RESOLVED to correspond with the proposed new tenant and AUTHORISED the Clerk to investigate support options for creating a formal lease agreement. UPDATE: Members RESOLVED to proceed with a grazing licence, accepting the quote from agent 1 at a cost of £200.00 (ex. VAT) and to reserve the right to review rental fees on an annual basis. FURTHER UPDATE: Agenda item.

PQT – 5 February

A resident highlighted that the weight restriction signage for Lydiard Green at the Greenhill crossroads is faded and barely visible. The Clerk will raise this with Wiltshire Council. UPDATE: Issue has been raised via MyWilts and Wiltshire Council have advised the issue does not meet the intervention levels for repair set out in Wiltshire Council's Safety Inspection Manual. Recommendation to CLOSE.

PQT – 5 February

A resident wanted to highlight that a streetcleaner had visited Greatfield some months ago and had done a substandard job. The Clerk will contact the resident for further information. UPDATE: Images have been received from the resident and raised via MyWilts. Recommendation to CLOSE.

25.174 – Communications

Members AGREED that the Clerk should share the information and reporting mechanism on the Council's Facebook page in relation to the "Help Strengthen Wiltshire Communities with Digital Wiltshire". UPDATE: Information shared, recommendation to CLOSE.

23rd February 2026

Dear Lydiard Millicent Parish Council,

Over the past year, the UK waste & recycling industry sector has continued to adapt to significant regulatory changes, including the introduction of Simpler Recycling. Throughout this period, our focus has remained on supporting your business with reliable, compliant and cost-effective waste services, while navigating rising operational costs and evolving compliance requirements.

We have supported over **20,000+** customers across multiple industries, delivering solutions tailored to individual business needs.

Since **1st April 2025**, we have:

- Completed over **17,000 bin collections each week**
- Diverted almost **50,000 tonnes** of waste away from landfill - roughly equivalent to the annual waste produced by around 80,000-100,000 UK households.
- Collected **300 +** different waste streams

We've continued to invest in smarter, more sustainable waste solutions, helping our customers simplify waste management, improve recycling performance and reduce overall costs.

At the same time, operating costs across the UK have continued to rise. Like many businesses, we have been impacted by:

- UK headline inflation, which has eased more recently but remained elevated for most of the past 12 months, has driven higher operating and supplier costs across the waste and recycling sector.
- A 4.1% increase in the National Living Wage, alongside similar uplifts across other age bands, impacting frontline operational and service staffing costs.
- A 3.65% increase in the standard Landfill Tax from April 2025 to April 2026, affecting disposal, treatment and recycling facility gate fees.
- Rising electricity unit rates and standing charges, increasing costs across waste transfer stations, recycling and treatment facilities.

As a result, your price(s) will be adjusted from the **1st of April 2026**, as detailed below:

Jubilee Clubhouse, SN5 3NH - 660 Litre General Waste : £2.73

Lydiard Millicent Cemetery, SN5 3LR - 240 Litre General Waste : £1.88

Please note that container overweight charges will increase by 1p per kilogram.

No action is required from you at this stage - this letter is provided as advance notice of the upcoming changes. Similar communications will also be issued by other waste providers, as these pressures are being felt across the wider industry.

We will continue to collect your waste as normal and support recycling across cardboard, paper, glass, food, metals, plastics and other recyclable streams. We remain committed to investing in our people, services and infrastructure to ensure you continue to receive the reliable, responsive service you expect from Business Waste.

If you have any questions or would like to discuss this further, please contact our Customer Service team at customers@businesswaste.co.uk or call 01904 207 120 - we're always happy to help.

Thank you for your continued custom. We value your business and look forward to working with you throughout 2026 and beyond.

Kind regards,



Lee Bryson
Head of Commercial

Lydiard Millicent Parish Council

Training and Development Policy

Introduction

Lydiard Millicent Parish Council is committed to ensuring that its Officers, Councillors and volunteers are provided with the training they require to ensure they can carry out their duties to the best of their abilities, and are up to date with all current legislation. The Council recognises that the most important resource is its staff and Councillors and will encourage the enhancement of their knowledge and qualifications through appropriate training and development. In turn, this ensures everyone has the necessary knowledge and competence to assist the Council in achieving its objectives.

A training budget is allocated to enable attendance at any relevant training and conferences throughout the year, which the Personnel Committee has delegated authority to allocate and manage.

Policy Statement

The Clerk is responsible for either obtaining or, occasionally providing, the necessary training to ensure that all are suitably equipped with the skills and knowledge needed to fulfil their duties to the Parish and its residents.

Membership of County Association and SLCC

The Wiltshire Association of Local Councils (WALC) and the Society of Local Council Clerks (SLCC) provide a range of training opportunities to help both staff and Councillors have the support they need to fulfil their duties. The Council will review the budget to cover the membership for both bodies as part of the annual precept process.

Training and Development Activity

All Councillors will be:

- given electronic copies of Standing Orders, Financial Regulations, Code of Conduct and the Good Councillor Guide upon taking office
- encouraged to attend a WALC Councillor Essentials / Fundamentals webinar, or a suitable alternative
- required to undertake Data Protection training where applicable
- circulated any other training course details which may enhance their skills or knowledge
- emailed any updates and newsletters which the Clerk deems relevant.

The Chairman and Vice-Chairman will be provided with information regarding the WALC Chair's Network webinars in a timely manner, and budget will be made available where required.

The Clerk / RFO will:

- be provided with a contract of employment setting out clear objectives and expectations;
- receive an appraisal annually
- be encouraged to attend courses deemed relevant to the discharge of their duties, including WALC and SLCC courses where relevant

- be expected to gain ILCA (Introduction to Local Council Administration) (Level 2) within the probationary period
- be expected to gain FILCA (Financial Introduction to Local Council Administration) (Level 2) within 6 months of employment
- be expected to gain the Certificate in Local Council Administration (CiLCA) (Level 3) within 2 years of employment
- be encouraged to attend relevant local meetings such as Clerk's forums and briefings
- be able to subscribe to relevant publications and advice services including WALC, SLCC and NALC subject to approval from the Council
- receive regular feedback from the Chairman of the Council and/or the Chairman of the Personnel Committee on their performance
- be encouraged to support Clerks in neighbouring parishes if required
- be entitled to paid study leave in order to work towards required qualifications.

Volunteers will be:

- expected to attend a health and safety introduction with the Clerk
- encouraged to attend training that is relevant in furthering the aims of the volunteer group.

Training Needs Identification

Training requirements for Councillors will usually be identified by themselves, the Chairman and the Clerk. Opportunities to attend courses will be investigated by the Clerk and brought to Council for consideration.

Training needs for staff can be identified in many ways, such as:

- through the recruitment process, including application form and interview
- introduction of new responsibilities in the role
- annual appraisal
- creation of a new role
- an error or omission and
- changes in legislation.

The Clerk is expected to keep up-to-date with developments in the sector and highlight any training required to the Council.

Evaluation and Review of Training

The Clerk will maintain an updated training record for all Councillors and staff.

A review will be undertaken annually during the budget process to establish any weaknesses and potential areas of development that the Council could address through training.

Budgets will be put in place and agreed to cover training courses, annual subscriptions and purchasing of relevant publications.

Adopted at the Parish Council meeting held on xx/xx/xxxx (Minute Reference xx.xxx)
To be reviewed at least every 4 years, or sooner should legislation determine.

Lydiard Millicent Parish Council

General Reserves Policy

Introduction

Lydiard Millicent Parish Council is required to maintain adequate Financial Reserves to meet the needs of the organisation. The purpose of this policy is to set out how the Council will determine and review the level of General Reserves.

Sections 32 and 43 of the Local Government Finance Act 1992 require local authorities to have regard to the level of reserves needed for meeting estimated future expenditure when calculating the budget requirement. However, there is no specified minimum level of reserves that an authority should hold and it is the responsibility of the Responsible Financial Officer to advise the Council about the level of reserves and to ensure that there are procedures for their establishment and use. The determination of the Council's reserves will be consistent with meeting the Council's overall strategic objectives, i.e.

- improving the quality of Lydiard Millicent amenities
- strengthening the quality of its community.
- optimising the Council's administrative costs, assets and income from assets.

Types of Reserves

Reserves can be categorised as General (held to cushion the impact of uneven cash flows or unexpected events) or Earmarked (held for a specific purpose).

Earmarked Reserves are for specific items of expenditure to meet known or predicted liabilities or projects. Specific reserves are often used to “smooth” the effects of certain expenditure commitments over a period of time thereby reducing the impact of significant expenditure in any one year. Earmarked Reserves can be held for many reasons, such as:

- to plan and finance an effective programme of grounds machinery / office equipment replacement
- planned property repair / maintenance
- repair / maintenance of play equipment
- highway and footway safety improvements

General Reserves are funds which do not have any restrictions as to their use. Their use typically comprises of three elements:

- a sum of money which is not earmarked for specific purposes but rather set aside to deal with unexpected events or emergencies. This “minimum working balance” needs to be regularly reviewed using a risk based assessment.
- money held in anticipation of uneven cash flow, (for example the precept income received 6 monthly in advance and VAT reclaimed annually retrospectively)
- Any excess created through surpluses as a result of activities being postponed or cancelled. Reserves of this nature can be spent or earmarked at the discretion of members, subject to approval by Council.

The Smaller Authorities Proper Practices Panel Practitioners' Guide 2025

Section 5.31 – Reserves - As with any financial entity, it is essential that authorities have sufficient reserves (general and earmarked) to finance both their day-to-day operations and future plans.

Section 5.33 – General reserves – The general reserve of an authority comprises its cash flow and contingency funds to cover unexpected inflation, unforeseen events and unusual circumstances.

Lydiard Millicent Parish Council General Reserves Policy

Section 5.34 – General reserves - The generally accepted recommendation with regard to the appropriate minimum level of a smaller authority's general reserve is that this should be maintained at between three and twelve months of net revenue expenditure.

Section 5.35 – General reserves - The reason for the wide range is to cater for the large variation in activity level between individual authorities. The smaller the authority, the closer the figure may be to 12 months expenditure, the larger the authority, the nearer to 3 months. In practice, any authority with income and expenditure in excess of £200,000 should plan towards 3 months equivalent general reserve.

Section 5.36 – General reserves - In all of this it is important that each authority adopt, as a general reserve policy, the level appropriate to their size, situation, risks and plan their budget so as to ensure that the adopted level is maintained. Consideration of the minimum level of reserves requires not only consideration of level of income and expenditure but also the risks to that income.

