

Finance Report 1 August 2024

Item 8a

EXPENDITURE

Supplier	Invoice		Description	Net	VAT	Total	Paid	Method
	Number	Date						
AJ Products	8018603	10 Jul 24	Tables for JCH	905.00	181.00	1,086.00	18 Jul 24	BP
Asda	n/a	04 Jun 24	Refreshments D-Day Event	133.45	0.00	133.45	18 Jul 24	BP
Betterclean	2746	30 Jun 24	June Cleaning	425.10	85.02	510.12	18 Jul 24	BP
Bookers	124852	04 Jun 24	Refreshments D-Day Event	38.59	0.00	38.59	18 Jul 24	BP
BOnline	1589265	01 Jul 24	Broadband	29.44	5.89	35.33	11 Jul 24	DD
British Gas - Electricity	7931100	16 Jun 24	May/June Charges	90.61	4.53	95.14	30 Jun 24	DD
Business Waste	1428505	01 Jul 24	Cemetery and JCH	96.85	19.37	116.22	15 Jul 24	DD
Castle Water	2876529	05 Jul 24	JCH Water	65.03	0.00	65.03	19 Jul 24	DD
Castle Water	2823516	04 Jul 24	Cemetery Water	5.38	0.00	5.38	18 Jul 24	DD
Cook & White	1	21 Jun 24	Bus Stop Cleaning	75.00	0.00	75.00	18 Jul 24	BP
Corona	18508131	08 Jul 24	June Charges	89.44	4.47	93.91	18 Jul 24	BP
EE	53630	13 Jun 24	May/June Charges	19.42	3.88	23.30	21 Jun 24	DD
Greatfield Nurseries	54	19 Apr 24	Play Area Kickboard & Turf	14.60	2.92	17.52	18 Jul 24	BP
Greatfield Nurseries	63	30 Apr 24	Seesaw Area Play Area	7.92	1.58	9.50	18 Jul 24	BP
Inception	3039017	15 Jul 24	June / July Charges	24.77	4.95	29.72	18 Jul 24	BP
John O'Conner	109845	17 Jun 24	June Maintenance	884.83	176.96	1,061.79	18 Jul 24	BP
K Thompson	2024013	09 Jun 24	Cricket Square Maintenance	468.00	0.00	468.00	18 Jul 24	BP
Peninsula	4348108	08 Jul 24	HR	106.64	20.14	126.78	08 Jul 24	DD
PetrOil Engineering Ltd	2416	20 May 24	Propane Gas - Beacon	31.67	1.58	33.25	18 Jul 24	BP
SLCC	249807-3	13 Jun 24	Membership Fees	24.30	0.00	24.30	18 Jul 24	BP
Thamesdown Blinds	2232	15 Jul 24	Blinds for JCH	397.00	79.40	476.40	18 Jul 24	BP
Wellers Hedleys	826547	31 May 24	Legal	700.00	140.00	840.00	18 Jul 24	BP
Wiltshire Council	n/a	01 Jul 24	Business Rates	99.00	-	99.00	01 Jul 24	DD

Expenditure 4,732.04 731.69 5,463.73

Payments for Approval

John O'Conner	110728	18 Jul 24	July Maintenance	884.83	176.96	1,061.79	
K Thompson	2024206	12 Jul 24	Cricket Square Maintenance	351.00	0.00	351.00	
Microshade	19522	07 Jul 24	Quarterly Hosting Fees	318.57	63.71	382.28	

1,554.40 240.67 1,795.07

LMPC Income Summary 2024-2025 Received 30 June 2024

Category	Amount
Exclusive Rights	£224.00
Football	£2,510.00
Total	£2,734.00
Precept	£32,075.50

VAT 2023-2024	£12,696.75
Total	£47,506.25

Members are requested to NOTE this report.

Background

The Council's Unity Tier 1 Current Account is being migrated to a Tier 2 Current Account. This is because it no longer meets the eligibility criteria for Tier 1 of a turnover per annum of up to £100k. There are additional costs involved in a Tier 2 Current Account of 15p per transaction, which when taking the average transaction number over the last 3 months, it is expected this will incur an additional c. £5.25 in charges per month. This will be effective from 18 September 2024.

Detailed Income & Expenditure by Budget Heading 30/06/2024

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
101 General Administration							
1000 Precept	32,076	64,151	32,076			50.0%	
1015 Interest	954	2,000	1,046			47.7%	
1020 Other	0	12	12			0.0%	
General Administration :- Income	33,029	66,163	33,134			49.9%	0
4000 Staff Salary	6,597	22,053	15,456		15,456	29.9%	
4001 Mileage	0	50	50		50	0.0%	
4006 Telephones / Broadband	176	900	724		724	19.5%	
4007 Tax & NI	3,078	6,600	3,522		3,522	46.6%	
4008 Home Working Allowance	90	180	90		90	50.0%	
4010 Training / Conferences	186	1,500	1,314		1,314	12.4%	
4011 Subscriptions	631	300	(331)		(331)	210.2%	
4012 Books & Journals	0	50	50		50	0.0%	
4020 Chairman - Expenses	10	100	90		90	9.7%	
4021 Refreshments	0	25	25		25	0.0%	
4022 Office Equipment	301	500	199		199	60.2%	283
4030 Hall Hire	73	180	108		108	40.3%	
4032 Printing and Lease	132	325	193		193	40.5%	
4034 Postage	0	25	25		25	0.0%	
4035 Stationery Sundries	81	250	169		169	32.4%	
4036 Advertising & Parish Magazine	0	175	175		175	0.0%	
4051 Audit Fees	501	750	249		249	66.8%	
4052 Insurance	1,573	1,500	(73)		(73)	104.9%	
4053 Web Hosting & Domain Name	734	1,500	766		766	48.9%	
4054 Legal Fees	1,575	1,500	(75)		(75)	105.0%	
4055 Professional Fees	736	2,945	2,209		2,209	25.0%	
4057 Bank Service Charges	30	150	120		120	20.0%	
4064 Software Packages	543	475	(68)		(68)	114.2%	
4065 Events	200	1,000	801		801	19.9%	
4071 Registrations / Licences	35	35	0		0	100.0%	
General Administration :- Indirect Expenditure	17,279	43,068	25,789	0	25,789	40.1%	283
Net Income over Expenditure	15,751	23,095	7,344				
6000 plus Transfer from EMR	283						
Movement to/(from) Gen Reserve	16,033						
102 Grants							
4136 Grants & Donations	163	500	337		337	32.6%	
Grants :- Indirect Expenditure	163	500	337	0	337	32.6%	0
Net Expenditure	(163)	(500)	(337)				

Detailed Income & Expenditure by Budget Heading 30/06/2024

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>104 Democratic Activities</u>							
4026 Election Fees	0	1,150	1,150		1,150	0.0%	
Democratic Activities :- Indirect Expenditure	<u>0</u>	<u>1,150</u>	<u>1,150</u>	<u>0</u>	<u>1,150</u>	<u>0.0%</u>	<u>0</u>
Net Expenditure	<u>0</u>	<u>(1,150)</u>	<u>(1,150)</u>				
<u>201 Cemetery</u>							
1011 Grants of Right	224	900	676			24.9%	
1012 Interments	0	2,000	2,000			0.0%	
1013 Memorials	0	1,200	1,200			0.0%	
Cemetery :- Income	<u>224</u>	<u>4,100</u>	<u>3,876</u>			<u>5.5%</u>	<u>0</u>
4003 Water	9	60	51		51	15.7%	
4101 Grass Cutting	151	385	234		234	39.1%	
4105 Parish Maintenance	113	650	537		537	17.4%	
4111 Tree / Hedge Works	0	263	263		263	0.0%	
Cemetery :- Indirect Expenditure	<u>273</u>	<u>1,358</u>	<u>1,085</u>	<u>0</u>	<u>1,085</u>	<u>20.1%</u>	<u>0</u>
Net Income over Expenditure	<u>(49)</u>	<u>2,742</u>	<u>2,791</u>				
<u>301 Recreation Field & JCH</u>							
1007 Hire	0	500	500			0.0%	
Recreation Field & JCH :- Income	<u>0</u>	<u>500</u>	<u>500</u>			<u>0.0%</u>	<u>0</u>
4002 Business Rates etc	293	1,250	957		957	23.4%	
4003 Water	115	750	635		635	15.3%	
4004 Electricity	318	3,000	2,682		2,682	10.6%	
4005 Gas	377	1,700	1,323		1,323	22.2%	
4009 CCTV	0	605	605		605	0.0%	
4070 Inspections	0	350	350		350	0.0%	
4101 Grass Cutting	2,144	4,298	2,154		2,154	49.9%	
4105 Parish Maintenance	170	700	530		530	24.3%	
4111 Tree / Hedge Works	0	265	265		265	0.0%	
4120 JCH - Cleaning	850	4,250	3,400		3,400	20.0%	
4121 Janitorial Supplies	0	950	950		950	0.0%	
4122 Building Maintenance	435	2,000	1,565		1,565	21.8%	435
4123 JCH - Major Works	3,819	0	(3,819)		(3,819)	0.0%	3,819
4124 Handyman Requirements	5	250	245		245	2.1%	
Recreation Field & JCH :- Indirect Expenditure	<u>8,525</u>	<u>20,368</u>	<u>11,843</u>	<u>0</u>	<u>11,843</u>	<u>41.9%</u>	<u>4,254</u>
Net Income over Expenditure	<u>(8,525)</u>	<u>(19,868)</u>	<u>(11,343)</u>				
6000 plus Transfer from EMR	4,254						
Movement to/(from) Gen Reserve	<u>(4,271)</u>						

