

LYDIARD MILLICENT PARISH COUNCIL MEETING
9 November 2023
held in the All Saints Church, Lydiard Millicent
at 19:00 hrs

Councillors Present:

Cllr S Westwood, Chairman	Cllr S Chalker	Cllr D Coffey	Cllr S Hill-Wheeler
Cllr M Allsop, Vice Chairman	Cllr R Selwood	Cllr M Sharp	Cllr M Suleman

Others in Attendance: Five members of the public, Andrew Roberts (Parish Administrator), Wiltshire Councillor Bucknell and Wiltshire Councillor Nic Puntis the Portfolio Holder for Flooding.

Meeting Clerk: Tina Jones

Public Question Time:

- A resident asked for an update regarding planning application PL/2022/00239 - Land East of Restrop Road. Wiltshire Councillor Bucknell advised there was no update available.
- A resident asked for an update regarding Bolingbroke – WC Councillor Bucknell confirmed Enforcement were aware of the issue.
- A resident advised that water was running down The Street from an overflowing drain (many leaves have fallen and are blocking drains and gullies), it appears the overflowing water is coming from the field behind the road. The resident asks if the Parish Council could approach the owner of the field and ask him to sort out the field drainage. Wiltshire Councillor Bucknell advised the resident to report via the MyWilts app, he added that all blocked drains and gullies can be reported by residents using the app.
- Wiltshire Councillor Nic Puntis (Portfolio Holder for Flooding) – He explained the importance of the Parish Council engaging with the Operational Flood Working Group (OFWG) for the area. Flooding is increasingly affecting more communities that have not been flooded before. The OFWG is a proactive group of parishes that come together, every other month, to highlight areas that have either flooded or are at risk of flooding. The Flood Working Groups are attended by all the Statutory Authorities, including Environment Agency, National Highways, Network Rail, Wessex and Thames Water and Wiltshire Council. Issues can be raised with the people that can do something. Engagement with the OFWG is part of a Partnership initiative aimed at engaging with communities to reduce the effects of heavy rainfall. Wiltshire Council can approach landowners to request them to clear overgrown and blocked ditches and watercourses where there is a risk of flooding. Parish Councils have in many cases been successfully able to provide valuable assistance in identifying and helping to resolve these issues, including working with Wiltshire Council and landowners to help reduce the risk of flooding in their communities. A Community Emergency Plan should include a Flood Plan, Wiltshire Council can help with the plan if required, he suggested the Parish Council send a representative to the next meeting OFWG which is on 23 November in Melksham 9.30-11.30am

MINUTES

23.98 Apologies for Absence

Apologies were received from Councillors Chalker, Coffey and Hill-Wheeler.

23.99 Declarations of Interest and Dispensation Requests

There were no declarations of interest and no requests for dispensations received.

23.100 Chairman's Announcements

- Due to commitments Martyn Purcell has resigned from the Council.
- The Council were hoping to co-opt David Rothwell, but unfortunately, he was unable to attend this meeting.
- David Jarvis Associates on behalf of Hills Homes will be holding an exhibition for proposed housing at Stone Lane on 21 November at the Jubilee Club House, 18:00 – 20.00hrs.
- Councillors were asked if they could attend the Remembrance Sunday service, Councillor Sharp to lay the wreath on behalf of the Council.

23.101 Minutes

Members considered the minutes of the Parish meeting held on 12 October 2023. The minutes of the meetings were ADOPTED as a true record and signed by the Chairman.

23.102 Report from Wiltshire Councillor Bucknell – Main Points

- He is aware of the recent flooding at Washpool, and has sent the video and information on to WC Planners, as it is the replacement of an existing building it is allowed in principle.
- Continuation of the Greenhill/Lydiard Green Footpath - following the September parish meeting, he had contacted the new Local Highways Footpath Improvement Group (LHFIG) Engineer. There is insufficient carriageway and verge to create a footpath, to make it any wider, compulsory purchase or negotiations to purchase land would be required. It is highly unlikely LHFIG would take this forward, as the project is too big for LHFIG to be involved in. An option would be a chicane, but this has been suggested before and it was turned down by the Parish Council (although some previous Councillors present had no recollection of this) and neighbours living in the proposed area. Other options can be discussed (white lines, reflective strips) - Councillor Bucknell to arrange a visit with resident, Councillor Suleman and the LHFIG Engineer, Martin Rose.

23.103 Clerk's Report

22.41 The Mews and Recreation Field

Solicitors involved in the process have been instructed to apply for title absolute (WT455796) for the Recreation Field. MEETING UPDATE: Further to the application to upgrade the title for WT455796, the Land Registry have contacted Solicitors to say that they are unable to upgrade the title at this time as the 1983 Conveyance only conveys part of the land in the title. Evidence sourced and sent to Solicitors.

The Mews

Suggestion for 2 x planters to be taken forward, residents have agreed to maintain – to be considered at a future meeting.

22.82/23.19 Footpath Working Party

WC has been contacted regarding land management and the sowing of seeds. The Head of WC Natural & Historic Environment Department has given advice to be discussed at WP meeting. Replacement trees to be planted, types to be approved by Committee, before the planting season. Wiltshire Council has provided a tree planting guide. Both issues to be discussed at next WP meeting.

22.107 Community Emergency Plan

Members agreed to write a new Community Emergency Plan with all Members contributing to the document. MEETING UPDATE: Councillor Westwood is to take the lead for the document.

29 June – Question Time

A Resident asked if the Council knew what was happening with the land by the car sales area, as it has become very overgrown, with some of the trees having low branches that overhang the bus stop. The Clerk was asked to investigate - A resident has given the Clerk some information, which did not result in ownership confirmation.

22.39/23.52 Play Area Tower

Members RESOLVED the repair of the Play Tower. Part on order, 10-week lead time.

23.57 D-Day 80

Members AGREED to light the beacon on 6th June 2024. A Working Group was formed, Councillors Allsop (also as Parish Hall representative), Chalker, Hacker and Westwood volunteered. The D-Day80 Working Group to contact the school and consider an evening event of commemoration.

23.72 Lydiard Green Footpath Proposal

Historically, WC agreed to create a footpath from Lydiard Green to the rest of the village. Phases 1 – 4, were completed in 2017/2018, but Phases 5 – 10 were not completed. Enquires were made with the Local Highway & Footpath Improvement Group (LHFIG), but he could provide no information. Councillor Hill-Wheeler located some CATG archive paperwork. WC has confirmed it does not own the verges from Lydiard Green to the Greenhill Crossroads. MEETING UPDATE: WC Councillor Bucknell advised Members of his findings during his report.

23.73 Play Area Tree Members APPROVED the removal of the tree for Health and Safety reasons Members AGREED to plant a replacement tree in a more appropriate position in the Community Field. CLOSED – see Minute Reference 23.115
23.88 The Mews – Grass Cutting. CLOSED – see Minute Reference 23.109
Library Telephone Box - Quotes are being obtained to replace the door joint.

23.104 Financial Accounts – Members:

- a. APPROVED the expenditure report to 25 October 2023.
- b. APPROVED invoices for payment and NOTED the income report to 4 October 2023.
- c. APPROVED the second quarterly accounts, income and expenditure report
- d. APPROVED the write off of the 2022 Poppy Appeal cheque for the sum of £25.00 and APPROVED a cheque for £50.00 (fifty pounds) 2023 Poppy Appeal for the sum of £50.00 met from the Chairman's allowance.
- e. RESOLVED an amount of £120.00 (one hundred and twenty pounds) for the Parish Administrator to undertake ILCA training, costs met from the Training budget.
- f. RESOLVED to make a payment of £100 (one hundred pounds) to provide a Christmas Tree to be located outside the Primary School. (As per minute reference 22.109 agreed in October 2022, the tree is artificial).
- g. As at 30 September 2023, the amount held in the Public Sector Deposit Fund (PSDF) was £79,007.38 as this will soon exceed £80,000, Members RESOLVED to transfer £10,000 from PSDF to the Unity Account.
- h. RESOLVED to transfer £5,432 (five thousand, four hundred and thirty-two pounds) from Ear Marked Reserves held for the Handyman's Requirements to the Jubilee Club House Ear Marked Reserves. Funds requested for storage purposes for the Health and Safety of staff and Users.
- i. NOTED the fees for the hire of the Parish Church increase to £30 (thirty pounds) from January 2024.
- j. NOTED the 2023-2024 Pay Award has been agreed for a flat rate increase of £1,925 for scale points up to SCP 43 and from SCP 44 and above an increase of 3.88%, with effect from 1 April 2023. Councils are asked to pay the new rates and back pay as soon as possible. The Trade Unions are now preparing their claims for next year.

23.105 Traffic Survey Results for Speedwatch

Cllr Sharp reported that the results of the metro counts have been received, 4 of the 5 requested areas has been approved: C414 Greatfield (outside of Walfins), Holborn, C28 Lydiard Green, C28 The Street and C414 (south of Lydiard Green). Holborn and Stone Lane did not meet the criteria. A request for a new Speed Indicator Device to be considered at the next Parish meeting.

23.106 Common Platt and The Willows

At the last meeting a resident raised concerns regarding a dangerous and much used crossing at The Willows. The resident pointed out that the initial traffic safety plans for the road has not been implemented. Members NOTED the response from Wiltshire Council (WC):
Section 106 monies were deposited as part of the Ridgeway Farm development for 'amenity' improvements in the area, including Purton Road / Swinley Drive and Purton Road / Washpool junction. The largest proportion of the Section 106 monies went to Swindon Borough Council, with £57k placed on deposit with WC to undertake work, including the traffic proposals for Common Platt. The Section 106 monies did cover the length of Common Platt for which the current new issues relate. Due to the Covid 19 pandemic, the scheme was not deliverable within the remaining timeframe and the expenditure deadline expire. WC made a request to Taylor Wimpey for an extension of the deadline, it was refused. The monies were subsequently returned to the developer. Therefore, the Parish Council request currently being taken forward by Local Highways and Footpath Group is the only option available. Resident to be advised.

23.107 Local Plan

Members received a report from Councillor Westwood on the Local Plan Consultation. A meeting had taken place with Lydiard Tregoze Parish Council representatives to discuss the impacts on the parishes. Members considered and APPROVED the draft responses with slight amendments.

23.108 Open Gardens

Members AGREED to support a local resident to organise a 2024 Open Gardens event. The Parish Council will promote the event, print posters and programmes. Members RESOLVED to set a maximum budget of £500 (five hundred pounds). All proceeds from the event will be donated to the Church Roof Appeal.

23.109 Wiltshire Council – Grass Cutting

Wiltshire Council has confirmed that The Mews has been added back on to the schedule. The Clerk has contacted Wiltshire Council and requested a map/list of unadopted areas.

23.110 Cemetery Fees and Regulations

Members NOTED the report and following discussions RESOLVED to increase Cemetery fees from 1st April 2024. Members APPROVED the Cemetery Regulations as recommended.