Section 5.38 – Earmarked and other reserves – None of the above in any way affects the level of earmarked and/or capital receipts reserves that an authority may or should hold.

Section 5.39 – Earmarked and other reserves - There is, in practice, no upper or lower limit to EMR/CRRs save only that they must be held for genuine and identifiable purposes and projects, and their level should be subject to regular review and justification (at least annually and at budget setting) and should be separately identified and enumerated. Significant levels of EMR's in particular may give rise to enquiries from Internal and/or External Auditors.

Policy

The level of General Reserves is set at a range of six (6) and eight (8) months, with the aim of seven (7) months of gross expenditure before deducting any planned income. If General Reserves are between seven (7) and eight (8) months, consideration should be given to freeze the precept. If over eight (8) months, consideration should be given to reduce the precept once all predicted expenditure is known. If General Reserves fall below gross expenditure of six (6) months, steps will be taken to bring levels of reserves back to between six (6) and eight (8) months, within a reasonable time period. The final decision to freeze, increase or reduce the precept should be made based on the forecasted expenditure, and made at the Parish Council meeting where the precept is being considered.

Principles to Assess the Adequacy of Balances and Reserves

The level of General Reserves is a matter of judgement. The primary means of building general reserves will be through an allocation from the annual budget. This will be in addition to any amounts needed to replenish reserves that have been consumed in the previous year.

Setting the level of General Reserves is one of several related decisions in the formulation of the medium term financial strategy and the annual budget. The Council must build and maintain sufficient working balances to cover the key risks it faces.

Adopted by Lydiard Millicent Parish Council on xxxxxx

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

Introduction

The following communication has been received from the Director of Finance and Operations at Blue Kite Academy Trust. The trust runs the school, and is the landlord of the building from which the preschool operates.

“The Blue Kite Academy Trust would like to propose the installation of a directional roadside sign informing drivers and pedestrians of the presence of Lydiard Millicent CE Primary School and Preschool to be positioned on a key through road within the parish. Both the School and Preschool are key community assets serving local families. However, the School and Preschool are not visible from the main approach roads and many drivers and residents from surrounding areas are not aware of its location.

At a time when primary pupil numbers are falling nationally, increasing local awareness to prospective families could be beneficial in sustaining future enrolment and the long-term viability of both the School and Preschool.

In addition, it may provide some improved road safety, increasing drivers’ awareness of children in the area, especially at drop-off and pick-up times, and encouraging reduced speeds.”

Update

The Clerk has been in conversation with the Wiltshire Council Local Highway and Footway Group (LHFIG) engineer, who confirmed that the cost would be c. £385 which the trust have agreed to pay. Below is the suggested positioning of the sign.





The LHFIG engineer advised that due to his current workload, he can no longer undertake small scale works such as this to circumvent the lengthy LHFIG process. As a result, there are 2 options:

1. The Council completes a Highway Improvement Form and put to LHFIG for consideration. Whilst approval is not likely to be an issue given the trust are prepared to fully fund the work, it could take considerable time to come to fruition. The next LHFIG meeting will take place on 13 May, with its recommendations taken to the Area Board on 10 June.
2. The Council seek approval from the LHFIG Chairman Cllr Nick Dye to allow the engineer to instruct these works outside of the LHFIG process.

Recommendation

Members to AUTHORISE the Clerk to seek approval from the LHFIG Chairman for the works to be completed outside the LHFIG process. Should this not be granted, Members to AGREE that the Clerk can complete a Highways Improvement Form for submission to LHFIG.

Hayley Graham
February 2026



Lydiard Millicent Recreation Field and Jubilee Club House Booking Form

Jubilee Club House, Meadow Springs, Lydiard Millicent, SN5 3NH

Hirer's Name (Hirer must be over 18 years of age)		
Address		
	Post Code	
Telephone	Day	Evening
E mail:		
Name of Organisation (if applicable)		
Description of Event		
Please confirm you have Public Liability insurance to cover the event (organisations only)		Y/N
Please confirm you have seen and accept the Terms and Conditions		Y/N
Estimate of numbers attending		
Any other information		

Hirer's Signature:

Date:

Print name:

[illegible]



Jubilee Club House

Meadow Springs, Lydiard Millicent, SN5 3NH

Terms & Conditions for Use by a Third Party

General

1. 'The Hirer' is the person who signed the Hire Agreement.
2. 'LMPC' is Lydiard Millicent Parish Council
3. 'The premises' includes Jubilee Club House and the recreation field.
4. No agreement to use the premises exists until:
 - a fully completed application has been approved by a representative of LMPC
 - you have received confirmation of the booking (this may be by phone or e-mail).
5. The Hirer must be over 18 years of age.
6. The Hirer or their nominated representative must be on the premises throughout the period of hire
7. The Hirer is not permitted to use the premises other than for the event detailed on the booking form, or at any time other than that listed on the booking form, without prior agreement from an authorised representative of LMPC
8. Any changes must be notified to LMPC who reserve the right to refuse consent to such change.
9. The Hirer, during the period of hire, will be responsible for the care of the premises and the good conduct of attendees, including the provision of adequate stewarding where required.
10. Should it prove necessary to summon the emergency services, quote post code **SN5 3NH**
11. The Hirer is required to undertake a Risk Assessment reflecting the specific nature of their event to ensure compliance with all relevant Health & Safety legislation. In particular the Hirer has a legal responsibility for conducting their activities in a way safe from fire. Under the **Regulatory Reform (Fire Safety) Order 2005** the Hirer is required to appoint a **Temporary Responsible Person** and prepare an **Emergency Plan** for each event. The **Emergency Plan** should include, but is not limited to, the following information:
 - the duties & identity of individuals who have specific responsibilities if there is a fire;
 - who is supervising and how to identify them;
 - location of exits and escape routes;
 - the location of assembly points;
 - the emergency warning signal;
 - the arrangements for fighting fire;
 - the arrangements for the safe evacuation of persons identified as being especially at risk, including those with disabilities, children and members of the public;
 - who will be responsible for calling the fire and rescue service;
 - who will meet the fire and rescue service on their arrival;
 - plans to deal with people once they have left the premises, especially children;
 - arrangements for ensuring escape routes and exits do not become blocked;
 - arrangements for limiting or controlling the number of persons in the premises, where necessary.
12. Copies of the Hirer's Risk Assessment, Emergency Plan and Public Liability Insurance must be made available to LMPC upon request.
13. The Hirer is responsible for the provision of adequate First Aid arrangements during the period of hire.
14. Any accident occurring during the period of hire must be reported to LMPC at the earliest opportunity and an accident report form completed.



15. The use of candles, naked flames, fireworks or any form of pyrotechnics is not permitted. (Small birthday cake candles may be used).
16. If the event involves children or vulnerable adults (who are or may be at risk of neglect or abuse) the Hirer must provide written confirmation to LMPC that a Safeguarding Policy is in place and the Hirer's risk assessment must provide for adequate stewarding and care of vulnerable people.
17. The Hirer is responsible for the security of the premises during the period of use.
18. LMPC will not be liable for any loss or damage to property or goods used or exhibited on the premises or left by the Hirer or persons attending the event.
19. The Hirer is responsible to LMPC for any damage caused by or arising from the Hirer's event, whether to the fabric of the building, internal finishes or fittings or to any property or furniture or other items owned by LMPC. In the event of such loss or damage, LMPC may require the Hirer to reimburse LMPC for the cost of repair or replacement.
20. Users of the recreation field must make reasonable endeavours to ensure that the integrity of the pitches are maintained for other users and must report any concerns to the LMPC Parish Clerk.
21. The Hirer will indemnify LMPC against all claims, proceedings, damages, cost expenses and loss in respect of personal injury (including death) or loss or damage to property arising from your use of the premises save in so far as such injury, loss or damage is reasonably attributable to LMPC employees, councillors or volunteers.
22. No alterations to the existing lighting arrangements or the installation of additional electrical socket outlets are permitted. Extra lighting, public address systems, audio-visual or similar equipment may only be used with prior agreement and any approved additional electrical equipment intended for connection to the main electrical circuit shall be subject to a current Portable Appliance Test (PAT) certificate.
23. No alterations to the clubhouse heating system are permitted.
24. Extra fittings, staging, scaffolding, curtaining, props or decorations may only be erected or brought into the premises by prior arrangement. No prop, decoration, sign or other article may be fixed, glued, taped or in any other way attached to any part of the premises or any furniture except with the prior permission of LMPC.
25. Caution must be taken to ensure that chairs and tables are not stacked against the grey acoustic panels on the walls in the main room.
26. All equipment, fittings etc erected or brought in by the Hirer shall be removed immediately upon completion of the event (unless by prior arrangement). If the Hirer fails to clear such items LMPC reserves the right to do so at the expense of the Hirer.
27. Barbeques of any description are strictly prohibited across the site.

Legal

28. The premises are not licensed for the sale of alcohol. Any tickets or advertising must not state, for example, "price includes a glass of wine" (this constitutes a sale), but can state "refreshments provided free of charge".
29. If the proposed event involves the preparation and/or serving of foodstuffs, the Hirer is required to comply with all relevant food hygiene legislation including The Food Safety Act 1990 and The Food Hygiene (England) Regulations 2006.
30. Hirers are reminded that they are responsible for any accident or injury arising out of the activity for which they have booked the premises. It is the responsibility of the hirer to ensure that the premises are safe for the purposes for which they intend to use them.
31. The Hirer must not permit any illegal activity on the premises during the period of hire.

Termination



32. Should it come to the attention of an LMPC representative that an event is contrary to any of these Terms & Conditions, or that the Terms & Conditions are being breached, LMPC reserves the right to terminate the agreement. If the period of hire has already begun, then the events may be terminated immediately. In these circumstances LMPC will not refund any hire charges paid, and will accept no liability for any loss incurred by the Hirer.

