

LUCKINGTON AND ALDERTON PARISH COUNCIL

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Draft Minutes of the Meeting of Luckington and Alderton Parish Council held on

Wednesday 8 April 2026 at 7.30pm in Luckington Village Hall

These are DRAFT minutes of the meeting and as such, may change following approval which takes place at the next Parish Council meeting.

Present:

Chair: John Buckley (JB)

Vice Chair: Sue Godwin (SG)

Councillors: Roger Phillips (RP), Jackie Muggleston (JM), Nic Johnson-Greening (NJG)

Parish Clerk: Elise Whittleton (EW)

Members of the Public: None

- 1/2459. Apologies for absence:** Wiltshire Councillor, Martin Smith (MS).
- 2/2460. Declarations of interest:** None.
- 3/2461. Members of the public are invited to address the Council on the remaining Agenda items:** None.
- 4/2462. Public Question Time:** None.
- 5/2463. To confirm the Minutes of the meeting held 11 March 2026:** The Minutes were approved by all and signed by JB.
- 6/2464. Matters arising from the Minutes**
- 16/2408: Action on RP to investigate Wiltshire Council tree planting leaflet costs has not been completed. The Parish Council agreed that putting the weblink with information on the website would suffice. Action: RP to provide EW with weblink and EW to put on website. Item now closed.
- 9/2450: EW issued paddock rental contract for 2026/27, Ryan Russell has signed and returned and paid £1 rental.
- 10/2451 EW issued the updated grass cutting contract, Ryan Russell has signed and returned.
- 17/2458: JM contacted village fete organisers and VH chair. Action ongoing.
- 7/2465. Planning**
- a. To review and comment on planning applications received:**
- i. **PL/2026/01375** Householder planning permission. Proposed garden room extension to the front of the property, addition of porch and internal alterations. Shallow Brook, Sherston Road, Luckington, Chippenham, SN14 6PH. Deadline 09/04/2026. **No objections.**
 - ii. **PL/2026/01975** EW noted a more detailed list of trees was provided by Wiltshire Council after the agenda was published. This was circulated to Councillors prior to the meeting. T1 Variegated Holly - Crown reduction by up to 2m; T2 & T3 Apple - Fell due to excessive shading and low amenity value (6m from end of new extension). To mitigate the loss of these 2 apple trees, we intend to plant two new fruit trees. T4, T5, T7 & T13 Apple - Reduce overall crown by up to 2m, Crown thin (approx 15-20%); T6 Silver Birch - Crown reduction by up to 2m, Crown thin by up to 15%; T8 Magnolia - Crown reduction by up to 1m; T9 T10 T11 - Variegated Holly - Crown reduction by up to 2m; T12 Magnolia - Crown Reduction by up to 1m.. **BYWAYS, THE STREET, ALDERTON, CHIPPENHAM, SN14 6NL** Deadline 15/04/2026. **No objections.**
 - iii. **PL/2026/01899** Wiltshire Council R3. To renew the Planning Permission for 5 years for the existing Mobile Classroom at Luckington Primary School, Mobile 708(95).

Luckington Primary School, The Street, Luckington, Chippenham, SN14 6NU.
Deadline 30/04/2026. **No objections.**

b. To note planning applications determined by Wiltshire Council:

PL/2026/00584 Householder planning permission. Byways, The Street, Alderton, Chippenham, SN14 6NL. Two-storey rear extension and garden landscaping. Decision: Approve with Conditions, 19 March 2026.

8/2466. Finance

a. There was a discussion to agree payments as follows:

- i. Gradwell (Clerk's phone): £10.01 by DD (inc. VAT £1.67)
- ii. Brunel Computing Ltd - Domain/DNS Hosting 13/03/26-12/03/27: £21.78 (inc. VAT 3.63)
- iii. Ryan Russell Estate Management (Grass cutting 24/03/2026): £228.00 (inc. VAT £38.00)
- iv. WALC & NALC annual subscription: £301.97 (inc. VAT £50.33) (Note this invoice came in after agenda issued, Parish Council agreed to pay now).
- v. Clerk's salary (April 2026): £486.30
Clerk's office allowance (April 2026): £26.00
PAYE (Income Tax deduction, paid to HMRC on behalf of Clerk): £4.20
HMRC – Employer NI Contributions (March/April): £11.02

All items were approved and signed off by JB and SG.

b. The following receipts were noted:

- i. VAT reclaim received 11 March for 2025-26: £225.98
- ii. Barclays interest for Business Premium Account (8 Dec – 1 Mar): £7.51
- iii. Ryan Russell Rental of Paddock (1.4.26-31.3.27): £1.00

c. Budget spending plans in 2026-27

EW shared with Councillors ahead of the meeting the end of March 2026 cashbook figures for 2025-26 year, noting these have not yet been audited. 31 March 2026 £13,607.05. The Balance on 1 April 2025 was £12,848.01, with receipts of £14,577.13 and payments of £13,818.09 during 2025/26. This meant a profit of £759.04.

