Minutes of the Meeting of Lacock Parish Council held in Lacock Village Hall on 13 July 2026 at 7:00PM.

Present: Cllrs L Heren (Chair), S Wise, M Bowsher, T Brown, P Chilton, P Fennell, S Longo.
Also present: T Edge (Clerk) and two members of the public.

LPC/26-27/060 To receive apologies and note absences
Apologies were received from Cllr A Bone. Cllr J Parsons' resignation was noted.

LPC/26-27/061 To receive declarations of interest on agenda items
There were no declarations of interest.

LPC/26-27/062 Public Participation
The Applicant involved in planning appeal ref 6009995, PL/2025/03943 Land at Notton, Corsham Road, Lacock provided background to the appeal from his perspective and asked the parish council to maintain its position from the original application.

LPC/26-27/063 To approve minutes of the previous Parish Council meeting (held on 8 June 2026)
Resolution: The Parish Council unanimously resolved to approve the minutes of the Parish Council meeting held on 8 June 2026.

LPC/26-27/064 To receive updates from National Trust
There were no National Trust representatives present. The Chair reported that she had been asked to convey the success of the Martin Parr exhibition to date.

LPC/26-27/065 To receive a presentation from Age UK Wiltshire Service Delivery Manager, Kirsten Kerr
The Parish Council received a presentation on the services of Age UK Wiltshire, a partnership of charities commissioned by Wiltshire Council and the Integrated Care Board, to support unpaid carers in Wiltshire. This support includes specialist support, financial and social support and activities such as monthly Carer Cafes which provide social connection and respite for carers. The organisation does not provide direct care support. More information is available at www.ageuk.org.uk/Wiltshire. Residents interested in volunteering can contact volunteer@carerstogetherwiltshire.org.uk

LPC/26-27/066 To receive a report from Wiltshire Council and presentation from Corsham Area Board Chair, Phil Chamberlain
The Parish Council received a presentation on the activities of Corsham Area Board and its plans for supporting communities through grant funding and Local Highways and Footways Improvement Group (LHFIG) funding and promoting community involvement in informing its decision making.

LPC/26-27/067 To receive updates arising from previous meetings not requiring decisions
There were no updates arising from previous meetings.

LPC/26-27/068 To receive and note the interim Annual Internal Audit Report for the financial year ending 31 March 2026
The Parish Council noted the interim Annual Internal Audit Report for the financial year ending 31 March 2026. Weaknesses in financial governance highlighted in the report were acknowledged along with the Parish Council's intention to address priority items at the soonest possibility. The Parish Council will develop an action plan to implement internal audit recommendations upon acceptance of the final report.

LPC/26-27/069 To approve the engagement of a consultant to correct and finalise the Parish Council's accounts for FY 2025/26

The Parish Council received a report from the Responsible Financial Officer (RFO) and Councillor responsible for finance stating that additional internal auditor time had been required due to the extent and complexity of issues identified, increasing from one to four days' professional services.

Resolution: The Parish Council unanimously resolved to approve additional time for the internal auditor, Working the Greener Way Online, to finalise the Parish Council's year-end internal audit for the 2025/26 financial year. Approved total internal auditor costs increased from £295.00 to £1,180.00.

LPC/26-27/070 To schedule an extraordinary meeting to consider and approve the Parish Council's Annual Governance and Accountability Return (AGAR) for 2025/26

The Parish Council noted the extension deadline of 31 July 2026 granted by the external auditor to submit its Annual Governance and Accountability Return (AGAR) for 2025/26.

Resolution: The Parish Council unanimously resolved to schedule an extraordinary meeting for 27 July 2026 at Lacock Village Hall to approve the Parish Council's Annual Governance and Accountability Return (AGAR) for 2025/26 and instructed the Clerk to facilitate the necessary arrangements.

LPC/26-27/071 To consider replacing the Parish Council's current account banking provider

The Parish Council noted the interim internal audit recommendation to replace its current account banking provider.

Resolution: The Parish Council unanimously resolved to open a new current account with Unity Trust Bank and close its current account with The Co-operative Bank once the new account is operational and instructed the Clerk to facilitate.

LPC/26-27/072 To consider closing the Parish Council's 31 day and 95 day notice accounts and transferring funds to a CCLA Public Sector Deposit Fund (PSDF)

The Parish Council noted the interim internal audit recommendation to replace its higher interest savings accounts with a CCLA Public Sector Deposit Fund (PSDF).