Detailed Income & Expenditure by Budget Heading 30/06/2024

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
303 Play Area							
4070 Inspections	0	150	150		150	0.0%	
4101 Grass Cutting	89	285	196		196	31.1%	
4130 Play Equipment - New	0	1,000	1,000		1,000	0.0%	
4131 Play Equipment - Maintenance	0	500	500		500	0.0%	
Play Area :- Indirect Expenditure	89	1,935	1,846	0	1,846	4.6%	0
Net Expenditure	(89)	(1,935)	(1,846)				
304 Cricket							
1007 Hire	0	3,250	3,250			0.0%	
Cricket :- Income	0	3,250	3,250			0.0%	0
4101 Grass Cutting	0	637	637		637	0.0%	
4312 Maintenance of Cricket Square	0	2,300	2,300		2,300	0.0%	
Cricket :- Indirect Expenditure	0	2,937	2,937	0	2,937	0.0%	0
Net Income over Expenditure	0	313	313				
305 Football							
1002 Rental	2,510	0	(2,510)			0.0%	
1007 Hire	0	7,000	7,000			0.0%	
Football :- Income	2,510	7,000	4,490			35.9%	0
4101 Grass Cutting	0	1,592	1,592		1,592	0.0%	
4126 Pitch Marking	0	615	615		615	0.0%	
Football :- Indirect Expenditure	0	2,207	2,207	0	2,207	0.0%	0
Net Income over Expenditure	2,510	4,793	2,283				
401 Highways & Open Spaces							
4100 Equipment & Repairs	91	100	9		9	91.3%	
4101 Grass Cutting	271	1,040	769		769	26.1%	
4105 Parish Maintenance	0	2,000	2,000		2,000	0.0%	
4109 Street Furniture - New	0	1,000	1,000		1,000	0.0%	
4111 Tree / Hedge Works	0	500	500		500	0.0%	
4127 Holborn Footpath	257	250	(7)		(7)	102.7%	
4128 Footpath Group	157	0	(157)		(157)	0.0%	157
4129 Community Field	0	1,000	1,000		1,000	0.0%	
4139 Lydiard Green	0	500	500		500	0.0%	
4140 Speed Indicator Devices SIDS	0	3,000	3,000		3,000	0.0%	
Highways & Open Spaces :- Indirect Expenditure	776	9,390	8,614	0	8,614	8.3%	157
Net Expenditure	(776)	(9,390)	(8,614)				
6000 plus Transfer from EMR	157						

Detailed Income & Expenditure by Budget Heading 30/06/2024

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Movement to/(from) Gen Reserve	(619)						
<u>501 Lydiard Plain</u>							
1002 Rental	0	1,000	1,000			0.0%	
1003 Grants	0	1,500	1,500			0.0%	
Lydiard Plain :- Income	<u>0</u>	<u>2,500</u>	<u>2,500</u>			<u>0.0%</u>	<u>0</u>
4055 Professional Fees	0	350	350		350	0.0%	
4105 Parish Maintenance	0	250	250		250	0.0%	
Lydiard Plain :- Indirect Expenditure	<u>0</u>	<u>600</u>	<u>600</u>	<u>0</u>	<u>600</u>	<u>0.0%</u>	<u>0</u>
Net Income over Expenditure	<u>0</u>	<u>1,900</u>	<u>1,900</u>				
Grand Totals:- Income	35,763	83,513	47,750			42.8%	
Expenditure	27,104	83,513	56,409	0	56,409	32.5%	
Net Income over Expenditure	<u>8,659</u>	<u>0</u>	<u>(8,659)</u>				
plus Transfer from EMR	<u>4,693</u>						
Movement to/(from) Gen Reserve	<u>13,352</u>						

Members are requested to:

- NOTE this report and information
- ADOPT the 2024 Financial Regulations
- RETAIN Regulations for reference

Information

- **Bold Text** indicates legal requirements, which a Council cannot change or suspend.
- Once adopted the Financial Regulations should be retained by Councillors and published on the Council's website.

Members are requested to specifically NOTE and ACTION where required the following sections, which are either new or different from the 2019 version. Members to CONSIDER if any other amendments are required with the scope of the Council's power.

- 2.6 At least once in each quarter, and at each financial year end, a member other than the Chairman or a cheque signatory shall be appointed to verify bank reconciliations for all accounts produced by the RFO. The member shall sign and date the reconciliations and the original bank statements (or similar document) as evidence of this. This activity, including any exceptions, shall be reported to and noted by the council. **ACTION: Councillors Hill Wheeler and Selwood are already APPOINTED to undertake this procedure.**
- 4.2 Budgets for salaries and wages, including employer contributions shall be reviewed by the Council at least annually for the following financial year and the final version shall be evidenced by a hard copy schedule signed by the Clerk and the Chairman of the Council.
- 5.9 where the value is between £500 and £3,000 excluding VAT, the Clerk shall try to obtain 3 estimates, which might include evidence of online prices, or recent prices from regular suppliers
- 5.11 **Contracts must not be split into smaller lots to avoid compliance with these rules.**
- 6.7 A copy of this schedule of regular payments shall be signed by two members on each and every occasion when payment is made - to reduce the risk of duplicate payments.
- 7.7 Evidence shall be retained showing which members approved the payment online and a printout of the transaction confirming that the payment has been made shall be appended to the invoice for audit purposes.
- 7.8 A full list of all payments made in a month shall be provided to the next council meeting and appended to the minutes.
- 7.12 Account details for suppliers may only be changed upon written notification by the supplier verified by the Clerk and a member. This is a potential area for fraud and the individuals involved should ensure that any change is genuine. Data held should be checked with suppliers every two years.
- 9.4 Personal credit or debit cards of members or staff shall not be used except for expenses of up to £250 including VAT, incurred in accordance with Council policy.