Payments, bookings and cancellations

33. For single events, payment is due at least 7 days in advance of the event. For recurring events, payment for hire is due within 30 days of invoicing, or within 30 days of completion of event hire period, whichever is the sooner.
34. LMPC reserves the right to charge a £100 damage deposit on any booking, which will be refunded within 7 days of hire, subject to the facility being left in the condition it was found.
35. Late payments will incur a late payment charge equivalent to 8% + current Bank of England interest rate of the outstanding balance, plus a £40 debt recovery charge. A £10 administration charge will be incurred every time LMPC contacts the Hirer regarding the outstanding charge.
36. Bookings that are affected by adverse weather conditions can be rescheduled at no additional charge, subject to availability.
37. LMPC reserves the right to charge for a minimum commitment on block bookings that may be impacted by the weather, in order to cover related costs.
38. LMPC reserves the right to cancel any booking and cannot undertake to give prior notice. If such a situation occurs, a full refund will be given.

Data Protection

39. LMPC will use the information on this form to ensure that all requirements relating to the booking are complied with and arrangements for the event itself. They will only share the information with those who need to see it for those purposes.

Members are requested to NOTE the report and:

- CONSIDER the options available
- CONSIDER the quotes received

Background

At the Parish Council meeting on 5 February, Members were presented with a paper detailing options and costs for the installation of a defibrillator at Common Platt but a decision was deferred whilst further consideration to the options was given.

The proposal is that it would be placed near the Council noticeboard and Northern Highways at Wiltshire Council confirmed they would have no objection to the defibrillator being placed within the public highway boundary.

Further Information Obtained Since February's Meeting

It was suggested in the meeting that once a defibrillator has been deployed, the battery would be spent and would need to be replaced. That is not the case; the iPad defibrillators quoted for are designed to deliver up to 200 shocks.

The solar and wind powered cabinet metalwork comes with a 10 year warranty and a two year warranty on electrics.

The supplier of the insulated cabinet was asked if the difference in temperature outside and inside the cabinet be quantified if it was not powered. It was advised that there is no data or testing results that quantify the temperature difference. Without active heating, the internal temperature would depend entirely on external conditions such as ambient temperature, wind chill, duration of cold exposure, and the cabinet's location.

A grant application was made and it is anticipated that the Clerk will have an update as to the outcome before the meeting takes place.

It has also since been established that there is a defibrillator located in Toomers Garden Centre. It didn't belong to Toomers initially as was part of the Olive Tree Café, but it requires a new battery and as such has been taken "offline" and is not registered on the national database. It is the intention of Toomers to have it up and running again.

Cabinet - Locked / Unlocked

Locking the cabinet will clearly minimise the risk of damage, misuse and theft, but is not recommended as the time taken to acquire the code to unlock the cabinet could be critical in administering first aid to someone in need. However, if the cabinet is not locked, neither the defibrillator nor the cabinet will be covered by the Council's insurers against property damage. The Council will need to decide its preferred approach.

Power Supply

An insulated cabinet can be mains powered, or a solar and wind powered cabinet can be purchased.

Power supply (inc. VAT)	Solar / wind cabinet quote 1 (ex. VAT)	Solar / wind cabinet quote 2 (ex. VAT)	Solar / wind cabinet quote 3 (ex. VAT)
£3,886.25	£3,200.00	£3,450.00	£3,549.79

The company offering solar/wind quote 1 will personalise the cabinet with the Council's logo at no extra cost, if required.

The installation costs for this option is as follows:

Metal framework for ground installation	£150.00
Frame installation	£400.00
Groundworks	£550.00

Insulated Cabinets

Many defibrillators are kept in insulated cabinets in the absence of a power supply. These carry a risk that the pads may freeze in low temperatures. The defibrillator's operating temperature is 0°C-50°C, and its storage temperature is -20°C-60°C.

DefibSafe2 Cabinet

This cabinet has an IP66 rating (the highest available) protecting against harsh weather (including dust and water ingress). It has good thermal insulation and is double-skinned for strength and thermal efficiency. The cabinet comes with a 2 year warranty.

Quote 1 (ex. VAT)	Quote 2 (ex. VAT)	Quote 3 (ex. VAT)
£399.00	£491.68	£437.50

iPAD SPR Defibrillator

This defibrillator is an enhanced model of the one currently situated at the Jubilee Club House. It also has an IP66 rating, and has the benefit of both an adult and paediatric mode. The battery has a standby life of up to 5 years and comes with a 4 year warranty. The defibrillator itself comes with a 10 year warranty. The defibrillator comes with one set of adult/child electrode pads included.

Quote 1 (ex. VAT)	Quote 2 (ex. VAT)	Quote 3 (ex. VAT)
£795.00	£875.00	£894.00

Installation

The insulated cabinet can be fixed to a post, and will require a plate and clamps to do so at a cost of £193.50 (ex. VAT)

Wiltshire Council can supply and install a post on the highway at a cost of c. £300.00. The Council could raise this as a new Highway Improvement Form and proceed through the LHFIFG process. The next LHFIFG meeting will take place on 13 May, and its recommendations taken for approval at the Area Board on 10 June

Alternatively, with the permission of the LHFIFG Chair Cllr Nick Dye, this work could be done outside of the LHFIFG process, although the engineer is currently working on a significant backlog.

Total Cost Options

iPad SPR defib, insulated cabinet, fixings and post installation	£1,687.50
iPad SPR defib, insulated cabinet, fixings, post installation and mains supply	£4,926.04
iPad SPR defib, solar/wind powered cabinet and all associated installation works	£5,095.00
iPad SPR defib, solar/wind powered cabinet, all associated installation works and bleed kit	£5,170.00

Ongoing Costs

Pads must be replaced when used, and have a shelf life of approximately 2 years.

Pads are currently £54.82 (ex. VAT) for 1 set of child/adult pads

The current cost to replace the battery in c. 5 years is £196.00 (ex. VAT)

Common Platt Defibrillator

Item 15

Costs could be met from General Reserves.

Hayley Graham
February 2026

MEETING NOTES FOR WED 11th February 2026

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

Date of meeting: **Wednesday 11th February 2026 @ 6pm - MS Teams**

Chair – Councillor Nick Dye, Highways Officer – Martin Rose

Notes taken by Martin Rose

	Item	Update	Actions and recommendations	Who
1.	Attendees and Apologies			
	Attendees:	Cllr Nick Dye (Chair) Cllr Andrew Matthews Cllr Allison Bucknell Cllr Martin Denz Shendie Green Kevin Woolnough John Coole Geoff Greenaway Steve Walls Dawn Hooper Rupert Pearce		
	Apologies:	Mark Hopkins Martin Cook		
	Absent:	Cllr Jacqui Lay Cllr Lianna Konig		

2.	Notes of Previous Meeting																								
		The notes and recommendations of the previous LHFIG meeting held on 12 th November 2025 will be presented to the next RWB and Cricklade area board meeting on the 4 th March 2026 .		To note																					
3.	Financial Position																								
		The CIL element of the LHFIG allocation for 25/26 has been confirmed. The budget for 25/26 is £30,186.00 The current balance for 25/26 is £5,865.31 Please refer to APPENDIX 1 UPDATE for full details. FINANCIAL SUMMARY (as of 11/02/26) <table><tr><td>LHFIG Budget 25/26</td><td>A</td><td>£30,186.00</td></tr><tr><td>Carryover from 24/25</td><td>B</td><td>£47,660.90 (Carryover)</td></tr><tr><td>Total Budget for 25/26</td><td>C</td><td>£77,846.90 (A+B)</td></tr><tr><td>Committed Spend 25/26</td><td>D</td><td>£90,241.00</td></tr><tr><td>less 3rd Party Contributions (Estimate)</td><td>E</td><td>£18,259.41</td></tr><tr><td></td><td>F</td><td>£71,981.59 (D-E)</td></tr><tr><td>Balance</td><td></td><td>£5,865.31 (C-F)</td></tr></table>	LHFIG Budget 25/26	A	£30,186.00	Carryover from 24/25	B	£47,660.90 (Carryover)	Total Budget for 25/26	C	£77,846.90 (A+B)	Committed Spend 25/26	D	£90,241.00	less 3rd Party Contributions (Estimate)	E	£18,259.41		F	£71,981.59 (D-E)	Balance		£5,865.31 (C-F)		To Note
LHFIG Budget 25/26	A	£30,186.00																							
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less 3rd Party Contributions (Estimate)	E	£18,259.41																							
	F	£71,981.59 (D-E)																							
Balance		£5,865.31 (C-F)																							

	Item	Latest Update	Actions and recommendations	Who
4.	Update on Priority Schemes for 25/26 (funding committed where indicated)			
b)	11-23-08 Lydiard Millicent Common Platt safety Submitted 14/02/23	Estimated cost of scheme = £38,000.00 (A) Contribution from LHFIG = £6,412.50 (B) Contribution from LMPC = £2,317.50 (C) Amount from Substantive highway fund = £29,270.00 (D) D= (A – B - C) 28/05/25 Substantive bid successful. Detailed design to be completed and work order issued. Currently programmed for Feb 26. Decision can be found here: Decision details - Democratic Services - Wiltshire Council 12/02/25 Awaiting Results of assessment process. Delay due to resourcing. A total of '11' applications received for substantive funding across the 18 community areas. Cllr Steve Bucknell raised issue of pending development in the Common Platt area. It was agreed to look closer at possible S106 monies to assist with this project should they become available. 27/08/25 - Awaiting street lighting design. Scheme delivery programmed for Feb 26. Update at next meeting 12/11/25 - Awaiting design details for street lighting from AtkinsRéalis. Work programmed for Feb 26	11/02/26 Scheme originally programmed for 26th February but postponed due to street lighting issues. Work re-programmed for June 22nd for 3 weeks. Cllr Bucknell expressed concern re. the use of solar lighting.	MJR

c)	11-23-12 B4533 Purton Stoke, speed reduction Submitted 02/09/22	https://www.google.com/maps/ 28/05/25 Hydoblaster was available and working in Wiltshire. Decision taken to deploy to Purton Stoke to remove give way at Stoke Common Lane junction and reinstate further forward. Awaiting billing. Geoff Greenaway commented that remnants of the old markings are showing though. MJR to inspect site. 27/08/25 Site inspected. Residual lines following Hydro- blaster work are visible. M group have been instructed to return to site to black out lines in question. 12/11/25- Works remain outstanding by M group. MJR to undertake temporary work to black out visible lines.	11/02/26 Black out work remains outstanding. To be undertaken once weather conditions improve. Cllr Greenaway commented that the recently installed lines are now showing signs of wear. This is to be picked up under general maintenance	MJR
e)	11-23-17 Greatfield near Lydiard Millicent	LMPC have confirmed via email (16/05/25) would like LHIFG to consider '30' carriageway roundels along length. Agreed- Allocate £5,000 for Ad-hoc Road markings in the RWB & Cricklade community area and include the requested roundels for Greatfield. 27/08/25 RWB Adhoc sites currently committed 1.Greatfield – 30mph roundels Order issued and work Programmed for 26/08/25 12/11/25 Greatfield 30 roundels remain outstanding. M group chased for date. Anticipated wk commencing 17th Nov 25 (weather permitting).	11/02/26 Work complete. Awaiting invoice. Remove from next tracker	MJR
h)	11-23-4 11-24-11	28/05/25 BTPC points of objection considered, and Atkins report further scrutinised. It was agreed that the report did not provide	11/02/26 Formal Advert ended <u>24th November 2025</u>	MJR

