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

Councillors Present:

S Westwood, Chairman	L Bamsey	M Claydon-Smith	G Griffiths
M Allsop, Vice Chairman	S Hill-Wheeler	R Selwood	

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

Meeting Clerk: Hayley Graham

Public Question Time:

- A resident expressed their frustration with multiple retrospective planning applications being made by Toomers Garden Centre.

Councillor Question Time:

- Councillor Griffiths advised that an address subject to an enforcement notice in Common Platt has been given until 17 September to comply. The Clerk requested to be notified if it is believed that the notice is being contravened after this date.

MINUTES

26.96 **Apologies for Absence**
Apologies were received from Councillors Neighbour and Trowbridge.

26.97 **Declarations of Interest and Dispensation Requests**
There were no declarations of interest made and no dispensation requests received.

26.98 **Chairman's Announcements**
Following the resignation of Councillor Roberts, a second vacancy will soon be available with co-option expected in the next meeting in October. Anyone interested should contact the Clerk.
Wiltshire Council have been refreshing road markings throughout the parish. Thanks were given to Councillors Claydon-Smith, Griffiths and the Parish Administrator for identifying and raising these requests.
Best wishes were given to the Clerk who will be taking maternity leave from next week.

Minutes

26.99a Members CONSIDERED the minutes of the Parish Meeting held on 2 July 2026. The minutes of the meeting were ADOPTED as a true record and signed by the Chairman.

26.99b Members CONSIDERED the minutes of the Extraordinary Meeting of the Council held on 29 July 2026. The minutes of the meeting were ADOPTED as a true record and signed by the Chairman.

26.100 **Wiltshire Council Councillor Update**
The planning appeal hearing for the Meadow Springs application has been set for 10am on 13 October at Monkton Park, Chippenham. Numbers attending the hearing will be limited to the size of the venue.
There are 2 consultations currently live, local plan scoping and freight movement both of which have been shared on Wiltshire Councillor Matthew's Facebook page and residents are encouraged to participate.
Councillor Griffiths requested an update on Wiltshire Council's recent approval of funding for bleed kits, at present there is no policy for distribution of the funding, Wiltshire Councillor Matthews will follow up on this. Councillor Griffiths also asked for an update on proposed planning policy changes coming into force on 31 October. Wiltshire Councillor Matthews

Chairman……. Dated……

believes there are briefing sessions are being planned for town and parish Councils and will again follow up on this.

Members fed back to Wiltshire Councillor that the changes made to Wiltshire Council's planning register have made the system incredibly difficult to navigate.

26.101 **Financial Accounts**

a. Members APPROVED payments reference "Payments for Approval" attached as Appendix 6a in the amount of £478.45 (ex. VAT).
b. Members APPROVED the Cash and Investment Reconciliation statement for the Unity Trust Bank as at 31 July 2026 with a closing balance of £12,998.87.
c. Members APPROVED the Bank Statement for the Unity Trust Bank as at 31 July 2026 with a closing balance of £12,998.87.
d. Members APPROVED the Cash and Investment Reconciliation statement for the Public Sector Deposit Fund as at 31 July 2026 with a closing balance of £88,543.64.
e. Members APPROVED the Statement of Account for the Public Sector Deposit fund as at 31 July 2026 with a closing balance of £88,543.64.
f. Members APPROVED the Cash and Investment Reconciliation statement for the Lloyds Charge Card as at 27 July 2026 with a closing balance of £-94.08.
g. Members APPROVED the Charge Card statement for the Lloyds Charge Card as at 27 July 2026 with a closing balance of £-94.08.
h. Members NOTED the Payments List reference "Payments List to 20 August" attached as Appendix 6c in the amount of £35,077.08 (ex. VAT).
i. Members NOTED the Income Report to 31 July 2026 reference "Income Summary as at 31 July" attached as Appendix 6d in the amount of £58,170.58.
j. Members NOTED the first quarter summary and detailed income and expenditure reports attached as appendices 6ei and 6eii.
k. Members NOTED the 1st quarter ear marked reserves balances attached as appendix 6f.
l. Members NOTED the 1st quarter reconciliations completion by Councillors Hill-Wheeler and Selwood
m. Members NOTED the update in relation to the Common Platt substantive scheme contribution.
n. Members CONSIDERED the quotes received for a new electricity supply for the Jubilee Club House. As prices are fluid and exit terms were not provided by the broker, after discussions Members RESOLVED to secure another fixed term supply. The supplier and duration are to be determined by the Clerk in consultation with Councillor Selwood, the outcome of which is to be reported back to Council at its next meeting.
o. Members NOTED the report and CONSIDERED the recommendation. After discussions, Members were satisfied with the independence and objectivity of the current internal auditor, Auditing Solutions Limited and RESOLVED to retain their services for the ensuing year, to be reconsidered for the 2027-2028 period.
p. Members RESOLVED to ADOPT the updated Financial Regulations as presented.