Tina Jones
July 2024

LYDIARD MILLICENT PARISH COUNCIL

FINANCIAL REGULATIONS

Contents

1. General	2
2. Risk management and internal control	3
3. Accounts and audit.....	4
4. Budget and precept.....	5
5. Procurement.....	6
6. Banking and payments	8
7. Electronic payments	9
8. Cheque payments	10
9. Payment cards	10
10. Petty Cash	11
11. Payment of salaries and allowances.....	11
12. Loans and investments.....	11
13. Income	12
14. Payments under contracts for building or other construction works	12
15. Stores and equipment.....	12
16. Assets, properties and estates	12
17. Insurance	13
18. [Charities].....	Error! Bookmark not defined.
19. Suspension and revision of Financial Regulations	13
Appendix 1 - Tender process	14

These Financial Regulations were adopted by the Council at its meeting
held on 1 August 2024

1. General

- 1.1. These Financial Regulations govern the financial management of the council and may only be amended or varied by resolution of the council. They are one of the council's governing documents and shall be observed in conjunction with the council's Standing Orders.
- 1.2. Councillors are expected to follow these regulations and not to entice employees to breach them. Failure to follow these regulations brings the office of councillor into disrepute.
- 1.3. Wilful breach of these regulations by an employee may result in disciplinary proceedings.
- 1.4. In these Financial Regulations:
 - 'Accounts and Audit Regulations' means the regulations issued under Sections 32, 43(2) and 46 of the Local Audit and Accountability Act 2014, or any superseding legislation, and then in force, unless otherwise specified.
 - "Approve" refers to an online action, allowing an electronic transaction to take place.
 - "Authorise" refers to a decision by the council, or a committee or an officer, to allow something to happen.
 - 'Proper practices' means those set out in *The Practitioners' Guide*
 - *Practitioners' Guide* refers to the guide issued by the Joint Panel on Accountability and Governance (JPAG) and published by NALC in England or Governance and Accountability for Local Councils in Wales – A Practitioners Guide jointly published by One Voice Wales and the Society of Local Council Clerks in Wales.
 - 'Must' and **bold text** refer to a statutory obligation the council cannot change.
 - 'Shall' refers to a non-statutory instruction by the council to its members and staff.
- 1.5. The Clerk has been appointed as RFO and these regulations apply accordingly. The RFO;
 - acts under the policy direction of the council;
 - administers the council's financial affairs in accordance with all Acts, Regulations and proper practices;
 - determines on behalf of the council its accounting records and control systems;
 - ensures the accounting control systems are observed;
 - ensures the accounting records are kept up to date;
 - seeks economy, efficiency and effectiveness in the use of council resources; and
 - produces financial management information as required by the council.
- 1.6. **The council must not delegate any decision regarding:**
 - **setting the final budget or the precept (council tax requirement);**
 - **the outcome of a review of the effectiveness of its internal controls**

- **approving accounting statements;**
- **approving an annual governance statement;**
- **borrowing;**
- **declaring eligibility for the General Power of Competence; and**
- **addressing recommendations from the internal or external auditors**

1.7. In addition, the council shall:

- determine and regularly review the bank mandate for all council bank accounts;
- authorise any grant or single commitment in excess of £100; and

2. Risk management and internal control

- 2.1. The council must ensure that it has a sound system of internal control, which delivers effective financial, operational and risk management.**
- 2.2. The Clerk shall prepare, for approval by the council, a risk management policy covering all activities of the council. This policy and consequential risk management arrangements shall be reviewed by the council at least annually.
- 2.3. When considering any new activity, the Clerk shall prepare a draft risk assessment including risk management proposals for consideration by the council.
- 2.4. At least once a year, the council must review the effectiveness of its system of internal control, before approving the Annual Governance Statement.**
- 2.5. The accounting control systems determined by the RFO must include measures to:**
 - **ensure that risk is appropriately managed;**
 - **ensure the prompt, accurate recording of financial transactions;**
 - **prevent and detect inaccuracy or fraud; and**
 - **allow the reconstitution of any lost records;**
 - **identify the duties of officers dealing with transactions and**
 - **ensure division of responsibilities.**
- 2.6. At least once in each quarter, and at each financial year end, two members other than cheque signatories shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign and date the reconciliations and the original bank statements (or similar document) as evidence of this. This activity, including any exceptions, shall be reported to and noted by the council.
- 2.7. Regular back-up copies shall be made of the records on any council computer and stored either online or in a separate location from the computer. The council shall put measures in place to ensure that the ability to access any council computer is not lost if an employee leaves or is incapacitated for any reason.

3. Accounts and audit

- 3.1. All accounting procedures and financial records of the council shall be determined by the RFO in accordance with the Accounts and Audit Regulations.
- 3.2. **The accounting records determined by the RFO must be sufficient to explain the council's transactions and to disclose its financial position with reasonably accuracy at any time. In particular, they must contain:**
 - **day-to-day entries of all sums of money received and expended by the council and the matters to which they relate;**
 - **a record of the assets and liabilities of the council;**
- 3.3. The accounting records shall be designed to facilitate the efficient preparation of the accounting statements in the Annual Governance and Accountability Return.
- 3.4. The RFO shall complete and certify the annual Accounting Statements of the council contained in the Annual Governance and Accountability Return in accordance with proper practices, as soon as practicable after the end of the financial year. Having certified the Accounting Statements, the RFO shall submit them (with any related documents) to the council, within the timescales required by the Accounts and Audit Regulations.
- 3.5. **The council must ensure that there is an adequate and effective system of internal audit of its accounting records and internal control system in accordance with proper practices.**
- 3.6. **Any officer or member of the council must make available such documents and records as the internal or external auditor consider necessary for the purpose of the audit** and shall, as directed by the council, supply the RFO, internal auditor, or external auditor with such information and explanation as the council considers necessary.
- 3.7. The internal auditor shall be appointed by the council and shall carry out their work to evaluate the effectiveness of the council's risk management, control and governance processes in accordance with proper practices specified in the Practitioners' Guide.
- 3.8. The council shall ensure that the internal auditor:
 - is competent and independent of the financial operations of the council;
 - reports to council in writing, or in person, on a regular basis with a minimum of one written report during each financial year;
 - can demonstrate competence, objectivity and independence, free from any actual or perceived conflicts of interest, including those arising from family relationships; and
 - has no involvement in the management or control of the council
- 3.9. Internal or external auditors may not under any circumstances:
 - perform any operational duties for the council;
 - initiate or approve accounting transactions;

- provide financial, legal or other advice including in relation to any future transactions; or
 - direct the activities of any council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.
- 3.10. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as described in The Practitioners Guide.
- 3.11. The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts, including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and documents required by the Local Audit and Accountability Act 2014, or any superseding legislation, and the Accounts and Audit Regulations.
- 3.12. The RFO shall, without undue delay, bring to the attention of all councillors any correspondence or report from internal or external auditors.

4. Budget and precept

- 4.1. **Before setting a precept, the council must calculate its council tax requirement for each financial year by preparing and approving a budget, in accordance with The Local Government Finance Act 1992 or succeeding legislation.**
- 4.2. Budgets for salaries and wages, including employer contributions shall be reviewed by the council at least annually in October for the following financial year and the final version shall be evidenced by a hard copy schedule signed by the Clerk and the Chairman of the Council. The RFO will inform committees of any salary implications before they consider their draft their budgets.
- 4.3. No later than November of each year, the RFO shall prepare a draft budget with detailed estimates of all income and expenditure for the following financial year along with a forecast for the following year, taking account of the lifespan of assets and cost implications of repair or replacement.
- 4.4. Unspent budgets for completed projects shall not be carried forward to a subsequent year. Unspent funds for partially completed projects may only be carried forward (by placing them in an earmarked reserve) with the formal approval of the full council.
- 4.5. Each committee (if any) shall review its draft budget and submit any proposed amendments to the council not later than the end of October each year.
- 4.6. The draft budget forecast, including any recommendations for the use or accumulation of reserves, shall be considered by the council.
- 4.7. Having considered the proposed budget and one-year forecast, the council shall determine its council tax (England)/budget (Wales)] requirement by setting a budget. The council shall set a precept for this amount no later than [the end of January] for the ensuing financial year.
- 4.8. **Any member with council tax unpaid for more than two months is prohibited from voting on the budget or precept by Section 106 of the Local Government Finance Act 1992 and must and must disclose at the start of the meeting that Section 106 applies to them.**

- 4.9. The RFO shall **issue the precept to the billing authority no later than the end of February** and supply each member with a copy of the agreed annual budget.
- 4.10. The agreed budget provides a basis for monitoring progress during the year by comparing actual spending and income against what was planned.
- 4.11. Any addition to, or withdrawal from, any earmarked reserve shall be agreed by the council.