Description	Full Burial	Cremated Remains
Grant of Exclusive Rights	£335.00	£229.00
Interment over 18 years	£316.00	£214.00
Interment of ashes – full	n/a	£214.00
Memorials		
Right to Erect a Headstone or Flat Stone		189.00
Replacements		127.50
Additional Inscription		107.00
Cleaning, Re-leading or Repairing		107.00
Administration Fees		
Search of Burial Records- up to one hour		£35.00
Each additional 30 mins		£25.00
Copy of Register Information (when full information supplied)		£1.50 per copy
Copy of Deeds		No Charge
Transfer of Deeds		No Charge

23.111 Charges Review

Members NOTED and RESOLVED to implement the following fees from 1 April 2024

Jubilee Club House	Residents	Non-Residents
Main Room & Toilets (per hr)	8.00	16.00
As above with Kitchen (per hr)	12.00	18.00
Children's Parties - All Facilities	50.00	60.00
A cash damage deposit of £75.00 is required on all Hall bookings. All rooms to be left clean and tidy, tables and chairs stacked, and tables wiped. All items to be left clean after use - tea cloths not provided.		

- Recreation Field (no access to JCH) £20 per hour, Non-resident fee of £30 per hour.
- Football match fees to stay at the same rate - Training £50 per session, Mini £40 per session and Senior £45 per session.
- Cricket match fees to be increased to: Weekend Rate £132.50, Weekday Rate £100
- Lydiard Plain fee to stay at the same rate of £1,000 per annum.

23.112 Correspondence: Members NOTED the following:

- Police and Crime Panel Update
- Community Engagement Manager Report
- Consultation - Potential changes to Wiltshire Council Tax Reduction Scheme for working-age people

23.113 Planning Applications

Members NOTED the following Wiltshire Council Decisions

Application: PL/2022/02473 – Full Planning Permission	Applicant: Mr & Mrs N Jarmolinski
Address: Ski's Trees Compound & Yard, Greenhill, SN4 8EH	
Proposal: Erection of Security Lodge & Associated works	WC Decision: Refused
Application: PL/2023/06917 - Householder Application	Applicant: Mr M Gilbert
Address: Balinrait Farm House, Stone Lane, Lydiard Millicent, SN5 3LD	
Proposal: Demolition of the majority of the existing outbuildings and erection of a replacement steel portal framed outbuilding	WC Decision: Withdrawn by Applicant
Application: PL/2023/07024 - Householder Application	Applicant Name: Mr J Moorland
Address: The Bungalow, Washpool, SN5 3PN	
Proposal: Proposed rear/front extensions to bungalow and first floor added with new roof. Garage extension and raise of existing roof with 3 dormers to front	WC Decision: Approved with Conditions
Application: PL/2023/07287 – Works to a Protected Tree	Applicant Name: Mr H Stacey
Address: 10 The Beeches, Lydiard Millicent, SN5 3LT	
Proposal: Beech Tree – Remove	WC Decision: Approved with Conditions

Members considered the following application:

Application: PL/2023/08459 - Full Planning Application	Applicant: Mr & Mrs Badhan
Address: Badhan Manor, Wood Lane, Braydon, SN5 0AH	
Proposal: Erection of new stables together with change of use of associated agricultural land for equestrian purposes and additional change of use of agricultural land for redefined garden area revising application 19/09880/F	
Members RESOLVED to make NO COMMENT to this application.	

23.114 Jubilee Club House

Members APPROVED the installation of two high level windows into the Parish Office, reusing two of the existing windows. This will meet Health and Safety requirements, and keep the room relatively ventilated and with some natural light.

Members APPROVED the purchase of three lockable cupboards and a filing cabinet, required to meet Health and Safety requirements and operational needs, costs to be met from EMR JCH (minute reference 23.104 referred)

23.115 Play Area Tree

Members considered the three quotes received for the removal of the self-seeded tree from the Play Area. After discussions, Members RESOLVED to accept Quote C for £250.00 (two hundred and fifty pounds, costs met from General Reserves.

23.116 Council and Community Representatives - Members RECEIVED the following updates:

Area Board – Next meeting 17 th January 2024
Local Highways Footpath Improvement Group (LHFIG) Next meeting 10 January 2024
Community Safety Group – Next Meeting 10 November – Councillor Sharp unable to attend
Speed Indication Devices (SIDS) – Results reported: Stone Lane recorded 2.7% of vehicles were speeding, the top speed recorded was 93 mph, Washpool recorded 13.1% of vehicles were speeding, the top speed recorded was 63 mph.

Five members of the public left the meeting.

23.117 Exclusion of the Public and Press

Members RESOLVED – That the Press and Public be excluded from the meeting during the consideration of the items in Part 2 of the Agenda, this is due to the confidential nature of the items being considered, under the Public Bodies (Admission of Meetings) Act 1960.

23.118 Land Issues

Members NOTED that discussions are ongoing with Surveyors.

Meeting Closed at 20.32

22.41 The Mews and Recreation Field Solicitors involved in the process have been instructed to apply for title absolute (WT455796) for the Recreation Field. MEETING UPDATE: Further to the application to upgrade the title for WT455796, the Land Registry has dismissed the request. More information has been supplied to see if the submission to see if the titles can be split.
The Mews Suggestion for 2 x planters to be taken forward, residents have agreed to maintain – to be considered at a future meeting. Meeting Update: included in precept calculations – TO CLOSE
22.82/23.19 Footpath Working Party WC has been contacted regarding land management and the sowing of seeds. The Head of WC Natural & Historic Environment Department has given advice to be discussed at WP meeting. Replacement trees to be planted, types to be approved by Committee, before the planting season. Wiltshire Council has provided a tree planting guide. Both of these issues to be discussed at next WP meeting.
22.107 Community Emergency Plan Members agreed to write a new Community Emergency Plan with all Members contributing to the document. Councillor Westwood is to take the lead for the document. TO CLOSE see Item 12
29 June – Question Time A Resident asked if the Council knew what was happening with the land by the car sales area, as it has become very overgrown, with some of the trees having low branches that overhang the bus stop. The Clerk was asked to investigate - A resident has given the Clerk some information, which did not result in ownership confirmation.
22.39/23.52 Play Area Tower Members RESOLVED the repair of the Play Tower. Fitted 23 Nov – TO CLOSE
23.57 D-Day 80 Members AGREED to light the beacon on 6th June 2024. A Working Group was formed, Councillors Allsop (also as Parish Hall representative), Chalker, Hacker and Westwood volunteered. The D-Day80 Working Group to contact the school and consider an evening event of commemoration.
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23.73 Play Area Tree Members APPROVED the removal of the tree for Health and Safety reasons Members AGREED to plant a replacement tree in a more appropriate position in the Community Field. Quote accepted, Contractor advised, tree removed 29 November – TO CLOSE
23.109 WC Grass Cutting - Please see attached information – TO CLOSE
23.114 Jubilee Club House - Planning App has been submitted, two Contractors have visited JCH.
Library Telephone Box - Quotes are being obtained to replace the door joint – A Contractor has visited, quote to be submitted.

On the presentation there is a link where you can see what WC are delivering for idverde. Can see what is happening anywhere in council – just type in top box to see what we are supposed to be doing. It needs to be on street scene.

Map of provision - [Wiltshire Grounds Explorer \(arcgis.com\)](https://arcgis.com)

Maintenance table below:

Area	Expected maintenance Season	Expected frequency of cut	Type of cut
Amenity grass	Second Week March – end of October	Monthly	Cuttings to be as flown
Low Amenity	One cut during March, July and September	N/A	Cuttings to be as flown
Wildflower/ Conservation areas	A cut will take place during March and September	N/A	Cuttings to be collected and composted onsite
Hedges	An annual cut will take place during November - March	Annually	Remove annual growth
Shrubs	An annual cut will take place during November - March	Annually	Remove annual growth

Another reminder to all to raise reports via mywilts - [Wiltshire Council Booking and Reporting](#)

Finance Report 27 November 2023

Item 8

EXPENDITURE

Supplier	Invoice Number	Date	Description	Net	VAT	Total	Paid	Method
All Saints Church	2023 18	09 Nov 23	Hall Hire - 9 Nov	28.00	0.00	28.00	20 Nov 23	BP
Betterclean	25221	30 Nov 23	JCH Cleaning	390.00	78.00	468.00	20 Nov 23	BP
British Gas - Electricity	6111438	16 Nov 23	11.10.23 - 11.11.23	196.66	9.83	206.49	30 Nov 23	DD
BOnline	1369315	01 Nov 23	Broadband	24.20	4.84	29.04	11 Nov 23	DD
Business Waste	1249504	01 Nov 23	Cemetery and JCH	87.17	17.44	104.61	15 Nov 23	DD
Business Waste	1255926	31 Oct 23	Cemetery	14.49	2.90	17.39	15 Nov 23	DD
Business Waste	1264844	19 Nov 23	JCH	3.99	0.80	4.79	04 Dec 23	DD
Castle Water	1168701	n.a	JCH Water	119.68	0.00	119.68	28 Nov 23	DD
Castle Water	2396536	n.a	Cemetery Water	5.00	0.00	5.00	28 Nov 23	DD
Corona	20440751	10 Nov 23	October Costs	93.28	4.66	97.94	20 Nov 23	BP
HMRC	n.a.	05 Nov 23	Tax and NI	497.42	0.00	497.42	19 Nov 23	BP
Inception	3035872	16 Nov 23	Oct/ Nov Charges	26.53	5.31	31.84	20 Nov 23	BP
John O'Conner	102298	17 Oct 23	Oct Maintenance	859.15	171.83	1,030.98	20 Nov 23	BP
Marlborough D A	38/2023	17 Oct 23	Cricket Maintenance	62.50	0.00	62.50	20 Nov 23	BP
Marlborough D A	48/2023	17 Oct 23	Cricket Maintenance	689.26	0.00	689.26	20 Nov 23	BP
Peninsula	3878026	08 Nov 23	HR	106.64	20.14	126.78	08 Nov 23	DD
Peninsula	3913564	25 Nov 23	H&S	138.53	27.71	166.24	25 Nov 23	DD
RequestaPlan	713520	16 Nov 23	Plans for JCH	19.50	3.90	23.40	16 Nov 23	BC
Staff	n.a	01 Nov 23	Salaries - October	1,686.56	0.00	1,686.56	01 Nov 23	BP
Three Business Services	744033	13 Nov 23	October/November	8.34	1.67	10.01	14 Dec 23	DD
Unity/Lloyds	n.a	12 Nov 23	MultiCard Charge	3.00	0.00	3.00	12 Nov 23	DD
Viking	343619	16 Nov 23	Key Safe & Stationery	131.63	26.33	157.96	28 Nov 23	BP
Wiltshire Council	n/a	01 Apr 23	Business Rates	99.00	0.00	99.00	01 Nov 23	DD
Expenditure				5,290.53	375.36	5,665.89		

