

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

Councillors Present:

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

Others in Attendance: 6 members of the public and Wiltshire Councillor Andrew Matthews

Meeting Clerk: Hayley Graham

Scottish & Southern Electricity Networks: The representative was unable to join the meeting at short notice.

Public Question Time:

- A resident advised that the sleepers placed outside Hilltop View on Stone Lane reported at the last meeting have now been removed since logging on MyWilts.

Councillor Question Time:

- Councillor Selwood advised that the leaves that have fallen on the pavement at the top of The Street are now in the road and impacting drains. The Clerk confirmed that there is an instruction in Wiltshire Council's system for a road sweeper to visit to address the issue.
- Councillor Allsop asked Councillors if they would consider publishing a Council Newsletter in the Spring as has been done previously. Councillors responded positively and this will be formally put to Council for consideration at a meeting in the near future.

MINUTES

25.113 Apologies for Absence

Apologies were received from Councillors Sprules and Westwood. Councillor Chalker was not present at the start of the meeting but joined from minute reference 25.118k.

25.114 Declarations of Interest and Dispensation Requests

The following Declaration of Interest was made:

Name	Min Ref	Type	Nature of Interest	Action
Cllr Coffey	25.119d	Non-Pecuniary	PL/2025/07551 – Planning application for employer of family member	Did not take part in discussions and did not vote

No dispensation requests were received.

25.115 Chairman's Announcements

- An appeal has been made to the Planning Inspectorate in relation to PL/2024/07426 - Paddock land adjoining 39a Stone Lane
- A successful Neighbourhood Plan consultation event was held in October and was well attended. Approximately 170 consultation form responses were received and the results will be shared with the Steering Group on 27 November. Thanks were given to The Sun Inn for hosting the event and to All Saints Church for displaying the presentation boards thereafter.
- Wootton Bassett Town Council's Neighbourhood Plan consultation is open until 23 November.
- Wiltshire Council's Local Plan Stage 2 consultation is open until 11 November.
- Wiltshire Council's Gypsies and Travellers Development Plan Document continues to be reviewed.
- A service is being held at All Saints Church on Remembrance Sunday (9 November) at 10.30am, all are welcome.

25.116 **Minutes**

Members CONSIDERED the minutes of the Parish Meeting held on 2 October 2025. The minutes of the meeting were ADOPTED as a true record and signed by the Vice-Chairman.

25.117 **Wiltshire Councillor Update**

Wiltshire Councillor Matthews advised that the third Full Council meeting since the May elections has taken place in which the Wiltshire Council Business Plan was approved and a decision to reverse parking charges for those with disabled badges in Wiltshire Council car parks was made. Wiltshire Council have recently introduced a third bobcat machine to address potholes. Budget setting will take place in February.

Wiltshire Councillor Matthews attended the Neighbourhood Plan consultation event and commended the work of the Steering Group for their work on the plan so far. He confirmed he would be attending the Remembrance service at All Saints Church on 9 November.

There is no update on PL/2025/03211 - Land off Meadow Springs at this time.

25.118 **Financial Accounts**

- a. Members NOTED the Payments List reference "Finance Report 6 November 2025 – Expenditure" attached as Appendix 6a in the amount of £11,205.47 ex. VAT.
- b. Members APPROVED payments reference "Finance Report 6 November 2025 – Payments for Approval" attached as Appendix 6a in the amount of £608.10 (ex. VAT)
- c. Members NOTED the Income Report to 30 September 2025 reference "Finance Report 6 November 2025 – Income Summary" attached as Appendix 6a. The Clerk highlighted the omission of the total income figure which was advised as £91,510.53.
- d. Members APPROVED the Cash and Investment Reconciliation statement for the Unity Trust Bank as at 30 September 2025 with a closing balance of £46,257.78.
- e. Members APPROVED the Bank Statement for the Unity Trust Bank as at 30 September 2025 with a closing balance of £46,257.78.
- f. Members APPROVED the Cash and Investment Reconciliation statement for the Public Sector Deposit Fund as at 30 September 2025 with a closing balance of £71,287.22.
- g. Members APPROVED the Statement of Account for the Public Sector Deposit fund as at 3 August 2025 with a closing balance of £71,287.22.
- h. Members APPROVED the Cash and Investment Reconciliation statement for the Lloyds Charge Card as at 30 September 2025 with a closing balance of £0.00.
- i. Members APPROVED the Charge Card statement for the Lloyds Charge Card as at 26 August 2025 with a closing balance of £118.50.
- j. Members APPROVED an expenditure of £102 (one hundred and two pounds) (ex. VAT) for the following training:
 - SLCC VAT webinar (Clerk)
 - Basic Health and Safety (Administrator and Handyman)
 - Health and Safety for Home Workers (Administrator)Costs to be met from training budget.
- k. Members APPROVED a maximum expenditure of £280 (two hundred and eighty pounds (no VAT payable) to replace hot water tank valve washers at the Jubilee Club House. Costs to be met from Ear Marked Reserve JCH repairs.
- l. Members AGREED to consider the Council's priorities for 2026-2027.
- m. Members NOTED the completion of the 2nd quarter bank reconciliations verification by Councillors Hill-Wheeler and Selwood.
- n. Members NOTED the 2nd quarter Income and Expenditure summary and detailed reports as at 30 September 2025.
- o. Members NOTED the 2nd quarter Ear Marked Reserves balances at at 30 September 2025.

