

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

Councillors Present:

S Westwood, Chairman L Bamsey S Chalker J Neighbour R Selwood
M Allsop, Vice Chairman J Sprules

Others in Attendance: 2 members of the public and Wiltshire Councillor Andrew Matthews

Meeting Clerk: Hayley Graham

Public Question Time:

- A resident thanked the Parish Council for their robust response to the Petroil Ltd planning application and noted that Wiltshire Council refused the application.
- A resident asked if horse and traps being used on public highways is legal and was advised that it is.

Councillor Question Time:

- Councillor Bamsey asked if a response to the Restrop application had been received from the Planning Inspectorate. A decision is expected later this month.

MINUTES

25.66 **Apologies for Absence**

- a. Apologies were RECEIVED from Councillors Coffey, Hill-Wheeler and Roberts.
- b. Members unanimously APPROVED Councillor Cole's request for a leave of absence from Council meetings until February 2026.

25.67 **Declarations of Interest and Dispensation Requests**

No declarations of interest were made and no dispensation requests were received. The Council gave their best wishes to Councillor Cole for a speedy recovery.

25.68 **Chairman's Announcements**

- All Saints Church are holding a celebration day on 27 September from 2-5pm to celebrate the improvements to the building, all are welcome.
- A drainage survey of Common Platt has been carried out by Wiltshire Council; the report is expected within the next few weeks.

25.69 **Minutes**

- a. Members CONSIDERED the minutes of the Parish Meeting held on 3 July 2025. The minutes of the meeting were ADOPTED as a true record and signed by the Chairman.
- b. Members CONSIDERED the minutes of the Extraordinary Meeting of the Council held on 31 July 2025. The minutes of the meeting were ADOPTED as a true record and signed by the Chairman.

25.70 **Wiltshire Councillor Update**

Wiltshire Councillor Matthews gave his best wishes to Councillor Cole for a speedy recovery.

Wiltshire Councillor Matthews met with a resident in Common Platt recently to discuss the Petroil Ltd application and while on site visited the watercourse behind Old Casa Paolo. Much work has been done there to help alleviate the flooding in the area and commendations were given to the Clerk for her work progressing this issue.

The consultation deadline for a motorsports park at Studley Grange (PL/2025/06229) has been extended to 11 September.

A consultation on Wiltshire Council's Plan is open until next week, and opportunities to review the plan are both online and at a series of in person events. It was noted that there was no event scheduled in Royal Wootton Bassett which has been met with criticism from residents.

Wiltshire Councillor Matthews highlighted that this consultation is the first of its kind from Wiltshire Council, there is limited time and resource to carry out the consultation and that lessons would be learned for future plan consultations.

The Petroil Ltd application was refused by Wiltshire Council predominantly on Highways grounds, but also others that were highlighted it in the consultation response of the Parish Council.

There is no update on the Land at Meadow Springs application. Councillor Neighbour highlighted that residents would be interested in a Q&A session with Wiltshire Councillor Matthews, who is open to the suggestion. The Clerk will speak to Wiltshire Council to establish, in general, the process for Parish Council / community input into Section 106 agreements.

25.71 Financial Accounts

- a. Members NOTED the Payments List reference “Finance Report 4 September 2025 – Expenditure” attached as Appendix 6a in the amount of £18,565.55 ex. VAT
- b. Members NOTED the Income Report to 31 July 2025 reference “Finance Report 4 September 2025 – Income Summary” attached as Appendix 6a of £53,152.57.
- c. Members APPROVED the Cash and Investment Reconciliation statement for the Unity Trust Bank as at 31 July 2025 with a closing balance of £26,827.41.
- d. Members APPROVED the Bank Statement for the Unity Trust Bank as at 31 July 2025 with a closing balance of £26,827.41
- e. Members APPROVED the Cash and Investment Reconciliation statement for the Public Sector Deposit Fund as at 31 July 2025 with a closing balance of £70,785.68.
- f. Members APPROVED the Statement of Account for the Public Sector Deposit fund as at 31 July 2025 with a closing balance of £70,785.68.
- g. Members APPROVED the Cash and Investment Reconciliation statement for the Lloyds Charge Card as at 31 July 2025 with a closing balance of £0.00.
- h. Members APPROVED the Charge Card statement for the Lloyds Charge Card as at 26 June 2025 with a closing balance of £10.20.
- i. Members APPROVED the Procedure for Payments of Accounts
- j. Members APPROVED the amendments to the Regular Payments Report
- k. Members NOTED the 1st Quarter Income and Expenditure Summary and Detailed Reports as at 31 July 2025
- l. Members NOTED the 1st Quarter Ear Marked Reserves Balances as at 31 July 2025
- m. Members NOTED the Public Sector Deposit Fund Investor Communication
- n. Members NOTED the Local Government Pay Agreement for 2025-2026

Planning Applications

25.72a Members RECEIVED an update from Planning Group B.

Application: PL/2025/06542 – Householder Planning Permission Applicant: Mr & Mrs Stevens Address: 61 Chestnut Springs, Lydiard Millicent, SN5 3NB Proposal: Demolition of existing conservatory and single-storey outshoot and erection of replacement single storey extension to rear elevation
Members RESOLVED to make NO OBJECTION to the application.

25.72b	Application: PL/2025/05106 – Householder Planning Permission Applicant: Mr Rigby Address: 24 Stone Lane, Lydiard Millicent, SN5 3LD Proposal: Two storey rear extension – amended plans / additional information
Members RESOLVED to make NO OBJECTION to the application.	

25.72c	Application: PL/2024/11358 – Full Planning Permission Applicant: J Stubbs Address: Land at rear of 2 Lydiard Green, Lydiard Millicent, SN5 3LP Proposal: Erection of 3 dwellings after demolition of existing workshop buildings
Members RESOLVED to OBJECT to the application due to insufficient parking and the contravention of the Lydiard Millicent Neighbourhood Plan Policy LM2.	

25.72d	Application: PL/2025/06851 – Householder Planning Permission Address: Farthings, The Street, Lydiard Millicent, SN5 3LU Proposal: Garage conversion to annexe and single storey rear extension with associated works	Applicant: Mr S Haynes
Members RESOLVED to make NO OBJECTION to the application		

Members NOTED the following Wiltshire Council decisions:

25.72e	Application: PL/2025/00557 – Full Planning Permission Address: Land Adjacent to the Parish Hall, Lydiard Millicent SN5 3LS Proposal: Change of use of land from agricultural to recreational. The proposal is to use the field for events such as Scouts/Guides camping, village fetes/fun days, outdoor theatrical performances.	Applicant: LMPC WC Approved with Conditions
25.72f	Application: PL/2025/05332 – Full Planning Permission Address: 11 Lydiard Green, Lydiard Millicent, SN5 3LP Proposal: Proposed shed/storage for the use of feed/shelter for livestock on agricultural land.	Applicant: Mrs A Broome WC Refused
25.72g	Application: PL/2025/06148 – Permission in Principle Address: Petroil Ltd, The Coach House, Common Platt, SN4 5JZ Proposal: Application for permission in principle for residential development of a minimum of 3 and maximum of 5 no. dwellings (Use class C3)	Applicant: Messrs H & P Birch WC Refused

25.72h Members NOTED the Enforcement Appeal and Costs Decision Notice in relation to PL/2024/06287 – Land at Greensend

25.73 Clerk’s Report

Members NOTED the report.
Further consideration needs to be given to resolve the issue on footpath LMIL60. The Council were advised that the refresh of the virtual footway along The Butts is now complete.

25.74 Communications

Members NOTED the Home Instead Techie Tea Party communication.

25.75 Bagbury Park Verges

Members NOTED report and RESOLVED to take no action at this time. The site will be monitored and brought back to Council should the need arise.