Payments for Approval

John O'Conner	101411	17 Oct 23	Nov Maintenance	859.15	171.83	1,030.98
Avon Extinguishers	35992	27 Oct 23	Fire Extinguisher Service	96.67	19.33	116.00
Blut Hat Enterprises Ltd	1803703	29 Nov 23	Consultant re Current IT setup	55.00	11.00	66.00
DPDS	31723	31 Oct 23	LMVG Report	582.13	116.43	698.56
				1,592.95	318.59	1,911.54

LMPC Income Summary 2023-2024

Received as at 27.11.23	Amount
Category	
Cemetery Burials	£685.00
Cemetery Memorials	£845.00
Cricket	£3,066.00
Defra	£1,063.03
Field Hire	£160.00
Football	£5,680.00
Lydiard Plain	£1,000.00
Misc Income	£2,580.01
Old Cheques	£490.00
PSDF Income	£2,097.90
War Memorial Clock Fund	£2,262.31
Wayleave	£12.00
Total	£19,941.25
Precept	£59,919.40
Vat Refund 22/23	£9,494.98
Total	£89,355.63

Lydiard Millicent Parish Council
Health and Safety Policy Statement

Part 1: Statement of Intent

This is the Health and Safety Policy of Lydiard Millicent Parish Council

The Council's Health and Safety Policy is to:

- Prevent accidents and cases of work-related ill health
- Manage Health and Safety risks in our premises and workplace
- Provide clear instructions, information and training where required to ensure Employees, Councillors and Volunteers working on behalf of the Council are competent to do their work
- Provide clear instructions and information when required for Visitors and Users of Council property and equipment.
- Provide personal protective equipment when required
- Provide and maintain safe buildings and equipment
- Ensure safe handling and use of substances
- Maintain safe and healthy working conditions
- Implement emergency procedures including evacuation in case of fire or other significant incident
- Review and revise this policy whenever there is a change and every two years

Signed:

Name:

Chairman of Lydiard Millicent Parish Council

Date:

Next Review Date: December 2025

Part 2: Responsibilities for Health and Safety

Overall responsibility for Health and Safety: Parish Clerk

The Council shall provide support for the Parish Clerk when required to investigate and address issues identified as part of risk assessments or inspections, or as a result of accidents, near misses, reports of hazards or other dangerous occurrences.

Day to day responsibility for Health and Safety: Parish Clerk and Parish Handyman

General Responsibilities

All Employees, Councillors and Volunteers are expected to take reasonable care of their own safety, including:

- Ensuring they are familiar with the Council's Health and Safety requirements and complying with these requirements.
- Reporting to the Parish Clerk incidents or issues that have led to, or could have led to, an accident.

Lydiard Millicent Parish Council
Health and Safety Policy Statement

Part 3: Arrangements for Health and Safety

Risk Assessments:

The Parish Council will:

- undertake regular risk assessments and take action where required to address issues
- review risk assessments when working habits or conditions change
- undertake regular inspections of Council equipment and premises and take action where required to address issues
- review and update procedures as required as a result of actions identified by any risk assessments or inspection

Training:

The Parish Council will:

- give Staff, Councillors, Volunteers and Sub-Contractors Health and Safety induction and appropriate training when required
- provide personal protective equipment where necessary
- make sure suitable arrangements are in place for lone workers

Consultation:

The Parish Council will:

- consult with Staff, Councillors and Volunteers routinely regarding Health and Safety matters when they arise and formally review when the Council review Health and Safety

Consultation:

The Parish Council will:

- will make sure escape routes are well signed and kept clear at all times
- Evacuation procedures will be reviewed and tested from time to time and amended when necessary

Lydiard Millicent Parish Council

Dispensation Policy

1. Introduction

- 1.1 At the Parish Council meeting held on 7 December 2023 it was agreed that the Parish Clerk may grant a dispensation to a Councillor who has a Disclosable Pecuniary Interest to participate in a discussion of a matter at a meeting and/or to participate in any vote on the matter if they consider that:
 - 1.1.1 Without the dispensation, the number of members prohibited from participating in any particular business would be so great a proportion of the body transacting the business as to impede the transaction of business.
 - 1.1.2 Granting the dispensation is in the interest of persons living in the Council area or
 - 1.1.3 It is otherwise appropriate to grant a dispensation.
- 1.2 When considering their decision, the Parish Clerk will take into account the following factors:
 - 1.2.1 The nature of the Councillor's interest, e.g. is it substantial or remote?
 - 1.2.2 The need to maintain public confidence in the conduct of the Council's business
 - 1.2.3 The need for efficient and effective conduct of the Council's business
 - 1.2.4 The Councillor's particular expertise or knowledge in the matter that may be useful in its consideration (e.g. the Councillor could be granted a dispensation to speak but not to vote)
 - 1.2.5 The interest is common to the Councillor and a significant proportion of the inhabitants of the authority's area
 - 1.2.6 Any other relevant circumstances.
- 1.3 For potential controversial dispensations the Parish Clerk will refer the granting of the dispensation to the Chairman of the meeting at which the issue is due to be discussed. The Parish Clerk will forward the request for dispensation to the Chairman and inform the Member requesting the dispensation that this is their decision.

2. Procedure

- 2.1 Any Councillor who wishes to apply for a dispensation must do so in writing. A Dispensation Request Form is attached to this procedure.
- 2.2 The written request must be made to the Parish Clerk as soon as possible before the meeting at which the dispensation is required.
- 2.3 Dispensation applications should not be made at the Council meeting at which the business itself is to be discussed unless the nature of the interest has only become apparent to the Councillor at that meeting. Where a dispensation request is being considered by a meeting of the Council, the Councillor making the request may participate and vote on the business of whether to grant the dispensation.

3. Terms of Dispensations

- 3.1 Dispensations may be granted:
 - 3.1.1 for one or more meetings of the Council, or
 - 3.1.2 for a period not exceeding four years

4. Notification and Disclosure of Decision:

- 4.1 The Parish Clerk will notify the Councillor as soon as possible of the decision taken.
- 4.2 A sample Dispensation Decision Notice is attached to this procedure.
- 4.3 Any Councillor who has been granted a dispensation must declare the nature and existence of the dispensation before the commencement of any business to which it relates.

5. The Code of Conduct adopted by the Parish Council can be viewed under Governance/Policies and Procedures on the Parish Council website: www.lydiardmillicent-pc.gov.uk

Adopted by Lydiard Millicent Parish Council on XXX

Lydiard Millicent Parish Council

Dispensation Request Form

Councillors seeking dispensations under Section 23 of the Localism Act 2022 may do so using this form.

The matter for which dispensation is sought (refer to agenda item number, date of meeting, if appropriate)	
Details of your interest in the matter:	
Date of the meeting or time period (up to four years for which dispensation is sought)	
Dispensation requested to: Participate, or participate further, in any discussion of that matter	Yes / No
Dispensation requested to: Participate in any vote, or further vote, taken on that matter	Yes / No
Reasons for Dispensation 33(2)(a) without the dispensation, the number of members unable to participate in the transaction of business would be so great as to impede the transaction of business.	Yes / No
33(2)(b) the dispensation is in the interests of persons living in the Council's area.	Yes / No
33(2)(e) that it is otherwise appropriate to grant a dispensation	Yes / No
Details of reason why you are requesting a dispensation:	
Name	
Signature	
Date:	

Adopted by Lydiard Millicent Parish Council on XXX

Lydiard Millicent Parish Council
Dispensation Decision Notice

Date Dispensation Request Considered	
Name of Councillor requesting Dispensation	
Dispensation Grants	Yes / No / Referred to Chairman
Reasons for the Decisions (if granted, also specify on what ground the decision was made)	
The business of the Council for which Dispensation is being given (if appropriate)	
Length of Dispensation	
Signature	
Date:	

Councillors are reminded that once they have been granted a dispensation that they must declare the nature and existence of the dispensation before the commencement of any business to which it relates.

A copy of the Dispensation Request and this notice will be kept with your Declaration of Interests Form.

Members are requested to:

- NOTE this report relating to Greenhill
- CONSIDER the recommendation

Background to Greenhill Request

At the end of Greenhill, the tarmac runs out just after the sign for Hilldrop Farm. This is the last place in Greenhill where delivery vans/lorries and refuse collection lorries can, and do turn round using the recessed area shown and the entrance to Brockhurst Farm Stables opposite. If any vehicles park in this recessed area it makes it very difficult/impossible for larger vehicles such as the refuse collection lorries to turnaround, which causes difficulties.

An enquiry with LHFIG has resulted in a suggestion to erect a NO PARKING, TURNING CIRCLE sign at the bottom of the road, marked with red cross on the photograph below.

Recommendation

Members to CONSIDER purchases the sign as recommended by LHFIG (sign is 639mm wide x 650mm high). LHFIG would invoice the Parish Council, cost is approximately £200. Cost met from the LHFIG EMR.



PTO for Common Platt Report

Members are requested to:

- NOTE this report relating to Common Platt
- CONSIDER the way forward.

Background to Common Platt Request

Request asking if Common Platt signs could be updated and changed, and maybe some additional ones also? No-one can find us further down the road (towards Washpool) and while the signs for Lydiard, Peatmoor, Nine Elms etc look wonderful, Common Platt ones do not.



Feedback from Wiltshire Council

Wiltshire Council have taken the stance that it will not replace or repair any wooden finger posts.

However, WC would not have created a sign indicating the specific property numbers in Common Platt, as shown in the photograph. History suggests a resident carried out the painting of the existing post and painted the numbers on.

This wooden finger post is now surplus to requirements and should be removed. It would be up to individual property owners to direct visitors by other means than on street traffic signing.

WC has left the post remain in-situ because it would cause more issues to remove it rather than just leave it to naturally reach the end of its useful life.

Recommendation

Members to CONSIDER the way forward

Members are requested to:

- RECEIVE a report from Councillor Westwood regarding the new Community Emergency Plan and information and support required.
- NOTE and CONSIDER the request for Emergency Community Contacts to be rolled out to invite key figures in the Community, Volunteer required to work with Parish Administrator on invitation list.

Background Information Emergency Community Contacts

At the meeting held in April, Members considering volunteering as Emergency Community Contacts, the following Councillors volunteered: Councillors Westwood, Hill-Wheeler and Suleman.

Information relating to Emergency Community Contacts

One of the key considerations during an incident is to understand exactly what is happening 'on the ground' in a local area during such times as floodings, storm damage and widespread emergencies. This will give us a much better overview of the current situation in your area.

An ideal way to achieve this understanding of the local impacts is for us to have a direct link into an affected community. It is for this reason; we have decided to move forward with creating the Emergency Community Contact Scheme. This scheme will hopefully enable us to utilise the expert community knowledge to hand and, we are therefore asking for at least 3 people to act as an emergency community contact for your Town/Parish or geographical area. The contacts should have sufficient knowledge of their community and be able to give current information about how an emergency is affecting your area and any problems arising where help may be needed.