Planning Applications

Members RECEIVED a report from Planning Group B.

25.119a	Application: PL/2025/07904 – Proposed Works to Trees in Conservation Area Address: 8 The Street, Lydiard Millicent, SN5 3LU Proposal: T1 Yew – reduce length of 3 no. outstretched branches over footpath only by up to 2.5m to bring back into shape.	Applicant: Redford
	Members RESOLVED to make NO OBJECTION to this application.	

Application: PL/2025/07551 – Full Planning Permission Address: Oxleaze Business Park, Greenhill, SN4 8EH Proposal: Development of Employment Land and Buildings	Applicant: Mr B Gregory
---	-------------------------

25.119b Standing Orders were SUSPENDED for the applicant to inform Councillors of the history and
25.119c future plans for the site. Standing Orders were REINSTATED before Members discussed further. After discussions:

25.119d	Members RESOLVED to make NO OBJECTION to this application.
---------	--

Members NOTED the following Wiltshire Council decisions:

25.119e	Application: PL/2025/05860 – Full Planning Permission Address: The Old Rectory, Church Place, Lydiard Millicent, Swindon, SN5 3LS Proposal: Change of Use from Residential (Class C3) to Office (Class E)	Applicant: Mr J Blake
25.119f	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
25.119g	Application: PL/2025/08404 – Proposed Works to Trees Address: Lydiard Millicent Pre-School, The Butts, Lydiard Millicent, SN5 3LR Proposal: Elder tree (dead) – remove. Sycamore tree – deadwood crown	Applicant: Mr C Bentley
25.119h	Application PL/2025/05947 – Listed Building Consent Address: The Old Rectory, Church Place, Lydiard Millicent, Swindon, SN5 3LS Proposal: Change of Use from Residential (Class C3) to Office (Class E)	Applicant: Mr J Blake
		WC Approved with Conditions WC Approved with Conditions WC Approved Withdrawn by Applicant

25.119i Members NOTED the Planning Inspectorate Appeal Decision Notice for PL/2022/00239 – Land East of Restrop Road.

25.120 Clerk's Report

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

25.98i – Royal British Legion Donation

25.102b – Jubilee Club House Play Area

25.198c – eScooter Use at the Recreation Field and Play Area.

The Clerk advised:

25.77 – Fire Risk Assessment – the extinguisher has now been installed and the evacuation mattress will be ordered this week.

PQT – 2 October – Common Platt Defibrillator – it is possible that this may not be progressed until early 2026 due to other demands.

24.102c – Jubilee Club House Play Area – quotes have now been received and will be put to Council in December.

25.121 Communications

Members NOTED the following communications:

- Wiltshire Council Community Governance Review
- Wiltshire Council Temporary Traffic Regulation Order – Bagbury Lane – 17 November
- Wiltshire Council Briefing Note – Bus Stop Infrastructure Funding
- Wiltshire Council Democratic Briefing Note – Gypsies and Travellers Development Plan Document Update and Call for Sites.

25.122 **Proposed Traffic Regulation Order**

Members NOTED the proposed report RESOLVED not to submit a comment.