25.76 Speed Indicator Devices – Solar Upgrade

Members NOTED the report and RESOLVED to purchase the following items at a maximum cost of £1286.14 (one thousand, two hundred and eighty-six pounds, 14p) ex. VAT:

- 2 no. solar panels
- 2 no. mounting kits
- 4 no. additional mounting bars
- 4 no. additional solar panel pole brackets
- 20 no. sign fixing clamps and set of 2 no. clamping keys

Costs to be met from Ear Marked Reserves 330 - Community Infrastructure Levy.

25.77 Fire Risk Assessment

Members NOTED the report and CONSIDERED the recommendation. Members RESOLVED to purchase the following items at a maximum cost of £232 (two hundred and thirty-two pounds) ex. VAT:

- Fire exit signage
- Carbon dioxide fire extinguisher
- Evacuation mattress / sledge

Costs to be met from Ear Marked Reserves 323 - Jubilee Club House

25.78 **Appointment of Councillor to Groups**

- a. Members APPOINTED Councillor Roberts to Planning Group A.
- b. Members APPOINTED Councillor Roberts to the Community Environmental Group. Members of this group are now Councillors Bamsey, Hill-Wheeler, Roberts and Westwood.

25.79 **JCH Water Tank Works**

Members NOTED the report and CONSIDERED the recommendation. Members APPROVED an expenditure of £770 (seven hundred and seventy pounds ex. VAT) for annual Legionella compliance works to be carried out. risk assessment and associated water sampling to be carried out. Costs to be met as follows:

- £145 from Ear Marked Reserve 323 – Jubilee Club House
- £625 from General Reserves

25.80 **Peninsula HR Services**

Members NOTED the report and after discussions, RESOLVED to terminate the agreement with Peninsula HR with effect from 8 April 2026.

25.81 **Local Highway and Footway Improvement Group (LHFIG)**

Members NOTED the final meeting notes.

25.82 **Wiltshire Council Petition**

Members NOTED the report and AGREED to publish information on the petition “Save Lydiard Millicent, Purton, and Royal Wootton Bassett – Keep Our Identity“ on the Parish Council website and Facebook page.

25.83 **Neighbourhood Plan**

Members NOTED the report. Councillors are encouraged to attend the Neighbourhood Plan Community Consultation on Sunday 5 October between 12-4pm.

25.84 **Council and Community Representatives**

Members RECEIVED the following updates:

Area Board – Councillor Allsop

Next meeting on 24 September.

Local Highway and Footway Improvement Group – Councillor Chalker

Next meeting on 12 November

Parish Hall – Councillor Neighbour

The Parish Hall would like to run a village fete next Summer and would like to have the Parish Council’s support for it.

Speed Indication Devices – Councillor Chalker

Greatfield – vehicles travelling towards Royal Wootton Bassett:

Av. speed 28mph, 22% of vehicles travelling above 30mph and maximum speed recorded of 67mph

Greenhill – vehicles travelling towards Purton:

Av. speed 29mph, 34% of vehicles travelling above 30mph and maximum speed recorded of 78mph

25.85 **Exclusion of the Public and Press**

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

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

25.86 **Personnel Matters**

Members NOTED the report and CONSIDERED the recommendation. Members RESOLVED to implement the pay scale changes in line with the recommendation.

25.87 **Land Matters**

- a. Members RECEIVED an update from Councillor Westwood. In accordance with Standing Order 10a(ii), Councillor Westwood RESOLVED to move the motion to a vote and:
- b. Members RESOLVED to correspond further with the resident in line with discussions, delegated to the Chairman, Vice-Chairman and the Clerk.

25.88 **Community Field Working Party Meeting**

Members CONSIDERED and APPROVED the draft lease agreement to be issued to the tenant.

Meeting Closed at 20.57 hrs

**LYDIARD MILLICENT PARISH COUNCIL
EXTRAORDINARY MEETING
15 September 2025
held at the Parish Hall, Lydiard Millicent
at 18:30 hrs**

Councillors Present:

M Allsop, Vice Chairman S Hill-Wheeler J Neighbour R Selwood J Sprules

Others in Attendance: 27 members of the public and Wiltshire Councillor Andrew Matthews

Meeting Clerk: Hayley Graham

Public Question Time:

A resident asked Councillors to introduce themselves which they duly did.

Wiltshire Councillor Andrew Matthews introduced himself, explained the planning process in detail including Section 106 (S106) agreements and took questions from members of the public.

A resident asked why the meeting wasn't publicised more. Wiltshire Councillor Matthews explained that the meeting was called with urgency as the determination date for the application had been set for Friday 19 September and that time did not permit more extensive publicity.

A resident asked what the outcome would be if an S106 agreement was not determined. Wiltshire Councillor Matthews advised that should the application be approved, the Parish could receive up to 56 houses without any provisions to offset any harm the development may cause. He clarified that putting forward considerations for an S106 does not demonstrate a willingness to negotiate, but an aim to achieve the best possible outcome for the community. Without input from the community, an S106 could provide provisions that are neither needed nor welcome.

A resident asked when items for consideration within an S106 agreement are put forward, if is there an opportunity to restate objections. Wiltshire Councillor Matthews confirmed that the Parish Council will later be discussing adding further information that has come to light since its original objection was submitted as a further representation on the Wiltshire Council planning portal.

A resident highlighted that as part of an S106 agreement, a developer can be requested to provide land or provide funds for the Parish Council to secure land to increase the buffer between Lydiard Millicent and West Swindon and this may be an item for the Parish Council to consider putting forward.

A resident raised concerns around the volume of parked cars around Meadow Springs when football / cricket teams are using the Recreation Field and the danger it poses to other road vehicles and pedestrians. Traffic calming measures to mitigate the risk should be considered.

A resident was concerned that many residents have written representations but feel that they are not read. Wiltshire Councillor Matthews confirmed all representations are read by the planning officer but stressed that planning is a very technical matter and that not all representations will offer technical reasons as to why an application should be refused.

A resident asked Wiltshire Councillor Matthews to detail his position in the planning process. He explained that after election, he made the decision not to become a member of a planning committee in order to be able to make representations on behalf of communities. He clarified that at a planning committee, 3 parties in support of an application can each speak for 3 minutes, 3 parties against an application can each speak for 3 minutes, a Parish Council Member can speak for 4 minutes, and thereafter he can speak for an unlimited duration.

A resident asked if they were to make further representations on the planning portal, which are the key points that would be most likely to result in the application being refused. Wiltshire Councillor Matthews suggested they could be:

- road safety in the close vicinity of the proposed site,
- the infringement on the local gap in line with Lydiard Millicent's Neighbourhood Plan policy LM3

- flooding concerns
- Lydiard Millicent’s designation as a “small village” in Wiltshire Council’s Local Plan requires development to be limited to infill only.

A resident highlighted that at the proposed access point to the development, there is a dropped kerb to their property’s egress along with a bridlepath, and access here would pose a hazard to road and bridleway users. Residents were encouraged to make any further representations straight after the meeting.

A resident highlighted that the current proposal makes no provision to maximise privacy for any affected existing dwellings.

A resident stressed the importance of addressing the ineffectiveness of the roundabout at the junction of The Street and Chestnut Springs which causes near-misses frequently, and higher volumes of traffic turning at this roundabout increases the risk of an accident.

A resident highlighted that extensive flooding at Badgers Brook and Holborn is a known issue and that the current plans do not go far enough to mitigate the increased risk this development would present.

The Vice-Chairman informed those present that suggestions for S106 consideration from other residents and community groups included:

- Construction of a footpath from Holborn to link with existing infrastructure in West Swindon
- No requirement for an additional play park but funding for an extension of the existing play park to provide additional facilities for older children would be a viable alternative
- Construction of a footpath behind the wall at Church Place to ensure safe travel for increased volume of pedestrians accessing the Parish Hall, School and Pre-School.
- A provision for increased speed awareness technology around Church Place / The Butts.

Residents present agreed that additional street lighting would not be welcomed.

Other resident suggestions for S106 considerations were:

- introducing more shelters at bus stops around the parish
- increased accessibility at bus stops for those with limited mobility
- funding to increase the size of the car park at the Recreation Field
- a responsibility to implement storm sewers and a retention tank to hold overspill.

