

**LYDIARD MILLICENT PARISH COUNCIL
ANNUAL MEETING OF THE COUNCIL
7 May 2026
held at the Jubilee Club House, Lydiard Millicent
at 19:00 hrs**

Councillors Present:

S Westwood, Chairman L Bamsey G Griffiths S Hill-Wheeler
J Neighbour R Selwood J Sprules

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

Meeting Clerk: Hayley Graham

MINUTES

26.07 Election of Chairman

It was proposed, seconded and carried that Councillor Westwood be APPOINTED as Chairman for the ensuing year.

26.08 Election of Vice-Chairman

It was proposed, seconded and carried that Councillor Allsop be APPOINTED as the Vice-Chairman for the ensuing year.

26.09 Acceptance of Office and Code of Conduct

Councillor Westwood signed their Acceptance of Office form, duly witnessed by the Clerk. As Councillor Allsop was not present, it was RESOLVED that their Declaration of Acceptance of Office be signed before or at the next ordinary meeting on 4 June. Councillor Westwood agreed to the adopted Code of Conduct.

26.10 Apologies for Absence

Apologies were RECEIVED from Councillors Allsop, Roberts and Trowbridge.

26.11 Declarations of Interest and Dispensation Requests

The following declarations of interest were made:

Name	Min Ref	Type	Nature of Interest	Action
Cllr Hill-Wheeler	26.29f	Non-Pecuniary	PL/2024/06287 – application for a neighbouring land	Took part in discussions, did not vote
Cllr Neighbour	26.34	Non-Pecuniary	Grant applications – trustee of applicant.	Took part in discussions, did not vote.

26.12 Standing Orders

Members RESOLVED to ADOPT the amended Standing Orders as presented.

26.13 Financial Regulations

Members RESOLVED to ADOPT the amended Financial Regulations as presented.

26.14 Appointment of Members to the Personnel Committee

Members APPOINTED Councillors Allsop, Selwood, Sprules and Westwood to the Personnel Committee.

26.15 Appointment of Members to the Footpath Working Party

Members APPOINTED Councillors Allsop, Bamsey, Hill-Wheeler and Selwood to the Working Party.

26.16 Appointment of Members to the Planning Groups

Members APPOINTED the following members:

Group A - Councillors Allsop, Bamsey, Neighbour, Roberts and Selwood.

Group B - Councillors Griffiths, Hill-Wheeler, Sprules, Trowbridge and Westwood.

26.17 **Appointment of Members to the Communications Group**

Members APPOINTED Councillors Hill-Wheeler, Neighbour, Selwood, Trowbridge and Westwood to the Group.

26.18 **Appointment of Members to the Community Environmental Group**

Members APPONTED Councillors Bamsey, Griffiths, Hill-Wheeler, Roberts and Westwood to the Group.

26.19 **Appointment of Signatories to the Bank Accounts**

Members APPOINTED three signatories to the bank accounts for the ensuing year, Councillors Allsop, Bamsey and Westwood.

26.20 **Appointment of Banking Reconcilers**

Members APPOINTED Councillors Hill-Wheeler and Selwood as banking reconcilers for the ensuing year.

External and Internal Audits 2026 - 2027

26.21a Members NOTED that PKF Littlejohn LLP is the appointed External Auditor for the ensuing year.

26.21b Members APPOINTED Auditing Solutions Limited to carry out the internal audit for the ensuing year but this should be fully reviewed for 2027-2028.

26.22 **General Power of Competence**

Members NOTED that the Parish Council cannot hold the General Power of Competence as to qualify, its Clerk must be CiLCA qualified.

26.23 **Representatives to other Bodies and Parish Duties**

Members APPOINTED:

Name of Group	Appointed Councillors
Area Board	Cllrs Allsop & Westwood
Community Carers Group	Cllr Hill-Wheeler
Local Highway and Footway Improvement Group	Cllr Griffiths
Neighbourhood Plan	Cllr Allsop
Operational Flood Working Group	Cllr Westwood
Parish Hall	Cllr Neighbour
Speed Indicator Devices	Cllrs Neighbour and Trowbridge

26.24 **Review of On-line Register of Interests**

Members NOTED the requirement to review their on-line register and the request to advise the Clerk if any requirements or additions are required.

Chairman's Announcements

Councillor Coffey has resigned from the Council with immediate effect. Thanks were given for her time on the Council, and a vacancy would be advertised in due course.