The main roles (but are not limited to) of the Emergency Community Contacts are:

- To be a first point of contact during emergencies,
- To be a point of liaison with Parish/Town Councils,
- Be able to liaise with local residents with identified roles, i.e., neighbourhood watch, flood wardens etc,
- Be able to identify and pass information about vulnerable residents,
- Identify severe and dangerous road conditions restricting transport,
- Gathering, receiving, and passing information from and to the community,
- To have good communications via access to phones, email, and internet
- Be available as a point of contact within the community.

We do not expect the individuals covering the roles to be available all the time and the scheme will operate a call down list. Anyone undertaking the role will do so on a best endeavours approach (therefore you carry on with life as normal).

Information Held

We will only collect names, phone numbers and email addresses from the emergency community contacts, which will be held on an internal database. Only Local Authority staff in the Emergency Planning/Civil Protection teams in Wiltshire Council and Swindon Borough Council will have access to this information.

Initial contact with the community contact in an emergency will always come through the Local Authorities and only if the incident requires it (and with agreement of the community contact at the time) will their details be passed to other agencies (e.g., Fire and Police).

What is required?

We would like to have as many communities represented as possible on our database, making Wiltshire and Swindon become more resilient.

FAQ's

Who runs/owns this scheme?

This scheme is run/owned by Wiltshire and Swindon Prepared (Local Resilience Forum).

Is the role paid? This is a voluntary role and therefore it is not a paid position.

Do I need to be available all the time?

No. As this is a voluntary position your availability to answer the phone is only on a best endeavours approach.

What happens if I don't answer the phone?

We will ring the next person down on our list. You do not need to worry if you've missed our call.

What happens if all contacts in my area don't pick up the phone?

In this case we will look to send out a member of staff to the scene or determine the requirements via another method.

Will I be contacted by phone for anything other than local emergencies?

We will only phone you in an emergency related to your local area.

Why do you need my email address?

This is used to check the data every year – we will send you an email to ask if you wish to remain on the scheme.

What if I want to leave the scheme?

Should you wish to leave the scheme please contact the Parish Clerk and just ask for your details to be removed.

What Privacy Policy's does this scheme abide by?

As the data will be held by both Wiltshire Council and Swindon Council, the scheme is subject to both Privacy Policies as seen below. [Privacy notice - Wiltshire Council](#) [Privacy Notice | Swindon Borough Council](#)

Where will my information be held?

Although the scheme is run by Wiltshire and Swindon Prepared, the data will be held by Wiltshire Council and Swindon Borough Council, who are both members of Wiltshire and Swindon Prepared. All data will be held by the Emergency Planning team in Wiltshire Council and the Civil Protection Team in Swindon Borough Council. The data will not be passed to any other team or organisation unless agreement is given by the data owner (the individual themselves).

What if I want to update my details (email, name or phone number)?

Should you want to update any of your information please email:

wiltshireandswindonprepared@wiltshire.gov.uk

Is anyone able to request the details for their area?

We will not publicly state the details for any area other than showing if a community has any community emergency contacts or not (we do not publicly reveal names, emails or contact numbers of any of the CECs). The only person we will reveal (upon request) the names (not numbers or emails addresses) of the CEC's to is the Parish Clerk or the 1st contact for that area/parish/town. This is to ensure that each area has some ownership of their own CEC list.

Members are requested to:

- NOTE this report
- CONSIDER the recommendation

History of Lydiard Millicent Speed Indicator Devices

In 2018? The decision was made to buy 2 Speed Indicator Devices. Ex-Councillor Montgomery sourced devices that would meet the Parish's needs and budget. The Parish has 6 poles fitted with brackets facing in two directions, giving 12 positions to record readings. These readings are fed into a database by Councillor Chalker, providing information on traffic speeds around the Parish.

The new Police and Crime Commissioner (PCC) for Wiltshire set Speeding as one of his priorities on taking office and ordered a survey of all the SIDs in Wiltshire. A database was set up linked to the Police National Computer to record information from these SIDs.

Currently

The database went live at the beginning of 2023 and all parishes were invited to submit their information. It was discovered that the make of SID that we were using (Viasis) was the only one of its type in Wiltshire and recorded information on a different system to the others. Therefore, the Parish's information could not be included on the Wiltshire database and means that Traffic Police will not be able to see any problems in the Parish.

Solution

There are three options.

1. Continue as we are and not take part in the Wiltshire wide scheme.
2. Wait until the main database is changed to allow information from our m/c to be included. (Possibly several years)
3. Purchase a SID that fits with Wiltshire system.

Recommendation from Councillor Sharp

Members are requested to authorise the purchase of a Elancity SID to enable the Parish Council to take part in the scheme.

The cost per device is approximately £2,500 plus the cost of extra brackets to allow us to move it around – maximum request of £3,000 to be included in the 2024-2025 Precept. Please find attached to this report further information.

Councillor M Sharp
November 2023

How will your community benefit from an EVOLIS Radar Speed Sign?

- Decrease in average speed by 25% or more where installed
- Increase in driver's overall awareness through visual engagement with the Evolis SID
- By securing dangerous traffic zones without deploying additional manpower
- By optimizing your enforcement actions with the traffic data collection and analysis software

What makes the EVOLIS SID the BEST on the market?

- Highly visible 35cm speed digits enhanced through 3 rows of ultra-bright, tri-colour, LEDs!
- Superior Doppler Radar technology for extended vehicle detection range (300+meters!)
- Bi-directional traffic data collection and analysis software included
 - **NO subscription fees and FREE updates for life!**
- Entirely customizable messages (examples: Thank You, Slow Down, Smiley Face etc.)
- School-Zone / Timer-Mode: Alternates speed threshold and messages at selected hours
- Stealth-Mode for comparative data analysis
- Aesthetic urban furniture, ingeniously designed to simplify installation, set up and general usage
- All-inclusive packages at very affordable prices
- Excellent customer service and tech support!

Portable EVOLIS SID packages:

Depending on your community's particular needs, Elan City offers two fully portable Evolis SID packages. Choose from either the fully autonomous Solar-Mobile pack or the Ultra-Mobile pack for very frequent mobility.

- The EVOLIS **SOLAR-MOBILE** Pack - Go green on a budget! The fully autonomous Solar powered Evolis radar is ideal for permanent placement or mobile use! It includes a 80 X 94cm, 100W solar panel and two 12V/22AH batteries, one mounting bar, as well as traffic data collection and all the standard pack features. **Only: £2250!**
- The EVOLIS **ULTRA-MOBILE** Pack - Need to move your radar to different locations every week or two? Then this is the product for you! The entirely battery-operated Ultra-Mobile pack with an autonomy of 7 days on average, is ideal for multiple location projects and frequent location rotation! It includes four 12V/22AH batteries, an external battery charger and one mounting bar as well as traffic data collection and all the standard pack features. **Only: £2200!** Note: For effortless mobility, we recommend ordering additional mounting-bars to be pre-installed at the designated locations - only £25 each.

(all pricing is ex.vat+shipping.)

STANDARD PACK FEATURES:

- 72cm x 72cm Evolis Radar Speed Sign & Mounting Kit (pole and pole straps not included)
- Highly visible 35cm speed digits: 3 rows of tri-color LEDs (or amber-only mode)
- Customizable Message Display
- Bi-Directional Traffic Data Collection + Comprehensive Data Analysis & Configuration Software

- **FREE Updates & NO Subscription Fees!**
- Bluetooth® + Smartphone App
- 2 Year Warranty

And make sure to check out our new website! There you will find our helpful and extensive list of frequently asked questions, tons of great information on the EVOLIS Radar Speed Sign, and lots more helpful info!

<https://www.elancity.net/>

<https://www.elancity.net/elan-city/frequently-asked-questions/>

<https://www.elancity.net/products/evolis-radar-speed-sign/>

EXPENDITURE	Budget 2022-2023	Actual 2022-23	Budget 2023-24	Exp. to end of Sept 23	Forecast to End of 2023-24	From Reserves GR/EMR	Difference Against Budget 2023-24	Suggested 2024-25 Budget	% inc in Forecast	Variance on Budget %
Expenditure	£73,965	£87,544	£77,915	£37,054	£97,144		-£19,229	£84,013	-13.5	7.8%
Income	£18,100	£26,528	£16,496	£12,017	£20,634		-£4,138	£18,294	-11.3	10.9%
Totals	£55,865	£61,016	£61,419	£37,054	£97,144	£0	-£19,229	£65,719	-32.3	7.0%

	2021-2022	2022-2023	2023-2024	2024-2025
Total Planned Expenditure	£70,800	£73,965	£79,462	£84,013
Total Planned Income	£5,000	£18,100	£76,415	£18,294
Net Expenditure to be funded	£65,800	£55,865	£3,047	£65,719
Met by:				
Anticipated prior year budget underspend	£0	£0	£0	£0
Funded From EMR/General Reserves	£0	£0	£0	£0
	£55,540	£55,865	£73,368	£0
To be funded from precept	£55,540	£55,865	£61,048	£65,719
No. of Band D Households	777.44	774.24	785.15	784.85
Annual Council Tax per Band D property	£71.44	£72.15	£77.75	£83.73
Annual increase in Council Tax	£1.40	£0.71	£5.60	£5.98
Percentage increase in Council Tax	4.0%	0.99%	7.76%	7.69%

Code	General Administration	Precept 2022-23	Actual Spend 2022-23	Precept 2023-24	6mths Spend Sept 23	Forecast to End March 2024	Estimated Full Year Spend	Suggested Precept 2024-25	NOTES
4000	Staff Salary	18,500	17,028	21,996	8,221	9,425	17,646	22,053	inc. possible flat rate of £1925 for 2024-2025
4007	Tax and NI	2,000	5,050	4,000	2,810	3,071	5,881	6,600	
4008	Home Working Allowance	216	180	216	90	180	270	180	
4001	Mileage	150	76	100	0	50	50	50	
4006	Telephones/Broadband	430	622	500	372	387	759	900	Upgrade of Handyman's Mobile
4010	Training/Conferences	2,000	472	1,500	535	900	1,435	1,500	
4011	Subscriptions	1,000	172	350	0	250	250	300	SLCC, Magazine, Open Space Society
4012	Books and Journals	100	6	100	0	0	0	50	
4020	Chairmans Expenses	100	25	100	0	50	50	100	Poppy Wreath to be paid in November
4021	Refreshments	24	27	24	10	10	20	25	
4022	Office Equipment	600	3,234	750	0	750	750	500	To purchase , Laptop, Monitor, Full Size Keyboard,
4026	Elections Fees	0	0	0	0	0	0	1,150	Election Contribution due 2025 - EMR (1363 Electors x £1.70)
4030	Hall Hire	450	341	400	162	146	308	180	
4032	Printing and Lease Hire	175	394	200	164	130	294	325	
4034	Postage	370	369	50	0	10	10	25	
4035	Stationary and Sundries	300	365	250	93	100	193	250	
4036	Advertising - Spring Newsletter	0	0	150	150	0	150	175	
4051	Audit Fees	800	1,220	900	725	0	725	750	Internal and External Audit to pay
4052	Insurance	1,400	1,277	1,277	1,422	0	1,422	1,500	Insurance due 1 June 2024
4053	Website Hosting & IT Support	1,550	1,417	1,800	1,119	300	1,419	1,500	Microshade and Datacenta
4054	Legal Fees	0	0	2,500	2,100	1,000	3,100	1,500	
4055	Professional Fees	3,000	6,020	2,810	1,508	1,434	2,942	2,945	HR auto renewal 25/07/2024 - HS auto renewal 08/04/2026 6mths notice req.
4057	Bank Service Charges	80	72	120	101	44	145	150	inc Card Charges
4064	Software Packages	1,135	129	1,150	402	0	402	475	Rialtas - Finance Package and Cemetery
4065	Events inc Meet and Greet	4,500	4,002	1,600	35	0	35	1,000	DDay80 and Open Gardens(£500)
4071	Registrations/Licences	35	70	35	35	0	35	35	ICO
	General Reserves/EMR		-2,680						
	Total	38,915	39,888	42,878	20,055	18,237	38,291	44,218	