Councillor Question Time: There were no Councillor questions.

MINUTES

25.89 Chairman of the Meeting

In the absence of the Chairman Councillor Westwood, the Vice-Chairman, Councillor Allsop presided over the meeting.

25.90 Apologies for Absence

Apologies were RECEIVED from Councillors Bamsey, Chalker, Coffey, Roberts, and Westwood.

25.91 Declarations of Interest and Dispensation Requests

The following Declaration of Interest was made:

Name	Min Ref	Type	Nature of Interest	Action
Cllr Neighbour		Non-Pecuniary	PL/2025/03211 – Planning application for neighbouring land	Took part in discussions but did not vote

No dispensation requests were received.

25.92 Planning Applications

Members CONSIDERED the discussions had in public question time and after further discussions:

Application: PL/2025/03211 – Outline planning permission – some matters reserved
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Address: Land off Meadow Springs, Lydiard Millicent Applicant: Greatworth Property Mgrs Ltd
Proposal: Outline planning application with all matters reserved except access for residential development to provide up to 56 dwellings, public open space, and associated access, drainage and landscaping works

Members RESOLVED to make a further representation on the application to include:

- Housing density
- Impact on the safety of users of the adjacent bridleway
- Egress of property adjacent to the site access posing a risk to road users and users of the bridleway
- Lack of privacy provision for existing dwellings
- Insufficient mitigation of flooding issues to neighbouring land / property
- Ineffectiveness of the roundabout from the main highway onto Chestnut Springs and the increase risk to road users with higher volumes of traffic
- Section 106 items to be considered of:
 - Construction of a footpath from Holborn to link with existing infrastructure in West Swindon
 - No requirement for an additional play park but funding for an extension of the existing play park to provide additional facilities for older children would be a viable alternative
 - Construction of a footpath behind the wall at Church Place to ensure safe travel for increased volume of pedestrians accessing the Parish Hall, School and Pre-School.
 - A provision for increased speed awareness technology around Church Place / The Butts
 - Traffic calming measures and a speed reduction of 20mph along Meadow Springs
 - That adequate green space should be allocated either onsite or offsite to maintain the integrity of the village and its demarcation from Swindon and to preserve its open countryside characteristics.

Meeting Closed at 21.00 hrs

Finance Report 2 October 2025

Item 6a

EXPENDITURE

Supplier	Invoice Number	Date	Description	Net	VAT	Total	Paid	Method
Aura Signs & Design	2671	26 Aug 25	Permanent Cricket Sign for JCH	40.00	8.00	48.00	04 Sep 25	BP
Betterclean	3125	31 Aug 25	August JCH Cleaning	401.25	80.25	481.50	04 Sep 25	BP
BOnline	1961096	01 Sep 25	Broadband	34.65	6.93	41.58	12 Sep 25	DD
British Gas	12070650	15 Aug 25	JCH Electricity	75.79	3.79	79.58	29 Aug 25	DD
BS Fixings	20602	17 Sep 25	Fixing Clamps- SID Solar Panel	103.73	20.75	124.48	17 Sep 25	CC
Business Waste	18404767	31 Aug 25	JCH Excess Weight	4.37	0.87	5.24	15 Sep 25	DD
Business Waste	1797385	01 Sep 25	JCH and Cemetery Waste	92.39	18.47	110.86	15 Sep 25	DD
Castle Water	7478351	02 Sep 25	JCH Water	148.06	0.00	148.06	16 Sep 25	DD
Castle Water	7618178	05 Sep 25	Cemetery Water	5.73	0.00	5.73	19 Sep 25	DD
C Croucher	n/a	31 Jul 25	Holborn Footpath Rent	250.00	0.00	250.00	11 Sep 25	CHQ
Corona	194940003	04 Sep 25	August Gas	85.50	4.28	89.78	19 Sep 25	BP
DM Payroll Services	4648	13 Aug 25	Payroll Administration Apr - Sept	78.00	15.60	93.60	04 Sep 25	BP
EE	8023502	13 Sep 25	Clerk Mobile	20.66	4.13	24.79	22 Sep 25	DD
HMRC	n/a	31 Aug 25	Tax & NI - August	487.83	0.00	487.83	15 Sep 25	BP
Inception	4002076	15 Aug 25	July / August Printing	31.30	6.26	37.56	15 Sep 25	DD
Insulation 4 Less	SI-244864	15 Aug 25	Cold Water Tank Lagging	96.25	19.25	115.50	15 Aug 25	CC
John O'Conner	122272	19 Aug 25	August Grounds Maintenance	955.73	191.14	1,146.87	04 Sep 25	BP
J Rouse	17209	01 Sep 25	Play Area Fence Wood Paint	13.33	2.66	15.99	19 Sep 25	BP
Kevin Thompson	2025018	31 Aug 25	Aug Cricket Pitch Maintenance	442.00	0.00	442.00	04 Sep 25	BP
Lloyds Bank	n/a	26 Aug 25	Charge Card Fees	3.00	0.00	3.00	09 Sep 25	DD
Nest Pension	n/a	31 Aug 25	Clerk Pension	68.31	0.00	68.31	09 Sep 25	DD
Peninsula	5167636	08 Sep 25	HR	106.64	20.14	126.78	08 Sep 25	DD
Three Business Services	44054	14 Aug 25	August Staff SIM Contracts	9.10	1.82	10.92	15 Sep 25	DD
Unity Trust Bank	99-1	31 Jul 25	Account Fees & Charges	11.25	0.00	11.25	31 Aug 25	DD
Wiltshire Council	n/a	01 Sep 25	Business Rates	99.00	0.00	99.00	01 Sep 25	DD
X-Net	33859	28 Aug 25	Email Virus Scanning	49.00	9.80	58.80	04 Sep 25	BP
			Expenditure	3,712.87	414.14	4,127.01		
<u>Payments for Approval</u>								
Toolstation	349479	26 Aug 25	Replacement Shower Heads	13.30	2.66	15.96		
Master Land and Planning	25002/2B1	22 Sep 25	N Plan Stage 2B Steps 2 & 3	2,727.00	545.40	3,272.40		
Amazon	52031	18 Aug 25	Water Tank Breathing Valve	13.38	2.68	16.06		
				2,753.68	550.74	3,304.42		
LMPC Income Summary Category	2025-2026 Amount	Received 31/8/2025						

Cemetery Burials	£100.00
Exclusive Rights	£1,361.00
Cemetery Memorials	£214.00
Cricket	£1,760.00
Defra	£784.92
Field and Hall Hire	£249.50
Football	£4,078.00
Lydiard Plain Rental	£1,000.00
Grants	
PSDF Income	£1,302.81
Wayleave	

Total £10,850.23

Precept	£33,527.50
Vat Refund 24/25	£10,612.39

Total £54,990.12

Lydiard Millicent Parish Council

Bank - Cash and Investment Reconciliation as at 31 August 2025

Confirmed Bank & Investment Balances

Bank Statement Balances

31/08/2025	The Public Sector Deposit Fund	71,039.81
31/08/2025	Unity Bank **873	19,313.24
31/08/2025	Lloyds Charge Card	0.00

90,353.05

Receipts not on Bank Statement

0.00

Closing Balance

90,353.05

All Cash & Bank Accounts

2	The Public Sector Deposit Fund	71,039.81
3	Unity Bank	19,313.24
5	Lloyds Charge Card	0.00
	Other Cash & Bank Balances	0.00

Total Cash & Bank Balances

90,353.05

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

Poppy Appeal

Historically, the Parish Council have made an annual donation towards the Royal British Legion's Poppy Appeal.

Recommendation

Members to APPROVE the raising of a cheque for the 2025 Poppy Appeal for the sum of £25.00. Costs to be met from Chairman's Expenses.

DM Payroll Services – Pension Management

DM Payroll Services offer a service to make submissions on the Council's behalf for the Clerk's pension which would relieve the administrative burden on the Clerk. The cost to do this would be £72 (ex VAT) per annum.