	C415 Broad Town Road (towards Wootton Bassett) Submitted 07/02/2023	sufficient weighting on the presence of VRUs on C415 within Section 3 and required further review. After discussion with BTPC and Cllr Allison Bucknell it was agreed to consider implementation of 40mph limit within Section 3 with a terminal point close to #13 Broadtown road. Note – no allocation currently made for implementation. Delivery alongside issue 11-24-08 (see below) tentatively agreed previously by group. Estimated cost £3500-£4000 Agreed – Allocate £3500 for the implementation of the agreed speed limit for the C415 Broad Town. To be advertised alongside issue 11-24-08. A4361 Broad Hinton to reduce legal costs. 27/08/25 - Advert plan for C415 speed limit approved by Rupert Pearce. Plan and schedule issued to regulatory team for processing. Formal advert likely end Sept 25. Rupert queried as to whether letters of support would help during the advert stage. MJR – both letters of objection and support can be submitted. 12/11/25- 40/50mph Speed limit proposal currently on advertisement. Start 23rd October – End 24th November (note extra week added due to Oct ½ term) If no objections are received the work order to the contractor will be issued by end of Dec 25 / Early Jan 26 with implementation by spring 26	'14' expressed support for the proposal. '2' expressed conditional support, requesting further reductions to the proposed speed limits. '1' objected to the proposal. '1' originally objected to the proposal but this was subsequently withdrawn. Cabinet member report has been prepared with the following options considered. (i) Implement the proposed 40 / 50 mph speed restriction as advertised. (ii) Abandon the proposal. Report agreed by Cllr Martin Smith and option (i) recommended. Report was published with a decision due 9th February. Implementation to be programmed.	
i)	11-24-08 A4361 Broad Hinton (towards Swindon)	google.co.uk/maps	11/02/26 Formal Advert ended 24th November 2025	MJR

	Submitted 15/02/24	12/02/25 To be discussed following agreed outcome for 11-24-11 with view to combine TRO costs. Scheme currently on hold pending agreed way forward for issue 11-24-11. It was agreed by members to press ahead separately with this project if the issue 11-24-11 is not agreed by the next meeting. Note – Liaison required with Swindon BC due to speed limit change at boundary. https://www.google.co.uk/maps Estimated cost £4,000. 28/05/25 Refer to 11-24-11 above. Estimated cost £3500 - £4000. Agreed – Allocate £3500 for the implementation of the agreed speed limit for the A4361 Broad Hinton To be advertised alongside issue 11-24-11 C414 Broad Town Road to reduce legal costs 27/08/25 Plan and schedule issued to regulatory team for processing. To be advertised alongside issues 11-24-11 (Broad Town Road) and 11-24-16 (Greenhill crossroads) Formal advert likely end Sept 25. 12/11/25 - 50mph Speed limit extension proposal currently on advertisement. Start 23rd October – End 24th November (note extra week added due to Oct ½ term) If no objections are received the work order to the contractor will be issued by end of Dec 25 /Early Jan 26 with implementation by early spring 26.	No objections received. Implementation to be undertaken by signing team. Update to be provided to parish council once date is known.	
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		MH (RWB TC) commented that they are seeking the proposed length of 50mph limit on the C414 to be reduced to 40mph		
k)	11-22-01 Greenhill Crossroads, Lydiard Millicent Submitted 04/02/22 Resubmitted as 11-24-16 on 12/04/23	https://www.google.com/maps/ 1. Move give way lines forward (250mm -300mm) 2. Relocate 30mph speed limit approx. 36m north with new gateway / village gates. 3. Cross roads warning signs (reduce speed now) on both approaches to junction 4. Miscellaneous road markings 5. Purton Village nameplate. Agreed – Allocate £8,000 with a 25% contribution (£2,000) from Lydiard Millicent PC 28/05/25 Carriageway repairs complete. Road marking work at junction complete (Cost £2,341.08) Budget of £8000.00 carried forward to 25/26. Advertisement of relocated 30mph terminal point awaiting processing by regulatory team. Gateway work to be implemented alongside speed limit change. Note - Combine with 11-24-08 and 11-24-11 to reduce legal costs 27/08/25 Design work complete. Speed limit changes will be advertised alongside issues 11-24-08 & 11-24-11. Work to relocate give way markings complete. Work to be programmed once speed limit extension advertised and agreed. 12/11/25 - 30mph Speed limit extension proposal currently on advertisement. Start 23rd October – End 24th November (note extra week added due to Oct ½ term)	11/02/26 Formal advert for extension of 30mph limit ended on the 24th November 2025. No objections were received. Speed limit change can now progress alongside other work planned at crossroads. Awaiting programming, Estimated Mid-Summer 26.	MJR

		If no objections are received the work order to the contractor will be issued by early Jan 26 with implementation of full proposal including extension of 30mph limit, gateways, additional signing etc in Spring 26		
I)	11-23-01 B3553 Purton Road Cricklade Submitted 10/01/23	12/02/25 Surveys undertaken Dec 24 Site 1 (between Giles Av and Dance Court) Average Speed 25.43mph 85th percentile 29.02mph Total vehicles 46619 % exceeding posted 30mph SL 8.9% Site 2 (#7 Purton Road) Average Speed 26.98mph 85th percentile 30.65mph Total vehicles 20538 % exceeding posted 30mph SL 19.4% A discussion took place with group members. MJR explained the traffic data indicated overall compliance with the posted 30mph limit. Collision data indicates a single (slight) collision during last 3 years. Cllr Dye and Chris Bull (Cricklade TC) expressed their unhappiness and felt action was still required to calm traffic on Purton Road, citing ongoing concerns raised by local residents. Cllr Dye raised an issue relating to the poor road surface and it was explained this needed to be raised via the appropriate channels. MJR to contact Chris Bull and Cllr Dye via email to outline conditions whereby formal traffic calming is typically	11/02/26 Site meeting to take place with representatives from CTC, end February 26. Report findings back to next meeting. Cllr Dye agreed the previous allcoaitn	MJR

		considered, and discuss what action, if any, can be considered (subject to agreed funding). 28/05/25 Document report by MJR explaining conditions where by traffic calming is typically considered in Wiltshire remains outstanding. CTC have indicated they wish Purton Road issue to be reconsidered for prioritisation of new schemes in 25/26, with suggestion of footway widening. Refer to Appendix 3 '<i>Prioritisation of Highway Requests - May 25</i>'. Agreed – Allocate £3,100 for 20mph speed limit assessment. 27/08/25 Initial assessment and discussion indicate route unlikely to be considered as a viable site for a 20mph under the <u>current</u> Wiltshire Council policy on 20mph limits and zones due to Purton Road's status as a strategic route (B4553) outside of a town centre environment. Indications are that the council's policy on 20mph limits and zones will be subject to review in due course which is likely to remove some of the current restrictions on the roads they can be used. Recommend holding off on feasibility report until new policy is in place. Options for traffic calming to be assessed in the meantime. Update at next meeting. 12/11/25- Process of revising Wiltshire Council policy for 20mph limits and zones has started, however agreement required by head of asset management and cabinet member for highways & Transport. New policy not expected until early Spring 26.		
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		Site at Purton Road has been inspected. Options for traffic calming / footway widening will require topo survey between roundabout at The Hitchings and B4040. Cost estimate £3,500, Cllr Dye to discuss issue of topo survey with CTC and respond to MJR in due course.		
m)	11-24-01 Noremarsh Primary School & St Bartholomew's Primary School (The Rosary) Submitted 03/01/24	12/02/25 Proposal for both sites submitted to RWB TC. To be considered at full council on 6th Feb. Request received for RWB TC to extend lines on Eastwood Avenue due to vehicles over running verge. Also request for short extension to existing DYL on Downs View due to concerns expressed by Wiltshire & Dorset fire & rescue service (WDFRS). https://www.google.co.uk/maps/ Group members agreed to progress with scheme and include additional site as requested by WDFRS. Martin Cook asked for the parking review to consider another area of Downs View where overrunning the verge is taking place. MJR to investigate further and report back. Agreed allocate £4,000.00 with a 25% contribution payable by RWBTC (£1,000) 28/05/25 Minor amendment for St Bartholomew's area agreed with RWB TC following representation from school. Proposal for St Bartholomew's school , Nore Marsh School, Widam and Downs View prepared and with regulatory team for processing prior to formal advertisement. Likely late summer early Autumn.£4,000 budget allocation carried forward into 25/26 .	11/02/26. Advert period ended 8th December 2025 <u>Noremarsh Primary School</u> '7' objections received. Most requesting additional restrictions. Cabinet member report now required to deal with objections. Deadline end of Feb. Likely Recommendations (i) Implement as advertised (ii) Abandon the proposal <u>St Bartholomew Primary School</u> '0' objections received. St Bartholomew changes can now proceed to implementation, but it may be worth waiting until Noremarsh school area is ready to reduce costs. To be discussed.	MJR