5. Procurement

- 5.1. **Members and officers are responsible for obtaining value for money at all times.** Any officer procuring goods, services or works should ensure, as far as practicable, that the best available terms are obtained, usually by obtaining prices from several suppliers.
- 5.2. The RFO should verify the lawful nature of any proposed purchase before it is made and in the case of new or infrequent purchases, should ensure that the legal power being used is reported to the meeting at which the order is authorised and also recorded in the minutes.
- 5.3. Every contract shall comply with these the council's Standing Orders and these Financial Regulations and no exceptions shall be made, except in an emergency.
- 5.4. **For a contract for the supply of goods, services or works where the estimated value will exceed the thresholds set by Parliament, the full requirements of The Public Contracts Regulations 2015 or any superseding legislation ("the Legislation"), must be followed in respect of the tendering, award and notification of that contract.**
- 5.5. Where the estimated value is below the Government threshold, the council shall (with the exception of items listed in paragraph 6.12) obtain prices as follows:
- 5.6. For contracts estimated to exceed £30,000 including VAT, the Clerk shall seek formal tenders from at least three suppliers. Tenders shall be invited in accordance with Appendix 1.
- 5.7. **For contracts estimated to be over £30,000 including VAT, the council must comply with any requirements of the Legislation¹ regarding the advertising of contract opportunities and the publication of notices about the award of contracts.**
- 5.8. For contracts greater than £3,000 excluding VAT the Clerk shall seek at least 3 fixed-price quotes;
- 5.9. where the value is between £500 and £3,000 excluding VAT, the Clerk shall try to obtain 3 estimates, which might include evidence of online prices, or recent prices from regular suppliers.
- 5.10. For smaller purchases, the clerk shall seek to achieve value for money.

¹ The Regulations require councils to use the Contracts Finder website if they advertise contract opportunities and also to publicise the award of contracts over £30,000 including VAT, regardless of whether they were advertised.

5.11. Contracts must not be split into smaller lots to avoid compliance with these rules.

5.12. The requirement to obtain competitive prices in these regulations need not apply to contracts that relate to items (i) to (iv) below:

- i. specialist services, such as legal professionals acting in disputes;
- ii. repairs to, or parts for, existing machinery or equipment;
- iii. works, goods or services that constitute an extension of an existing contract;
- iv. goods or services that are only available from one supplier or are sold at a fixed price.

5.13. When applications are made to waive this financial regulation to enable a price to be negotiated without competition, the reason should be set out in a recommendation to the council. Avoidance of competition is not a valid reason.

5.14. The council shall not be obliged to accept the lowest or any tender, quote or estimate.

5.15. Individual purchases within an agreed budget for that type of expenditure may be authorised by:

- the Clerk, under delegated authority, for any items below £500 excluding VAT.
- the Clerk, in consultation with the Chairman of the Council for any items below £1,000 excluding VAT.
- the council for all items over £1,000;

Such authorisation must be supported by a minute (in the case of council or committee decisions) or other auditable evidence trail.

5.16. No individual member, or informal group of members may issue an official order or make any contract on behalf of the council.

5.17. No expenditure may be authorised that will exceed the budget for that type of expenditure other than by resolution of the council except in an emergency.

5.18. In cases of serious risk to the delivery of council services or to public safety on council premises, the clerk may authorise expenditure of up to £1,000 excluding VAT on repair, replacement or other work that in their judgement is necessary, whether or not there is any budget for such expenditure. The Clerk shall report such action to the Chairman as soon as possible and to the council as soon as practicable thereafter.

5.19. No expenditure shall be authorised, no contract entered into or tender accepted in relation to any major project, unless the council is satisfied that the necessary funds are available and that where a loan is required, Government borrowing approval has been obtained first.

5.20. An official order or letter shall be issued for all work, goods and services above £250 excluding VAT unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained, along with evidence of receipt of goods.

5.21. Any ordering system can be misused and access to them shall be controlled by the RFO.

6. Banking and payments

- 6.1. The council's banking arrangements, including the bank mandate, shall be made by the RFO and authorised by the council; banking arrangements shall not be delegated to a committee. The council has resolved to bank with Unity Bank. The arrangements shall be reviewed annually for security and efficiency.
- 6.2. The council must have safe and efficient arrangements for making payments, to safeguard against the possibility of fraud or error. Wherever possible, more than one person should be involved in any payment, for example by dual online authorisation or dual cheque signing. Even where a purchase has been authorised, the payment must also be authorised and only authorised payments shall be approved or signed to allow the funds to leave the council's bank.
- 6.3. All invoices for payment should be examined for arithmetical accuracy, analysed to the appropriate expenditure heading and verified to confirm that the work, goods or services were received, checked and represent expenditure previously authorised by the council before being certified by the RFO.
- 6.4. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of employment) may be summarised to avoid disclosing any personal information.
- 6.5. All payments shall be made by online banking/cheque, in accordance with a resolution of the council, unless the council resolves to use a different payment method.
- 6.6. For each financial year the RFO may draw up a schedule of regular payments due in relation to a continuing contract or obligation (such as Salaries, PAYE, National Insurance, pension contributions, rent, rates, regular maintenance contracts and similar items), which the council may authorise in advance for the year.
- 6.7. A copy of this schedule of regular payments shall be signed by two members on each and every occasion when payment is made - to reduce the risk of duplicate payments.
- 6.8. A list of such payments shall be reported to the next appropriate meeting of the council for information only.
- 6.9. The Clerk and RFO shall have delegated authority to authorise payments only in the following circumstances:
 - i. any payments of up to £500 excluding VAT, within an agreed budget.
 - ii. payments of up to £1,000 excluding VAT in cases of serious risk to the delivery of council services or to public safety on council premises.
 - iii. any payment necessary to avoid a charge under the Late Payment of Commercial Debts (Interest) Act 1998 or to comply with contractual terms, where the due date for payment is before the next scheduled meeting of the council, where the Clerk and RFO certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of council.

- iv. Fund transfers within the councils banking arrangements up to the sum of £10,000, provided that a list of such payments shall be submitted to the next appropriate meeting of council.

6.10. The RFO shall present a schedule of payments requiring authorisation, forming part of the agenda for the meeting, together with the relevant invoices, to the council. The council shall review the schedule for compliance and, having satisfied itself, shall authorise payment by resolution. The authorised schedule shall be initialled immediately below the last item by the person chairing the meeting. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of that meeting.

7. Electronic payments

- 7.1. Where internet banking arrangements are made with any bank, the RFO shall be appointed as the Service Administrator. The bank mandate agreed by the council shall identify three councillors who will be authorised to approve transactions on those accounts and a minimum of two people will be involved in any online approval process.
- 7.2. All authorised signatories shall have access to view the council's bank accounts online.
- 7.3. No employee or councillor shall disclose any PIN or password, relevant to the council or its banking, to anyone not authorised in writing by the council or a duly delegated committee.
- 7.4. The Service Administrator shall set up all items due for payment online. A list of payments for approval, together with copies of the relevant invoices, shall be sent by email to two authorised signatories.
- 7.5. In the prolonged absence of the Service Administrator an authorised signatory shall set up any payments due before the return of the Service Administrator.
- 7.6. Two councillors who are authorised signatories shall check the payment details against the invoices before approving each payment using the online banking system.
- 7.7. Evidence shall be retained showing which members approved the payment online and a printout of the transaction confirming that the payment has been made shall be appended to the invoice for audit purposes.
- 7.8. A full list of all payments made in a month shall be provided to the next council meeting and appended to the minutes.
- 7.9. With the approval of the council in each case, regular payments (such as gas, electricity, telephone, broadband, water, National Non-Domestic Rates, refuse collection, pension contributions and HMRC payments) may be made by variable direct debit, provided that the instructions are signed/approved online by two authorised members. The approval of the use of each variable direct debit shall be reviewed by the council at least every two years.
- 7.10. Payment may be made by BACS or CHAPS by resolution of the council provided that each payment is approved online by two authorised bank signatories, evidence is retained and any payments are reported to the council at the next meeting. The

approval of the use of BACS or CHAPS shall be renewed by resolution of the council at least every two years.

- 7.11. If thought appropriate by the council, regular payments of fixed sums may be made by banker's standing order, provided that the instructions are signed or approved online by two members, evidence of this is retained and any payments are reported to council when made. The approval of the use of a banker's standing order shall be reviewed by the council at least every two years.
- 7.12. Account details for suppliers may only be changed upon written notification by the supplier verified by the Clerk and a member. This is a potential area for fraud and the individuals involved should ensure that any change is genuine. Data held should be checked with suppliers every two years.
- 7.13. Members and officers shall ensure that any computer used for the council's financial business has adequate security, with anti-virus, anti-spyware and firewall software installed and regularly updated.
- 7.14. Remembered password facilities other than secure password stores requiring separate identity verification should not be used on any computer used for council banking.