Charges Review

25.123a Members NOTED the report and after discussions:

25.123b APPROVED the following fees for Jubilee Club House hire from 1 April 2026:

Location	Residents	Non-residents
Main Room & Toilets (per hr)	8.50	16.50
As above with Kitchen (per hr)	12.50	18.50
Children's Parties (5h) - All Facilities	54.00	70.00

25.123c APPROVED the following fees for the Recreation Field hire from 1 April 2026.

Location	Residents	Non-residents
Recreation Field (per hour)	20.00	30.00
Recreation Field (day)	75.00	75.00

Much discussion took place in relation to football fees, and the Clerk highlighted that the direct expenditure for football is inaccurate due to how the grounds maintenance fees have been apportioned in the budget in previous years; direct costs are in fact much higher impacting the net income significantly. More detailed costs have been provided by the grounds maintenance contractor and as such will be applied more specifically in the 2026-2027 budget.

25.123d Members APPROVED the following fees for Football from 1 April 2026.

Match Type	Fees
Training	55.00
Mini	45.00
Senior	50.00

25.123e Members APPROVED the following fees for Cricket from 1 April 2026.

Match Type	Fees
Weekend	146.00
Weekday	110.00

25.123f Members AGREED to keep rental fees at Lydiard Plain at £1,000 from 1 April 2026 whilst the current tenant remains. Rental fees would be reviewed at the time of a new tenancy.

Cemetery Fees and Regulations

25.124a Members NOTED the report and APPROVED following fees for the Cemetery from 1 April 2026:

Description	Cost 2026-27
Full Burials	
Grant of Exclusive Rights – 80 yrs	360.00
Interment over 18 years	340.00
Cremated Remains	
Grant of Exclusive Rights – 80 yrs	245.00
Interment over 18 years	230.00
Interment in Full Grave	230.00
Memorials	
Right to Erect a Headstone or Flat Memorial	205.00
Replacement	135.00
Additional Inscription	115.00
Cleaning/Re-leading and Repairs	115.00
Search of burial records	
Initial period – up to 1 hour	35.00
Each additional 30 mins	25.00
Copy of information found	1.50 per copy
Copy of Register Information (When full information supplied)	1.50 per copy
Copy of Deeds	10.00
Transfer of Deeds	40.00

25.124b Members RESOLVED to review the Cemetery Regulations further with a recommendation to be put to Council at the next meeting.

25.125 **Holborn Footpath Bicycle Access**

Members NOTED the communication and RESOLVED that the Clerk should investigate the feasibility of a bicycle trough being installed at the steps at Holborn.

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

Members NOTED the correspondence and APPROVED an expenditure of £100 (ex. VAT) (one hundred pounds) to hold a community emergency training session. Costs to be met from the events budget.

25.127 **Planting on Verges Opposite The Butts**

Members CONSIDERED the request and AGREED that the Royal Wootton Bassett & District Rotary Club can plant Rotary Purple Giant Crocuses to bring awareness to the Global Polio Eradication Initiative and place a small sign within the planted area.

25.128 **Council and Community Representatives**

Members RECEIVED the following updates:

Parish Hall – Councillor Neighbour

The Parish Hall held their first planning meeting for a community fete to be held on Saturday 13 June 2026 from 1-5pm.

Community Carers Group – Councillor Hill-Wheeler

Next meeting on 12 November.

Local Highway and Footway Improvement Group – Councillor Chalker

Next meeting on 12 November.

Speed Indication Devices – Councillors Chalker, Coffey and Neighbour

The data from the device positioned at Greatfield capturing vehicles travelling from Purton is as follows:

Average speed of 29.7mph

36% of vehicles travelling over 30mph

Maximum speed recorded of 61mph.

The data from the device positioned at The Beeches capturing vehicles travelling into Lydiard Millicent is as follows:

Average speed of 27mph

17% of vehicles travelling over 30mph

Maximum speed recorded of 75mph.

The devices will be moved to Stone Lane (capturing vehicles travelling towards Common Platt) and Washpool (capturing vehicles travelling towards Peatmoor.)

PC Mike Gassner has agreed to join a forthcoming Parish Council meeting which the Clerk will arrange.

Neighbourhood Plan – Councillor Allsop

The community consultation event took place on 5 October, and the feedback from the survey will be provided later this month.

25.129 **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.

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

Land Matters

- 25.130 Members RECEIVED an update from the Clerk. The communication will be formally put to Council at the next meeting for consideration.

Meeting Closed at 20.58hrs