		27/08/25 - Site plans and advert schedules for both sites submitted to Regulatory team in June 25 for processing. Currently in work list and awaiting programming. Backlog of work, but advert estimated to commence late Sept / early Oct 25. MJR to update RWB TC when date is known. 12/11/25- Advert – 13th November 2025 End of objection period – 8th December 2025 If no objections are received, implementation early spring. If objections are received late spring / early summer 26		
n)	11-23-15 Manor Hill (North of Manor Hill Farm) Purton Submitted 28/03/24	https://www.google.co.uk/maps/ Agreed – Allocate £6,000 with a 25% contribution (£1,500) from Purton PC 27/11/24 - Small topo survey required for detailed design work. Estimated cost £1700.00. Design Early Jan with construction Spring /Summer 25. Retain existing allocation of £6000.00. Geoff Greenaway & Cllr Lay commented on continued flooding issues in area, exacerbated by run off at access and asked if further improvements can be considered to mitigate problems. MJR to discuss with MC. 12/02/25 -Awaiting topo survey. Design work Feb/ March. Programmed for June 25. 28/05/25 –Topo survey received. Design work to commence in due course. Temp road closure required. Provisionally	11/02/26. Work commenced on the 26th January, but was abandoned on the 28th January due to excessive ground water and water originating from the Manor Hill Farm site. Works to be reprogrammed (weather permitting) Further investigation to be undertaken to assess if an additional gully is possible. Issue of surface water discharging onto the highway to be discussed with drainage team	MJR

		programmed for Nov 25. Allocation of £6,000 carried forward into 25/26. 27/08/25 Design work to be completed and issued to Purton PC for approval by early Oct. Work currently programmed for early Jan 26. 12/11/25- Delay finalising design work but plan to be issued to PPC by end of Nov. Work programmed for Jan 26. 12/11/25 - Delay finalising design work but plan to be issued to PPC by end of Nov. Work programmed for Jan 26.		
o)	11-24-07 Cricklade Road / Widham bridge, Purton Submitted 18/01/24	google.co.uk/maps 27/11/24 Site inspection undertaken to look at section of verge south of junction with New Road. Suggest area of EcoGrid to maintain 'green' appearance but retard grass growth. Likely increase in cost £800.00. Area by Dairy House checked and shown as maintainable highway. MJR to arrange meeting with Geoff Greenaway and agree way forward. No financial allocation at this stage. 12/02/25. Site meeting with Geoff Greenaway (Purton PC) 16/01/25. Minor changes requested including length of no waiting at any time to assist vehicles turning left from Station Road into Widham. Possibly combine this element with issue 11-24-01 to reduce legal costs. Agreed, allocate £5,500.00 with a 25% contribution payable by Purton Parish Council (£1,375.00) 28/05/25 Work order for road markings/ signs / SID sockets to be issued on due course. Delivery late Summer 25	11/02/26. Advert period ended 8th December 2025 Single objection received requesting extension to proposed NWAAT further south to cover vehicular access. MJR to discuss with PPC. Cabinet member report is required before progressing. Road markings / reflective studs to be installed Spring 26	MJR

		Eco grid work and 'no waiting at any' time to follow once legal process complete. Allocation of £6000 carried forward into 25/26. 27/08/25 Work order to be issued in due course. Delivery likely Oct 25. 'No waiting at any time' at the junction of Cricklade to be advertised together with the sites at Nore Marsh School and St Bartholomew's School. Likely end of September. 12/11/25 Sign work and SID sockets installed 11/11/25. Road markings to follow (weather permitting) Proposed 'no waiting at any time' restriction at junction of Cricklade Road / New Road is currently being advertised. Advert – 13th November 2025, End of objection period – 8th December 2025. If no objections are received, implementation early spring. If objections are received late spring / early summer 26		
t)	11-24-17 B4696 Braydon Road (Includes Lydiard Millicent & Purton Parishes) Submitted 17/04/24	google.co.uk/map 27/11/24 - Outline signs / road marking plan prepared and issued to Lydiard Millicent PC, Purton PC, and Lydiard Tregoze PC for comment and approval. Order to be issued before 31/12/24 for delivery early spring 2025. 12/02/25 Sign works programmed for 17/2 Road Markings programmed for Spring 25. 28/05/25 Signing / SLOWs now complete. Edge of carriageway markings outstanding but due to be completed in June 25. Allocation of £5,551.44 carried forward into 25/26.	11/02/26. Awaiting confirmation on whether B4696 Braydon crossroads will be included as part of Substantive Local safety scheme projects (LSS) projects for 26/27. MJR to speak to Gareth Rogers for update.	MJR

		27/08/25 Access markings along length programmed for week commencing 1st Sept. Separate meeting arranged to discuss B4696 with cabinet member for Highways, Cllr Lay and PC scheduled for 10/09/25 27/08/25 Access markings along length programmed for week commencing 1st Sept. Separate meeting arranged to discuss B4696 with cabinet member for Highways, Cllr Lay and PC scheduled for 10/09/25. 12/11/25 - All sign and lining work complete. Awaiting final account. Purton PC and Lydiard Millicent PC to be invoiced for contribution. Meeting with Cabinet member, members of PCs, local member took place on 10/09/25 to discuss ongoing safety concerns. New highway improvement request submitted by Braydon PC asking for improvements on B4696 and Braydon Crossroads.		
u)	11-24-21 Length of C114 Water Eaton Submitted 06/05/2024	google.co.uk/maps 22/05/24 - 40 /50mph Speed limits installed in autumn 23, but some drivers ignoring restriction. Request for increased police enforcement, Poles / sockets for SIDs, warning signs, Improved gateway at 40mph terminal point, c/way roundels. Limited options for improvements within 50mph section other than c/way roundels. Suggest focus on 40mph section with village gates at terminal points x 2, '40' roundels and SIDS. (sockets only, Devices to be provided by LPC) 27/11/24 Site visit undertaken. Outline plan to be issued to LPC by mid-December. To be considered at Feb meeting.	11/02/26. Contact made by LPC who wish to proceed with SID sockets for Water Eaton and fund 100%. Locations to be agreed with PC, however site meeting is required due to confusion re. SIDs and deployment on the highway. LPC to fund 100% of cost.	MJR

		12/02/25. Minor Signs & Road markings. Outline design issued to LPC for comments. Copy sent to Cllr Dye. 28/05/25 Email to clerk 04/02/25 with outline design requesting feedback. No response to date. Work cost estimate - £2,500 27/08/25 - Cllr Dye explained that Latton parish council have been in hiatus, however they are aware of the current proposal and will respond in due course. 12/11/25 No contact received from Latton PC. Group to decide whether to remove issue or continue to place on hold. Cllr Dye explained LPC are in the process of reestablishing. MJR to resend proposal plan for C414 Water Eaton to clerk		
	11-24-09 High Street – Royal Wootton Bassett. Submitted 16/02/24	28/05/25 - Request for various changes on High Street including disabled bays, changes to Taxi ranks and loading areas, extension of no waiting ' / removal of parking bays. Extend the pavement to the entrance to Beamans Lane or install bollards to prevent parking. AGREED - undertake assessment work in 25/26. No budget allocation currently. 27/08/25 Mapping of existing restrictions on High Street has commenced. Once complete a meeting to be arranged with RWB TC to discuss objectives / changes before amendments can be agreed and formally advertised.	11/02/26. Draft proposals be issued on 12/02/26 to RWB Town council to comment. No LHFIG allocation currently in 25/26	MJR

		12/11/25 - Waiting restrictions plan of High Street submitted to RWB TC who have confirmed the proposed areas for change. Draft proposals to be submitted in due course for comments		
	11-24-33 B4042 between RWB Rugby Club and RWB sports club. Submitted 15/12/24	https://www.google.com/maps/ 28/05/25 - Request for new footway / cycleway to link between the sports club and rugby club. AGREED - Allocate £1,800 for a topo survey with a 12.5% contribution from RWB TC & 12.5% contribution from Lydiard Tregoze PC. 27/08/25 Topo survey complete. Design work due to commence Sept 25. Likely land issue as eastern end by sports club due to small area are not within adopted highway. Discussion required re. possible free dedication required. Outline design to be presented to group at next meeting. Note increase in topo cost from £1800 to £2400. 12/11/25 - Outline design and cost prepared. Possible substantive bid for 2025/26 Provisional cost estimate is £92k. Free dedication of land by Buxton sports club required. Cost doesn't include any assessment of the existing 40mph speed limit Deadline for substantive bid submissions - Friday 12 December 2025. Plan shown to members. Cllr Bucknell suggested that a shared use cycleway / footway might be considered. MJR to prepare	11/02/26. Both RWB TC and LTPC have confirmed their contributions. Substantive bid submitted and awaiting outcome.	MJR

		Option 2 which includes SUP. Members agreed to submit proposal for substantive bid for 2025/26 and allocate £10,000 of LHFIF funding. 3 rd Party funding of £20,000 to further support bid to be requested from LTPC and RWB TC. (£10,000 each) MJR to contact.		
	11-24-30 Chelworth Upper Green, Cricklade (east of crossroads with B4040) Submitted 16/01/25	28/05/25 - Local concerns relating vehicles losing control on double bend. Request for improved signing and a reduction in speed limit from 40mph to 30mph. AGREED - Allocate £4,000 with a 25% contribution from Cricklade Town Council. 27/08/25 Design submitted and approved by CTC. Order issued to contractor. Awaiting programming. 12/11/25- Work to W/C 24/11. Road markings to follow.	11/02/26. Sign Work Complete. Road markings outstanding. Likely spring 26	
	11-24-41 - Pavenhill – Outside One Stop Shop Submitted 29/04/25	https://www.google.co.uk/maps/place/Pavenhill Request for extension to paving/kerbing adjacent to One Stop convenience store to incorporate communal access AGREED - undertake assessment / design work in 25/26. No budget allocation at this time 27/08/25 Double yellow lines outside shop recently refreshed. Martin Cook and Cllr Lay have met on site to discuss. Further meeting with PC and local member likely before options can be drawn up.	11/02/26. Meeting arranged with Geoff Greenaway (PPC) 13/02/26 to look at options.	MJR

		12/11/25- Site inspected. Gigaclear chamber preventing extension / raising of footway by shop. Suggest use of flexible self-righting pole cones (Rediweld) To discourage overrunning of area by pedestrian access. Estimate cost £2,000 https://www.rediweldtraffic.co.uk/products MJR to submit plan for consideration to PPC		
	11-24-47 - Manor Hill, (Lydiard Millicent end) Submitted 16/05/25	Speeding issue in narrow section close to Lydiard Millicent. https://www.google.co.uk/maps/ AGREED - undertake assessment / design work in 25/26. No budget allocation at this time. 27/08/25 Feasibility work required. Due Nov 25 12/11/25 - Feasibility work to be undertaken Nov/Dec 25	11/02/26. Awaiting staff time. Feasibility work now expected spring 26	MJR
	11-24-50 - Preston Lane, Primary school, Lyneham Submitted 09/04/25	https://www.google.com/maps/place/Lyneham The Parish Council would like to request a safety review for a defined crossing point in Lyneham at Preston Lane at the Primary School. AGREED - undertake assessment /design work in 25/26. No budget allocation at this time.	11/02/26. Outline plan issued to LPC and local elected member. Awaiting feedback. Estimated cost £10,000 to £14,000	MJR

