

## Parish Council Meeting Summary

**Date:** October 13th, 2025

**Location:** Village Hall

**Time:** 1900 hrs

**Prepared by:** Louise Heren, Chair

Those present: L Heren, (Chair), S Wise (Vice Chair), P Chilton, J Durrant, J Boldon, P Shaw, J Parsons, C Trought, M Bowsher

**Absences:** apologies received from A Bone, S Longo.

1. **Public Question Time** – public present, no comment.
2. **Declarations of Interest** – none.
3. **Minutes of previous meeting** (8 September 2025) signed by chair.
4. **Update from Minutes** –
  - Grass cutting by the chapel; status to be confirmed.
  - Query about drainage sculpting device (originally clerk's action) to be chased for completion date.
  - Nethercote footpath stretch: re-tarmacked, fencing remains up pending specialist grass seed delivery (due to differing farmer preferences), expected completion and fence removal as soon as possible.
  - One side of the river expected closed until end of January 2026 per license, though on-site manager anticipates earlier opening.
  - Discussion about lack/misplacement of signage for closed footpaths, leading to public frustration. Commitment given to ensure signs are properly placed, with councillors to check and report.
  - Water main Naish Hill currently surface-laid pending Wessex Water testing; infrastructure work continues.
  - Highways task team continues to monitor traffic data, especially along Forest Lane.
  - Persistent interest in traffic volumes and bylaw/signage interventions for future dry seasons and potential fire risks (Bowden Hill noted).
  - Fire hydrant concerns: Wessex Water confirmed hydrants were working; no issues reported by fire brigade during last incident.
5. **Peter Wragg, update** -
  - Infrastructure Projects and Traffic/Footpath Updates
  - Wiltshire Council Updates & Budget Pressures
  - Wiltshire Council entering a challenging budget round amidst inherited deficits (£5M in town hall, possibly higher).



- Uncertainties remain regarding central government contributions; expected to resolve in the upcoming four months.
- Council needs cross-party support to pass eventual budget; ongoing discussions highlighted, with notably lengthy council sessions.
- Destinations Management Plan to be funded, with Visit Wiltshire tasked to consult local stakeholders (tourism focus).

Request from Mr. Peacock in Showell to reduce local speed limits from 40 to 30mph, citing new development and safety (children, access, street lighting). It was resolved to support this speed reduction. **LH/PS to respond 10/25-1**

6. **National Trust Update** SM provided a verbal brief of the NT's position / opinion with respect to the Planning Applications to be discussed later in the meeting.

National Trust undergoing major restructure since June-July 2025, with aim to address mounting deficit ("quadruple" previously cited council deficit).

Headcount reductions: General Managers reduced from 130 to 115; cost reduction target at ~6% of all staff.

"Differentiation model" now directing focus of each property/portfolio. Lacock designated "Growth" property:

Focus to convert high visitor footfall into more visitors over the pay-barrier, with less focus/resources on ecological projects (to be prioritized elsewhere).

New operational structures: Portfolio-wide staffing across sites, merging F&B and retail management, volunteer/community teams restructured—with turnover due to voluntary redundancy.

Short-term impact: Slightly reduced community engagement capacity, anticipated "churn" as staff vacancies filled and teams adapt.

Local Impact:

- No closures to Lacock sites, but leaner team and some disruptions in volunteering/community participation until roles filled.
- Lacock's "Growth" status to be communicated clearly to villagers: Focus is on encouraging existing visitor presence through the "pay barrier", not adding large numbers of new visitors; transformation is multi-year.
- Council welcomes offer to present these organisational changes to the wider community for transparency and understanding.
- NT will update on date for next traffic meeting.

1. **Areas of Responsibility**

- CT bin in playing field ongoing requirement for repairs/reconstruction in wood – request clarification from NT on construction and ownership/responsibility

- JD – play area to rear of nursery to remain NT until a potential new nursery is in place; NT to incorporate into Council lease for village hall towards 2030 renewal. Decorations for village hall planned.
  - JB – road signs, police and traffic order in place for Remembrance Sunday, 9 November
  - MB – Wise Owls play equipment to be sold & proceeds to accounts; Christmas tree from Lackham College planned for late November, Red Lion aware; lights at Red Lion.
  - Collaboration ongoing with school on traffic safety, especially for morning drop-off/pick-up (potential use of National Trust coach park, establishing a "walking bus").
  - Emphasis on reducing congestion and hazardous parking.
  - Discussions advancing about potentially altering school gate arrangements and enhancing street hatching for safety.
  - SW – orchard working group active; school has requested continued use of orchard and planting activities. No change to PROW status.
  - PS – Plans for new traffic calming humps finalized; color of humps under consideration ("Buffy dirty red" standard noted), with public consultation/notification requirements to be confirmed/denied. PS to ascertain colour options
- PS 10-25 - 3**
- Decision to contribute £30,000 (40% of £75,000 cost) towards project, exceeding minimum required, to improve likelihood of LHFIG funding. Approval unanimous.
  - Council reviewing historical and recent traffic data (Forest Lane, Bowden Hill).
  - Challenges with data comparability and proving causality for traffic increases due to new developments discussed.
  - Proposal to request traffic monitoring (Metro-count) at multiple points to gather supporting evidence for future interventions and potential SIL contributions.
  - Yellow lines in need of renewal; responsible authorities to be contacted.
  - Concerns raised about speed limits and inconsistent enforcement on outskirts/approach to Chippenham and through new developments, A350 approaches to Lackham Roundabout & ongoing to Whitehall.
  - Agreed to write to Wiltshire Council about bypass speeds and local safety reservations
  - Council to respond to Reybridge residents about speed and safety concerns; PS to draft.
- PS 10/25 - 4**