8. Cheque payments

- 8.1. Cheques or orders for payment in accordance with a resolution or delegated decision shall be signed by two members.
- 8.2. A signatory having a family or business relationship with the beneficiary of a payment shall not, under normal circumstances, be a signatory to that payment.
- 8.3. To indicate agreement of the details on the cheque with the counterfoil and the invoice or similar documentation, the signatories shall also initial the cheque counterfoil and invoice.
- 8.4. Cheques or orders for payment shall not normally be presented for signature other than at, or immediately before or after a council meeting}. Any signatures obtained away from council meetings shall be reported to the council at the next convenient meeting.

9. Payment cards

- 9.1. Any Debit Card issued for use will be specifically restricted to the Clerk and will also be restricted to a single transaction maximum value of £500 unless authorised by council or finance committee in writing before any order is placed.
- 9.2. A pre-paid debit card may be issued to employees with varying limits. These limits will be set by the council. Transactions and purchases made will be reported to the council and authority for topping-up shall be at the discretion of the council.
- 9.3. Any corporate credit card or trade card account opened by the council will be specifically restricted to use by the Clerk and any balance shall be paid in full each month.
- 9.4. Personal credit or debit cards of members or staff shall not be used except for expenses of up to £250 including VAT, incurred in accordance with council policy.

10. Petty Cash

- 10.1. The council will not maintain any form of cash float. All cash received must be banked intact. Any payments made in cash by the Clerk (for example for postage or minor stationery items) shall be refunded on a regular basis, at least quarterly.

11. Payment of salaries and allowances

- 11.1. **As an employer, the council must make arrangements to comply with the statutory requirements of PAYE legislation.**
- 11.2. **Councillors allowances (where paid) are also liable to deduction of tax under PAYE rules and must be taxed correctly before payment.**
- 11.3. Salary rates shall be agreed by the council, or a duly delegated committee. No changes shall be made to any employee's gross pay, emoluments, or terms and conditions of employment without the prior consent of the council
- 11.4. Payment of salaries shall be made, after deduction of tax, national insurance, pension contributions and any similar statutory or discretionary deductions, on the dates stipulated in employment contracts.
- 11.5. Deductions from salary shall be paid to the relevant bodies within the required timescales, provided that each payment is reported, as set out in these regulations above.
- 11.6. Each payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a payroll control account or other separate confidential record, with the total of such payments each calendar month reported in the cashbook. Payroll reports will be reviewed by 2 bank signatories to ensure that the correct payments have been made.
- 11.7. Any termination payments shall be supported by a report to the council, setting out a clear business case. Termination payments shall only be authorised by the full council.
- 11.8. Before employing interim staff, the council must consider a full business case.

12. Loans and investments

- 12.1. Any application for Government approval to borrow money and subsequent arrangements for a loan must be authorised by the full council and recorded in the minutes. All borrowing shall be in the name of the council, after obtaining any necessary approval.
- 12.2. Any financial arrangement which does not require formal borrowing approval from the Secretary of State (such as Hire Purchase, Leasing of tangible assets or loans to be repaid within the financial year) must be authorised by the full council, following a written report on the value for money of the proposed transaction.
- 12.3. The council shall consider the requirement for an Investment Strategy and Policy in accordance with Statutory Guidance on Local Government Investments, which must be written in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the council at least annually.
- 12.4. All investment of money under the control of the council shall be in the name of the council.
- 12.5. All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.

- 12.6. Payments in respect of short term or long-term investments, including transfers between bank accounts held in the same bank, shall be made in accordance with these regulations.

13. Income

- 13.1. The collection of all sums due to the council shall be the responsibility of and under the supervision of the RFO.
- 13.2. The council will review all fees and charges for work done, services provided, or goods sold at least annually as part of the budget-setting process, following a report of the Clerk. The Clerk shall be responsible for the collection of all amounts due to the council.
- 13.3. Any sums found to be irrecoverable and any bad debts shall be reported to the council and shall be written off in the year. The council's approval shall be shown in the accounting records.
- 13.4. All sums received on behalf of the council shall be deposited intact with the council's bankers, with such frequency as the RFO considers necessary. The origin of each receipt shall clearly be recorded on the paying-in slip or other record.
- 13.5. Personal cheques shall not be cashed out of money held on behalf of the council.
- 13.6. Any repayment claim under section 33 of the VAT Act 1994 shall be made quarterly where the claim exceeds £5000 and at least annually at the end of the financial year.

14. Payments under contracts for building or other construction works

- 14.1. Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments, which shall be made within the time specified in the contract based on signed certificates from the architect or other consultant engaged to supervise the works.
- 14.2. Any variation of, addition to or omission from a contract must be authorised by [the Clerk] to the contractor in writing, with the council being informed where the final cost is likely to exceed the contract sum by 5% or more, or likely to exceed the budget available.

15. Stores and equipment

- 15.1. Delivery notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.

16. Assets, properties and estates

- 16.1. The Clerk shall make arrangements for the safe custody of all title deeds and Land Registry Certificates of properties held by the council.
- 16.2. The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date, with a record of all properties held by the council, their location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held, in accordance with Accounts and Audit Regulations.

16.3. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.

16.4. No interest in land shall be purchased or otherwise acquired, sold, leased or otherwise disposed of without the authority of the council, together with any other consents required by law. In each case a written report shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate where required by law).

No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the council, together with any other consents required by law, except where the estimated value of any one item does not exceed [£500]. In each case a written report shall be provided to council with a full business case.

17. Insurance

17.1. The RFO shall keep a record of all insurances effected by the council and the property and risks covered, reviewing these annually before the renewal date in conjunction with the council's review of risk management.

17.2. The Clerk shall give prompt notification of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.

17.3. The Clerk shall be notified of any loss, liability, damage or event likely to lead to a claim, and shall report these to the council at the next available meeting. The RFO shall negotiate all claims on the council's insurers in consultation with the Clerk.

17.4. All appropriate members and employees of the council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined annually by the council.

18. Suspension and revision of Financial Regulations

18.1. The council shall review these Financial Regulations annually] and following any change of clerk or RFO. The Clerk shall monitor changes in legislation or proper practices and advise the council of any need to amend these Financial Regulations.

18.2. The council may, by resolution duly notified prior to the relevant meeting of council, suspend any part of these Financial Regulations, provided that reasons for the suspension are recorded and that an assessment of the risks arising has been presented to all members. Suspension does not disapply any legislation or permit the council to act unlawfully.

18.3. The council may temporarily amend these Financial Regulations by a duly notified resolution, to cope with periods of absence, local government reorganisation, national restrictions or other exceptional circumstances.

Appendix 1 - Tender process

- 1) Any invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases.
- 2) The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post, unless an electronic tendering process has been agreed by the council.
- 3) Where a postal process is used, each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract. All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least one member of Council.
- 4) Where an electronic tendering process is used, the Council shall use a specific email address (clerk@lydiardmillicent-pc.gov.uk) that will be monitored to ensure that nobody accesses any tender before the expiry of the deadline for submission.
- 5) Any invitation to tender issued under this regulation shall be subject to Standing Order 17d and shall refer to the terms of the Bribery Act 2010.
- 6) Where the Council, does not accept any tender, quote or estimate, the work is not allocated and the Council requires further pricing, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision-making process was being undertaken.

23.179 Jubilee Club House Trees

Members approved the recommendation to have the trees behind the Jubilee Club House professionally assessed. Quotes Requested.

23.184 Holborn Footpath

There are two specific places along the footpath where the holes are very deep and currently filled with water. After discussions, Members AGREED for contractors to be approached for quotes to fill in the holes and to redress the whole length. Quotes Requested.

23.204 Footpath Working Group

The hedging that denotes Lydiard Green and the neighbouring farmland has gaps in places. There is no right of access onto this private land at any of these points. There are three pillboxes on/surrounding the Green, only one of which is on the Village Green itself. Once the information boards have been put in situ, it is possible that members of the public may try and access the private land area. Members RESOLVED to spend up to £1000 to plant new hedging and replacement trees, met from Ear Marked Reserves set aside for Footpaths/Lydiard Green. UPDATE: Hedging has been ordered and is due for delivery by 2 August.

PQT – 2 May – Updates

A resident raised concerns for the safety of users on footpath LMIL60. For at least the last ten years the metal gate blocking LMIL60 has been locked shut. This means that those wishing to use the footpath have to clamber over the gate or the adjoining metal bars. The Clerk asked the resident to email her the details and she would contact Wiltshire Council. UPDATE: The Clerk is in communication with WC regarding this issue.