Recommendation

Members to APPROVE the expenditure of £72.00 (ex. VAT) to instruct DM Payroll to administer the Clerk's pension. Costs to be met from Professional Fees budget.

Hayley Graham
September 2025

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.

PQT – 2 May – Updates

- A resident raised concerns for the safety of users on footpath LMIL60. For at least the last ten years the metal gate blocking LMIL60 has been locked shut. This means that those wishing to use the footpath have to clamber over the gate or the adjoining metal bars. The Clerk asked the resident to email her the details and she would contact Wiltshire Council. UPDATE: The Clerk is in communication with WC regarding this issue. WC officer has made a site visit and will now contact the landowner. MEETING UPDATE: The Clerk advised that an update has since been received from the Countryside Access Officer who has been discussing solutions with the landowner. The landowner is reluctant to improve access with the installation of a kissing gate due to public not keeping to footpaths as has experienced an incident with cattle and public on another public right of way locally. It was RESOLVED that this item would remain open whilst Councillors Allsop and Coffey investigate acquiring a kissing gate from another local landowner. FURTHER UPDATE: A kissing gate from another local landowner is no longer possible. Further consideration needs to be given to this item.

25.76 Speed Indicator Devices - Solar Upgrade

Members RESOLVED to purchase the following items at a maximum cost of £1286.14 ex. VAT:

- 2 no. solar panels
- 2 no. mounting kits
- 4 no. additional mounting bars
- 4 no. additional solar panel pole brackets
- 20 no. sign fixing clamps and set of 2 no. clamping keys

UPDATE: One SID is now running on solar panel, the other will be installed w/c 29 Sept.

25.77 Fire Risk Assessment

Members RESOLVED to purchase the following items at a maximum cost of £232 ex. VAT:

- Fire exit signage
- Carbon dioxide fire extinguisher
- Evacuation mattress / sledge

UPDATE: Carbon dioxide extinguisher is due for installation on 14 October in line with existing extinguisher annual service.

25.79 JCH Water Tank Works

Members APPROVED an expenditure of £770 for annual Legionella compliance works to be carried out. UPDATE: Works were completed on 26 September. Recommendation to CLOSE this item.

25.80 Peninsula HR Services

Members RESOLVED to terminate the agreement with Peninsula HR with effect from 8 April 2026.

UPDATE: Notice of termination issued and receipt confirmed. Recommendation to CLOSE this item.

25.82 Wiltshire Council Petition

Members AGREED to publish information on the petition "Save Lydiard Millicent, Purton, and Royal Wootton Bassett – Keep Our Identity" on the Parish Council website and Facebook page.

UPDATE: Petition publicised as agreed. Recommendation to CLOSE this item.

WILTSHIRE NEIGHBOURHOOD WATCH ASSOCIATION

ANNUAL GENERAL MEETING

Saturday 18th October 2025

10.00am until 12noon (prompt)

Venue: Wiltshire Police HQ, Devizes SN10 2DN

(Bay Window Room)

Refreshments available from 09.30am

AGENDA

09.30 Registration and refreshments

10.00 Welcome by the Chair Paul Sunners

Introduce guest speakers and committee members

Approve minutes of AGM held on 5th October 2024

(Minutes available to view on www.wiltshirenhw.org see News)

Chair's Report – Paul Sunners

Finance Report – Chris Holden, Treasurer

The role of the Association Committee

Election of officers:

Chair candidate nomination received: Rob Greenwood (Proposer: Mike Brandwood Second: Katrina Glaister)

Vice Chair candidate nomination received: Ross Walker (Proposer: Merv Quick Second: Nigel Walker)

Call for volunteers

10.40 Guest speaker – Catherine Roper, Wiltshire Chief Constable

11.10 Q and A

11.30 Guest speaker – Philip Wilkinson, Wiltshire Police and Crime Commissioner (PCC)

11.45 Q and A

11.55 Any other business

12.00 Meeting closes

Section 14 of the Road Traffic Regulation Act 1984

Urgent Closure of: Restrop Road, Purton, Swindon,

WILTSHIRE COUNCIL HEREBY GIVE NOTICE that on 27th October 2025, the following length of road shall be closed to all traffic in the interests of public safety to enable Avatar construction to carry out S278 - on behalf of Cala Homes will undertake the necessary upgrade works to this area. This will include carriageway widening, surfacing and all other associated works..

Restrop Road, Purton, Swindon,; from its junction with Battlewell for approx 220 metres in a Southernly direction.

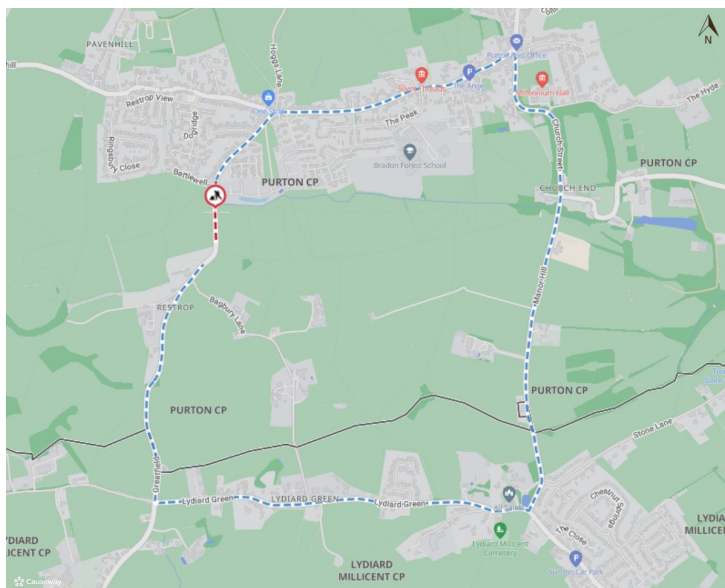
Alternative route: via Restrop Road, High Street, Church Street, Church Place , Lydiard Green, Greatfield, Restrop and vice versa.

The closure and diversion route will be clearly indicated by traffic signs. Access will be maintained for residents and businesses where possible, although delays are likely due to the nature of the works.

These works will commence on 27th October 2025 and be required until the 31st October 2025

For further information regarding these works please contact Avatar Construction 01793 822275

Highways Assets and Commissioning, County Hall, Bythesea Road, Trowbridge BA14 8JN



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Background

A Community Governance Review (CGR) is a process to provide opportunity to review and make changes to governance arrangements for city, town and parish councils and parish areas (e.g. number of councillors, warding arrangements, boundaries etc).

This is to ensure that they continue to be reflective of the identity and interest of local communities, and that they are as efficient and effective in their governance as can be.

The Electoral Review Committee of Wiltshire Council is responsible for overseeing CGRs and making recommendations to Full Council.

Future CGRs

It is recommended practice that reviews be conducted every 10-15 years. Many of Wiltshire's more than 250 parishes have not been reviewed in at least that long.

Accordingly, the Electoral Review Committee intends to launch a CGR later this year of various parishes, with further reviews in subsequent years.

This does not mean that the arrangements for all parishes will be changed, but is to ensure that in time all have had consideration as to whether any changes are appropriate.

Parish Survey

A survey has been prepared, seeking some general information to assist the Electoral Review Committee in determining which areas to prioritise for review.

Members are requested to NOTE the report and CONSIDER the recommendations

Update

The play area inspection which took place in March 2025 identified a number of low risk issues which the Handyman has been addressing throughout the course of the Summer. There are some outstanding issues which require expenditure to resolve:

1. Short Fence (Behind Play Tower)

A number of fence posts were found to be deteriorating and in need of replacement. When removing the post in the worst condition, another snapped. The Clerk and Handyman have agreed not to replace the posts or reinstate the fence at this time but in the event this is highlighted on the next inspection, this will be brought to Council for approval of associated costs.

