

LUCKINGTON AND ALDERTON PARISH COUNCIL

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DRAFT Minutes of the Meeting of Luckington and Alderton Parish Council held on Wednesday 13 May 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)

Wiltshire Councillor: Martin Smith (MS).

Parish Clerk: Elise Whittleton (EW)

Members of the Public: 0

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- 1/2484. **Apologies for absence:** None.
- 2/2485. **Declarations of interest:** None.
- 3/2486. **Members of the public are invited to address the Council on the remaining Agenda items:** None.
- 4/2487. **Public Question Time:** None.
- 5/2488. **To confirm the Minutes of the meeting held 8 April 2026:** The Minutes were approved by all and signed by JB.
- 6/2489. **Matters arising from the Minutes**
17/2458 – JM reported she'd attended a meeting of the Children's Playground Charity & Friends of Luckington School to discuss improving communications across the community. This group has already started work on creating a website as a 'notice board' for the community, with subscribers being able to receive a weekly update of news. It will include a calendar, and the notices will be moderated. It is not yet known when this website will be up and running.
8/2466c – EW reported the phone box quotes is an agenda item today and she has not yet been able to look into new Notice Board quotes.
- 7/2490. **Planning**
a. To review and comment on planning applications received:
PL/2026/02203 Householder planning permission. Alterations to garage roof. Addition of dormer windows and conservation rooflights (resubmission of PL/2025/09381) The Old Post Office, The Street, Alderton, Chippenham, SN14 6NL **Deadline: 14/05/2026.**
No objections.
b. To note planning applications determined by Wiltshire Council:
PL/2026/01975 - Notification of proposed works to trees in a conservation area. BYWAYS, THE STREET, ALDERTON, CHIPPENHAM, SN14 6NL. Decision date: 29 April 2026. Decision: No objection.
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. Decision: Approve with conditions, 24 April 2026.
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. Decision: Approve with conditions, 7 May 2026.

8/2491. Finance

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

- i. Onecom (noted Gradwell has been integrated into Onecom as of 20/4/26) (Clerk's phone): £10.38 by DD (inc. VAT £1.73)
- ii. Ryan Russell Estate Management (Grass cutting 7/4/2026 & 21/4/26): £456.00 (inc. VAT £76.00)
- iii. Auditing Solutions Ltd (Internal audit): £324.00 (inc. VAT £54.00)
- iv. Elise Whittleton (refund Clerk printer paper): £4.70 (inc. VAT £0.78)
- v. Elise Whittleton (refund Clerk printer ink cartridges): £34.65 (inc. VAT £5.77).
- vi. Clerk's salary (May 2026): £486.30
Clerk's office allowance (May 2026): £26.00
PAYE (Income Tax deduction, paid to HMRC on behalf of Clerk): £4.20
HMRC – Employer NI Contributions (April): £11.02
- vii. Community First Trading Ltd (Insurance renewal premium for 2026/27): £559.80 (inc. IPT 12% £59.98 which is not VAT refundable).

Noted that Robert Simpkins (repair of cemetery wall) was paid £650.00 on 11 May 2026, for the works completed during April, as agreed at April meeting.

JB informed the PC that the Clerk's printer paper and ink cartridge costs have been split 50/50 with the Clerk's other Parish Council role, as agreed with their Chair.

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

b. The following receipts were noted:

First half of Precept received from Wiltshire Council: £11,729.18. The second half is expected in September.

c. Budget spending plans in 2026-27

Alderton phone box quotes. EW attempted to get 3 quotes for the works, contacting 4 companies. One full quote for the works was provided, one partial quote (for repair of door and priming wood but not painting). The two other companies contacted did not provide quotes. **Resolved.** The PC agreed to accept the quote provided for full works by JB Decorating, for £1,030 (no VAT). **Action:** EW to contact company to inform them and arrange a date for the works to take place. JW confirmed she can be contacted by the company to assist with removing the books in advance and with any other queries (potentially a power supply).

EW noted she will try to bring quotes for replacement of the noticeboards to the next meeting. JB noted that there will also be costs for these to be installed.

d. Insurance renewal for 1st June 2026

EW circulated the Community First insurance renewal documents to all Councillors before the meeting. A reminder that the PC is in the 3rd and final year of the agreement which will expire 31/5/2027. All agree the policy schedule does not need to be amended for 2026/27. **Resolved:** To pay the Premium of £559.80 in May. **Action:** EW to reply to the insurance company confirming acceptance and add this payment to those due for May. **Action:** EW to note to look out for comms on another three-year agreement for next year.

9/2492. Annual Governance and Accountability Return

EW circulated all documents to Councillors ahead of the meeting.

a. To review end of year accounts (2025-26)

Resolved: To note and accept the Bank Reconciliation for 2025-26 as £13,607.05.

b. To review Internal Auditor report (2025-26)

Resolved: To note and accept the Internal Audit Report and recommendations. The report recommended:

R1. Care is taken to ensure precisely 30 working days given for Notice of Public Rights. – EW will ensure this is correct. See agenda item below.

