

# LUCKINGTON AND ALDERTON PARISH COUNCIL

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

**Wednesday 11 March 2026 at 7.30pm in Alderton Village Hall**

### Present:

**Chair:** John Buckley (JB)

**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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**1/2442. Apologies for absence:** None received.

**2/2443. Declaration of interests:** None declared.

**3/2444. Members of the public are invited to address the Council on agenda items:** None.

**4/2445. Public Question Time:** None.

**5/2446. To confirm the Minutes of the meeting held on 11 February 2026.** The Minutes were approved by all and signed by JB.

### **6/2447. Matters arising from the 11 February Minutes**

- 16/2408 tree planting. RP confirmed there are no further updates.
- 3/2425 EW has provided an electronic copy of the parish maps to Parish Wardens and SG. JB provided hard copy print outs too.
- 6/2428 EW confirmed the December 2025 minutes were corrected in the minute book and the updated minutes put on the LAPC website.
- 9/2431 JB confirmed that now Council Tax bills have been released, he has put the statement from the Chair explaining the increase in precept in 2026/27 on LAPC Facebook. EW has put the same statement on the LAPC website.
- 12/2434. EW has contacted both Village Halls to request the meeting bookings. Luckington have replied to confirm. Alderton have not yet replied. JM checked and could see the bookings are in the Alderton Village Hall calendar and JM will follow up to request confirmation is sent to the Clerk. Village hall bookings. JB requested once all dates finalised, EW to circulate to all Councillors. **Action: EW.**
- 17/2439d. EW has submitted the Traffic Survey request to Wiltshire Council.

### **7/2448. Planning**

#### **a. To review and comment on planning applications received:**

- i. **PL/2026/00738** Notification of proposed works to trees in a conservation area. AVONDALE, BROOK END, LUCKINGTON, CHIPPENHAM, SN14 6PJ. T1 Weeping Willow - Re-pollard. Reduce the weeping willow back to the secondary scaffold as per previous pollard points. T2 Field Maple - Crown reduction. Reduce the crown of the field maple by up to 20–30%, shortening selected leaders to suitable growth points to improve shape, reduce overall size, and maintain a balanced, natural form. No excessive pruning wounds will be created. T3 Ash - Pollard to low framework/pole. **Deadline 17/03/2026.**

EW received an email from Wiltshire Council Planning Officer on 2 March, as the agent had been in touch asking if the Parish Council would consider an earlier decision? This is because the willow is currently still dormant and completing the works sooner would enable a safer and more sustainable structure in the future. It would also enable the works to take place before the nesting season commences. EW contacted all Councillors by email, asking for their responses. All replied to confirm they agreed to the tree works. EW informed Wiltshire Council of this response on 5 March.

- ii. **PL/2026/01465** Ash tree – fell. CHILDRENS PLAY SPACE, CHAPEL ROW, LUCKINGTON, CHIPPENHAM, SN14 6PD. **Decision date: 03/03/2026.** The Parish Council noted this order is to remove a protected tree that is now classified as Dead and Dangerous. A new tree is required to be planted in the same or nearby space.

**b. To note planning applications determined:**

- i. **PL/2025/09341** Removal/variation of conditions. Variation of condition 1, 2, 3, 10, 11, 13, 14, 16 and 19 of PL/2022/01245 (approved plans) to allow changes in the Barn 4 design. New Farm, Back Lane, Alderton, Chippenham, SN14 6NW. Decision: Approve with conditions 05/02/2026.
- ii. **PL/2025/09340** Listed building consent (Alt/Ext). Amendment to Barn 4, as approved under listed building consent PL/2022/01586, comprising: external changes to fenestration and insertion of rooflights; and associated internal works to create an internal vaulted ceiling at first floor level. New Farm, Back Lane, Alderton, Chippenham, SN14 6NW. Decision: Approve 05/02/2026.
- iii. **PL/2024/04198** Full planning permission. Internal alterations for the installation of accessible toilet with associated works to the vestry and north tower, alterations to external wall for the installation of air vent and associated external changes for the installation of Septic tank and pipe work. Church of St Mary & St Ethelbert, Church Road, Luckington SN14 6PH. Decision: Approve with conditions 17/02/2026

Councillor Roger Phillips arrived at 7:39pm.

**8/2449. Update on financial issues**

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

- i. Gradwell (Clerk's phone): £8.67 by DD
- ii. Refund Clerk for payment to Weebly Inc. (annual website editing subscription \$144.00): £104.91
- iii. Clerk's salary (March 2026): £392.30  
Clerk's office allowance (March 2026): £26.00  
PAYE (Income Tax deduction, paid to HMRC on behalf of Clerk): £98.20  
HMRC – Employer NI Contributions (February): £11.02

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

**b. The following receipts were noted:** None received.

EW has submitted to HMRC a VAT refund claim for the period 1 April 2025 to 28 February 2026. This money should be received in March and therefore in this financial year. EW proposed to now submit VAT refund claims twice a year, as the Council will now need to pay VAT on the grass cutting contract (see item 11/2451). All agreed.