2. Base Board between Play Tower Area and Grass

There is a base board along this section to keep the wood chip from spilling onto the grass. The inspector noted the base board is a trip hazard due to the grass level being lower than the height of the board. The Clerk and Handyman have agreed the best course of action is to build up the grass level with topsoil and seed so it is more level with the board. Given the need for the right weather for seed to take, it was not possible to wait for expenditure approval from the Council in October so this has been approved by the Clerk under delegated authority.

3. Base Board between Wet Pour Area and Grass

As above, the grass level is too low and needs building up reduce the risk of trips. The same course of action is recommended and the expenditure has again been approved by the Clerk under delegated authority.

4. Wood Chip Level around Play Tower Area

The inspector noted that the wood chip level in some areas was at a lower level than British Standards require. Although the depth of the foundations of the play tower does not allow the standard to be met, the level of wood chip could be increase to reduce the risk of injury and this can be laid by the Handyman.

5. Spring Horse

The spring horse was a piece of equipment relocated when The Mews' play area was decommissioned and will therefore be over 20 years old. It is in a poor condition, with 3 issues highlighted in the inspection, most notably the foundations are becoming loose. After discussions, the Clerk and the Handyman have agreed that given the age of the equipment and the time the repairs work would take, the Council should consider replacing it.

Costs

Item	Cost
Wood Chip – 770L including delivery	£150.00 ex. VAT

Recommendations

Members to APPROVE an expenditure of £150.00 (ex. VAT) for play area wood chip. Costs to be met from Play Equipment Maintenance budget line.

Members to AGREE to the removal of the spring horse, with the Clerk to bring costs to replace to the next meeting.

Hayley Graham
September 2025

**LYDIARD MILLICENT PARISH COUNCIL
RISK REGISTER**

Introduction

The risks listed in this register have been assessed using the following risk matrix and impact definitions.

Likelihood	Highly Likely (3)	Medium (3)	High (6)	High (9)
	Probable (2)	Low (2)	Medium (4)	High (6)
	Unlikely (1)	Low (1)	Low (2)	Medium (3)
		Negligible (1)	Moderate (2)	Severe (3)
Impact				

Impact Definitions	Negligible	Moderate	Severe
Financial	Loss < £1,000	Loss between £1,000 and £10,000	Loss greater than £10,000
Data Security	Minor inconvenience or embarrassment	Moderate negative impact on an individual	Severe impact on an individual or moderate impact on multiple people
Legal	Minor contractual dispute	Major contractual dispute or legal infraction resulting in censure from public body	Legal infraction resulting in fines or other penalties
Reputational	Minor embarrassment to Council	Reputational damage covered by local and regional news	Reputational damage covered by national news
Physical	Minor injury to individual	Minor injury to multiple people	Major injury

**LYDIARD MILLICENT PARISH COUNCIL
RISK REGISTER**

	Risk	Impact	Likelihood	Severity	Control Actions- Internal Controls	Review Frequency	Responsible Person
FINANCIAL AND GOVERNANCE							
1	Lack of forward planning and budgetary controls, leading to: - Lack of direction - Poorly managed resources - Services not provided - Lack of confidence in Council - Insufficient funds for contingencies	Moderate (financial)	Unlikely	Low	<ul style="list-style-type: none"> Regular review of Financial Regulations Financial Business plans for all projects Preparation of precept as detailed in Financial Regulations In year budget reviews and reports to meetings 	Annually Quarterly	Clerk Chairman V-Chairman
2	Poor reporting to Council leading to poor quality decision making	Moderate (financial, reputational)	Unlikely	Low	<ul style="list-style-type: none"> Timely and accurate reporting in line with Financial Regulations and Standing Orders Regular project reports Clear objectives and regular reviews 	At each meeting	Clerk Chairman V-Chairman
3	Loss of Clerk leading to failure in budgetary controls and correspondence and research backlog	Moderate (financial, reputational)	Probable	Medium	<ul style="list-style-type: none"> Succession Planning Clearly documented admin and budgetary procedures Up to date job descriptions Up to date contact lists and booking information Clear objectives and regular reviews 	Updated annually or as required	Clerk
4	Failure to respond to electors' wish to right of inspection leading to loss of reputation and confidence in the Council	Moderate (legal)	Unlikely	Low	<ul style="list-style-type: none"> Clear Standing Orders and operating protocols Freedom of Information Policy Clear objectives and regular reviews 	Annually	Chairman Clerk
5	Poor document control leading to: <ul style="list-style-type: none"> Information not being passed on in a timely manner 	Moderate (financial)	Unlikely	Low	<ul style="list-style-type: none"> Clear Standing Orders Clear Job Description Regular back up of information 	Annually Annually Daily	Chairman Clerk

**LYDIARD MILLICENT PARISH COUNCIL
RISK REGISTER**

	Risk	Impact	Likelihood	Severity	Control Actions- Internal Controls	Review Frequency	Responsible Person
	<ul style="list-style-type: none"> • Deadlines missed • Lack of achievement • Poor audit trail 				<ul style="list-style-type: none"> • Clear objectives and regular reviews 		Chairman of Personnel Committee
6	Failure of Council to comply with the Law in particular: <ul style="list-style-type: none"> • Health and Safety • Equal Opportunities • General Data Protection Regs • Human Rights • Disability and • Discrimination • Employment Law • Freedom of Information Act 	Severe (legal)	Unlikely	Medium	<ul style="list-style-type: none"> • Clear policies and procedures • Regular review of Law 	All annually	Chairman Clerk Chairman of Personnel Committee
7	Business activities may exceed legal powers as described in the Local Government Act 1972, including illegal expenditure	Severe (legal)	Unlikely	Medium	<ul style="list-style-type: none"> • Recording in the minutes the precise power under which expenditure is being approved for items over £500 to organisations or individuals • Regular reviews of Financial Regulations and Standing Orders • Training for all new Councillors 	In line with Council meetings	Chairman Clerk Councillors
8	Lack of proper, timely and accurate reporting of Council business in minutes leading to <ul style="list-style-type: none"> • Confusion and misunderstandings • Actions not accurately reflecting the intentions of the Council 	Moderate (legal)	Unlikely	Low	<ul style="list-style-type: none"> • Approval by Council • Minutes to be published on the Council website • Agreed procedures in place for producing and reviewing minutes • Clear objectives and regular reviews 	In line with Council meetings	Chairman V-Chairman Clerk
9	Timetables not met when responding to consultation invitations leading to: <ul style="list-style-type: none"> • Affected reputation 	Moderate (reputational)	Unlikely	Low	<ul style="list-style-type: none"> • Documented procedures • To deal with responses to consultation requests 	Annually	Council Chairman Clerk

**LYDIARD MILLICENT PARISH COUNCIL
RISK REGISTER**

	Risk	Impact	Likelihood	Severity	Control Actions- Internal Controls	Review Frequency	Responsible Person
	<ul style="list-style-type: none"> • Ineffectual involvement • Poor corporate influence 				<ul style="list-style-type: none"> • Clear objectives and regular reviews 		
10	Council lacking relevant skills and commitment impacting its ability to deliver on commitments and providing poor value for tax payers	Severe (financial)	Unlikely	Moderate	<ul style="list-style-type: none"> • Training for Clerk and Councillors • Review of Councillor attendance • Proper budget allocation for training 	Annually At Councillor appointment After election	Chairman Clerk Councillors
11	Council becomes dominated by one or two individuals or cliques form leading to pursuit of personal interests and impacting the Council's ability to perform effectively	Moderate (financial, reputational)	Unlikely	Low	<ul style="list-style-type: none"> • Clear Code of Conduct and Standing Orders regarding conduct at meetings and conflicts of interests 	Annually	Chairman V-Chairman Clerk Councillors
12	Councillors benefitting from being on the Council, affecting the Council's reputation	Moderate (financial, reputational)	Unlikely	Low	<ul style="list-style-type: none"> • Clear Code of Conduct and Standing Orders • Open system of payment • Transparent decision-making process • Procedures in place for recording and monitoring members interests 	<ul style="list-style-type: none"> • Annually • At all meetings 	Councillors Clerk
13	Damage or loss to Council owned property or assets to high cost of repair or replacement, disruption to services and potential legal liability	Severe (legal, physical, financial)	Probable	High	<ul style="list-style-type: none"> • Insurance cover • Maintain an up to date asset register for review prior to insurance renewal • Regular maintenance of physical assets • Annual review of risk and adequacy of cover • CCTV installed at JCH 	Annually	Clerk Councillors Handyman
14	Damage to third party property or individual due to service or amenity provided	Severe (physical, legal, financial)	Unlikely	Medium	<ul style="list-style-type: none"> • Public liability • Insurance • Comprehensive event planning • Regular check of facilities 	As required	Chairman Clerk

