



Minutes of 12 January 2026

Those Present: Cllrs L Heren (Chair), S Wise (Vice Chair), P Shaw, P Chilton, A Bone, J Durrant, M Bowsher. Also present were: T Edge (Clerk), S McMillan (National Trust) and three members of the public.

1 APOLOGIES FOR ABSENCE

Apologies were received from Cllrs J Parsons and S Longo, Peter Wragg (Wiltshire Cllr). Cllr Trought's resignation as councillor was noted. **ACTION TE 12/01/26-1.**

2 PUBLIC QUESTION TIME

Mr Cozens asked about the National Trust's plan to plant trees on Bewley Common. The matter was discussed under the National Trust Update.

3 DECLARATIONS OF INTEREST ON AGENDA ITEMS

There were no declarations of interest

4 PETER WRAGG, UNITARY COUNCILLOR – UPDATE:

No update

5 MINUTES OF PREVIOUS MEETING (8 December 2025): The minutes were unanimously accepted and signed by the Chair.

6 UPDATE FROM MINUTES:

Maintenance of Corsham Road rains (action 14/7/25-2) closed. Production of digital diary (action 8/9/25-9) assigned to new parish clerk. Statement of work for water-proofing the Pavillion (action 8/9/25-12) remains open with Cllr Heren. Basketball hoop repairs (10/11/25-3 and 8/12/25-3) remains open, transferred from Cllr Trought to Cllr Heren. RoSPA recommended repairs to Corsham Road play park (action 10/11/25-4) remains open, transferred from Cllr Trought to Cllr Heren. Scoping of options for Lovers Walk gate (action 8/12/25-1) completed. Proposal for mitigation of brush fires in Bewley Common area (action 8/12/25-2) remains open with Cllr Bone, to be discussed during the meeting. Update on Lacock Schools "travel to school plan" (action 8/12/25-4) remains open, Cllr Bowsher to follow up with headteacher. Request for metro counter installation on West Street (action 8/12/25-5) completed. IT training package for councillors (action 8/12/25-6) completed. Engagement of new clerk (action 8/12/25-7) completed.

7 CO-OPTION OF NEW COUNCILLOR

Peter Fennell's application to fill a councillor vacancy was considered. **Resolution:** The Parish Council resolved unanimously to co-opt Peter Fennell as councillor. **ACTION TE 12/01/26-2.**

8 NATIONAL TRUST UPDATE:

Martin Parr Exhibition plans are developing. SMC to update as these progress. Chapel Field fencing – nothing further. EV charging - working on plans to lock carpark at nights whilst still giving access to the residents. Repairs to gate at cemetery allotments – agreement to be checked to determine responsibility holder **ACTION TE 12/01/26-3.** Parking – flyers being sent to residents asking them not to park on pavements. Reinstatement of NT's big summer concert in the field – options being considered. Fallen trees in the river - being actioned on case by case basis. Ice cream van street trader application - NT not supportive. Planning appeals at Woodrow and Snarlton Farm - formal responses being developed but position remains unchanged. Cllr Wise to attend hearings to reiterate Parish Council's written representations submitted in 2025. Traffic management meetings – will schedule to commence shortly. National Trust tree planting plans for Bewley Common – sought parish council



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feedback on initial plans in November and requested change the proposed tree type be changed. The Parish Council requested NT to involve residents in consultation. NT are investigating its obligations before a full plan is developed.

9 AREAS OF RESPONSIBILITY REPORTS:

IT – Phil

Training email has been distributed for councillor action. Protocol says we have to have policy and training so are acting on this.

Parish Steward operating one day this month – priority is Corsham Road. Request to clear Lover's Walk likely to be delayed. Need to notify WC by COB Wednesday re: work request.

Pete – nothing to report

Simon – Successful working party at orchard last month, none this month.

Footpaths – 20 plus mywiltcs cases still open but some have been actioned without receiving notification. No new cases raised in the last two months.

Received request for grit bin at Corsham Road to de-ice entrance to estate. Proposed by Louise, seconded Simon, unanimously approved. **Action: Simon to submit request to Wiltshire Council.** *post minutes completed*

Louise – Chris has resigned, **Louise to pick up his AOR. Corsham Road Play park, pavilion and sports field. New councillor Pete to pick up Corsham Road play park inspections and ongoing.**

Reported about Woodrow (70 houses) and Snarlton Farm (300 houses) appeals, Louise will continue to follow up on basketball hoop repairs. **Theo to clarify what's included in the quotes – Louise to forward – completed.**

Finance – Jane – VH decorating to be done next month so PC meeting for Feb to be moved to manor room.

Precept figures close to finalise – awaiting figures for Chris' AOR. 3.41% increase overall. Proposed by Jane, seconded by Louise, unanimously approved. **Theo to submit precept request to WC.**

CIL request for return – Theo to ask WC for bank account details and respond to CIL threshold limit email – completed.

Jane has reissued solar farm invoice email.

Meg – Schools – NT agreed on making a parking permit for school parents to use at pick up/ drop off. School having a library fair to raise money for library refurb – furniture and repaint and must-read books. Asking PC to provide funds (£1,500) to support request has come from PTFA - £1,050 unallocated from current year grants. Meg proposed, Louise seconded, unanimously approved to fund books. **Meg to inform FLS of grant award. – completed** Sign up for new preschool, opening 3 days/ week initially.

Andrea – allotments – raised gate repairs – pending further investigation over where responsibility sits. Resigned from traffic AOR, not able to take on other areas at the moment.

10 LOVERS WALK KISSING GATE PROPOSAL

Options were considered for replacing the damaged gate at the top of Lovers Walk including: 1) do nothing, 2) replace like-for-like, 3) replace with a metal kissing gate through Cotswold National Landscape, 4) purchase a metal kissing gate and engage a contractor to install. Push chair access was discussed and it was agreed that the condition of the path was not conducive to such access.