Code	Grants	Precept 2022-23	Actual Spend 2022-23	Precept 2023-24	6mths Spend Sept 23	Forecast to End March 2024	Estimated Full Year Spend	Suggested Precept 2024-25	NOTES
4136	Grants	1,000	78	1,000	0	100	100	500	
	Total	1,000	78	1,000	0	100	100	500	

Code	Cemetery	Precept 2022-23	Actual Spend 2022-23	Precept 2023-24	6mths Spend Sept 23	Forecast to End March 2024	Estimated Full Year Spend	Suggested Precept 2024-25	NOTES
4003	Water Rates	0	53	50	20	35	55	60	
4101	Grass Cutting	2,000	465	303	175	180	367	385	+3% as per contract
4105	Parish Maintenance	0	900	600	310	310	620	650	Waste Removal
4111	Tree Hedge Works	500	154	154	0	158	158	263	+3% as per contract
	Total	2,500	1,572	1,107	505	683	1,200	1,358	

Code	Recreation Field & JCH	Precept 2022-23	Actual Spend 2022-23	Precept 2023-24	6mths Spend Sept 23	Forecast to End March 2024	Estimated Full Year Spend	Suggested Precept 2024-25	NOTES
4002	Business Rates	1,500	1,098	1,200	590	594	1,184	1,250	
4003	Water Rates	1,600	0	500	130	600	730	750	2021-2022 used large credit on account
4004	Electricity	1,400	1,723	1,600	1,403	1290	2,693	3,000	New Contract
4005	Gas	1,200	1,393	900	768	800	1,568	1,700	New Contract
4009	CCTV Maintenance/Support	0	0	605	4,141	0	4,141	605	
4070	Inspections	500	223	500	0	350	350	350	Annual Fire Ext & Gas Certificate / Fixed Wiring due 2026/PAT 2025
4101	Grass Cutting	5,000	4,540	4,958	2,833	1398	4,231	4,298	includes 3% as per contract
4105	Parish Maintenance	0	520	600	285	360	645	700	Waste Removal (Business Waste & Evergreen)
4111	Tree Hedge Works	250	250	309	0	257	257	265	includes 3% as per contract
4120	JCH - Cleaning	3,500	7,409	6,500	2,130	1975	4,105	4,250	Initial 12 month rolling contract, 90 days notice.
4121	Janitorial Supplies	800	924	950	0	950	950	950	Product Contract to Nov 24 and Mat to Aug 24, rolling contract 90 days notice.
4122	Building Maintenance	1,000	4,065	2,000	285	1715	2,000	2,000	EMR Balance
4123	JCH - Major Works	0	7,975	0	0	0	0	0	
4124	Handyman Requirements	350	328	250	355	100	455	250	
	General Reserves/EMR	0	6,228	0	-349		-349		From Handyman Requirements Leaf Blower
	Total	17,100	36,676	20,872	12,571	10,389	22,960	20,368	

Code	Play Area	Precept 2022-23	Actual Spend 2022-23	Precept 2023-24	6mths Spend Sept 23	Forecast to End March 2024	Estimated Full Year Spend	Suggested Precept 2024-25	NOTES
4070	Inspections	150	120	150	0	132	132	150	Annual Inspection
4101	Grass Cutting	0	236	243	92	161	253	285	includes 3% as per contract
4130	Play Equipment - New	2,000	0	2,000	20,476	1905	22,381	1,000	EMR if not spent
4131	Play Equipment - Maintenance	1,000	41	1,000	1,046	0	1,046	500	EMR if not spent - remedial work identified
	General Reserves/EMR	0		0	-20,476	-1905	-22,381		New Play Area & Handyman Requirements Leaf Blower
	Total	3,150	397	3,393	1,138	293	23,812	1,935	From EMR Play Equipment

Code	Cricket	Precept 2022-23	Actual Spend 2022-23	Precept 2023-24	6mths Spend Sept 23	Forecast to End March 2024	Estimated Full Year Spend	Suggested Precept 2024-25	NOTES
4101	Grass Cutting - Collect	500	600	618	0	618	618	637	includes 3% as per contract
4312	Maintenance of Square	2,300	2,218	2,500	1,369	813	2,182	2,300	
	Total	2,800	2,818	3,118	1,369	1,431	2,800	2,937	

Code	Football	Precept 2022-23	Actual Spend 2022-23	Precept 2023-24	6mths Spend Sept 23	Forecast to End March 2024	Estimated Full Year Spend	Suggested Precept 2024-25	NOTES
4101	Grass Cutting	0	1,250	1,547	0	1290	1,290	1,592	includes 3% as per contract
4126	Pitch Marking	1,000	636	597	0	597	597	615	includes 3% as per contract
	Total	1,000	1,886	597	0	597	597	2,207	

Code	Highways & Open Spaces	Precept 2022-23	Actual Spend 2022-23	6mths Precept 2023-24	Forecast to End March 2024	Estimated Full Year Spend	Suggested Precept 2024-25	NOTES
401								
4100	Equipment Hire	0	31	100	0	0	100	Handyman Requirements
4128	Footpath Group	0	0	1,000	0	0	0	Insurance
4101	Grass Cutting	2,000	858	1,750	505.08	841	1,040	includes 3% as per contract
4105	LHFIG Projects	3,000		1,000	2000	2,350	2,000	For EMR if not spent
4106/7	Other	650	0	0	0	0	0	
4109	Street Furniture - New	1,000	2,780	0	0	0	1,500	For EMR if not spent - Jubilee Planters, Plants, Compost
4111	Tree / Hedge Works	500	0	500	250	250	500	For EMR if not spent (£250 = Play Area Tree)
4127	Holborn Footpath	0	250	250	0	263	250	Costs = New Licence for 5 years
	Speed Indicator Device	0	0	0	0	0	3,000	New Speed Indicator device
	Community Field				2170	1,870	1,000	For EMR if not Spent
	Lydiard Green	0	0	0	1500	1,500	500	For EMR if not Spent
	General Reserves/EMR	0		0	-3670	-3,670		
	Total	7,150	3,919	4,600	6,425	7,074	9,890	

Code	Lydiard Plain	Precept 2022-23	Actual Spend 2022-23	6mths Precept 2023-24	Forecast to End March 2024	Estimated Full Year Spend	Suggested Precept 2024-25	NOTES
501								
4105	Parish Maintenance	0	165	0	0	0	250	
4055	Professional Fees	350	310	350	0	310	350	
	Total	350	310	350	0	310	600	

Total	73,965	87,544	77,915	38,155	97,144	84,013
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6mths Precept 2023-24	Sept 23	310
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Forecast to End March 2024	0
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Estimated Full Year Spend	310
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Suggested Precept 2024-25	600
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NOTES

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Code	All Income	Precept 2022-23	Actual Income 2022-23	Precept 2023-24	Income Apr - Sep 2022	Forecast to End March 2023	Estimated Full Year Income	Suggested Precept 2023-24	NOTES
1000	Precept	55,865	55,865	59,919	59,919		59,919		
1015	Interest	0	1,425	650	1,774	1,000	2,774	2,000	
1020	Other	0	175	12	12	0	12	12	Wayleave
1011	Grants of Right	900	1,250	1,000	0	783	783	900	
1012	Interments	2,000	6,130	2,000	1,000	1,000	2,000	1,376	
1013	Memorials	700	1,875	700	845	370	1,215	756	
1007	Recreation/JCH Hire	1,000	1,143	1,600	329	12	341	500	
1007	Hire - Cricket	2,000	3,034	3,034	3,034	0	3,034	3,250	
1007	Hire - Football	8,000	7,878	5,500	2,960	4,395	7,355	7,000	
1002	Rental - Lydiard Plain	1,000	1,000	1,000	1,000	0	1,000	1,000	
1003	Grants - Lydiard Plain	2,500	2,617	1,000	1,063	1,057	2,120	1,500	
Total		18,100	26,528	16,496	12,017	8,617	20,634	18,294	

Members are requested to:

- NOTE this report and the attached spreadsheet
- RECEIVE a verbal update from Councillor Westwood
- CONSIDER if any additions or increases are required

Summary

The spreadsheet shows the exact figures for 2021-2023, and the first six months of 2023-2024. The predicted spend is based on regular payments and known costs made in the second half of the year.

Next Meeting

At the Parish meeting to be held on 11th January, Members will consider and set the Precept for the Parish for 2024-2025.

The attached draft precept will be updated following the Parish meeting, with the addition of any other information provided by Councillors and any other information that may be presented before the January meeting

2024/2025 Council Tax Setting Timetable

08-Nov-23	Wiltshire Council to issue draft 2024/2025 Council Tax Base figures to Parish/Town Councils based on current Council Tax Reduction (CTR) Scheme and worst case scenario.
27-Nov-23	Public consultation on the Council Tax Reduction (CTR) Scheme will end
12-Dec-23	Formal Decision to approve 2024/2025 Council Tax Base and CTR Scheme
13-Dec-23	Any changes to CTR scheme and confirmed tax base circulated with precept notice
13-Dec-23	Precept calculator to become live
18-Jan-24	Deadline for Parish/Town Councils to return approved 2024/2025 precept requests to Wiltshire Council
06-Feb-24	Cabinet meeting to recommend 2024/2025 Wiltshire Council Council Tax Demand
20-Feb-24	Full Council meeting to approve 2024/2025 Council Tax

Members are requested to:

- NOTE this report
- CONSIDER the recommendations relating to Greatfield
- NOTE the information relating to

Background to Issue 11-23-17 Greatfield, Lydiard Millicent

At the last LHFIG meeting it was agreed that a 20mph would not be feasible, but safety measures were required. It was suggested and agreed by LHFIG to consider a topographical survey for the design work options at Greatfield, Lydiard Millicent.