**LYDIARD MILLICENT PARISH COUNCIL
RISK REGISTER**

	Risk	Impact	Likelihood	Severity	Control Actions- Internal Controls	Review Frequency	Responsible Person
					<ul style="list-style-type: none"> • Ensure all amenities are maintained 		
15	Loss of money through Fraud, or dishonesty leading to reduction in available funds or loss of reputation	Severe (financial, reputational)	Unlikely	Medium	<ul style="list-style-type: none"> • Clear financial procedures • Adequate insurance cover (Fidelity Guarantee) • Councillor checks 	Annually Annually Quarterly	Clerk Chairman V-Chairman Councillors
16	Financial mismanagement, e.g. with inappropriate borrowing or investment, leading to reduced funds being available	Moderate	Unlikely	Low	<ul style="list-style-type: none"> • Clear Standing Orders and Financial Regulations • Prepare, adopt and adhere to codes of practice for procurement and investment • Investment Policy • General Reserves Policy 	Annually	Council Clerk
17	Failure to use grants (e.g. Area Board grants or CILs) for intended purpose, or inappropriate use of S137 grants, leading to lack of funds for other projects and potential investigation into use of funds	Moderate (financial, legal)	Unlikely	Low	<ul style="list-style-type: none"> • Ensure funds properly ring fenced • Clear financial procedures • Follow up on use • Maintain a separate record for S137 expenditure • Recorded clearly in minutes • Clear objectives and regular reviews 	Annually	Chairman V-Chairman Clerk
18	Failure to keep proper financial records leading to inadequate financial control and poorly managed resources	Moderate (financial, legal)	Unlikely	Low	<ul style="list-style-type: none"> • Regular scrutiny of financial records and proper arrangements for the approval of expenditure • External Audit • Internal Audit • Clear objectives and regular reviews 	Monthly Annually	Chairman V-Chairman Clerk
19	Failure to maintain accurate and complete burial records	Severe (reputational)	Unlikely	Medium	<ul style="list-style-type: none"> • Secure storage area for records 	Annually	Chairman V-Chairman Clerk

**LYDIARD MILLICENT PARISH COUNCIL
RISK REGISTER**

	Risk	Impact	Likelihood	Severity	Control Actions- Internal Controls	Review Frequency	Responsible Person
					<ul style="list-style-type: none"> • Training for the Parish Clerk • Regular review of burial register in line with audit requirements • Copy of data held on online system • Clear objectives and regular reviews 		
20	Risk of Council not being able to continue its business due to an unexpected or tragic circumstances	Severe (reputational)	Unlikely	Medium	<ul style="list-style-type: none"> • Develop and maintain business continuity plan 	Annually	Chairman V-Chairman Clerk
21	Loss of funds due to Council being invoiced but not supplied with services	Moderate (financial)	Unlikely	Low	<ul style="list-style-type: none"> • Regular checks on work provided, e.g. grounds maintenance • Signoff controls included in procurement procedure • Clear objectives and regular reviews 	Annually	Clerk Parish Handyman Chairman V-Chairman
22	Loss of money due to administrative error (e.g. uncashed cheques)	Moderate (financial)	Unlikely	Low	<ul style="list-style-type: none"> • Clear Financial Regulations and Standing Orders • Cheques to be logged against booking register and paid in within 5 working days • Clear objectives and regular reviews 	Annually	Clerk Chairman V-Chairman
23	Risk of cyber breach or loss of data	Moderate (data security, financial, reputational and legal)	Probable	Medium	<ul style="list-style-type: none"> • Strong password controls • Dual authorisation for banking access • Paper records retained in a locked office • Citrix network controls 	Annually	Clerk Chairman V-Chairman

HEALTH AND SAFETY

**LYDIARD MILLICENT PARISH COUNCIL
RISK REGISTER**

	Risk	Impact	Likelihood	Severity	Control Actions- Internal Controls	Review Frequency	Responsible Person
24	Issues with the children's play area, resulting in injury and/or litigation	Severe (physical, legal, reputational)	Probable	High	<ul style="list-style-type: none"> Regular checks by the Handyman Yearly RoSPA checks Clear signage indicating that children must be supervised 	Weekly Annually	Handyman Clerk Chairman V-Chairman
25	Trees or branches posing a safety problem to the public where unrestrictive right of access is available	Severe (physical, legal, reputational)	Unlikely	Medium	<ul style="list-style-type: none"> Regular checks by the Handyman Hazard reporting process 	Annually	Handyman Clerk Chairman V-Chairman
26	Slips and trips when accessing Jubilee Club House	Moderate (physical, legal)	Probable	Medium	<ul style="list-style-type: none"> Hand rails Step free access to main entrance Outside lighting Steps salted in bad weather 	Annually	Handyman Clerk Chairman V-Chairman
27	Accidents to staff/public at Jubilee House	Moderate (physical, legal)	Unlikely	Low	<ul style="list-style-type: none"> Individual risk assessments in force and reviewed annually First Aid Box in kitchen Regular inspections Accident book on premises 	Annually	Handyman Clerk Chairman V-Chairman
28	Accidents relating to cleaning and dangerous substances	Severe (physical, legal)	Unlikely	Medium	<ul style="list-style-type: none"> Dangerous substances clearly labelled and kept in locked cabinet. Keys held by clerk, handyman and cleaning company Milder alternative products purchased where possible 	Annually	Handyman Clerk Chairman V-Chairman
29	Burns/electrocution	Severe (physical, legal)	Unlikely	Medium	<ul style="list-style-type: none"> Visual inspection of equipment monthly Circuit breakers installed Biannual PAT testing Door to electrical cupboard locked and located in Parish Office 	Annually	Handyman Clerk Chairman V-Chairman

**LYDIARD MILLICENT PARISH COUNCIL
RISK REGISTER**

	Risk	Impact	Likelihood	Severity	Control Actions- Internal Controls	Review Frequency	Responsible Person
30	Fire	Severe (physical, legal, financial)	Unlikely	Medium	<ul style="list-style-type: none"> • Fire alarm and smoke alarm systems in place • Emergency lighting and fire procedures in place • Fire doors • Fire alarms and extinguishers serviced every 12 months • Fire blanket and signs reviewed every 12 months 	Annually	Handyman Clerk Chairman V-Chairman
31	Legionella	Severe (physical, legal, financial)	Unlikely	Medium	<ul style="list-style-type: none"> • Legionella policy in place • Regular checks of showers and taps undertaken and recorded by handyman 	Annually	Handyman Clerk Chairman V-Chairman
32	Food poisoning or food allergies	Severe (physical)	Unlikely	Medium	<ul style="list-style-type: none"> • No food or drink provided by Council • Hirers made aware that they are responsible for this 	Annually	Clerk Chairman V-Chairman
33	Poor working environment leading to RSI or eye damage	Moderate (physical)	Unlikely	Low	<ul style="list-style-type: none"> • Good lighting, adjustable chair, footrest installed • Equipment regularly checked • Good computer screen 	Annually	Clerk Chairman V-Chairman
34	Assault or harassment of lone workers	Severe (physical, legal, financial)	Unlikely	Medium	<ul style="list-style-type: none"> • Lone worker policy in place • Mobile phones provided to workers • Meetings only with prior notification unless person is known 	Annually	Clerk Chairman V-Chairman
35	Traffic accident with cars entering or leaving premises	Moderate (physical)	Probable	Medium	<ul style="list-style-type: none"> • Signage to advise drivers • Blind spot mirror • Drive to be kept clear of debris 	Annually	Handyman Clerk Chairman V-Chairman