		27/08/25 Feasibility work required. Due Oct / November 25 12/11/25 - Site visited Oct 25. 1 no. recorded PIC (slight) involving 7-year-old child in last 3 years. No obvious safety issue apparent, but some changes recommended for overall community benefit, including improvement to and removal of some existing signs. Possible '20' zone or part time advisory 20 would be suitable for this location. Traffic calming features are already present so overall cost of 20 zone would be greatly reduced. Group, including representatives from L&B PC agreed that 20mph zone for Preston Lane is worth further investigation. Feasibility work with costing to be presented to next meeting.		
	11-24-42 The Buffer, Ridgeway Farm. 11-24-40 - High Street/College Road Lay-by. 11-24-43 - The Peak/Reids Piece Purton C70 Hook	Request for improved signage of 20mph limit, roundels etc Request for improvements to one way signage and road markings. Request for Improvement to one way signage and road markings. C70 Hook - 30 Roundel at southern end of village and Refresh of gateway /repeater roundels (requested by Cllr Matthews) AGREED – Allocate £5,000 for Ad-Hoc road markings in RWB and Cricklade Area. NOTE - No 3rd Party Contribution.	11/02/26. High Street College Road Layby, The Buffer/ Ridgeway Farm, C70 Hook, complete. Some concerns raised that recent road markings are already lifting. The Peak / Reids Piece outstanding. Likely spring 26 due to weather.	MR

		27/08/25 Order issued to contractor. Programmed for end of August 25 12/11/25 - Order issued. Works scheduled for 07/10/25 but not undertaken. Ongoing delay with road markings raised with senior management. High Street Collage Road Layby complete. Work scheduled 17/11. Night works .		
6.	Minor Signing schemes to be paid for by Town/ Parish Councils			
	No current schemes.			
7.	Any Other Business			
	Requests to be sent to the following email address. LHFIGrequests@wiltshire.gov.uk Please note the next meeting on May 13th will agree the RWB and Cricklade LHFIG scheme commitments for 26/27. The deadline for requests is the 29th April 2026.			To note
8.	Date of Next Meeting			
	Wednesday 13th May - (Face to face meeting). Location TBA			

Royal Wootton Bassett & Cricklade Local Highways & Footway Improvement Group

Highway Traffic Engineer – Martin Rose

Area Highway Engineer – Martin Cook

11. Environmental & Community Implications

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

12. Financial Implications

- 12.1. All decisions must fall within the Highways funding allocated to Royal Wootton Bassett & Cricklade Area Board.
- 12.2. If funding is allocated in line with LHFIG recommendations outlined in this report, and all relevant 3rd party contributions are confirmed, Royal Wootton Bassett & Cricklade Area Board will have a remaining Highways funding balance of **£5,865.31**
Refer to **APPENDIX 1 UPDATE**

13. Legal Implications

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

14. HR Implications

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

15. Equality and Inclusion Implications

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

16. Safeguarding implications

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

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

- 17.1
- N/A

Members are requested to NOTE the report and CONSIDER the recommendations

Introduction

As part of the Annual Governance and Accountability Return, the Annual Governance Statement this year features a new assertion, assertion 10 which focuses on digital and data compliance. None of the requirements are new, but there is an increased focus on having appropriate arrangements for data management in place.

Assertion 10 reads:

“We have put in place arrangements for effective IT and data management in accordance with proper practices during the year under review”

Review of requirements

Whilst the Council is compliant with some of the requirements of the assertion (i.e. Council owned website domain, council owned email addresses and an adopted IT policy), it cannot currently respond positively on the Annual Governance Statement to assertion 10. A review of the detailed requirements has provided a path to compliance, which includes:

- the undertaking a data audit covering all data processed by the Council
- the updating of the Council's Data Protection Policy to cover key criteria
- the adoption of a privacy policy to be displayed on the Council's website as a notice
- all staff and councillors should be trained on data protection.

Current position

A data audit using a template provided by the Information Commissioners Office has been conducted. The Council's Data Protection policy has been updated, as has the Document Retention policy and a new Privacy policy has been drafted. Training has been shared with all Councillors and the Parish Administrator to be completed and evidenced by 6 March.

Recommendation

Members are requested to:

- NOTE the data audit
- ADOPT the updated Data Protection Policy
- ADOPT a Privacy Policy to be displayed on the Council's website as a Privacy Notice
- ADOPT the updated Document Retention Policy
- COMPLETE data protection training by 6 March.

Hayley Graham
February 2026

LYDIARD MILLICENT PARISH COUNCIL

DATA PROTECTION POLICY

Introduction

Lydiard Millicent Parish Council has a responsibility under the Data Protection Act 2018 and UK General Data Protection Regulations (UK GDPR) to hold, obtain, record, use and store all personal data relating to an identifiable individual in a secure and confidential manner. This policy is a statement of what the Council does to ensure its compliance with legislation.

Scope

The Council is registered with the Information Commissioner's Office (ICO) as a Data Controller (registration no. Z7767724) and this policy applies to the processing of all personal data including the collection, use and sharing of personal data where the Council is the Data Controller or the Data Processor.

The policy applies to all employees, councillors, volunteers and contractors. The Policy provides a framework which will ensure compliance with the requirements of legislation and will underpin any operational procedures and activities connected with the implementation of data protection.

Data Protection Principles

The Data Protection Act 2018 governs the handling of personal information that identifies living individuals directly or indirectly and covers both manual and computerised information. It provides a mechanism by which individuals about whom data is held (the 'data subjects') can have a certain amount of control over the way in which it is handled.

All data covered by the Act must be handled in accordance with the six data protection principles of Article 5 of UK GDPR. These are that personal data be:

- Processed **lawfully, fairly and in a transparent** manner in relation to data subjects.
- Collected for **specified, explicit and legitimate purposes** and not further processed in a manner that is incompatible with those purposes; further processing for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes shall not be considered to be incompatible with the initial purposes.
- **Adequate, relevant and limited to what is necessary** in relation to the purposes for which they are processed.
- **Accurate and, where necessary, kept up to date**; every reasonable step must be taken to ensure that personal data that are inaccurate, having regard to the purposes for which they are processed, are erased or rectified without delay.
- Kept in a form which permits **identification of data subjects for no longer than is necessary** for the purposes for which the personal data are processed; personal data may be stored for longer periods insofar as the personal data will be processed solely for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes subject to implementation of the appropriate technical and organisational measures required by law in order to safeguard the rights and freedoms of data subjects.
- Processed in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction, or damage, using appropriate technical or organisational measures.

Data Protection Terminology

Data subject - means the person whose personal data is being processed. That may be an employee, prospective employee, associate or prospective associate of the Parish Council, or someone transacting with it in some way, or persons entering in to a contract for a service provided by the Council.

Personal data - means any information relating to a person or data subject that can be used directly or indirectly to identify the person. It can be anything from a name, a photo, and an

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address, date of birth, an email address, bank details, and posts on social networking sites or a computer IP address.

Special category data - includes information about racial or ethnic origin, political opinions, and religious or other beliefs, trade union membership, medical information, sexual orientation, genetic and biometric data or information related to offences or alleged offences where it is used to uniquely identify an individual.

Data controller - means a person who either alone or jointly or in common with other persons (e.g. Parish Council) determines the purposes for which and the manner in which any personal data is to be processed.

Data processor - in relation to personal data, means any person (other than an employee of the data controller) who processes the data on behalf of the data controller.

Processing information or data - means obtaining, recording or holding the information or data or carrying out any operation or set of operations on the information or data, including:

- organising, adapting or altering it
- retrieving, consulting or using the information or data
- disclosing the information or data by transmission, dissemination or otherwise making it available
- aligning, combining, blocking, erasing or destroying the information or data, regardless of the technology used.

Lawful Basis for Processing Personal Data

The grounds for processing personal data are:

- The data subject has given his or her consent
- It is necessary for the performance of a contract between the Council and the data subject
- It is necessary for the compliance with a legal obligation which the Council is subject
- It is necessary in order to protect the vital interests of the data subject or another person, to protect or save a data subject's life
- It is necessary for tasks carried out in the public interest or exercising official authority, including the Council's tasks, functions or duties which is laid down by law
- It is necessary for the purposes of the legitimate interests pursued by the Council or a third party.

Processing of Personal Data

The Council processes personal data in order to:

- fulfil its duties as an employer by complying with the terms of contracts of employment, safeguarding the employee and maintaining information required by law.
- pursue the legitimate interests of its business and its duties as a public body, by fulfilling contractual terms with other organisations, and maintaining information required by law.
- fulfil its duties in operating its premises including security
- assist regulatory and law enforcement agencies
- manage the cemetery records
- carry out Council administration.

If the Council processes your personal data (excluding special categories of personal data) in line with one of the above bases, it does not require your consent. Otherwise, the Council is required to gain your consent to process your personal data. If the Council asks for your consent to process personal data, then we will explain the reason for the request. You do not need to consent or can withdraw consent later.

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The Council will not use your personal data for an unrelated purpose without telling you about it and the legal basis that we intend to rely on for processing it.

Processing Special Category Personal Data

The Council will only process special category personal data on the following basis in accordance with legislation:

- where it is necessary for carrying out rights and obligations under employment law or a collective agreement;
- where it is necessary to protect an individual's vital interests;
- where an individual has made the data public;
- where it is necessary for the establishment, exercise or defence of legal claims;
- where it is necessary for the purposes of occupational medicine or for the assessment of an individual's working capacity;
- where it is carried out by a not-for-profit body with a political, philosophical, religious or trade union aim provided the processing relates to only members or former members provided there is no disclosure to a third party without consent;
- where it is necessary for reasons of substantial public interest on the basis of law which is proportionate to the aim pursued and which contains appropriate safeguards;
- where it is necessary for reasons of public interest in the area of public health; and
- where it is necessary for archiving purposes in the public interest or scientific and historical research purposes.

If the Council processes special categories of your personal data in line with one of the above bases, it does not require your consent. In other cases, the Council is required to gain your consent to process your special categories of personal data. If the Council asks for your consent to process a special category of personal data, we will explain the reason for the request. You do not have to consent or can withdraw consent later.