The cost for the survey is £1900 + VAT, a request to LMPC to contribute 25% of the cost being £475.00

Recommendation

Members to APPROVE a contribution of £475.00 towards the topographical survey of Greatfield

Background to Issue 11-23-08 Common Platt, Lydiard Millicent

At the October Parish Meeting at Minute Reference 23.89 Members formally accepted the LHFIG road safety proposals for Common Platt. Members RESOLVED to fund a maximum of 25% of the costs (% is subject to Purton Parish Councils contribution), costs to be met from Ear Marked Reserves budget. Members AGREED to ask for the inclusion of the additional options for roundels and a staggered barrier on the new footpath link from 'The Willows'

Feedback from Purton Parish Council

At the Purton Parish Council meeting held on 13 November, Members considered the request. Council members were informed by Cllr Jacqui Lay that the steps/pathway leading to the proposed crossing point constituted a breach of the planning permission as granted by Wiltshire Council in respect of access from Ridgeway Farm onto the highway. That the access as constructed does not form part of the permission granted and should be removed/permanent barrier/hedgerow installed.

There is further concern that should the proposal proceed despite the breach of planning permission, the issue regarding conformity of the steps in relation to their construction, and of the "sight lines" in respect of the informal pathway on the opposite side of the highway; with that of its relationship with the highway itself along with the proposal to extensively cut back the existing hedgerow; that such proposals are not sufficient in relation to that of future maintenance in order to ensure the continued safety of those crossing.

Members are mindful that there is already an approved crossing point to the East of the proposal on a straight section of the highway which potentially could be enhanced further therefor it is felt that in relation to the above they cannot support the request of a contribution towards the project as it stands.

Recommendation

Members are requested to NOTE that LHFIG will be invoicing Lydiard Millicent Parish Council for 25% on completion of the project.

Coronation Living Heritage Fund: Coronation Orchards

Briefing Note No. 23 - 36

Service : *Natural and Historic Environment*
Further Enquiries to: Naomi Styles, email: GAPS@wiltshire.gov.uk
Date Prepared: 15/11/2023
Direct Line: (01225) 07824 624970

Summary of the Project

The Grant Application and Planting Support (GAPS) team has been successful in a grant bid that will see £50,000 funding for community orchards throughout Wiltshire. This comes from the Coronation Living Heritage Fund, a fund to support local tree-planting projects across communities to celebrate the King's Coronation. The grant will allow Wiltshire Council to provide grants to local people and groups to establish community orchards.

The Grant

The types of applicants for community orchards include (but are not limited to) - schools, residents associations, community groups, charities, businesses and parish/town councils. A community orchard:

- Can be on either private or public land if there is a community/public benefit for the orchard, such as, the community involved in setting up/maintaining the orchard, or the community has access to the orchard on a permanent or occasional basis
- Can have a minimum of 5 trees. There is no maximum.

The grant can be used to fund new trees, protection (including fencing) and signage to celebrate the orchard and the King's coronation.

Wiltshire Council has the option to use up to 10% of the fund to purchase and plant community orchards itself.

Strategic Fit

The council's application was commended for the strategic fit of community orchards to Wiltshire's strategies, including the following goals:

- Wiltshire Council's Climate Strategy requires an increase in tree cover from 14% to 17% by 2045. Planting goals are 212 ha (2024-25) and 424ha thereafter.
- Wiltshire Council's Climate Strategy identifies use of its communications networks to; help landowners / community groups bid for funding to enhance green infrastructure; support sustainable, local food production, and work with training providers to teach green skills. Climate benefits of orchard planting include: carbon absorption, supporting biodiversity,

physical and mental wellbeing, natural cooling and shade as well as helping to reduce flooding through improved soil structure and planting.

- Orchard planting will support the council's Green and Blue Infrastructure Strategy (GBI) goals in providing high quality, accessible green spaces that contribute to health, well-being, activity, involvement in community food growing and the management and protection of local GBI assets.

Next Steps

The project will be overseen by the Woodland officers of the GAPS team that started in Spring 2023.

Next steps will be to:

- Identify suppliers of biosecure fruit trees that are Plant Healthy certified.
- Establish an application form and assessment process.
- Promote the grant amongst communities and schools.
- Offer training to Tree Wardens throughout the county in orchard planning and maintenance
- Liaise with other organisations and landowners, such as Wiltshire Wildlife Trust, on potential sites.
- Consider any potential Council owned land on which 10% of the fund can be spent.

Orchard planting will take place in Autumn/winter 2024-25.

How you can help with this project

Please promote and celebrate the Coronation Living Heritage Fund with your networks especially at local level and encourage consideration of potential sites for an orchard ready to make an application once the fund is open.

Please note that if areas are struggling with the ongoing maintenance of their community orchards or would like to celebrate them by holding events or training days, please encourage them to contact the GAPS team.

Councillors Briefing Note

No. 23 - 34

Service: Highways and Transport

Further Enquiries to: Spencer Drinkwater

Date Prepared: 7 November 2023

Direct Line: (01225) 713480

THE 'SUBSTANTIVE HIGHWAYS SCHEME FUND' BID APPLICATION PROCESS FOR FUNDING IN 2024/25

Background

A Substantive Highways Scheme Fund will again be made available in 2024/25 to enable Area Boards to bid (via their respective Local Highways and Footpath Improvement Groups (LHFIGs)) for funding to deliver priority transport schemes that exceed their Discretionary Highways Budget.

A two-year design and build programme has been adopted for Substantive Highways Schemes whereby Area Boards submit funding bids in the current year for detail design prior to implementation in the following financial year. As such, the bidding process will take place in 2023 for funding in 2024/25 financial year.

Subject to source funding remaining available¹, the Substantive Highways Scheme Fund for the 2024/25 financial year will be set at £250,000.

Mechanism for Awarding Substantive Highway Scheme Funding

The mechanism to be used to award Substantive Highway Scheme Funding will be that agreed by the Cabinet Member for Highways and Transport in July 2011.

With this mechanism, competing scheme bids are assessed and awarded funding according to two factors:

- Value for money
- Deliverability

Value for money is the ratio of the cost and benefit of the prospective schemes. Under this system, the benefit is determined from the priority score following assessment under the Scheme Assessment Framework (see **Appendix 1**) and the cost is that which would be borne by the Council in implementing the scheme. In this way, the cost/benefit ratio of any scheme is calculated to both acknowledge and stimulate contributory funding from town/parish councils and other external bodies.

¹ Local Transport Plan Integrated Block – Annual Grant Funding from Department for Transport

Deliverability is an assessment of how challenging a scheme would be to implement within the next financial year, considering technical, legal/procedural, operational, financial and public factors. Schemes are given a 'confidence score' based on these factors.

Appendix 2 sets out the Substantive Highways Scheme Bid Evaluation Formula incorporating the above value for money and deliverability criteria. It should be noted that, as the Council is looking to fund those schemes that are easily deliverable, and offer the maximum benefit for the minimum cost, the successful bids will be those that achieve the lowest score.

Eligibility to Bid for Substantive Highway Scheme Funding

An Area Board is eligible to bid for Substantive Highway Scheme Funding when the cost of implementing a scheme is estimated to exceed its annual Discretionary Highways Budget allocation.

Schemes which can be achieved within an Area Board's Discretionary Highways Budget or where it is reasonable and realistic to implement discrete, stand-alone sections in phases over time are not eligible for Substantive Highways Scheme Funding. However, projects that comprise a number of separate but linked elements that form an integral highway improvement will be eligible.

Each bid must include a local financial contribution to the scheme. This can come from the relevant LHFIG or another source, such as a parish or town council, or be a combination of different sources. In addition, the sum of the local contribution and the bid for Substantive Highways Scheme Funding must cover the full estimated cost of implementing the scheme.

Schemes for which bids are submitted must have been developed to a stage which demonstrates that the detail design work can be achieved in 2023/24 and the scheme delivered in the 2024/25 financial year when the funding will be available. Development of a scheme should include topographical surveys, completion of statutory processes, early-stage design and scheme drawing, and detailed cost estimates. The extent of scheme development prior to the submission of a Substantive bid will depend on the type of scheme being proposed and advice should be taken from council officers. Schemes submitted without reaching the required development stage will score poorly and are unlikely to secure funding.

Area Boards can submit up to two bids, although bidding more than once may reduce an Area Board's chances of success as the bids would effectively compete against each other.

Bidding Process

Bids should be completed on the attached pro-forma application form (see **Appendix 3**) and submitted by Friday 15 December 2023 to the highways officer serving the relevant Area Board LHFIG. The bids will then be scored in accordance with **Appendix 2**.

It is anticipated that a provisional decision on the awarding of funding will be made in February 2024 by the Cabinet Member for Highways & Transport, Street Scene and Flooding.

Simpler Recycling for household and business recycling in England.

Briefing Note No. 23-37

Service : Waste Management
Further Enquiries to: Martin Litherland – Head of Waste Management
Date Prepared: 13/11/2023
Direct Line: Martin Litherland – 01225 718524

Introduction

This briefing note is to share a summary of the government's response to its second consultation on achieving consistency in household and business recycling in England. This scheme has also recently been rebranded as "Simpler Recycling".

The Environment Act 2021, under which Simpler Recycling will be delivered, will have a far-reaching impact on all local authorities, including Wiltshire. More details are still to be confirmed by government and additional information will be shared as it becomes available. It is also relevant to note that since these proposals were confirmed, a new Environment Secretary has been appointed so there is potential for further changes.

The full response published by DEFRA on 21 October 2023 can be found here [Government response - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/consultations/simpler-recycling-response).

1. Overview

- 1.1 The government plans to introduce improved and simplified requirements through the Environment Act 2021.
- 1.2 It is proposed that all local authorities in England must collect the same recyclable waste streams for recycling or composting from households, as detailed in Appendix 1.
- 1.3 These reforms aim to simplify recycling, increase recycling rates, reduce waste, and support the government's Net Zero Strategy.

2. Proposed household collections required through Environment Act 2021

- 2.1 The table below outlines the mandatory collections required under the Environment Act 2021 and the timeline for their implementation.
- 2.2 From 2025 payments will be provided to local authorities via a new Extended Producer Responsibility (EPR) system. Packaging producers will be responsible for the costs of collecting and managing packaging waste through 'efficient and effective services', provided by councils as part of their waste collection, household recycling centre networks and some street cleaning activities. This will also require the addition of

materials such as plastic films and flexible plastics such as bread bags from 2027. Full details of how these payments will be made to local authorities is expected in 2024.

2.3 Additionally, 'reasonable' new burdens funding will be made available to local authorities covering the capital and resource costs incurred in providing new weekly separate collections of food waste from households (and possibly businesses).