**LYDIARD MILLICENT PARISH COUNCIL
RISK REGISTER**

	Risk	Impact	Likelihood	Severity	Control Actions- Internal Controls	Review Frequency	Responsible Person
					<ul style="list-style-type: none"> CCTV installation covering entrance to / exit of the JCH car park 		
36	Injury or illness as a result of litter, dog faeces or broken glass on the field	Severe (physical, legal, financial reputational)	Unlikely	Medium	<ul style="list-style-type: none"> Signage to advise people to keep dogs on leads and clear up afterwards Regular inspection of field by handyman Hirers advised to undertake manual inspection at start of hire, especially if children are involved 	Annually	Handyman Clerk Chairman V-Chairman
37	Trips or falls in the picnic area	Moderate (physical)	Probable	Medium	<ul style="list-style-type: none"> Furniture and area regularly inspected by handyman. Any issues identified recorded and addressed. 	Annually	Handyman Clerk Chairman V-Chairman
38	Footpath working group injury	Moderate (physical)	Probable	Medium	<ul style="list-style-type: none"> No power tools to be used by the working group Guidelines issued regarding good working practice Third party insurance 	Annually	Clerk Chairman V-Chairman
39	Defibrillator	Severe (physical)	Unlikely	Medium	<ul style="list-style-type: none"> 4 weekly operational checks by administrator 	Annually	Administrator Clerk
40	Cricket ball strike	Severe (physical)	Unlikely	Medium	<ul style="list-style-type: none"> Warning signage on play area gates Warning signage on JCH building Cricket teams reminded of need for awareness of other users 	Annually	Clerk Chairman V-Chairman

Adopted by Lydiard Millicent Parish Council at the meeting held on xx/xx/xxx Min. Ref. xx.xx

Section 3 – External Auditor’s Report and Certificate 2024/25

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

1 Respective responsibilities of the auditor and the authority

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

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

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

- summarises the accounting records for the year ended 31 March 2025; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor’s limited assurance opinion 2024/25

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

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

None

3 External auditor certificate 2024/25

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2025.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature

PKF Littlejohn LLP

Date

23/08/2025



GROUNDS MAINTENANCE CONTRACT COMMENCING 3rd October 2025

GENERAL CONDITIONS

1. Any injury to members of the public or to workers while carrying out this contract must be reported to Lydiard Millicent Parish Council by phone at the time of the incident.
2. All losses, damage or breakages of fences, gates, equipment and other property to be reported immediately, or no later than 24 hours after, to Lydiard Millicent Parish Council.
3. All work to be carried out during Monday to Friday, 8.00am to 6.00pm, exceptions to these times are by the prior agreement of Lydiard Millicent Parish Council.
4. The contractor will provide and maintain all necessary equipment at their own expense.
5. The contractor shall arrange Public Liability Insurance, Method Statements and Risk Assessments at their own expense and shall provide copies to the Clerk at the commencement of the contract and annually thereafter as appropriate.
6. This contract is for one year from 3rd October 2025 to 2nd October 2026. The contract may be terminated by either party, subject to 3 months' written notice delivered to the Contractor or the Council respectively.
7. Payment for these contract services shall be paid in arrears, in 12 equal monthly instalments.
8. Day to day communications with Lydiard Millicent Parish Council will be via the Council's Handyman. A plan of works to be given to the Handyman detailing when work to be carried out so that this can be checked afterwards. No invoices will be paid without sign-off from the Handyman

9. Any further negotiations after the contract has been awarded must be conveyed to the Clerk of the Council only. The Clerk will either refer back to the next Lydiard Millicent Parish Council meeting or, if appropriate, give a decision after consultation with members.

SCHEDULE OF WORKS BY AREA

Community Field (Location A)

1. Cut the grass and strim all edges at beginning of April and then **fortnightly** from the beginning of May to the end of September each year. All cutting and strimming to be completed in one visit, cut and drop all clippings.

Signed on behalf of Lydiard Millicent Parish Council and John O'Conner (Grounds Maintenance) Ltd in accordance with Minute Reference xx.xx, at the meeting held on 2 October 2025.

Signed:

For John O'Conner (Grounds Maintenance) Ltd

Date xx/xx/xxxx

Signed:

For Lydiard Millicent Parish Council

Date xx/xx/xxxx

Summary (to be used in conjunction with block plan and contract)

Location	Frequency	From	To	Activity
A	Fortnightly	1 Apr	30 Sept	Strim Grass

BLOCK PLAN



Members are requested to NOTE the report and CONSIDER the adoption of an IT policy.

Background

A new requirement for the 2025-2026 financial year, the Council should adopt an IT policy in order to submit a positive response to Assertion 10 in the Annual Governance and Accountability Return.

The Practitioners' Guide 2025 published by the Smaller Authorities Proper Practices Panel (SAPPP) provides a template, which was amended as appropriate for this Council and taken to the July meeting. Councillor Bamsey highlighted that the policy was not comprehensive enough and it was agreed that it would be developed further and brought back to Council (min ref. 25.52).

Update

After further review, the gaps identified are largely around data compliance. Therefore, the Clerk's recommendation is to adopt the IT Policy as presented, and for the existing Data Protection Policy to be expanded by the Clerk with support from Councillor Bamsey.

Recommendation

Members to ADOPT the IT policy and for the existing Data Protection Policy to be expanded by the Clerk with support from Councillor Bamsey.

Hayley Graham
September 2025

LYDIARD MILLICENT PARISH COUNCIL IT POLICY

Introduction

Lydiard Millicent Parish Council recognises the importance of effective and secure information technology (IT) and email usage in supporting its business, operations, and communications. This policy outlines the guidelines and responsibilities for the appropriate use of IT resources and email by council members and employees.

Scope

This policy applies to all individuals who use the council's IT resources, including computers, networks, software, devices, data, and email accounts.

This includes the use of personal devices to access council data, for example when councillors access council emails from their personal device.

Acceptable use of IT resources and email

The council's IT resources and email accounts are to be used for official council-related activities and tasks. Limited personal use is permitted, provided it does not interfere with work responsibilities or violate any part of this policy. All users must adhere to ethical standards, respect copyright and intellectual property rights, and avoid accessing inappropriate or offensive content.

Device and software usage

Where possible, authorised devices, software, and applications will be provided by the council for work-related tasks. Unauthorised installation of software on authorised devices provided by the council, including personal software, is strictly prohibited due to security concerns.

Data management and security

All sensitive and confidential council data should be stored and transmitted securely using council email accounts and the Microshade VSM only. Regular data backups should be performed to prevent data loss, and secure data destruction methods should be used when necessary.

Network and internet usage

The council's network and internet connections should be used responsibly and efficiently for official purposes. Downloading and sharing copyrighted material without proper authorisation is prohibited.

Email communication

Email accounts provided by the council are for official communication only. Emails should be professional and respectful in tone. Confidential or sensitive information must not be sent via email unless it is encrypted. Be cautious with attachments and links to avoid phishing and malware. Verify the source before opening any attachments or clicking on links.

Password and account security

Users are responsible for maintaining the security of their accounts and passwords. Passwords should be strong and not shared with others. Regular password changes are encouraged to enhance security.

Mobile devices and remote Work

LYDIARD MILLICENT PARISH COUNCIL IT POLICY

Mobile devices provided by the council should be secured with passcodes and/or biometric authentication. When working remotely, users should follow the same security practices as if they were in the office.

Email monitoring

The council reserves the right to monitor email communications to ensure compliance with this policy and relevant laws. Monitoring will be conducted in accordance with the Data Protection Act and GDPR.