Councillor Neighbour joined the meeting.

Planning Applications

26.102a Members NOTED the following Wiltshire Council decisions:

Application: PL/2024/11358 – Full Planning Permission	Applicant: Mr Stubbs
Address: Land at the rear of 2 Lydiard Green, Lydiard Millicent, SN5 3LP	
Proposal: Erection of 3 dwellings after demolition of existing workshop buildings	
WC Approved with Conditions	
Application: PL/2026/0876 – Full Planning Permission	Applicant: Mr Wakefield
Address: Hilldrop Farm, Greenhill, Royal Wootton Bassett, SN4 8EH	
Proposal: Proposed erection of a garage	
WC Approved with Conditions	

Chairman…… Dated……

26.102b Members NOTED the following planning decisions made under the Council's Scheme of Delegation:

Application: PL/2026/03876 – Full Planning Permission Address: Hilldrop Farm, Greenhill, SN4 8EH Proposal: Proposed erection of a garage LMPC – No Objection	Applicant: Mr Wakefield
Application: PL/2024/10741 – Full Planning Permission Address: Toomers Garden Centre, Stone Lane, Lydiard Millicent, SN5 3LD Proposal: Retrospective change of use of agricultural to storage and distribution (B8) and Dog Training/Agility Field (Sui Generis) (additional information) LMPC – Comment	Applicant: Mr Toomer

26.102c Members NOTED the representation submitted to the Planning Inspectorate in relation to appeal reference 6009918 (PL/2025/03211 – Land off Meadow Springs, Lydiard Millicent)

26.102d Members AGREED that Councillors Allsop, Trowbridge and Westwood would represent the Council at the Planning Inspectorate's appeal hearing for appeal reference 6009918 (PL/2025/03211 – Land off Meadow Springs, Lydiard Millicent) at 10am on 13 October at Monkton Park, Chippenham.

26.103 **Clerk's Report**

Members NOTED the report and resolved to close the following items:
25.156j – Financial accounts (office computer)
26.53i – Financial accounts (PSDF reinvestment)
26.56 – Communications re: Common Platt verge
26.63 – Council and community representatives (speed indication devices)
26.73j – Financial accounts (SID warranties)
26.73k – Financial accounts (Flotek services)
26.79 – Cemetery spoils area gate
26.87b – Financial accounts (height restrictor damage)
26.89 – JCH water system works
26.92a – Community Field grounds maintenance contract.

26.104 **Communications**

Members NOTED the following communications:

a. Wiltshire Council Waste Services Update July 2026
b. RWBTC HRC Letter to Wiltshire Council July 2026
c. Wiltshire Council Update on Gypsies and Travellers Development Plan Document

26.105 **Neighbourhood Plan**

Members NOTED the report. After discussions, Members:

a. APPROVED an expenditure of £2,750.00 (two thousand, seven hundred and fifty pounds) ex. VAT for an updated Local Gap report to be produced if required.
b. APPROVED an expenditure of up to £850.00 (eight hundred and fifty pounds) ex. VAT for a biodiversity report to be produced.
c. RESOLVED to use £3,100.00 from EMR 322 Highways / LHFIG and up to £500.00 from EMR 321 Handyman Equipment to fund these reports.

26.106 **Policies**

a. Members ADOPTED the Expenses policy with an amendment for the first line to read "Lydiard Millicent Parish Council (thereafter known as the Council) will ensure that no employee or Member be financially disadvantaged when representing the Council."
b. Members ADOPTED the updated Harassment and Victimisation policy as presented.
c. Members ADOPTED the new Equality, Diversity and Inclusion policy as presented.
d. Members ADOPTED the new Disciplinary and Grievance policy as presented.