Waste stream	Timeframe
Dry Recyclables (Glass bottles and jars, metal, paper and card, plastics)	Must be collected from households by 31 March 2026, with exception of plastic film from 31 March 2027.
Food waste	Separate weekly household collection by 31 March 2026. Authorities, such as Wiltshire, that have waste disposal contracts that would be affected by the removal of food waste will be provided with bespoke transitional arrangements enabling an alternative implementation date to be agreed with DEFRA to take account of these existing contracts.
Residual waste	Current government guidance is an expectation of a minimum of a fortnightly collection from 31 March 2026.
Garden waste (optional)	Councils can continue to apply charges for this collection service. Only required to collect if resident has requested and paid for the service. Should be implemented by 31 March 2026.

3. Proposed Commercial waste requirements required through Environment Act 2021

3.1 Businesses and relevant non-domestic premises are expected to implement dry recyclable and food waste collections by 31 March 2025 and micro-firms are expected to comply by 31 March 2027. Plastic film collections are required to be implemented by 31 March 2027 for both businesses and micro-firms.

4. Next steps

4.1 Two new consultations have been undertaken between 21 October and 20 November 2023:

- Consultation on Exemptions and Statutory Guidance for Simpler Recycling in England (open to local authorities only)
- Consultation on Additional Policies Related to Simpler Recycling in England (expanding the list of non-domestic premises in scope – public consultation)

4.2 As more details are confirmed by government, we will share more specific information for Wiltshire on the implications of what is being proposed.

Appendix 1.

List of materials provided by government which can be disposed of in each waste stream

Dry recyclables

The following materials will be included in the dry recyclables stream:

Glass:

- glass packaging including bottles and jars

Metal:

- steel and aluminium tins and cans
- steel and aluminium aerosols
- aluminium foil
- aluminium food trays
- steel and aluminium jars and bottle lids
- aluminium tubes

Plastic:

- plastic bottles made of polyethylene terephthalate (PET, including amorphous, recycled PET), polypropylene (PP) and high-density polyethylene (HDPE)
- pots, tubs, and trays made of PET (including amorphous, recycled, and crystalline PET), PP (including expanded PP) and polyethylene (PE)
- PE and PP plastic tubes larger than 50mm x 50mm
- cartons for food, drink, and other liquids, including aseptic and chilled cartons
- plastic film packaging and plastic bags made of mono-polyethylene (mono-PE), mono-polypropylene (mono-PP) and mixed polyolefins PE and PP, including those metallised through vacuum or vapour deposition (to be included from 31 March 2027)

Paper and card:

- All paper and card except:
- paper and card that contains glitter or foil
- paper that is laminated
- stickers and sticky paper
- padded lined envelopes
- paperback and hardback books
- wallpaper

Food waste

The following materials will be included in the food waste stream:

- all food intended for human or household pet consumption, regardless of whether it has any nutritional value
- biodegradable material resulting from the processing or preparation of food, including inedible food parts such as bones, eggshells, fruit and vegetable skins, tea bags and coffee grounds

Garden waste

The following materials will be included in the garden waste stream:
All organic material from the garden except:

- ash
- full-sized trees
- invasive weeds and species
- soil
- turf cuttings
- waste products of animal origin



Dear Colleague

From 27 November 2023 we are launching a new set of pages for children, young people and families so they can easily find information on things to do, places to go and who to talk to if they need support.

It's called All Together (search Wiltshire Together/All Together or scan the QR code) and has been developed by the Families and Children's Transformation (FACT) partnership with input from local families to provide the information that they told us matters to them in one place

The All Together pages (search Wiltshire Together/All Together or scan the QR code) will sit on the existing Wiltshire Together platform hosted by Wessex Community Action – which is a charitable website connecting people, groups and organisations in Wiltshire to their communities.

All Together pages will provide information on a range of topics including:

- Support for parents and carers including parenting tips and advice and financial support
- Information for families on events and activities in their local area
- Advice for young people on emotional wellbeing
- Support for those with Special Educational Needs and or Disabilities

The platform will also make it quicker and easier for those working with children, young people and families to find information and help them to signpost or, where necessary, refer children, young people and families to the right source of support.

We want families and staff to really benefit from these pages so we welcome all the support you can provide to promote and share the resource. Posters and other promotional materials are currently being distributed across the partnership but please do contact FACT@wiltshire.gov.uk if you have any queries.

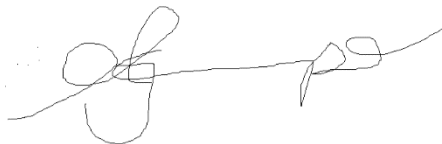
Yours sincerely,



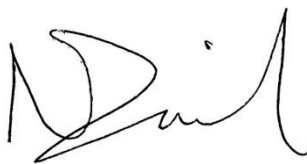
Lucy Townsend
Corporate Director of People/
Director of Children's Services
Wiltshire Council



Fiona Slevin-Brown
Place Director
BSW Integrated Care Board



Mark Cooper
Assistant Chief Constable
Local Policing and Specialist Operations



Naji Darwish
Chief Executive
Office of the Police and Crime Commissioner

Response to recent Council Climate Action Scorecards

Briefing Note No. 23 - 32

Service: Climate

Further Enquiries to: sarah.valdus@wiltshire.gov.uk

Date Prepared: 26/10/23

We wanted to provide an update on the Council Climate Action Scorecards that were recently confirmed.

Background

The scorecards are a wholly independent assessment of the climate plans and strategies of councils around the country by Climate Emergency UK. Councils are marked and scored on their climate action based on 89 questions, separated into seven sections – building and heating; transport; planning and land use; governance and finance; biodiversity; collaboration and engagement; and waste reduction and food. These assessments cover a period from January 2019 until March 2023, but questions involving national data may be calculated until August 2023.

Scorecards for this year have assessed local authorities on their overall climate actions, whereas the previous year focused on climate strategies only.

How did Wiltshire Council do?

Overall Wiltshire Council scored above average compared to other local authorities in the single tier category. We're also pleased that when the data is broken down into the urban and rural areas within single tier authorities Wiltshire Council is among the top five in the country.

Overall, the council received a 40% score, with the average among single tier local authorities, being 35%. The original information released placed us in a league table alongside London borough authorities or city unitaries, but those sorts of comparisons are ultimately meaningless and not comparable. Among single tier like for like authorities we excelled under the areas of building and heating (the council scored 72% when the average was 47%) and collaboration and engagement (the council scored 75% when the average was 53%). The council was scored average for Planning and Land with 35% and well above average for Governance Finance (41% score against 23% average). The council was also above average on the biodiversity section (31% against 27%) but below average on transport and waste. You can see the full table of like-for-like single tier authorities and the urban/rural authorities further down this briefing.

It's clear in looking at the scorecards across the board from other authorities in the country that there are clear and common challenges to overcome.

Our careful planning, underpinned by our Business Plan and Climate Strategy, keeps us on track and confident that we're making excellent progress. We'll take any lessons from the scorecard assessment, particularly where we fell below the average, and continue to work hard internally and externally to make a positive difference.

More information on the scorecards can be found at <https://councilclimatescorecards.uk/>.

Sustainable transport portfolio

To ensure our climate work remains at the heart of everything we do as a council and that the momentum we're making continues, 'sustainable transport' has been added to Cllr Tamara Reay's portfolio. Therefore, Cllr Reay will now be Portfolio Holder for Climate Change and Sustainable Transport, working alongside Cllr Nick Holder in his role as Cabinet Member for Environment and Climate Change and with Cllr Caroline Thomas in her role as Cabinet Member for Transport.

We see sustainable transport playing a key role in our efforts to tackle the climate emergency and this change will ensure greater focus in this area in order to further look at all the opportunities available.

Progress we've made

As stated in our recent [six-month update](#) to Cabinet and Full Council on our ongoing response to the climate emergency, we are working on a huge number of projects that will reduce the council's own carbon footprint as well as that of the county's, and we remain committed to driving this work forward. That's demonstrated by the fact that the amount of renewable energy produced on our own estate has trebled in the last year alone.

As an organisation, we are on track to being carbon neutral by 2030 and we'll continue to look at ways to help the county and set an example for others to follow. This is not a responsibility we can carry alone but we're committed to doing what we can to lead the way.

In our recent six-month update, we confirmed that we are on track to be a carbon neutral organisation and that the amount of renewable energy produced on our own estate has trebled in the last year from 550,000 kWh in 2021-22 to 1,745,060 kWh in 2022-23. This helps the council to be more self-sufficient, reducing its overall energy bill and adds more renewables into the electricity system. In addition, council carbon emissions have been reduced below the target for 2022/23 (3750t CO₂e). This, and the many programmes and projects underway all contribute to the council being on track to be carbon neutral by the start of the next decade.

Looking ahead, we will continue to develop a strategy for offsetting greenhouse gas emissions, due to be delivered in 2024, and look at climate risk and resilience and development Adaptation Action Plans in 2024. A key area of work is carbon literacy and embedding climate considerations into all areas of the council's service delivery, procurement and supply chains.

Council Climate Action Scorecard – single tier – urban with rural areas



Cont'd



Council Climate Action Scorecard – single tier authorities

Council	Buildings & Heating (%)		Transport (%)		Planning & Land Use (%)		Governance & Biodiversity Finance (%)		Collaboration & Engagement (%)		Waste Reduction & Food (%)		Total Score	↓
	Heating (%)	Transport (%)	Land Use (%)	Finance (%)	Engagement (%)	Food (%)	Score	Score	Score	Score	Score	Score		
Bath and North East Somerse	84	26	77	47	69	62	29	57						
Bristol City	80	36	23	72	31	88	56	55						
Cornwall	68	20	80	53	31	83	31	52						
South Gloucestershire	69	21	41	43	42	60	42	44						
Dorset	67	31	8	53	38	71	51	44						
Herefordshire	68	18	36	49	15	77	31	43						
Wiltshire	72	10	35	43	31	75	19	40						
North Somerset	51	10	59	41	23	87	23	40						
Central Bedfordshire	66	11	36	45	27	58	19	38						
West Berkshire	36	25	70	29	27	58	31	38						
Cheshire West and Chester	47	14	33	28	31	76	42	36						
City of York	59	33	21	28	19	57	12	35						
Shropshire	47	2	54	24	35	47	42	33						
Cheshire East	46	11	28	26	38	54	29	31						
Swindon Borough	39	5	26	36	54	50	19	30						
Bedford Borough	32	11	40	33	15	55	12	27						
Northumberland	48	28	-2	11	31	42	12	26						
East Riding of Yorkshire	39	24	-3	20	8	53	27	24						
Rutland County	26	4	6	20	15	2	10	13						
Single Tier Average	47	22	35	27	27	53	37	35						

Recent progress we've made as a council and for the county

Supporting Wiltshire to become carbon neutral

Updated: October 2023

243

energy efficient measures installed in council houses, including insulation and solar panels

£978k

of funding received to create new cycling and walking routes in the county.

Working with schools and pupils to create toolkit to raise awareness of climate change, air quality and impact of transport

RECYCLING
Let's sort it!