Retention and archiving

Emails should be retained and archived in accordance with legal and regulatory requirements. Regularly review and delete unnecessary emails to maintain an organised inbox.

Reporting security incidents

All suspected security breaches or incidents should be reported immediately to the Parish Clerk for investigation and resolution. Report any email-related security incidents or breaches to the IT administrator, Microshade immediately.

Training and awareness

The council will provide regular training and resources to educate users about IT security best practices, privacy concerns, and technology updates. All employees and councillors will receive training as required on email security and best practices.

Compliance and consequences

Breach of this IT and Email Policy may result in consequences as deemed appropriate.

Policy review

This policy will be reviewed annually to ensure its relevance and effectiveness. Updates may be made to address emerging technology trends and security measures.

Contacts

For IT-related enquiries or assistance, users can contact the Parish Clerk in the first instance.

All staff and councillors are responsible for the safety and security of the council's IT and email systems. By adhering to this IT and Email Policy, the council aims to create a secure and efficient IT environment that supports its mission and goals.

Adopted by Lydiard Millicent Parish Council on xx xxxx 2025

Members are requested to NOTE the report and CONSIDER a way forward

Background

e-Scooters have previously been used at the car park and the recreation field. Tyre marks are now visible on the wetpour underneath the swings which are too wide to have been made by a pedal cycle.



The Law

It is illegal to ride a privately owned e-scooter in public, for example on pavements, roads or in parks.

A privately owned e-scooter can only be used on private land with permission from the landowner.

Hayley Graham
September 2025

9. Any further negotiations after the contract has been awarded must be conveyed to the Clerk of the Council only. The Clerk will either refer back to the next Lydiard Millicent Parish Council meeting or, if appropriate, give a decision after consultation with members.

SCHEDULE OF WORKS BY AREA

Cemetery (Location G)

1. Cut the grass and strim all edges at beginning of April and then **every week** from the beginning of May to the end of September each year. All cutting and strimming to be completed in one visit. Strim around Memorials as necessary. Clear grass cuttings and strimmings.
2. Maintain and trim the fir hedge to the rear of the Cemetery **at least once per year, in the autumn**, to prevent encroachment onto graves or interments.
3. At same time as mowing, remove or cut back brambles or other vegetation growing over the cemetery walls and hedge, and trim trees **as necessary**.
4. At same time as mowing, keep the path, entry drive and noticeboard area neat and clear of weeds and moss.

Recreation Field (Location J)

1. Strim the grassed area in the Children's Play Area **every 2 weeks** from the beginning of March to the end of October each year.
2. Cut the hedge along the approach road (from gate to end of play area) **biannually** in the autumn and spring (before bird nesting).
3. Remaining field hedges to be quoted for cutting on an ad-hoc basis.
4. Cut entire field during the growing season to maintain a height not exceeding 25mm. As a **minimum** this shall be no later than the first week of April and until the end of October.
5. During the cricket season (May to September) cut the marked outfield to maintain a height not exceeding 10mm. All grass cuttings to be removed.
6. Maintenance of the cricket square does not form part of this contract.
7. During the football season (September to April) white line marking is required for up to 5 pitches. Pitches are Youth and Junior sizes; notification will be provided weekly by Lydiard Millicent Parish Council as to which pitches need marking.

Mews Play Area (Location H)

1. Cut the grass **every 2 weeks** from the beginning of March to the end of October each year.
2. Keep footways clear of weeds on approaches and through middle of this area.

Bus Stops (Location A)

1. Strim the surrounding grassed areas at both the stops at Holborn, at Greenhill crossroads and at the junction with The Beeches to a distance of one metre from the slabbed area or shelter, and removing any overhanging vegetation, **monthly** from the beginning of March to the end of October.

Grassed Area Opposite the Parish Hall (Location B)

1. Cut and remove grass surrounding the flower beds from the beginning of May to the end of September **every week**.
2. Remove weeds from the rear wall as necessary taking care not to damage spring bulbs that have been planted against the wall.

Grassed Area between “Greensend” and the Greenhill Crossroads (Location C)

1. Maintain the shrub beds by pruning and weeding as necessary, but **at least annually**.
2. Cut the grass from the beginning of March to the end of October and remove any litter, **monthly**.
3. Cut a one-metre-wide strip on the verge on the opposite side of the road to the shrub beds and cut the splays either side of the road on the Lydiard Green side of the junction, **monthly**.
4. Cut or strim the verge opposite the bus shelter from the Greenhill Road junction to opposite the bus shelter, **monthly**.
5. Cut or strim the verge towards Greatfield from Greenhill Road **monthly** to ensure visibility for traffic leaving Greenhill.

Footpaths / Public Right of Way joining The Close to Buryfields (Location D)

1. Cut bushes to prevent encroachment onto the footpath and damage to fence behind.
2. Area under bushes to be kept weed and litter free.
3. Contractors should be mindful of the wildlife (insects) this area attracts, whilst ensuring the area is safe to use by residents who may be infirm or nervous for any reason.

Grassed Verges from Field Gate near Badger's Brook to the Bus Stop at Holborn and from the "White Gate" after Holborn Corner to the path at Washpool Road. (Location E)

- 1 Cut the grass verge to the edge of the hedge from the beginning of March to the end of October and remove any litter, **every two weeks**. This must be suitable for walkers at all times

Footpath from Holborn to Tewkesbury Way (Location F)

1. From the beginning of March to the end of October strim either side of the field path and trim brambles etc. from the hedge **every 2 weeks**.
2. Repairs to be reported to the Handyman for attention.

Lydiard Green (Location I)

1. Cut and strim the grass on the area surrounding the pillbox from the road to the hedge **and the area in front of 8 Lydiard Green following the hedge and ditch to the laurel hedge every 2 weeks** from the beginning of March to the end of October each year.
2. Ensure a 1m width of the footpath is cleared for walkers **monthly** from the beginning of March to the end of October.

Signed on behalf of Lydiard Millicent Parish Council and John O'Conner (Grounds Maintenance) Ltd in accordance with Minute Reference xx.xxx, at the meeting held on 2 October 2025.

Signed:

For John O'Conner (Grounds Maintenance) Ltd

Date xx/xx/xxxx

Signed:

For Lydiard Millicent Parish Council

Date xx/xx/xxxx

Summary (to be used in conjunction with map and contract)

Location	Frequency	From	To	Activity
A	Monthly	1 Mar	31 Oct	Strim Grass, remove overhanging vegetation.
B	Weekly	1 May	30 Sep	Cut/strim Grass. Remove weeds from back wall (do not damage bulbs)
C	Monthly As required (at least annually)	1 Mar	31 Oct	Cut Grass and remove litter. Prune/weed Shrubs
D	Spring/Autumn As required	1 Mar	31 Oct	Cut shrubs as required Trim bushes to clear fences and footpath. Remove weeds and litter.
E	Two-weekly	1 Mar	31 Oct	Strim grass/cut hedge as required, remove litter
F	Two-weekly	1 Mar	31 Oct	Strim verges. Maintain field path, trim brambles/hedge for walkers
G	One-off Weekly One-off	April 1 May 1 Sep	 30 Sep 31 Oct	Cut and strim grass. Cut and strim grass. Remove weeds from drive. Remove vegetation from walls. Trim trees as required. Trim fir hedge
H	Two-weekly	1 Mar	31 Oct	Cut grass. Clear weeds from footpath
I	Two-weekly	1 Mar	31 Oct	Cut/strim grass around pillbox Cut/strim grass from hedge to footpath
	Monthly	1 Mar	31 Oct	Clear footpath
J	Two-weekly All year Weekly (during cricket season) Weekly (during football season) Bi-annually	1 Mar 1 May 1 Sep	31 Oct Sep 30 Apr	Strim grassed area playground Maintain height of grass on field to not exceed 25mm Cut marked outfield to maintain height not exceeding 10mm White line mark football pitches Cut hedge on approach road in Autumn and Spring (before bird nesting)