PQT – 5 June – Updates

- A resident raised concerns that a resident in Stone Lane who previously had a retrospective planning application and associated appeal refused, has started to develop again, and has also not reinstated the boundary as was instructed to do as a result of the application refusal. The resident was asked to email the Clerk with the detail to follow up with Wiltshire Council Enforcement. UPDATE – Clerk awaiting contact from the resident.
- A resident raised concerns around the layby across Common Platt at the bottom of Stone Lane being driven across by vehicles. The road markings are being eroded and are not being maintained and as a result, cars are being driven over utilities and causing damage. The resident was advised to report this to Wiltshire Council using the MyWilts app and the Clerk would do the same. UPDATE – Clerk has reported to Wiltshire Council. 4 JULY MEETING UPDATE: Resident was present and Members asked him to report via the MyWilts app – Clerk awaiting response from Wiltshire Council.
- A resident raised concerns that the T-junction at the bottom of Stone Lane is being used as a bend as the road markings have largely disappeared. Members agreed to discuss adding this issue to the LHFIFG list at the next meeting although the priorities for this year have already been agreed. Suggested the resident reports every incident / near miss to Wiltshire Council and keeps a log to accompany the photos they have been taking. UPDATE – Clerk awaiting contact from the resident.

24.57 Hearing Loop System – Jubilee Club House

It had been suggested by a Contractor that a hearing loop system on its own may not improve the sound quality in the room unless acoustic ceiling boards were also installed. As Members were unsure if this would affect the costing of the quotes received, Members AGREED not to accept any of the quotes until further investigations could be taken. UPDATE: Quotes received to address acoustic issues. Agenda item – CLOSED.

24.60 Pedestrians in Road Signage – The Street

Members considered the request for a “pedestrians on the road sign” to warn cars of the risk to life in this area 46a to approx. 58 The Street. The suggested location for the signs would be on existing poles. After discussions, Members AGREED for the Clerk to approach the Engineer for the Local Highways and Footpath Improvement Group (LHFIFG). UPDATE: The Clerk is in communication with WC regarding this issue.

24.61 Repairs to Play Area Fence Posts

A budget of £60 (sixty pounds) was allocated from the Play Area Maintenance budget for the Parish Handyman to do the work. UPDATE: The two fence posts are not in such condition that the repair needs to be undertaken urgently therefore it is expected this will be completed by Autumn.

24.62 JCH Improvements – Mats

Member RESOLVED to APPROVE a contract for 3 years. UPDATE: The order has been placed and delivery is expected by the end of August. CLOSED.

24.63 Speed Indicator Devices (SIDs)

Members APPROVED the purchase of four additional mounting bars. UPDATE: SIDs and mounting bars have been received and will shortly be put into position by the Parish Handyman.

Government to Consult on Revised National Planning Policy Framework

10 July 2024

The government confirms it intends to consult on a revised National Planning Policy Framework (NPPF) later this month. The NPPF sets out the government's planning policies for England and how these should be applied.

Meanwhile, the government has announced immediate changes to the current NPPF aimed at "removing the de facto ban on onshore wind in England". These changes remove the requirements that a site for an onshore wind turbine must be identified as suitable within a local or neighbourhood plan, as well as demonstrating that the planning impacts identified by the affected local community have been appropriately addressed and the proposal has community support.

Wiltshire Police

GOING ON HOLIDAY?



Don't be caught out!



Here are some precautions you can take to improve the security around your home:



Use a timer to set lights to mimic your usual activity when you are not at home



Consider installing a burglar alarm, and only use a company that is registered or certified with the NSI or the SSIAB



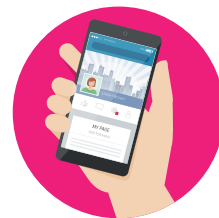
Cancel any newspaper or milk deliveries for the period you are away



Ask a trusted neighbour to keep an eye on your house and they could even park their car on your driveway



Make sure all doors and windows are shut and locked



Avoid discussing holiday plans on all forms of social media. Burglars can use this information to their advantage

If you have any information about offenders or see something suspicious, please call Wiltshire Police on 101, or call Crimestoppers anonymously on 0800 555 111. In an **EMERGENCY** dial **999**.

Notes from the North Operational Flood Working Group Hybrid Meeting on 23rd May 2024, held at Melksham Community Campus

CLlr Nic Puntis - Chair and Portfolio Holder for Flooding, Wiltshire Councillor

Danny Everett	Principle Drainage Engineer, Wiltshire Council	Roger Boulton	Box, Flood Warden
Mike Holm	Environment Agency	John Buckley	Luckington & Alderton Parish Council
Steve Malpass	Environment Agency	Cllr Elizabeth Threlfall	Brinkworth Division, Wiltshire Councillor
Charlotte Fry	Sewerage Planning Engineer, Wessex Water	Stephen Depla	Christian Malford Parish Council
Matt Perrott	Resilience & Depot Engineer, Wiltshire Council	David Pynn	Hankerton Parish Council
Emma Biggs	Drainage Engineer, Wiltshire Council	Barbara Johnson	Southwick Flood Warden
Renate Malton	Flood Resilience Officer, Wiltshire Council	Malcom Carter	Ashton Keynes Parish Council
Nicola Mundy	Highways Support Officer, Wiltshire Council	Simon Rowe	Operations Resilience Manager
Martin Cook	Area Highways Engineer for Marlborough, RWB & Cricklade) Wiltshire Council	Chris Doel	Lacock Parish Council & Flood Warden
Teresa Strange	Melksham Without Parish Council	Ray Sanderson	Malmesbury Flood Working Group
Nick Dye	Cricklade Division, Wiltshire Councillor	Edward Evans	Malmesbury Flood Working Group
Joy Bloomfield	Holt Parish Council & Flood Warden	Cllr Jerry Kunkler	Pewsey Division, Wiltshire Councillor
Dean Baker	Area Highways Engineer, Wiltshire Council	Steve Grange	Chippenham Flood Warden
Bob Ecclestone	Traffic Management Officer – Wiltshire Police	Cllr Chuck Berry	Minety Division, Wiltshire Councillor
Cllr Alison Bucknell	RWB Division, Wiltshire Councillor	Cllr Jacqui Lay	Purton Division, Wiltshire Councillor
Michelle	RWB Town Council	Chris Farr	Country Land and Business Association (CLA)
Gemma Winslow	Area Highways Engineer for Chippenham & Corsham, Wiltshire Council	Kevin Law	Purton Parish Council & Flood Warden
Rebecca Chivers	Area Highways Engineer for Calne & Malmesbury, Wiltshire Council	Cllr Nick Botterill	By Brook Division, Wiltshire Councillor
Adam Collins	Bromham Parish Council	Stephen Grange	Chippenham Flood Warden
Tom Blandon	Charlton Parish Council	Cllr Jenny Jones & Penny Williams	Dilton Marsh Parish Council
Chris Greenwood	Devizes North Flood Warden	Alan Baines	Melksham Without PC
William Bailey	Bremhill PC	Bill Harrison	Shaw & Whitley CEG

Statutory Undertakers updates

Wiltshire Council

- Following drier weather remedial works can now begin to take place, many new assets being installed. JCB's have been out clearing blocked watercourses, 2 new CCTV crews and additional funding.
- Drainage Team are booking site visits with town and parish councils. Contact drainage@wiltshire.gov.uk for more info.
- It is not too late to report flood sites and enables us to build a picture of the areas of flooding and the mechanisms behind it, photographs, video's and locations needed.
- Enforcement teams are taking action against landowners not meeting their land drainage requirements.
- Towns and Parishes are reminded that in instances of private landowners not maintaining their watercourses; their first port of call is a conversation with the landowner to remind them of their responsibilities. Then the first letter and after two weeks the second letter. If after a month following the second letter no works have begun advise the drainage team. Information and advice about how to do this can be found at: [Operational flood working groups - Wiltshire Council](#)

Environment Agency

- We are experiencing normal weather for the time of year and have entered Flood Recovery mode.
- No extra funding from central government.

Wessex Water

- No major developments.
- Groundwater table in the North has dropped below the flooding threshold.