26.25a The development application for Petroil Ltd in Common Platt will be determined by Wiltshire Council's Northern Area Planning Committee on 13 May. Standing Orders were
26.25b SUSPENDED for public comment on the committee meeting itself and were REINSTATED before members discussed further. It was agree that the Clerk would contact Democratic Services to establish if a statement could be read out on the Council's behalf if no Member was available to attend, and if a Member could attend, could they arrive later than the meeting start time.

26.26 **Minutes**

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

26.27 **Wiltshire Councillor Update**

Wiltshire Councillor Matthews advised that Wiltshire Council's Cabinet have agreed to withdraw the Local Plan, with approval expected from full Council at its next meeting.

A year on since election, Wiltshire Councillor Matthews thanked the Council and members of the community for being so welcoming in his first year in office.

26.28 **Financial Accounts**

- a. Members APPROVED payments reference "Payments for Approval May 2026" attached as appendix 22a in the amount of £102.33 (ex. VAT).
- b. Members APPROVED the Cash and Investment Reconciliation statement for the Unity Trust Bank as at 31 March with a closing balance of £8,618.98.
- c. Members APPROVED the Bank Statement for the Unity Trust Bank as at 31 March 2026 with a closing balance of £8,618.98.
- d. Members APPROVED the Cash and Investment Reconciliation statement for the Public Sector Deposit Fund as at 31 March 2026 with a closing balance of £67,682.11.
- e. Members APPROVED the Statement of Account for the Public Sector Deposit fund as at 31 March 2026 with a closing balance of £67,682.11.
- f. Members APPROVED the Cash and Investment Reconciliation statement for the Lloyds Charge Card as at 31 March 2026 with a closing balance of £0.00.
- g. Members APPROVED the Charge Card statement for the Lloyds Charge Card as at 26 February 2026 with a closing balance of £3.00.
- h. Members APPROVED an expenditure of £86.55 (eighty-six pounds 55p) (ex. VAT) to purchase 5no. Councillor name badges, including print set up and P&P. Costs to be met from stationery / sundries budget line.
- i. Members NOTED the Betterclean pricing update in that prices will be frozen for this financial year.
- j. Members APPROVED the updated regular payments report, with the following changes:
 - Additional monthly bank payment of £85.00 to John O'Connor for Community Field grounds maintenance
 - Addition of a monthly variable direct debit to Unity Trust Bank for bank service / transaction fees
 - Removal of the monthly direct debit to Peninsula for HR services.
- k. Members NOTED the payments list reference "Payments List to 28 April" attached as Appendix 22e in the amount of £8,555.70 (ex. VAT).
- l. Members NOTED the income report to 31 March 2026 reference "Income Summary as at 31 March 2026" attached as Appendix 22f in the amount of £101,117.46.
- m. Members NOTED 4th quarter / year end summary and detailed income and expenditure reports as at 31 March 2026.
- n. Members NOTED the 4th quarter / year end Ear Marked Reserves balances as at 31 March 2026.
- o. Members NOTED the completion of the 4th quarter / year end bank reconciliations verification by Councillors Hill-Wheeler and Selwood.

Planning Applications

Application: PL/2026/02185 – Householder Planning Permission	Applicant: Mr Barry
Address: 8 Greatfield, Royal Wootton Bassett, SN4 8EQ	
Proposal: Change of use from store to annexe (in rear garden) and erection of 70m long 1.8m high boundary fence in rear garden.	

26.29a Standing Orders were SUSPENDED for public comment on the application by the owner of the address, confirming the purpose of the change of use is to house elderly relatives and that there is no change to the footprint or height of the annexe, nor any additional windows.

26.29b Standing Orders were REINSTATED before Members discussed further.