**9/2450. Paddock contract renewal update**

EW contacted R. Russell, who confirmed he is happy to renew the contract for a further year, from 1 May 2026 to 30 April 2027. £1 rental fee. All agreed to renew the contract. **Action: EW to produce the contract and send to RR, and request payment of £1**

**10/2451. Grass cutting contract – VAT update**

R. Russell contacted EW to inform he will now need to charge VAT. EW presented updated costs in the draft contract for the Council to review.

EW also proposed updating the number of cuts requested in the contract, reducing from 25 per annum to 18 per annum, with cuts taking place at least every 14 days during peak growing season. R. Russell has already proposed to do 16 cuts this year, so 18 means that if there is a lot of rain, more cuts can take place. All agreed to these amendments. **Action: EW to issue updated contract to R. Russell.**

#### **11/2452. Internal Audit update:**

EW has been in touch with Auditing Solutions, confirming their reappointment. The paperwork is due to be provided by EW to the auditor in April, ready to take the Annual Meeting of the Parish Council on 13 May.

- a. Review Asset Register:** EW presented the updated asset register for 2026 to the Council. The printer has been removed. CPI of 3.2% (year to January 2026) has been added. The total fixed assets for March 2026 is £89,717. All agreed to set the Asset Register as proposed.
- b. Review Risk Assessment:** due for review in April.
- c. Accessibility statement:** EW presented a draft accessibility statement for the Parish Council to review. It is in effect a 'holding' statement, as until a new website is put in place, we cannot currently meet full accessibility requirements. **Resolved to accept the accessibility statement. Action: EW to put on LAPC website.**
- d. IT Policy:** no update
- e. Data Protection Policy:** no update.

#### **12/2453. Clerk's annual leave 25/26 carry over**

EW confirmed that by the 31 March, the end of the annual leave period, that she will have taken 12 hours of leave, with 6.4 hours remaining. EW requested to be allowed to carry this over to 26/27 and noted 5 hours of leave are due to be taken over Wednesday 15 – Tuesday 21 April. **All agreed.** EW also confirmed she will be taking annual leave on 25 & 26 March. EW confirmed she has started a new role as Parish Clerk in another Wiltshire parish. JB has contacted the Chair who has agreed to work together to share time and costs for example over staff training events.

#### **13/2454. Lime Down Solar Park update**

EW has submitted the event participation Form for JB, as Chair of the Parish Council, to speak at the Open Floor Hearing 1, taking place in Chippenham on 21 April. LAPC is also signed up to attend (on Teams) both the Preliminary Meeting that day and also the Issue Specific Hearing 1 on 22 April. JB will attend on Teams.

#### **14/2455. Cemetery update**

JB updated that R. Simpkins has now made a start on the works to replace the section of the cemetery wall that came down in January. EW confirmed no other updates.

#### **15/2456. Highways**

##### **a. Updates**

- i. Notice Highways urgent closure of The Street (part), Luckington - 18/02/26. Completed.
- ii. urgent closure notice for Sopworth Lane (Part), Luckington commencing 26th February 2026. To enable: BRISTOL WATER PLC to carry out urgent stop tap repair works and other associated work. Completed.
- iii. Notice of upcoming works by One.Network on Allengrove Lane – 2 April.

##### **b. 20mph zone and school travel plan updates**

EW confirmed that she submitted a request for a travel survey to Wiltshire Council, who confirmed this has been added to their next batch.

**c. Wiltshire council – bus stop improvement plans**

JB confirmed that we have received information that a new long-term contract has been awarded by Wiltshire Council to a company to start work on upgrading existing facilities up to 2030. If there is an issue with an existing bus stop, please report it through [MyWilts](#).

Reporting on issues should continue to be made to Wiltshire Highways via the 'MyWilts App and via the website [www.wiltshire.gov.uk/mywilts-online-reporting](http://www.wiltshire.gov.uk/mywilts-online-reporting). The Parish Council advises members of the public to create an account, as this allows for further tracking of reported issues.

**16/2457. Report from Outside Meetings:** None.

**17/2458. Items for next meeting Agenda and any other business, for information only**

EW confirmed agenda item to review Risk Assessment. JB confirmed agenda items on planning for budget spend on capital projects and the clerk's annual review (appraisal).

JM raised a discussion point on exploring if other groups in the villages would be interested in improving communications across the community? Noted that LAPC currently use Facebook, the website and the two noticeboards. Concerns raised about how much the Parish Council could be involved in this and whether it would need to belong to the community and be run by volunteers. EW said we can also explore a better news section on the website as part of the planned upgrade. **Action: JM to contact the leads of other groups to gauge interest and will report back.**

The meeting closed at 8:46pm.