Data Subject Rights

As a data subject, individuals have a number of rights as defined in law:

- The right to be informed in a clear, concise and transparent manner
- The right of access
- The right to rectification
- The right to erasure
- The right to restrict processing
- The right to data portability
- The right to object
- Rights related to automated decision making

To ask the Council to take any of these steps, you should send the request to the Clerk or Chairman of the Council.

Access Requests

As detailed above, a data subject has the right to request access to the information the Council holds on them. This will normally be in electronic form, however if additional copies are required, the Council may charge a fee, which will be based on the administrative cost to the Council of providing the additional copies.

To make a subject access request, you should send the request to the Clerk or Chairman of the Council. In some cases, the Council may need to ask for proof of identification before the request can be processed. The Council will inform you if we need to verify your identity and the documents we require.

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If a subject access request is manifestly unfounded or excessive, the council is not obliged to comply with it. Alternatively, the Council can agree to respond but will charge a fee, which will be based on the administrative cost of responding to the request. A subject access request is likely to be manifestly unfounded or excessive where it repeats a request to which the Council has already responded. If an individual submits a request that is unfounded or excessive, the Council will notify them that this is the case.

How Personal Data is Protected

There is a principle of accountability of data controllers to implement appropriate technical and organisational measures and controls protect personal data against loss, accidental destruction, misuse or disclosure, and to ensure that data is not accessed, except by employees in the proper performance of their duties. These measures will include:

- appointing a Data Protection Officer to have day to day responsibility for ensuring compliance with legislation
- data protection policies and procedures
- providing a privacy notice on the Council's website
- staff and councillor training and awareness of the requirements of the Act
- internal audits of processing activities
- maintaining relevant documentation on processing activities
- data protection impact assessments are conducted where appropriate
- data storage that is encrypted and access controlled where appropriate.

The Council has put in place appropriate security measures to prevent unauthorised processing of personal data and against the accidental loss of or damage to personal data from the point of collection to its destruction. These measures are periodically reviewed so that the Council maintains confidentiality, integrity and availability of personal data at all times.

Where the Council engages third parties to process personal data on our behalf, such parties do so on the basis of written instructions, are under a duty of confidentiality and are obliged to implement appropriate technical and organisational measures to ensure the security of data and compliance with data protection legislation.

Data audits for all personal data processed by the Council are conducted periodically to ensure that the data processed remains handled in accordance with legislation.

In all aspects of the Council's business, we will ensure that the rights of the data subject are protected by all reasonably practicable measures associated with the conduct of our work.

Data Retention

Good records management practice plays a pivotal role in ensuring that the Council is able to meet its obligations to provide information, and to retain it, in a timely and effective manner in order to meet the requirements of the Act. For further information. Please see the Council's Document Retention Policy.

Data Sharing

The Council is legally obliged to share certain data with other public bodies, such as central government departments and the police, when required to do so. It is also required to safeguard public funds to prevent fraud, and it may share data with other public bodies for this purpose. Outside of these legal requirements, the personal information will be not shared or provided to any other third party or be used for any purpose other than that for which it was provided.

Consent

Personal information such as name, address, email address, phone number that is provided to us will be processed and stored so that it is possible for us to contact, respond to or conduct the transaction requested by the individual. By transacting with the Council, individuals are deemed to be giving consent for their personal data provided to be used and transferred in

LYDIARD MILLICENT PARISH COUNCIL DATA PROTECTION POLICY

accordance with this policy, although specific written consent will be sought in certain circumstances. It is the responsibility of those individuals to ensure that the Council is able to keep their personal data accurate and up-to-date.

Data Breaches

Data breaches that are likely to result in a risk to the rights and freedoms of individuals must be reported to the Information Commissioner's Office within 72 hours of the Council becoming aware of the breach. Where a breach is likely to result in a high risk to the rights and freedoms of individuals, the Council will notify those individuals concerned directly.

Who is Responsible for Protecting Personal Data?

The Council as a corporate body has ultimate responsibility for ensuring compliance with the Data Protection legislation. The Council has appointed the Clerk as its Data Protection Officer who has day to day responsibility for ensuring compliance.

- Email: clerk@lydiardmillicent-pc.gov.uk
- Phone: 07999 641919
- Correspondence: The Parish Clerk, Jubilee Club House, Meadow Springs, Lydiard Millicent, Swindon, SN5 3NH

Complaints

If an individual has a complaint regarding the way their personal data has been processed, they may make a complaint to the Council's Data Protection Officer or the Information Commissioners Office.

Adopted by Lydiard Millicent Parish Council on **xxxxxxx**

LYDIARD MILLICENT PARISH COUNCIL PRIVACY POLICY

Introduction

Lydiard Millicent Parish Council is registered with the Information Commissioner's Office (ICO) as a Data Controller (registration no. Z7767724) as we collect and process personal data about individuals.

The personal data individuals provide (such as name, address, email address, phone number, organisation) will be processed and stored to enable us to contact them and respond to correspondence, provide information and/or access our facilities and services. Information may be collected on a paper or online form, by telephone, email, CCTV, by a member of our staff or a councillor.

The Council's right to process information

General Data Protection Regulation Article 6 (1) (a) (b) and (e)

- processing is with consent of the data subject or
- processing is necessary for compliance with a legal obligation or
- processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller

Why do we collect information about individuals?

We need to collect and hold information about individuals, in order to:

- deliver public services
- contact individuals by post, email or telephone
- maintain and update records of individuals that hire our facilities
- help us to build up a picture of how we are performing at delivering services and what services residents need
- process financial transactions
- prevent and detect fraud and corruption in the use of public funds
- obtain opinions about our services
- allow us to undertake statutory functions efficiently and effectively
- make sure we meet our statutory obligations including those related to diversity and equalities.

We may not be able to provide a product or service unless we have enough information about an individual, or their permission to use that information.

How we use your information

We will use the information provided in a manner that conforms to the Data Protection Act 2018 and the UK General Data Protection Regulations (UK GDPR). We will endeavour to keep this information accurate and up to date and not keep it for longer than is necessary. In some instances, the law sets the length of time information has to be kept.

We will process your information for the following purposes:

- for the service requested by an individual
- to allow us to be able to communicate and provide services and benefits appropriate to an individual's needs
- to ensure that we meet our legal obligations
- where necessary, for the law enforcement functions
- to prevent and detect fraud or crime
- to process financial transactions including grants, payments and benefits involving the Council, or where we are acting on behalf of other government bodies, e.g. HMRC, Department for Work and Pensions
- to collect monies owed to us
- where necessary, to protect individuals from harm or injury

We will not pass any personal data on to third parties, other than those who either process information on our behalf or because of a legal requirement, and we will only do so, where

LYDIARD MILLICENT PARISH COUNCIL PRIVACY POLICY

possible, after we have ensured that sufficient steps have been taken to protect the personal data by the recipient.

Emails

If an individual emails us, we may keep a record of the contact and the email address for our record keeping of the transaction. For security reasons, we will not include any special category data in any email we send, unless the individual consents to this. We suggest that the amount of personal data sent to us via email is kept to a minimum.

Using our website

The Lydiard Millicent Parish Council website (<https://www.lydiardmillicent-pc.gov.uk>) does not store or capture personal information, but logs a number called an IP address which is automatically recognised by the system.

CCTV / surveillance

Our CCTV system at the Jubilee Club House is for the purposes of public and staff safety and crime prevention and detection.

Signs are displayed notifying individuals that CCTV is in operation and providing details of who to contact for further information about the scheme. Images captured by CCTV will not be kept for longer than necessary however, on occasions, there may be a need to keep images for longer, for example where a crime is being investigated. Individuals have the right to see recordings of themselves in accordance with the Data Protection Act 2018. We will only disclose images to other authorised bodies who intend to use it for the purposes stated above. Images will not be released anywhere for public viewing.

Children

We will not process any data relating to a child (under 13) without the express parental/ guardian consent of the child concerned with the exception of CCTV images captured of children using the Jubilee Club House / Recreation Field.

Information security

Lydiard Millicent Parish Council has a duty to ensure the security of personal data. We make sure that personal data is protected from unauthorised access, loss, manipulation, falsification, destruction, or unauthorised disclosure. This is done through appropriate technical measures and appropriate policies. Copies of these policies can be requested.

We will only keep personal data for the purpose it was collected for and only for as long as is necessary, after which it will be deleted. Individuals may request the deletion of their data held by the Council at any time.

Access to information

Individuals have the right to request access to the personal data we have on them, and can do so by contacting our Data Protection Officer:

- Email: clerk@lydiardmillicent-pc.gov.uk
- Phone: 07999 641919
- Correspondence: Parish Clerk, Jubilee Club House, Meadow Springs, Lydiard Millicent, Swindon, SN5 3NH

Information correction

If an individual believes that the personal data we have about them is incorrect, they may contact us so that we can update it and keep the data accurate. The Data Protection Officer can be contacted to request this.

Information deletion

If an individual wishes the Council to delete their personal data they can contact the Data Protection Officer to request this.

LYDIARD MILLICENT PARISH COUNCIL PRIVACY POLICY

Right to object

If an individual believes that personal data is not being processed for the purpose it has been collected for, they may object by contacting the Data Protection Officer.

Rights related to automated decision-making and profiling

Lydiard Millicent Parish Council does not use any form of automated decision making or the profiling of individual personal data.

Conclusion

In accordance with the law, we only collect a limited amount of personal data that is necessary for correspondence, information, and service provision. We do not use profiling; we do not sell personal data to third parties. We do not use personal data for purposes other than those specified. We make sure personal data is stored securely. We delete all information deemed to be no longer necessary. We periodically review our data policies to keep them up to date in protecting your data. Copies of these policies can be found on our website.

Complaints

If you have a complaint regarding the way your personal data has been processed, you may make a complaint to the Council's Data Protection Officer and the Information Commissioners Office.

Adopted by Lydiard Millicent Parish Council on **xxxxxxx**

Lydiard Millicent Parish Council

Cemetery Regulations

Introduction

The Council welcomes all visitors to their Cemetery

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

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

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

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

Terms

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

Article 18 (1)

No person shall;

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

Article 19. Penalties

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

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

Admission Times and General Information

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

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

SCHEDULE 2. Part 1. EXERCISE OF RIGHTS

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

1. RULES AND REGULATIONS APPLYING TO LYDIARD MILLICENT CEMETERY

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

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

1.17 Size of Plots

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

2. Purchase of Exclusive Rights to Burial

2.1 The representative of a deceased resident of the Parish (over the age of 18 years) may, for that deceased resident, purchase one plot per resident household for the interment of that resident.