Chairman……. Dated……

26.107 **Shade Options for Jubilee Club House Play Area**
This item will be deferred to the October meeting with costs to be considered in the 2027-2028 budget.

Annual Parish Meeting Focus Group
Councillor Selwood volunteered to join an annual parish meeting focus group. This item will be repeated on the November agenda to seek additional volunteers. Standing Orders were
26.108a SUSPENDED for Wiltshire Councillor Matthews to advise that Royal Wootton Bassett Town Council may be able to offer some advice having focused on increasing attendance at their
26.108b annual town meeting in recent years. Standing Orders were REINSTATED before Members discussed further.

26.109 **Remembrance Lamp Post Poppies**
Members NOTED the report and AUTHORISED an expenditure of £200.00 (two hundred pounds) ex. VAT to purchase 50 poppies to be displayed on lamp posts around the parish ahead of the observation of Remembrance Sunday. It was requested that the poppies are to be displayed on all village gates first, with any remaining poppies to be displayed on lamp posts around the church before reaching further across the parish. Costs to be met from the events budget. Power: Local Government Act 1972 s.137.

Resident Email – Ball Games at The Mews
26.110a Members NOTED the correspondence. Standing Orders were SUSPENDED for public comment from residents of The Mews, who suggested trees could be planted to act as a potential noise barrier and to advise that a sign relating to Covid and the old swing frame was
26.110b still in place in the area. Standing Orders were REINSTATED before Members discussed
26.110c further. Members RESOLVED to delegate the investigation of options for trees or an alternative solution to the Neighbourhood Plan Steering Group as The Mews is highlighted in the Neighbourhood Plan as a local green space. Members requested that the Handyman assess the old swing frame for removal along with the Covid signage.

3 members of the public left the meeting.

26.111 **Community Emergency Resilience Plan**
Members NOTED the report and Councillors Claydon-Smith, Griffiths, Neighbour and Westwood volunteered to develop the plan.

Personnel Matters
26.112a Members RESOLVED to appoint Caroline White as interim Clerk with effect from 14
26.112b September 2026.
Members RESOLVED to appoint Tina Jones as interim Responsible Financial Officer with effect from 14 September 2026.
26.112c Members NOTED the report and AUTHORISED an additional monthly expenditure of £59.59 (fifty-nine pounds, 59p) for a third Flotek virtual desktop license for the RFO until the Clerk's return late next year. Costs to be met from General Reserves

26.113 **Proposed 2027 Cricket Cancellation Terms**
Members NOTED the report and RESOLVED to implement the following terms from the 2027 cricket season onwards:

- the Parish Council must be informed of any match cancellations in writing by emailing council@lydiardmillicent-pc.gov.uk
- Any cancellations received within 48h of the fixture will incur a 50% match fee
- Any cancellations received within 24h of the fixture will incur a 75% match fee.

1 member of the public left the meeting.

26.114 **Tree Surveys**
Members AGREED to defer this agenda item to the October meeting.

Chairman…… Dated……

26.115 **Community Governance Review Consultation – Additional Draft Recommendations**
Members RESOLVED to respond to the consultation, agreeing with the recommendations which will affect the parish, by the deadline of 13 September with the response delegated to Councillor Westwood and the Clerk.

26.116 **External Audit Report and Certificate**
Members NOTED the external audit report and certificate.

26.117 **Council and Community Representatives**
Members RECEIVED the following updates:

Area Board – Councillors Allsop and Westwood
Next meeting taking place in October.

Community Carers Group – Councillor Hill-Wheeler
Next meeting taking place next week.

Local Highways and Footway Improvement Group (LHFIG) – Councillor Griffiths
Next meeting taking place in October.

Speed Indication Devices (SID) – Councillor Griffiths
Councillor Griffiths has met with the local Neighbourhood Policing Team who have requested bi-monthly SID data in order to target their patrols, with Stone Lane a particular area of interest for them.
SID at Greatfield (towards Greatfield)
- Av. speed 26mph
- Max. speed 60mph

SID at Stone Lane (towards Lydiard Millicent)
- Av. speed 29mph
- Max. speed 114mph

Parish Hall – Councillor Neighbour
The newly appointed trustees are meeting monthly and have many plans for the forthcoming year. The Clerk will share details of Wiltshire Council Area Board grants with the Parish Hall Secretary.

Meeting Closed at 21.04hrs

Chairman……. Dated……