The Parish Council requested a precept for 2026-27 of £23,458.35. The first half of this payment is expected from Wiltshire Council at the end of April. This increased precept means the Parish Council can now make plans for the following projects: renovating Alderton phone box; replacing the three noticeboards in Luckington, Alderton and at the Cemetery and upgrading the website. The Councillors agreed to prioritise renovating the phone box during the summer months. EW noted the Luckington noticeboard was in a poor state and leaking water. The Councillors agreed to replace this noticeboard first. JB and EW felt that researching and procuring a new website would take longer to arrange and implement, and so this will be started by EW as soon as time allows and discussed at a future meeting in more detail. **Action:** EW to find the previous quotes for renovating the phone box and request these are resubmitted to the Council. **Action:** EW to research 3 quotes to replace the noticeboard.

9/2467. Internal Audit updates:

EW informed the Councillors that she has started to complete the AGAR form 2 as part of the internal audit. She noted that the Parish Council will not be able to provide a positive response to the new Assertion 10. The Form states a statement must be published and EW will bring a draft to the May meeting. The files will be passed onto the internal auditor later this week.

a. Review of Risk Register for 2026-27

EW shared a copy of this in advance with the Councillors. JB suggested increasing the last item to Medium as the risk with changes, like the introduction of Assertion 10 in

2025/26 with the Clerk's limited time of 30 hrs a month, does increase the potential risk. The Parish Council **resolved** to accept the Risk Register.

b. IT Policy This Councillors agreed this will be produced as part of the new website being created.

c. Data Protection Policy EW confirmed she has not had time to make a start on an updated policy, and this will be done during 2026/27 alongside the new website.

10/2468. Wiltshire Council:

a. Future Waste Services feedback survey

EW circulated an email from Wiltshire Council to Councillors and posted the information on the LAPC website in the news section. The survey is available until Friday 17 April at 5pm. The survey will gather feedback on current household waste and recycling habits, use of Household Recycling Centres (HRCs), and residents' views on service changes, including the move to three-weekly general household waste collections, alongside new weekly food waste collections coming in 2027 and additional recycling options.

b. Service Devolution and Asset Transfer Policy – informal feedback

EW circulated the email from Wiltshire Council to Councillors prior to the meeting. JB said that Wiltshire Council are in the process of changing the policy to lay the ground for further devolvement of services to Town and Parish Councils. Discussed that small parish councils are at a disadvantage to able to take on extra things, due to budget and Clerk's time. The Parish Council did not want to provide feedback at this point.

11/2469. Lime Down Solar Park update

i. JB confirmed that the Planning Inspectorate has allocated him an online slot to speak for 5 minutes on behalf of LAPC at the Open Hearing on Tuesday 21st April 2026.

ii. JB shared with Councillors ahead of the meeting a proposed response to LDSP. He noted that LDSP had not responded accurately to LAPC's relevant representation and had misquoted LAPC. The Councillors agreed for JB to submit this response.

12/2470. Cemetery updates.

JB said the cemetery wall repairs looked to be almost completed. All agreed to make the payment to R. Simpkins immediately upon completion of works and receipt of the invoice.

13/2471. Highways

a. Updates:

i. JB noted that Wiltshire Council are continuing to repair pot holes.

ii. One.Network for Surface Dressing Programme - Allengrove Lane, Luckington and Alderton; 17 - 20 April <https://one.network/?tm=GB147869088> Rescheduled.

iii. Noted the urgent closure notice for B4040 (Part), Easton Grey & Sherston commencing 8th April 2026. To enable: OPENREACH LIMITED to carry out urgent customer service restoration works.

b. 20mph zone and school travel plan updates: No further updates.

14/2475. Report from outside meetings: JB attended a recent Wiltshire Council Operational Flood Working Group (North) Meeting. No major updates but noted that water table levels are still high.

15/2476. Items for next meeting Agenda and any other business - for information only

AGAR form and audited accounts; and Cemetery fees review.

Confidential

16/2477. Clerk's annual appraisal.

JB noted that there was no previous formal practice of Clerk's annual appraisal to follow. JB and EW used ACAS template forms, JB provided his appraisal and EW provided hers. The Councillors had reviewed these ahead of the meeting. All agreed that the appraisals were fair and they were happy with the process and the Clerk's performance.

The meeting closed at 8:31pm.