- 26.29c Members RESOLVED to COMMENT on the application to request that a condition be put on any approval granted mandating that the change of use is solely for the proposed purpose and not for use as a separate dwelling or commercial let in the future.
- 1 member of the public left the meeting.
- | | | |
|--------|---|---------------------|
| 26.29d | Application: PL/2026/01463 – Full Planning Permission
Address: Countrywide Ltd, Greatfield Farm, Greatfield, SN4 8EQ
Proposal: Change of use from agricultural to class B8 storage and distribution and erection of new storage building. | Applicant: Mr Morse |
|--------|---|---------------------|
- 26.29d Members RESOLVED to defer a decision on this application until the next meeting on 4 June.
- 26.29e Members NOTED the planning appeal for PL/2024/06287 – Land at Greensend, SN5 3LP.
- 26.29f After discussions, Members RESOLVED that a written representation should be drafted and brought to an extraordinary meeting of the Council to approve.
- 26.30 **Clerk's Report**
 Members NOTED the report and RESOLVED to close the following items:
 25.125 – Holborn Footpath Bicycle Access
 25.191j – Financial Accounts (Cemetery Fence)
 25.191k – Financial Accounts (Parish Newsletter)
 25.214j – Financial Accounts (Fence Stain)
 25.214k – Financial Accounts (Defib Pads)
 25.219 – Asset Register (Sale of SIDs)
- 26.31 **Communications**
 Members NOTED the following communications:
 a. Wiltshire Council Briefing Note – Crisis and Resilience Fund
 b. Business Waste – Fuel Surcharge Update
 c. Wiltshire Council – Temporary Traffic Regulation Order for Common Platt – 22 June
 d. Wiltshire Police and Crime Commissioner – HMICFRS Peel Inspection Update
- 26.32 **Letter from Purton Parish Council – Closure of Household Recycling Centres**
 Members NOTED the letter and RESOLVED not to respond.
- Common Platt Defibrillator**
- 26.33a Members NOTED the report and:
- 26.33b
- APPROVED a maximum expenditure of £80.00 (ex. VAT) to purchase replacement defibrillator pads for Toomers Garden Centre as a service to the community when they are required.
- 26.33c
- RESOLVED not to install a defibrillator in Common Platt at this time and to revisit the proposal later in the year
- 26.33d
- AGREED that the Clerk should contact Community First and establish if rejecting the grant offered would prejudice any application made in the future.
- 26.34 **Grant Applications**
 Members NOTED the report and after discussions, AGREED not to award a grant at this time. The applicant was requested to return to the next meeting with more detailed event costs.
- Resident Proposal – Shade for JCH Play Area Benches**
- 26.35a Members NOTED the report and RESOLVED not to install a shade solution at this time given the proximity of the summer months and the lack of provision for such project in the 2026-27
- 26.35b budget. It was AGREED that the suggestion would be brought back to the July Parish Meeting for Members to consider options to be explored ahead of the commencement of the budget setting process for 2027-28.
- 26.36 **Electrical Works at JCH**
 Members NOTED the report and APPROVED expenditures of:

- a. £423.00 (ex. VAT) for an EICR to be produced. Cost to be met from the JCH inspections budget line.
- b. £734.87 (ex. VAT) for the replacement of the fan and controller unit. Cost to be met from JCH building maintenance budget line.
- c. £355.31 (ex. VAT) to replace 2no. car park flood lights and PIR sensors. Cost to be met from JCH building maintenance budget line.
- d. £144.25 (ex. VAT) to replace the kitchen light fitting and sensor. Cost to be met from JCH building maintenance budget line.

Council and Community Representatives

26.37 Members RECEIVED the following updates:

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

Local Highway and Footway Improvement Group – Councillor Griffiths
Next meeting 13 May

Parish Hall – Councillor Neighbour
AGM is taking place on 8 June with a number of trustee changes expected. Wine tasting and bingo nights are being arranged for September.

Speed Indication Devices (SID) – Councillor Griffiths
Stone Lane – vehicles towards Common Platt
Av. speed 33mph
Max. speed 84mph
93% of vehicles travelling at 40mph or less

Common Platt – vehicles towards Washpool
Av. speed 27mph
Max. speed 50mph
81% of vehicles travelling at 30mph or less

Suspected issue with data being captured from the SIDs remains. Councillors Allsop, Griffiths and Trowbridge to investigate before the SID warranties expire in September

Electoral Review Committee – Community Governance Review

26.38 Members CONSIDERED the draft response and AGREED that it should be updated with some pertinent information suggested by Councillor Trowbridge, along with an invitation to the Chair of the Electoral Review Committee to meet Councillors in the parish. The updating of the draft response to be delegated to Councillors Allsop and Westwood.

SSEN Communities Fund

26.39 Members RECEIVED an update from Councillor Trowbridge read out by the Clerk. At this stage, only one quote for solar panels has been received against the three SSEN require for a valid application. The grant would cover as much as the non-VAT element of any works / installation, and therefore the Clerk is investigating how much of the VAT payable could be reclaimed. It is assumed at this stage it is not likely the timescales of this fund can be met and if that is the case, it will still have been a useful exercise for the Council to be prepared when the next funding window opens.

Spring Newsletter

26.40 Members RECEIVED an update from Councillor Westwood who thanked Councillors for their time given to distribute the newsletter to all households in the parish.

Meeting Closed at 20.57hrs