2.2 The representative of a deceased resident can only purchase the Exclusive Right of Burial at the time it is required and not in advance.

~~2.3 The representative of a deceased resident who does not have a pre-purchased Grant of Exclusive Right, may for that deceased resident, purchase an Exclusive Right of Burial for the interment of the resident.~~

2.4 The owner of the Exclusive Right of Burial shall be entitled to be interred in the plot, even if at the time of death they resided elsewhere, and double fees will apply.

2.5 A Grant for Exclusive Right of Burial in a purchased grave for a period of eighty years will be issued to the purchaser and such person will be registered in the records of the Cemetery as the owner of the Right of Burial in that grave space. The full name and address of the purchaser must be supplied to the Clerk at the time of purchase.

2.6 A purchaser or owner for the time being of the Exclusive Right of Burial in a grave shall not dispose of such right without the consent of the Council, and every transfer of such right shall be prepared by the Council at the expense of the applicant.

2.7 A certificate of Exclusive Right to Burial can be issued to ~~one person~~ two people.

2.8 Children's graves must be registered in parents'/guardians' names. The Clerk will add two names when a child has two parents/guardians.

2.9 Authority to exercise Exclusive Rights of Burial must be with the consent in writing of the owner and must include their signature.

2.10 In the case of a purchased grave to be re-opened, the Grant of Right of Burial must be produced, or other authority of the owner to open given.

3. Interments / Burials

3.1 Non residents can only be interred, provided there is sufficient space within a plot already occupied by family members. Details of the Grant of Right to Burial will be needed in these circumstances.

3.2 Burial of a spouse/partner of previous parishioners (who have not appeared on the electoral roll within the last three years) is at the Clerks discretion.

3.3 Where it is necessary to remove a headstone or memorial on a purchased grave where such a grave is to be re-opened, arrangements shall be made with a monumental mason who shall remove it from the Cemetery. The Grant of Right Holder will be liable for the expense incurred and will also be responsible for the replacement of the memorial at their own expense.

3.4 Five clear days' notice, exclusive of weekends and bank holidays, is required for an Interment, this will allow for:

- a. Identification and marking of the plot by the Council
- b. Funeral Directors to source suitable grave diggers
- c. The Clerk, or Council representative, to be available at the time of interment.

3.5 In exceptional circumstances 3.4 above can be modified at the discretion of the Clerk. Exceptional circumstances will include, but not limited to:

- a. Religious beliefs;
- b. Family, usually residing abroad, visiting at the time of demise;
- c. Other illness within the immediate family

- 3.6 The Clerk (or representative) will attend the Cemetery to collect the original Registrar's Certificate (Green Form) and/or the Coroner's Order for burial, if not already received by the Clerk. If a certificate is not provided the burial will not take place. An exception is in the situation where the certificate has been issued, but forgotten by the Funeral Directors. If this happens, the Funeral Director must sign a declaration in accordance with the Births and Deaths Registration Act 1926 before the funeral can take place. This declaration must explain why the certificate has not been delivered, with a promise to deliver it to the Clerk as soon as possible, preferably on the same day as the burial or, in exceptional circumstances, the next day.
- 3.7. Certificate of Cremation – Before the Council can authorise the interment of cremated remains of any person, a certificate must be produced.
- 3.8. Certificate for Stillborn Children - The Registrar's Certificate must be produced in respect for every stillborn child brought for burial. If the birth does not come within the definition of still-born/still-birth, a certificate from the responsible person in attendance at birth, stating that the birth took place before the 24 week of pregnancy.
- 3.9. All interments must be contained within a suitable casket. It is not permitted to scatter ashes.

4. Memorials - Permission to Erect Memorials

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

5. Permitted Maximum Sizes

- 5.1 Maximum height of 3 feet (91cm), on a plinth of 3 feet 5 inches by, 1 foot 6 inches (106.68cm x 46cm), total size. Memorials must be made of hard natural stone of a

design approved by the Council and must conform with the following dimensions: 91.5cm (36") in height, 60.9cm (24") in width and 5.08cm (2") in thickness in depth and 7.62cm (3") thickness.

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

6. Materials and on-going placement

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

7. Extraordinary Considerations

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

Adopted by Lydiard Millicent Parish Council on xxxxxxxx

Members are requested to NOTE the correspondence and CONSIDER appropriate action

The following email was received on 11 February and was also sent to the following parties:

- Wiltshire Councillor Andrew Matthews
- Wiltshire Council Northern Highways
- Lydiard Millicent Parish Hall
- Headmaster of Lydiard Millicent CE Primary
- Vicar of West Swindon and Lydiard Tregoze

Dear All,

I am writing as a resident of Church Place, Lydiard Millicent SN5 3LS.

I have copied Wiltshire Highways, Andrew Matthews, Lydiard Millicent Parish Council, Mr Farmer as Headmaster of the school and the church into this email, as this issue now requires urgent and coordinated action between all parties.

The situation during school drop off has become increasingly problematic and is now occurring more frequently. When the parish hall car park is closed to parents, traffic is displaced onto Lydiard Green Road and Church Place. I understand that the hall has legitimate bookings, including early church use on Wednesdays, which means the car park is not always available for school traffic. I also recognise the importance of protecting hall income and respecting booked users.

However, the current arrangements are not working and are creating a serious and foreseeable safety risk.

Each morning there are long queues of stationary vehicles along the bend. Cars are blocking residential access, obstructing pavements and turning across the carriageway. School buses are attempting to navigate through the congestion at the same time. Drivers are performing U turns when the road becomes blocked, further increasing the risk in an already constrained environment.

More and more vehicles are diverting down The Butts during the school run. This single track road is not suitable for increased traffic or use as an informal drop off route. It is adding congestion and increasing risk to children walking along that road.

Traffic has also backed up along Lydiard Green and down Stone Lane, with the roundabout becoming effectively impassable. Vehicles have been unable or unwilling to give way, resulting in the carriageway being blocked in both directions. At that stage the issue extends beyond inconvenience and becomes a wider safety and access concern.

Children are walking between vehicles, often in wet conditions with reduced visibility. The combination of congestion, turning movements, buses with significant blind spots and young children moving unpredictably presents a dangerous and entirely foreseeable situation.

As a resident, I am regularly unable to access or leave my own property during this period. Other neighbours are experiencing the same issue. More importantly, the conditions make a serious accident entirely foreseeable if nothing changes.

I have attached photographs from this morning which are typical of what now happens during school drop off when the parish hall is closed for parking.

It is clear that this is not simply an issue of whether the hall car park is open or closed on a particular day. The underlying problem is that there is no agreed and coordinated strategy for school drop off and pick up that balances safety, residential access, church activity, hall bookings and traffic flow.

What is needed is a structured and agreed traffic management plan for school start and finish times, with all parties formally aligned to it. This should involve the parish hall trustees, the school leadership, the Parish Council, Wiltshire Highways and the church, with a clear strategy that everyone signs into and communicates consistently to parents.

I am genuinely concerned that without a coordinated plan we are relying on informal behaviours that are escalating risk. I would respectfully ask that the relevant parties convene a structured meeting as a matter of urgency so that a sustainable and agreed solution can be put in place before a serious incident occurs.

Given the number of stakeholders involved, it would be helpful for one appropriate authority, whether that is Wiltshire Highways, the Parish Council or the school, to take the lead in coordinating this discussion and setting a clear framework for an agreed traffic management strategy.

This is now a shared community issue that requires coordinated leadership rather than informal arrangements. I would be grateful if those copied into this email could confirm how this will be progressed and who will be taking responsibility for moving it forward.

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

Dear colleague,

Invitation to contribute to Government consultation on planning reform

I am writing to bring to your attention an important consultation launched by the Ministry of Housing, Communities and Local Government, which seeks views on proposed reforms to the **National Planning Policy Framework (NPPF)** and wider changes to the planning system.

The consultation, titled *“National Planning Policy Framework: proposed reforms and other changes to the planning system”*, sets out a range of proposals that could have significant implications for housing delivery, infrastructure provision, environmental protections and local decision-making. The proposals include measures to:

- Update how local housing need is assessed and distributed
- Streamline local plan preparation and decision-making processes
- Adjust policies affecting five-year land supply and speculative development
- Strengthen expectations around infrastructure and strategic planning
- Review aspects of environmental and landscape protection policy

As you will know, these issues have direct implications for Wiltshire. Wiltshire council, all our town councils, and our parish councils, play a vital role in shaping growth, preparing neighbourhood plans, identifying suitable sites and ensuring that development reflects the needs and character of rural and market town communities. Any reform must recognise the pressures faced by our authorities and ensure that community engagement is meaningful rather than marginalised.

Before entering Parliament, I worked in the construction industry as an architect and as many of you will know, I also served on Wiltshire Council’s strategic planning committee as a councillor. That experience has given me first-hand insight into the challenges faced by local planning authorities and parish councils, particularly around housing land supply, viability constraints, infrastructure funding and maintaining community confidence in the system. I am now a member of several All-Party Parliamentary Groups which seek to ensure that planning reform properly reflects the needs of rural communities, including the APPG for SME Housebuilders and the APPG for Future Homes, Skills and Innovation, and I sit on the Environmental Audit Committee where we have examined the sustainability implications of housing growth.

All of this experience, combined with my duty to try and represent local residents as best I can, means that I am keen to ensure that the Government listens to us and ensures that reforms of the NPPF are appropriate for a rural area like ours. The best way to ensure that our voice is heard is to contribute to these policy consultations, which the Government must respond to. It is vital that Wiltshire’s experience, as a predominantly rural county with growing market towns and significant environmental assets, is properly reflected in national policy. Contributing to this consultation is the most direct way to ensure

that our collective voice is heard. If Wiltshire does not set out clearly how these reforms will affect our communities, decisions will be shaped by evidence from elsewhere and may fail to reflect the realities of rural delivery.

The consultation is open until **10 March 2026** and can be accessed here:

<https://www.gov.uk/government/consultations/national-planning-policy-framework-proposed-reforms-and-other-changes-to-the-planning-system>

If you have any concerns or comments about the Government's consultation, please do not hesitate to contact me. I am happy to follow up with Ministers directly on your behalf if that is helpful.

Kind regards,
Sarah Gibson MP



Sarah Gibson MP

Member of Parliament for Chippenham - including Calne,
Corsham, and Royal Wootton Bassett

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