Resolution: The Parish Council unanimously resolved to open a CCLA Public Sector Deposit Fund (PSDF). Funds held in the Parish Council's 31 day and 95 day notice accounts are to be transferred to the CCLA Public Sector Deposit Fund (PSDF) once operational and the redundant accounts closed. The Parish Council appointed the Clerk, T Edge, and Cllrs L Heren and S Wise to authorise the investment on its behalf and instructed the Clerk to facilitate the opening and administration of the fund.

LPC/26-27/073 To consider de-activating all Parish Council debit cards and activating a pre-paid credit card for issuing to the Parish Clerk

The Parish Council noted the interim internal audit recommendation that bank cards be held solely by the Clerk and for these cards to be in the form of pre-paid credit cards.

Resolution: The Parish Council unanimously resolved to de-activate all Parish Council bank cards issued to councillors and instructed councillors issued with Parish Council bank cards to destroy these cards. The Parish Council unanimously resolved that only the Clerk is to hold a Parish Council bank card and instructed the Clerk to arrange a pre-paid credit card with a £500 limit once the new current account is operational.

LPC/26-27/074 To review the Parish Council's bank mandate and signatories

Resolution: The Parish Council unanimously resolved that the holders of Clerk/RFO, Chair and Councillor responsible for finance posts become standing signatories for the Parish Council's bank accounts. A minimum of two approvers is to be required for all bank accounts and funds. The Parish Council appointed Cllrs S Longo and T Brown as additional signatories effective once new accounts are operational.

LPC/26-27/075 To consider replacing the Parish Council's accounting software provider

The Parish Council noted the interim internal audit recommendation to replace its accounting software provider, Xero, with accounting software designed specifically to meet parish council requirements including Annual Governance and Accountability Return (AGAR) reporting, earmarked reserves and VAT reclaims. The Parish Council considered quotations from three providers of accounting software designed for parish councils.

Resolution: The Parish Council unanimously resolved to appoint Rialtas Business Solutions as its accounting software provider, accepting its quotation of £1,143.50 plus VAT, comprised of one-off costs of £827 plus VAT and annual costs of £316.50 plus VAT for Alpha Financial Software licensing and setup, annual support and maintenance for 1 user and read-only access for two users for the remainder of the 2026/27 financial year, under the Local Government Act 1972 s.111. The Parish Council instructed the Clerk to facilitate contracting and set-up. Rialtas software is to be used for the 2026/27 financial year onwards, effective from 1 April 2026.

LPC/26-27/076 To consider assets for disposal
Consideration of assets for disposal was deferred.

LPC/26-27/077 To consider earmarked reserves allocations
Resolution: The Parish Council unanimously resolved to make the following allocations to earmarked reserves: FY 2025/26 Community Infrastructure Levy (CIL) funds: £32,007.19, FY 2026/27 Community Infrastructure Levy (CIL) funds: £37,341.72, Local Highways and Footways Improvement Group (LHFIG) traffic calming: £35,000.

LPC/26-27/078 To consider councillor training options for routine playground inspections and associated expenditure
The Parish Council noted the interim internal audit recommendation that routine playground inspections for its Corsham Road playpark be conducted by a person having completed accredited training.

Resolution: The Parish Council unanimously resolved that Cllr Fennell attend accredited routine playground inspection training at the earliest possibility, approving funding up to £500 plus VAT under the Local Government Act 1972 s.111, and instructed the Clerk to facilitate.

LPC/26-27/079 To review contracted hours for the Parish Clerk
The Parish Council recognised the additional time required to implement recommendations from the 2026/27 internal audit report and to maintain the necessary financial management and governance standards.

Resolution: The Parish Council unanimously resolved to permanently increase the Clerk's working hours from 15 to 20 hours per week effective from 1 July 2026.

LPC/26-27/080 To consider proposals for general and specialist insurance cover
Consideration of general and specialist insurance cover was deferred.

LPC/26-27/081 To consider proposals for Highways Support Requests
Resolution: The Parish Council unanimously resolved to support the Highways Improvement Request for weight restriction signage at the Notton end of Mons Lane, replicating signage at the Whitehall Garden Centre end of Mons Lane and instructed Cllr Chilton to submit the request to the relevant authority on behalf of the Parish Council.

The Parish Council considered approaches to raise awareness of a potential proposal to establish a one-way system on East Street, Lacock in response to resident concerns. Cllrs Chilton and Heren will coordinate consultation with residents and National Trust respectively.