- **PC** – Extensive update and archiving of council website and Dropbox folders for improved information management.
  - Security reminders regarding Dropbox and document handling; manual and automated backups in place.
- **JP** - Coordination on community events (e.g., Christmas party, school events in the orchard/wildlife area), with openness to expanding early years activities and support for revitalizing village-wide events and fairs.
- **Correspondence:** Numerous items of routine correspondence, including blue badge inquiries, event notices, and council documentation.
- Notice regarding the display of event signage/flyers on public property; ad hoc solution of removing expired signage. Post Minute Note: Subject notice removed immediately on completion of the meeting. **SW 10/25-5**
- Update from Wiltshire Council on revised parish boundaries; new definitive map to be uploaded to council website. Post Minute Note: Link to WCC on-line Map already in place on LPC Website page, no action further action required

**9. Recruitment of Replacement Clerk:** Agreement to progress swiftly with job advert (already drafted to WALC/NALC template), advertising on both formal channels and local social media, and seeking candidate with suitable skills and training. JD commented that concern had been raised regarding the tone of emails being sent to the Clerk during the summer, especially as she received no response when she raised these concerns.

- Hours (currently 10/week) under review; council open to probationary/trial period for new appointee. LH to seek estimates for recruitment & circulate for approval mid-month.

**LH 10/25 - 6**

**10. Finance:** it was resolved to pay invoices (MH & JB) on Payable Invoice Detail as circulated to Councillors. Also approval for bank balances £65,535.88 and £66,846.31 as at 10 October 2025 as per statements circulated to Councillors.

#### 11. Planning Applications:

**PL/2025/07664 & PL/2025/07945** – Full planning & listed building consent at 15 East Street – no objection.

**PL/2025/07640** – Listed Building Consent 11 West Street – no objection.

**PL/2025/07266** – Full planning permission 2 storey extension to rear 8-9 Nethercote – improvement noted over previous plans but concerns persist about size, design, and rear glazing. Potential visibility from public viewpoints and adverse impact on cottage character cited. Ongoing ambiguity over property numbering (7, 8, 9). – objection.

*LH*

**PL/2025/07266** – Full planning permission White Cross, 1 Notton - Proposal to add three dwellings; major safety concerns over access near traffic lights, air/noise pollution, and policy against further development outside defined areas. Unanimous objection

**PL/2025/07651 & PL/2025/07409** – Listed Building Consent & Full planning permission, Carpenters Arms, Church Street - Removal of wooden structure and increased bulk; heritage concerns about loss of historic features, community benefit balanced against adverse visual/design impact. No comment; narrative to be offered.

**Any other business:** John resigned after 13 years voluntary service and was thanked. A letter of thanks will be sent to Lana once the handover is completed.

**Meeting ended 2150.**

Signed:

A handwritten signature in black ink, appearing to be a stylized 'J' or 'K' followed by a flourish.

Date:

10/11/2025

# Payable Invoice Detail

Lacock Parish Council

For the period 10 October 2025 to 7 November 2025

INVOICE DATE	SOURCE	REFERENCE	ITEM CODE	DESCRIPTION	QUANTITY	UNIT PRICE (EX)	VAT	GROSS	INVOICE TOTAL	STATUS
<b>Grist</b>										
31 Oct 2025	Payable Invoice			Cemetery Waste Collection	1	50.0100	10.00	60.01	60.01	Approved
<b>Total Grist</b>					<b>1</b>		<b>10.00</b>	<b>60.01</b>		
<b>HMRC</b>										
27 Oct 2025	Payable Invoice			HMRC PAYE	1	377.4300	-	377.43	377.43	Approved
<b>Total HMRC</b>					<b>1</b>		<b>-</b>	<b>377.43</b>		
<b>LACOCK VILLAGE HALL</b>										
7 Nov 2025	Payable Invoice	LWH-2025-90		Manor Room Hire Clerk Interviews	1	38.5000	-	38.50	38.50	Approved
<b>Total LACOCK VILLAGE HALL</b>					<b>1</b>		<b>-</b>	<b>38.50</b>		
<b>xero UK Ltd</b>										
1 Nov 2025	Payable Invoice	INV-26209092		Accounting Software	1	35.1500	7.03	42.18	42.18	Approved
<b>Total xero UK Ltd</b>					<b>1</b>		<b>7.03</b>	<b>42.18</b>		
<b>Total</b>					<b>4</b>		<b>17.03</b>	<b>518.12</b>		