Recycling: Let's Sort It campaign launched – supporting the county to recycle as much as possible

5 new Wiltshire Connect bus services launched

Wiltshire Connect

£480k

funding awarded to catalyse delivery of local electric vehicle charging points

Tree warden scheme launched following successful bid for almost £300k

700+

residents expressed interest in purchasing solar panels for their homes via Solar Together

Consultation on the council's Air Quality Action Plan completed

#WiltsCanDoThis

Wiltshire Council

Our progress to becoming a carbon neutral organisation

Updated: October 2023



Council greenhouse gas emissions have reduced by 85% since 2014– on track to be carbon neutral by 2030



1,745,060 kWh

The amount of renewable energy produced from council buildings has trebled in the last year – from 550,000 kWh to 1,745,060 kWh



Highways contractor using Hydrotreated Vegetable Oil for their fleet – reducing emissions by 90%



100+

members of staff complete carbon literacy training to help them become more energy efficient in their work and lives



284kw

Have installed solar canopies at a leisure centre car park – generating 284kw of power and reducing costs by more than 10%



Installing 12 electric vehicle charging points at a leisure centre powered from solar panels

#WiltsCanDoThis

Wiltshire Council

Wiltshire Council Climate Emergency update

October 2023

climate@wiltshire.gov.uk

Wiltshire Council Mission

“ We are on the path to carbon neutral (net zero)...

The council has acknowledged a climate emergency and committed to becoming carbon neutral as an organisation by 2030. Through its leadership, it must now seek to make the whole of Wiltshire carbon neutral too.

- Become a Carbon neutral organisation by 2030.
- Assist the county to have a smaller carbon footprint
- Support decarbonisation of existing transport and increased use of public transport options as well as walking and cycling.
- Prepare the county for the impact of climate change.
- Invest in assets to support our lowering carbon output ...”

Wiltshire Council Business Plan 2022-2032

October 2023 climate update to Cabinet and Full Council

- The [report](#) provided an update to council on climate action since the last update in May 2023. [Listen](#) to Cllr Nick Holder at the cabinet meeting [from 30:16 to 38:45]
- Council is on track to be carbon neutral by 2030
- Council and county-wide indicators were presented on a [scorecard](#) as a basis for Wiltshire organisations and individuals to work in partnership towards net zero.
- A report on the [Solar Together scheme](#) was included.
- Council resolved to adopt the proposed [Environmental Policy](#). The policy says how the council mitigates the environmental impacts from its operations.
- The annual [Greenhouse Gas Report](#) was also published in September.
- [Press release](#) - provides a summary of recent climate action. Some highlights are shown on the following infographics. See also [Latest Updates and News Releases](#)

Supporting Wiltshire to become carbon neutral

Updated: October 2023

 **243**

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£978k



of funding received to create new cycling and walking routes in the county.



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Wiltshire Connect



£480k

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⚡⚡⚡⚡⚡⚡ **1,745,060 kWh**

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Highways contractor using Hydrotreated Vegetable Oil for their fleet – **reducing emissions by 90%**



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Have installed solar canopies at a leisure centre car park – generating 284kw of power and reducing costs by more than 10%



Installing **12 electric vehicle charging points** at a leisure centre powered from solar panels

#WiltsCanDoThis

Wiltshire Council

What else is the council doing?

- To see what the council is doing on climate change going forward
 - [Climate Strategy](#);
 - [Climate Strategy Delivery Plan](#);
 - [Carbon Neutral Council Plan](#)



Upcoming highlights

- Local Electric Vehicle Infrastructure (LEVI) and EV Strategy - team being recruited.
- Draft Local Plan includes policy on net zero development and renewable energy. Following consultation in November 2023, any necessary changes will be made and the plan submitted for examination by planning inspector.
- Tree wardens scheme and council GAPS team will be ramping up tree planting.
- Adaptation and Resilience to climate change impacts – plan being reviewed.
- Carbon Literacy – for council officers, councillors, community
- Council chosen for SSEN's Local Energy Net Zero Accelerator. Using a map-based tool to help understand and plan energy demand & supply, and grid capacity

Retrofit Highlights

- HUG Home Upgrade Grant Scheme – government fund for low-income households. Communications and marketing to start in January and installations to start in early Q1 2024.
- Retrofit Energy Advice for able to pay households – Local Energy Advice Demonstrator (led by Centre for Sustainable Energy)
- Solar Together. Scheme 1 success (700 households participated); Scheme 2 up and running and 124 installations completed so far.

How to keep up to date on the council's climate action

- Council has decided to move to annual reporting instead of six-monthly. This will help the council to spend more time on delivery rather than compiling a report.
- Next full report on the council's response to the climate emergency due October 2024.

In the meantime –

- [Sign up](#) for council e-news (newsletters for residents, businesses, schools, town and parish councils)
- View the council website for [updates](#) on what the council is doing and for information for residents, businesses and schools on taking climate action and finding grants [Climate change - Wiltshire Council](#).
- Look out for press releases and social media posts.

Click on the Facebook or Twitter icons:



Wiltshire Council

Information for Area Boards and Parish Councils

- All Area Boards have environment and / or climate among their priorities. The council's climate and environment teams will connect with Area Board Environment Leads to support their action planning.
- Town and Parish Councils – please look out for updates via the e-newsletter to clerks and monthly online meetings.
- Following the successful action planning workshops earlier in 2023 the Climate Team will contact local councils to find out how the climate action is going, and how to support towns and parishes with making an impact and sharing their experiences.
- Please share: School [resource](#) for creating effective Active Travel plans. Watch the video here [Active travel toolkit for schools – YouTube](#)
- Tree planting – the council is looking for land and local volunteer Tree Wardens to help plant trees, orchards and woodlands.



Contact

Climate Team
Tree Planting

climate@wiltshire.gov.uk

Grant Application and Planting Support GAPS@wiltshire.gov.uk

Wiltshire Council



13 November 2023

Green food super production centre planned for Royal Wootton Bassett

A radical new development, which has the potential to see landfill sites across the country transformed into low-cost energy and affordable fruit and vegetable super production centres, is being proposed by Wiltshire-based Crapper and Sons Landfill Limited as part of the future vision for its Royal Wootton Bassett site.

The cutting-edge, climate friendly 'Sustain Initiative', which will be detailed as part of a public consultation due to take place in December, plans to use methane generated by its landfill site to power and heat positively pressured inflatable greenhouses. These will be used to produce affordable fruit and vegetables for the local community year-round, resulting in the creation of up to 130 new jobs.

Based on the concept of the ancient midden where waste, including animal dung, would be piled outside homes to break down, providing heat, material to burn and composted biomass, the Sustain 'Super-Midden' is designed to turn landfill sites into energy, heat, food, and fertiliser generating centres for the benefit of the local community.

Under the proposed plans landfill methane, which is currently safely tapped and burnt off, will power engines to generate electricity and heat. In a world-first, this will be used to keep flexible greenhouses situated on the sealed landfill cells at a perfect growing temperature for horticulture throughout the year.

These positively pressured greenhouses are engineered to flex with the movement of the landfill as it settles. Fully encapsulated, they are isolated from the landfill and the environment, preventing the ingress of contaminants, pests or disease.

CO₂, produced as a by-product of the energy from gas process, will be fed directly into the greenhouses to enhance and control the growing environment.

Aided by ultraviolet light, ripening can be accelerated or slowed down to meet local demand. This allows the growing season to be extended year-round, enabling multi-cropping and harvesting of everything from lettuce to avocados.

Sustain's circular solution will see its greenhouses produce just-in-time, demand-based fruit and vegetables using advanced modelling technology to manage planting, levels of heat, light and CO₂.

Minimising the need for storage and food miles, produce will be delivered to the doorstep alongside dairy products and meat from local farmers.

The aim is for the proposed greenhouses at the Brinkworth Road site to supply 80% of all fruit and vegetable requirements for Wootton Bassett, Malmesbury, Purton and Brinkworth, consuming up to 4,000 tonnes of CO₂ each year; equivalent to boiling 57 million kettles of water.

In time, food waste will be collected for anaerobic digestion when the food deliveries are made. This will be used to generate low-cost energy and fertiliser for use in the greenhouses, perpetuating the sustainable circular solution.

Spare electricity from the methane-to-energy, and energy from waste plants will be used to support green industrial development and recycling, providing high quality local employment.

Full details of the proposed plans for the Super-Midden at the Brinkworth Road site, will be shared with the local community at two public consultation events. These will take place at Royal Wootton Bassett Rugby Football Club on Monday 04 December (1pm-8pm), and at Memorial Hall Station Rd, Royal Wootton Bassett on Saturday 09 December (10am-3pm).

Commenting on the Sustain vision, Richard Crapper, Managing Director of Crapper and Sons Landfill Ltd, said: "Over the years we have worked hard to support our local community. The Sustain Super-Midden plans for the site at Brinkworth Road are the next stage of that legacy.

"Our goal is to transform the way landfill sites are utilised so that they become one of the most climate-friendly methods of waste disposal. This is made possible by repurposing and reusing landfill cells once they become full, adopting cutting edge technology to create affordable, just-in-time food, through a process that consumes more carbon than it produces.

"The green food Super-Midden production centre will be owned and operated by a Community Interest Company, which will return profit to the local community in the form of grants for community projects."

Richard Crapper added: "All this is possible within the footprint of our existing site, but the really exciting part is that this solution has the potential to be replicated across the country, addressing the unsustainable practice of importing out-of-season produce from all over the world.

"Adopted nationwide, our Super-Midden solution could alleviate food shortages, provide cheap power to local communities and help to address the cost-of-living crisis, all by generating affordable, freshly harvested, non-warehoused produce at a lower cost than the major supermarkets.

"It's all part of our wider Sustain vision that aims to create sustainable working environments and communities of the future."

Visitors to the public consultations will be able to share their views on the Sustain Super-Midden plans via a feedback form. For those who are unable to attend the event, information about the

proposed plans and an online feedback form will be available from 04 December on <https://sustainwiltshire.co.uk>

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Editor's notes:

About Sustain:

- Sustain is a new initiative founded by Crapper and Sons Landfill Ltd, a family run business that has been providing landfill and sustainable solutions to its local communities for over 40 years.
- Based on the outskirts of Wootton Bassett, Sustain aligns with the core values of Crapper and Sons Landfill Ltd, which is committed to recycling, reusing and repurposing. Its goals are to deliver sustainable food, energy, employment and living to its local community.
- Sustain's mission is to have positive impact on communities and places. This includes providing affordable food, improving the quality, availability and sustainability of new homes built around existing towns, and enhancing employment opportunities by providing sustainable heat and power, and eco-workplaces.
- Transforming landfill sites into climate friendly food, heating and energy centres, owned by Community Interest Companies, Sustain's Super-Midden concept is a revolutionary new solution that could change the face of the landfill sector globally, turning existing landfill sites into one of the most climate-friendly, carbon negative methods of waste disposal.