Resolution: The Parish Council resolved unanimously to adopt option 3. **ACTION SW 12/01/26-4.**

11 NEW CLERK PACKAGE

Mobile phone – £20/month pay as you go phone plan to use as additional SIM. **ACTION TE12/01/26-5.**

Laptop – the Mac laptop used by the previous clerk is unable to be accessed due to credential issues. PC is working to enable access and facilitate sale to offset purchase of replacement laptop. **ACTION PC 2/01/26-6** A proposal for the purchase of a replacement laptop and associated software subscriptions was presented.

Resolution: The Parish Council resolved to accept the proposal and budget for £600, 7 votes to 1. **ACTION TE 2/01/26-7.**

Pension – options for making employer pension contributions were considered. **Resolution:** The Parish Council unanimously resolved to make employer pension contributions at a rate of 3% of the clerk's total earnings.

ACTION TE 2/01/26-7.

12 CORRESPONDENCE:

Kissing gate at top of Nethercote Hill – resident asked if gate can be replaced with gate accessible for mobility scooter. Responsibility sits with landowner. **ACTION LH 2/01/26-8** post minutes completed.

Briefing Note no. 25-10: Us Girls Melksham Pilot, Summary of a successful programme - noted

CIL payment threshold – Parish Council expected to return under threshold following compliance with Wiltshire Council's request to return CIL funds transferred in error. **ACTION TE 2/01/26-9.** post minutes completed.

Office of the Police and Crime Commissioner, re south Wilts police hub – noted

Email from parishioner requesting permission to place cross in cemetery and to scatter ashes at Packhorse bridge – permission needed from WC Highways as owner of bridge, parish council to review policy regarding placement of objects at grave sites. **ACTION LH 12/01/26-11** response to parishioner sent, policy review TBC

Request for grit bin from Corsham Estate due to icy conditions in the mouth of the entrance/exit onto Corsham-Lacock lane. Resolution: The Parish Council resolved to support the request for a grit bin to be provided for the Corsham Estate. **Action SW 12/01/26-12** post minutes completed

13 FINANCE

- i) To pay the accounts – see Xero list supplied - approved
- ii) To approve Bank Reconciliations – see Xero reports supplied – unanimously approved with addition of clerk's January salary.

14 PLANNING

Licensing at Whitehall Vineyard – variation of hours & number of days – **objection**

PL/2025/09526 - 7, Reybridge, Lacock, Chippenham, SN15 2PB - Extension and alterations of a listed building, including timber outbuilding, groundworks to stabilise the driveway and provision of an air source heat pump – **in support**

PL/2025/09715 - 7, Reybridge, Lacock, Chippenham, SN15 2PB - Listed building consent (Alt/Ext) as above – **in support**

APP/Y3940/W/25/3374421 - Land off Woodrow Road, Woodrow Road, Melksham, SN12 7AY - **PL/2024/10674** – We have been invited by Melksham Without parish to attend the appeal case which Simon Wise will attend on behalf of Lacock Parish Council

PL/2025/09722 - The Burford Brown, 22 Church Street, Lacock, Chippenham, SN15 2LB - Installation of replacement and additional painted signs – **objection**

PL/2025/09720 - The Burford Brown, 22 Church Street, Lacock, Chippenham, SN15 2LB – Listed Building Consent – **objection**

PL/2025/10010 - Notification of proposed works to trees in a conservation area - 5 NETHERCOTE HILL, LACOCK, CHIPPENHAM, SN15 2LD – **no objection**

PL/2025/09837 - Listed building consent (Alt/Ext) - Essential roof works and maintenance to the main roof of the listed building - Notton School House, 28, Notton, Lacock, Chippenham, SN15 2NF – **no objection**

20/02383/REM – Rowden Park, Patterdown Road, Application for the approval of reserved matters (appearance, landscaping, layout and scale) for the erection of 28 dwellings (Crest Nicholson Phase 5) including landscaping, public open space, car parking and submission of details to partially discharge conditions 12, 14, 15 and 29 in relation to Outline Planning Permission 14/12118/OUT. – **no objection**

PL/2026/00002 - LOWER LODGE, 35 BOWDEN HILL, LACOCK, CHIPPENHAM, SN15 2PP - Consent under Tree Preservation Orders, Oak tree - reduce branches overhanging house by 2.5m – no objection

PL/2026/00085 - LOWER LODGE, 35 BOWDEN HILL, LACOCK, CHIPPENHAM, SN15 2PP, Notification of proposed works to trees in a conservation area, Indian Bean tree - reduce crown by 30% no objection

PL/2026/00122 - BOWDEN PARK HOUSE, BOWDEN PARK, BOWDEN HILL, LACOCK, CHIPPENHAM, SN15 2PP – tree works as listed on circulated notification – no objection

Local Government (Miscellaneous Provisions) Act 1982 Application for Street Trading Consent – objection to ice cream van

13 ANY OTHER MATTERS FOR INFO/DISCUSSION:

There being no further business the meeting closed at 2126.

SIGNED:



DATED:

9 Feb 2026

ACTIONS

All actions placed at Lacock Parish Council Meeting may be viewed on Dropbox at the following link;

[https://www.dropbox.com/scl/fi/8hu6bqablnfs142a1frir/LPC-Minutes Action-Register.xlsx?rlkey=brcckevxrc7q3a959tm8elxa&st=y1lv7rri&dl=0](https://www.dropbox.com/scl/fi/8hu6bqablnfs142a1frir/LPC-Minutes%20Action-Register.xlsx?rlkey=brcckevxrc7q3a959tm8elxa&st=y1lv7rri&dl=0)