10/11/25

# 31 day Notice Account Reconciliation Summary

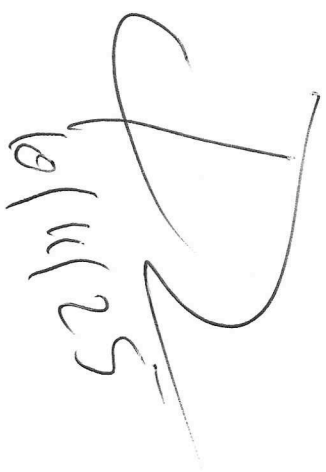
Lacock Parish Council  
 As at 31 October 2025  
 31 day Notice Account

DATE	DESCRIPTION	REFERENCE	AMOUNT
<b>Totals Summary</b>			
31 Oct 2025	Balance in Xero		66,846.31
	Plus outstanding payments		-
	Less outstanding receipts		-
	Plus unreconciled statement lines		-
31 Oct 2025	Statement balance (calculated)		66,846.31
	No imported statement balance available		-
<b>Balance in Xero</b>			
31 Oct 2025			66,846.31
<b>Statement Balances</b>			
31 Oct 2025	Statement balance (calculated)		66,846.31
	No imported statement balance available		-

# Bank Statement

Lacock Parish Council  
 For the period 1 October 2025 to 31 October 2025  
 31 day Notice Account

DATE	DESCRIPTION	DATE IMPORTED INTO XERO	REFERENCE	RECONCILED	SOURCE	AMOUNT	BALANCE
<b>Opening Balance</b>							
1 Oct 2025						-	66,846.31
<b>Closing Balance</b>							
31 Oct 2025						-	66,846.31



J. Palmer

# Lacock Parish Council Reconciliation Summary

Lacock Parish Council  
As at 7 November 2025  
Lacock Parish Council

DATE	DESCRIPTION	REFERENCE	AMOUNT
<b>Totals Summary</b>			
7 Nov 2025	Balance in Xero		64,081.94
	Plus outstanding payments		(419.61)
	Less outstanding receipts		
	Plus unreconciled statement lines		(419.61)
7 Nov 2025	Statement balance (calculated)		63,662.33
6 Nov 2025	Imported statement balance		63,662.33
7 Nov 2025	Calculated balance out by		
<b>Balance in Xero</b>			
7 Nov 2025			64,081.94
<b>Plus Unreconciled Statement Lines</b>			
23 Oct 2025	HMRC SDDS	451554 000069230	(377.43)
5 Nov 2025	XERO UK LTD	449878 TUDVEICBQSR OIPGS	(42.18)
<b>Total Unreconciled Statement Lines</b>			
			(419.61)
<b>Statement Balances</b>			
7 Nov 2025	Statement balance (calculated)		63,662.33
6 Nov 2025	Imported statement balance		63,662.33
7 Nov 2025	Calculated balance out by		

# Bank Statement

Lacock Parish Council  
For the period 10 October 2025 to 7 November 2025  
Lacock Parish Council

DATE	DESCRIPTION	DATE IMPORTED INTO XERO	REFERENCE	RECONCILED	SOURCE	AMOUNT	BALANCE
<b>Opening Balance</b>							
10 Oct 2025							65,535.88
<b>Statement Lines</b>							
13 Oct 2025	XERO UK LTD	14 Oct 2025	449878 TUDVEICBQSR	Yes	Bank Feed	(42.18)	65,493.70
			OIPGS				
14 Oct 2025	Grdt Environmental	15 Oct 2025	40613809007325	Yes	Bank Feed	(57.40)	65,436.30
			HW F238972L				
14 Oct 2025	Playsafety Ltd	15 Oct 2025	60223170525866	Yes	Bank Feed	(96.00)	65,340.30
			92800				
14 Oct 2025	Marcus Robinson	15 Oct 2025	07011638373096	Yes	Bank Feed	(320.00)	65,020.30
			HW OIGe 50				
14 Oct 2025	PKF LITTLEJOHN	15 Oct 2025	40023111070797	Yes	Bank Feed	(378.00)	64,642.30
			WU0135				
14 Oct 2025	Idverde Ltd	15 Oct 2025	109519 10951909	Yes	Bank Feed	(9.60)	64,632.70
14 Oct 2025	Idverde Ltd	15 Oct 2025	109519 10951907	Yes	Bank Feed	(270.82)	64,361.88
14 Oct 2025	Idverde Ltd	15 Oct 2025	109519 10951908	Yes	Bank Feed	(279.94)	64,081.94
23 Oct 2025	HMRC SDDS	24 Oct 2025	451554 000069230	No	Bank Feed	(377.43)	63,704.51
			000069230				
5 Nov 2025	XERO UK LTD	6 Nov 2025	449878 TUDVEICBQSR	No	Bank Feed	(42.18)	63,662.33
			OIPGS				
<b>Closing Balance</b>							
7 Nov 2025							63,662.33

10/11/25