R2. The Council will need give a negative response to the new Assertion 10 in the AGAR Governance Statement. – Agreed. See agenda item below.

R3. The Council should review the level of its retained ringfenced reserves and General Fund balance, ensuring the latter is increased to a more appropriate level in line with best practice suggested level. – The PC increased its General Fund in setting the 2026-27 budget and will continue to monitor this. The ringfenced reserves will remain the same.

Other comments provided:

- Councillors must be provided with Council based email addresses rather than personal accounts. - The PC plan to address this alongside the introduction of a new website in 2026-27.
- Suggest sequential numbering of all payment documentation. – EW will action this for 2026-27.
- Amend the Asset Register as Auditor noted the laptop cost was incorrectly recorded. – EW has amended this. See agenda item below.

c. To review and sign Annual Governance and Accounting Statements (2025-26)

Resolved: To approve and sign the Annual Governance and Accounting Statements (2025-26). Agreed to state the PC is not yet fully compliant with Assertion 10. Note the PC intends to upgrade the website this year; provide Councillors with PC owned email addresses; produce a Data Policy and an IT Policy.

d. To review and sign Certificate of Exemption to submit AGAR to external auditor (2025-26)

Resolved: To approve and sign the Certificate of Exemption, confirming the PC's income and receipts were both under the £25k threshold.

e. To agree dates for exercise of public rights (2025-26)

Resolved: Agreed to the suggested dates of Wednesday 3 June to Tuesday 14 July inclusive.

f. To agree Assertion 10 statement to be published

Resolved: Agreed to accept the draft statement presented by EW and JB.

g. To approve amended Asset Register to 31 March 2026

Resolved: Agreed to accept the amended Asset Register, with corrected amount of £470.00 listed for the Clerk's new laptop purchased in 2025.

10/2493. Wiltshire Council updates:

a. Wiltshire Council adoption of dog poo bin on Cherry Orchard Lane

Residents informed Clerk and Councillors early April that the dog poo bin had not been collected for a few weeks. EW contacted Idverde, who informed they had stopped their commercial services on 31 March, and referred onto Wiltshire Highways. Highways informed EW of the process to request Wiltshire Council adopt this dog poo bin. This was speedily resolved by 13 April. EW sought clarification over lack of communications on the end of Idverde's contract; Highways confirmed Idverde left LAPC off the list they provided to Highways.

b. Wiltshire Council Digital Connectivity Team (email 2 April) - Gigabit Broadband Voucher Scheme Now Open – Parish-Led Engagement

EW circulated to Councillors before the meeting. Discussion that initial investigation suggests Alderton benefits from better Broadband currently than Luckington; that Luckington may be close to receiving upgraded Broadband. **Action:** RP to investigate further and bring back to next meeting.

c. Service Devolution and Asset Transfer Policy – informal feedback

Date extended to 1 May, will be taken to Wiltshire Council Cabinet in May.

d. Employments Rights Act 2025 – implementation in 2026

EW circulated to Councillors before the meeting. Changes are being implemented in 2026 and 2027 and will continue to inform the PC as these take place. Of note for April 2026, Statutory Sick Pay (SSP): The three-day waiting period is abolished. SSP will be payable from the first day of sickness, and the lower earnings limit will be removed. Further changes will be coming later in the year and 2027 and shared with the PC.

e. Bus shelter cleaning, maintenance, ownership

Ongoing major project by Wiltshire Council. Note LAPC own the village bus shelters. It mentions the current bus shelter programme (cleaning, programme for repairs and improvements, and that metal and glazed bus shelters will be included in a twice-yearly cleaning programme). It mentions difficulties establishing ownership across Wiltshire and that engagement with T&PCs will continue to clarify ownership and maintenance responsibilities.

f. Views on the draft Local Transport Plan 4 (LTP4)

Note that Wiltshire Council are seeking views on the draft Local Transport Plan 4 (LTP4). [Have Your Say Today - LTP4 Delivery Plan and Survey - Local Transport Plan - Delivery Plan Consultation](#)

11/2494. Lime Down Solar Park update

JB attended the 23 April Hearings. The Examination Phase is now open until the end of October 2026.

12/2495. Cemetery updates.

- i. JB confirmed the cemetery wall repairs have been completed.
- ii. The Councillors discussed a review of the Cemetery Fees, which have not changed since 2023. Voted to agree the Clerk produces updated fees for review at the next meeting based on September CPI inflationary increases. **Action:** EW to bring proposed cemetery fees to June meeting.

13/2496. Highways

a. Updates:

- i. JB confirmed Wiltshire Council Parish Stewards should be back in villages from 1 June after working on pothole repairs across county.
- ii. JB confirmed the new bobcat pothole repair patches seem to be of good quality.

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

14/2497. Report from outside meetings: None. JB will attend Flood Group meeting next week. JM will attend the launch event set up by Roz Savage MP's constituency team for a community-focused project called a Stronger South Cotswolds on 6 June.

15/2498. Items for next meeting Agenda and any other business - for information only

Cemetery fees review.

The meeting closed at 9:25pm.