Thames Water

- Unable to attend but have submitted information on the Thames Water Restoration Fund. It has up to £11 million to fund local projects.
- The Fund will be used to restore and enhance the water environment in specified geographical areas, using environmental fines and penalties collected from water and sewerage companies in those areas between April 2022 and October 2023.
- Thames Water cannot apply this was money from the Crawley fine that is being spent via Government.
- [About the Water Restoration Fund - GOV.UK \(www.gov.uk\)](#)
- Any further questions to Thames Water can be submitted to drainage@wiltshire.gov.uk to be passed on.

Wiltshire Police

- Bob Ecclestone – Traffic Management Officer
- Flood Wardens offer an advisory role and have no powers to direct traffic or close a road only the Police can do this in an emergency or Wiltshire Council by following statutory procedure.
- If a community requires a road closure call 101 or Wiltshire Council emergency engineer who will liaise with contractor Milestone to close the road.
- **Flood Wardens are not CSASS qualified and under no circumstances direct traffic.**
- Wardens safety is paramount; always wear high-viz PPE provided.
- Place flood warning signs on the roadside and offer advice to motorists and pedestrians from the pavement do not go onto the road.

- Flood Wardens cannot prevent motorists entering flood waters and should not confront drivers who move the signs.

Town & Parish updates

Malmesbury

- Malmesbury Flood working group has a £50k granted for flood defence modelling; Atkins have commenced flood modelling.
- Malmesbury Town Council have funded £6,500; with £2,000 coming from Dyson to maintain a sluice gate on private land which has been proven to work well.
- Station Road car park is a weir. Residents in canoes have replaced the flash boards that were lost in the floods to protect the cygnets.

Trowbridge

- River Biss is high, 6 inches below breaching the bank. The Old Mill converted flats are close to water ingress. Circulated briefing via email. Advised the EA are looking at The Biss.

Purton

- Wished to have more information on the Discretionary Gully Tanker?
- The Discretionary Gully Tanker is staffed by two Wiltshire Council employees, no traffic management, can do residential or industrial roads at 30mph or below.
- To book a gully tanker for a site requiring traffic management on a 30mph+ road report on MyWilts.
- Tanker assets with high power jetters and traffic management facilities operate on a 3 week basis.
- Engineers will create a prioritised logical route of submitted sites to cover.
- All A & B class roads should have their gullies cleared annually. The ad hoc high pressure jetting can be booked when needed in addition to the annual clearance.
- A briefing note will be circulated.
- Requested a briefing note to allow homeowners to write to adjacent landowners.
- Date of half day meeting to be booked with Drainage and Highways Engineer.

Devizes & Rowde

- Undertaking mapping of drainage assets. Not much flooding in Devizes.
- Property in Dyehouse Lane has been experiencing sewerage flooding since the Quakers Road development, the developer denies all responsibility.
- Sewerage goes through land and ends up in the garden pond. Email details of issue to Drainage@wiltshire.gov.uk
- Efforts to establish owner of Rowde sluice gate which is on private land and currently trying to find the landowner to repair the asset.
- Advised send what three words location and Wiltshire Council can check records for historic data.
- Devizes Road – new property owner has dug out hedges, removed drains and concreted the driveway. Contributes to flooding on Devizes Road towards Tannis.
- Wiltshire Council Planning have taken no action. Previously unreported on MyWilts. Needs photos and dates of flood events to build picture.

By Brook - Yatton Kennel & Castle Coombe

- Queried the Environment Agency regarding two issues in Yatton Kennel

- Flood water flowing down three hills into Long Dean? After the development of 30+ homes in the area; the installed attenuation pond only had 1 inch of water whilst a home flooded.
- Feedback from residents advise the attenuation ponds in fields are not working however land agents on behalf of the owners state they are.
- Is a survey possible to understand what is happening and if the drainage assets are working at full capacity? Anecdotally residents state there are new streams that have not existed previously.
- Nic Puntis is meeting with the MD of Persimmon Homes next week and will raise the issue.
- Nic Bottrill has a meeting with the farmer regarding land drainage.
- This winter has seen exceptional rainfall events and the cause of property flooding can be difficult to determine.
- Environment Agency are only involved in flooding of multiple properties.
- May be eligible for funding if internal flooding occurred in Storm Henk or Babet. Survey can be funded by homeowner. Information on property resilience along with information and advice can be found on the following websites:
 - Flood Mary: a guide for property flood resilience and recovery.
 - <https://floodmary.com/>
 - National Flood Forum:- A charity to help, support and represent people at risk of flooding. <https://nationalfloodforum.org.uk/>
 - National Flood Forum Blue Pages:- A directory of property flood risk products and services put together to advise and inform you of what's available to help reduce the risk of flooding to your home or business.
 - <https://bluepages.org.uk/>
 - Property Care Association:- Trade association representing specialists who can assist in resolving problems affecting buildings. <https://www.property-care.org/homeowners>
 - Historic England for older/listed properties
 - <https://historicengland.org.uk/advice/technical-advice/flooding-and-historic-buildings/>

Lydiard Millicent

- Requested a site visit in conjunction with adjoining Purton. Flood Plan submitted in March. Currently in the process of requesting the Discretionary Gully Tanker but may need the Vactor as the location requires traffic management. Already reported in MyWilts.
- Lydiard Tregoze also wishes to be involved in the meeting.

Lacock

- Requested further information from the Environment Agency regarding the responsibility of riparian owners for river maintenance while complying with environmental law advised updated Environment Agency guidance called "Living on the Edge" is currently being signed off and should be available soon.
- Requested this issue be added as an agenda item to next North OFWG meeting for a detailed response regarding environmental permitting for river maintenance.
- Whitehall Pumping Station had increased water pressure to the 40 year old cast iron pipe work. Resulting in 12 major bursts in the past four years. The fresh water flow over Bewley Lane has decimated the soil structure and damaged the road.
- A meeting has been arranged with a Director of Wessex Water on site 29 May. Nic to attend.

Melksham Without

- Query to Wessex Water over the cause of the Woodrow pumping station in Bowerhill treatment works to fail in Storm Henk causing foul water to flood the street. Was this a mechanical failure or storm water overwhelming the system?
- Wessex Water to report back.
- Error in notes regarding the residents of Corsham Road, Whitley. – Danny to report back
- Still unable to discern whereabouts the water discolouration is coming from but it looks like it is coming from within Melksham borders.

Shaw & Whitley

- Grateful for Wiltshire Police advice; issues at Shaw School with motorists.
- Error in notes; Corsham Road requires investigation.
- Grateful for Gully Tanker appearance in the village.
- Concerns over increasing flood risk from the proposed Lime Down Solar Park joining up with the Melksham sub station in Whitley. Concern over lithium getting into the two water courses if there is a fire.
- Following remedial works on First Lane sewers resulted in no property flooding.

Box

- Whilst out observing erosion caused by flooding he was engaging with public enabling and reminding flood wardens should not just go out when it is wet as showing a presence enable you to build up community engagement.
- Confirmed Flood Wardens come under community Resilience Plans and are the responsibility of the Parish Council.
- Communication from Cabinet Office reminding communities to have useful numbers in case of civil emergency and build community engagement.
- Network Rail have dug out drainage assets that have not been maintained for 12 years previously.

Southwick

- Requested model flood plans to base Southwick's developing flood plan on.
- Renate to engage. Nic to visit if necessary.

Dilton Marsh

- A High Street property has experienced flooding since Lansdown Close has been built. A survey has been undertaken, changes made and pipes unblocked. Neighbouring properties are having similar issues with the pipes that need unblocking.
- Email from resident forwarded to Drainage@wiltshire.gov.uk
- Tower Hill property adjoins farmland with no drainage. Homeowner experienced a series of events of slurry/animal waste run off into the house and garden.
- Advised to speak directly to the landowner to ensure they are aware of the occurrence and keep a record of each event to pass to Environment Health.
- Report each instance on the Environment Agency hotline [Report an environmental incident - GOV.UK \(www.gov.uk\)](https://www.gov.uk/report-an-environmental-incident) if this continues to build a case of poor land management.

Royal Wootton Bassett

- Currently updating Flood Plan.

Dauntsey

- Surveys have been completed and awaiting National Highways update regarding finished design.
- Currently mapping drainage assets; request for maps of gullies and grips in parish. Danny can drop some A0 maps off. Can use GPS.