LPC/26-27/082 To consider payments for approval

Resolution: The Parish Council unanimously resolved to approve the schedule of payments for July 2026:

Payee	Description	Amount
T Edge	Clerk salary and allowances Jul 2026	894.86
Falcon Landscapes	INV56 Cemetery grass cutting 7 Jun 2026	350.00
Falcon Landscapes	INV57 Cemetery grass cutting 27 Jun 2026	350.00
idverde	INV10971709 Grass cutting Jun 2026	270.82
idverde	IINV10971710 Village and play area Jun 2026	279.94
idverde	INV10971711 Bins Jun 2026	9.60
Wiltshire Council	INV92072865 Lacock A350 Coach access signage	1,925.00
T Edge	Reimbursement - postage Falcon Landscapes notice of termination	3.95
Working the Greener Way - Online	Annual internal audit 2025-26	1,180.00

The Parish Council noted the direct debit payments scheduled for July 2026:

Payee	Description	Amount
NEST Pensions	Employer/ee pension contributions Jul 2026	83.50
Atema	INV7731 Microsoft365 Apps for Business monthly subscription Jul 2026	11.66
Grist Environmental	INVPP324192 Waste collection Bin outside Lacock Cemetery Jun 2026	93.18
Grist Environmental	INVP333958 Fuel surcharge to 2 Jul 2026	0.60
Xero	INV30136745 Monthly subscription Jul 2026	44.40

The Parish Council noted the following payments made by card:

Payee	Description	Amount
Defib Shop	INV 1000329497 Replacement defibrillator pads - Red Lion	101.94
Waitrose	Annual Parish Meeting Refreshments	67.27

LPC/26-27/083 To consider planning applications received:

Reference and location	Proposal
PL/2026/03386 - Fox Talbot Museum, High Street, Lacock, Chippenham, SN15 2LG	Listed building consent (Alt/Ext) - Introduce lateral restraint and re-render a 20th century stack at the southeast gable elevation of the Fox Talbot Museum, Lacock.

Resolution: The Parish Council unanimously resolved to make no objection to planning application PL/2026/03386 and instructed the Clerk to submit the relevant representation.

Reference and location	Proposal
Appeal Ref 6009995 - PL/2025/03943 Land at Notton, Corsham Road, Lacock, Wilts, SN15 2NF	Outline application for the erection of x2 self-build dwellings (access details in full, all other matters reserved)

Resolution: The Parish Council unanimously resolved to make no objection to appeal reference 6009995 - planning application PL/2025/03943, maintaining its position in relation to the original application, and instructed the Clerk to submit the relevant representation.

Reference and location	Proposal
PL/2026/03496 - Reybridge Farm Stables, 32 Reybridge, Lacock, SN15 2PF	Full planning permission - Change of use and conversion from stables to dwelling house
PL/2026/03769 - Reybridge Farm Stables, 32 Reybridge, Lacock, SN15 2PF	Listed building consent (Alt/Ext) - Change of use and conversion from stables to dwelling house

Resolution: The Parish Council unanimously resolved to support planning applications PL/2026/03496 and PL/2026/03769 on the basis that the proposed works respect the historic character of the building whilst enabling its continued beneficial use and instructed the Clerk to submit the relevant representation.

LPC/26-27/084 To receive reports on Councillor Areas of Responsibility

Cemetery – The final works under the grounds maintenance contract with Falcon Landscapes has been completed. Attention is required to address weeds growing along paths and walls.
IT – An online form has been created to facilitate grant applications. Councillor profiles are to be updated with links to register of interests updates.
Parish steward – There is a full worklist for July.
Grounds maintenance – Clerk to request grass cutting contractor attend to overgrown verge on Cantax Hill.
Waste collection - Clerk to request waste collection contractor attend to unemptied bin at Corsham Road playpark.
Highways – Concerns have been received from residents about unsuitable traffic using the Abbey Bridge to access the A350. An evidence base needs to be produced in order to progress a plan to address the issue.
Finance – Covered under earlier business.
Community Orchard – The July working group was cancelled due to heat.
Playing areas – The incorrect email address listed on the sports courts' signage is to be removed. A request from Lacock Primary School to replace the storage container behind the tennis court with a larger unit is to be considered at the extraordinary Parish Council meeting on 27 July.
School – The new preschool is operational with 25 children enrolled from summer. Lacock Primary School's scarecrow trail fundraiser was a success.
Public rights of way – There was nothing to report.

LPC/26-27/085 To note correspondence received

Correspondence from Wiltshire Council regarding a Register of interests update relating to listing of councillors' residential addresses was noted.

Meeting closed 22:04

Date of Next Meeting – **Monday 14 September 2026**