Holt

- Concerns over Staverton Road gate not being closed quickly enough in response to flood events to prevent vehicles getting stuck in floodwater and delaying reopening of the road.
- Staverton Road has a gating order.
- Telemetry on the Nestle site dictates when the gates can be closed/opened. Currently monitored in working hours by Wiltshire Council Highways staff but in out of hours sudden rainfall events contact the OOH duty Highways Engineer who will arrange for a contractor to shut the gate.
- A direct report could be included in Holt's Flood Plan.

Minety

- Requested a meeting at Minety and Ashton Keynes.

Cricklade

- No current Flood Plan.
- Has not previously been prioritised but hopes to change this. Renate to engage with Cricklade TC.

Bushton & Clyffe Pypard

- Number of flooding issues, requested a meeting date.

Hankerton

- Landowners have responsibility for clearing the watercourse but need advice from the EA. Efforts made to contact EA for a site visit to let riparian owners know what needs to be done. Ditches have been dug out.
- Advised vector will be visiting the under road drains and pipe sections between open ditches.
- Reported in Nov 22. Highways Engineer to confirm week that Vector is attending.

Charlton

- Currently working on Emergency Plan.
- Resident concerns over potential contamination of watercourse if there was a fire at proposed battery storage facility Lime Down Solar Park.
- Bullocks Horn Lane, Charlton – following remedial works to the B404 culvert water flow has increased. Door placed in watercourse to reduce the flow.
- Road closed due to flooding in Spring. Close to houses – report on MyWilts.

Bremhill

- Advised that if piped ditches are blocked that is a Highways asset and needs to be reported on MyWilts for unblocking.
- Silt under bridge creating a low flow; needs a channel. Gullies need jetting; already added on MyWilts.

Bromham

- Undertaken clean up down Hawkstreet. Wyatts Lane pump is on.

- Danny visited last week with contractors to look at directional drilling; awaiting quote.
- Keep clearing out drains as they fill with debris and removing fly tipping.

Chippenham

- Chippenham Town Council does not have a flood floor or contact with this group
- Road flooding issues at junction to Castle Coombe.
- Bumpers Farm roundabout to Bristol Road Garage A420 needs drains unblocked since the road resurfacing. Site visit on 14 June with parish.
- Bottom of Monkton Hill needs Vector.

Upper Seagry

- On list to arrange meeting and list for CCTV investigation, but needs to dry out first. Needs to be regularly cleared but currently still underwater.
- Sent drone footage.

Luckington & Alderton

- Thanks to Wiltshire Council staff and Gully Tanker teams.
- Presentation on proposed Lime Down Solar Park and potential to increase flood risk in Wiltshire. As this is critical national infrastructure this is not subject to normal planning controls but requires a development consent order. Autumn is the statutory consultation period. Decision made by Secretary of State.

Any other Business

Environment Agency - Report an environmental incidents

- How to report environmental incidents, including pollution, damage to the natural environment, flooding, illegal fishing or a collapsed river bank.
- Weblink: [Report an environmental incident - GOV.UK \(www.gov.uk\)](https://www.gov.uk/report-an-environmental-incident)

Screwfix Foundation

- Founded in 2013 offers grants of up to £5,000 to charities and not for profit organisations to maintain and improve houses and community facilities.

Morrisons Foundation

- Grants of up to £10,000 are available to tackle poverty and social deprivation and enhance community spaces, facilities and services.

Thames Water Restoration Fund

- The Water Restoration Fund has up to £11 million to fund local projects. The Fund will be used to restore and enhance the water environment in specified geographical areas, using environmental fines and penalties collected from water and sewerage companies in those areas between April 2022 and October 2023.
- Thames Water cannot apply this was money from the Crawley fine that is being spent via Government.

[About the Water Restoration Fund - GOV.UK \(www.gov.uk\)](https://www.gov.uk/about-the-water-restoration-fund)

Actions

Bremhill PC need drainage pipes clearing	Gemma Winslow to investigate
The Old Mill, Trowbridge is close to water ingress from the River Biss	Danny Everett to investigate
Circulate briefing note regarding Gully tankers capabilities and how to book	Martin Cook
Purton Parish Council need a meeting date with Drainage and local highways engineer.	Danny Everett
Long Dean flooding following Persimmon Homes development – ask Persimmon MD	Nic Puntis
Check Long Dean flooding has been reported on MyWilts	Emma Biggs
Lydiard Millicent PC & Lydiard Tregoze to meet when attending Purton.	Danny Everett
Riparian owners responsibility for the river to be added to next agenda as an item	Tracey Morris
Attend Whitehall pumping station meeting with Chris Doel and Wessex Water.	Wessex Water & Nic Puntis
Investigate reason for Woodrow Pumping Station failure in Storm Henk	Wessex Water to report back
Investigate Pumping Station in Lacock	Wessex Water
Email Nic Puntis regarding Seend	Wessex Water
Corsham Road, Melksham. Drainage requires investigation	Danny Everett
Send Southwick PC model flood plans	Renate Malton
Dilton Marsh PC to forward on email regarding High Street property floodings	Dilton Marsh PC
Cricklade TC requires Flood Plan engagement	Renate Malton
Bushton & Clyffe Pypard PC needs a site visit	Danny Everett
Send details of sewerage from Quakers Walk development	Chris Greenwood
Report flood event in Devizes Rd, Rowde on MyWilts with dates and photos	Chris Greenwood
Review historical correspondence to establish if any previous contact with Rowde sluice gate owner.	Drainage Team
Hankerton – requests EA engagement to understand what watercourse maintenance needs to be done.	Wessex Water to chase EA representative.
Inform Hankerton PC when the drainage CCTV will be undertaken.	Highways Engineer
Provide Dauntsey PC with maps of drainage assets and grips in parish	Drainage team
Report Bullocks Horn Lane flooding on MyWilts	Dauntsey PC
Bremhill PC needs visit from Vactor – already on MyWilts	Highways Engineer

Next meeting Thursday 11th July 2024 at 10am at Melksham Community Campus, Market Place, Melksham SN12 6ES or online via MS Teams, invite to be shared.

Local Nature Recovery Strategy Briefing Note No. 24 - 15

Service : Natural and Historic Environment

Further Enquiries to: Alison Levy

Email: Alison.levy@wiltshire.gov.uk

Date Prepared: 9/7/2024

What is a Local Nature Recovery Strategy?

Local Nature Recovery Strategies (LNRS) are a mechanism to deliver nature recovery at a local and regional scale as introduced in the [legislation.gov.uk: Environment Act 2021 - Local nature recovery strategies Section 106](https://legislation.gov.uk/ukpga/2021/24/section/106). Wiltshire Council has been appointed by DEFRA as responsible for preparing the LNRS for Wiltshire and Swindon.

The Wiltshire and Swindon Local Nature Recovery Strategy will consist of a document containing biodiversity priorities and a habitat map which will inform and guide nature recovery across Wiltshire and Swindon.

The Local Nature Recovery Strategy will:

- agree priorities for nature's recovery
- map the most valuable existing areas for nature
- map specific proposals for creating or improving habitat for nature and wider environmental goals

The reason for this project

The Wiltshire Council Business Plan states that our mission is to ensure:

- The people of Wiltshire are empowered to live full, healthy and enriched lives.
- Our communities continue to be beautiful and exciting places to live.
- Our local economy thrives and is supported by a skilled workforce.
- We lead the way in how council and counties mitigate the climate challenges ahead.

To support this, Wiltshire Council has produced a Climate Strategy and a Green and Blue Infrastructure Strategy to help meet these aspirations. A central part of these strategies is to support nature recovery across Wiltshire for the benefit of people, nature and to help mitigate climate change.

LNRS Update

Priorities and measures for nature recovery in Wiltshire and Swindon have been developed and refined from suggestions gathered at stakeholder engagement opportunities and events earlier this year. To read our latest reports detailing the methodology for the LNRS User Testing and Longlisting processes please look at our webpage or see our previous LNRS Briefing Note.

Mapping for the LNRS is currently underway, and initial drafts are now being applied to the whole of Wiltshire and Swindon. Once drafted for the whole area, we want to hear feedback from local people about what we've done so far.

Next steps

County wide engagement and opportunities for feedback on the LNRS draft mapping will take place in July 2024, through an online interactive survey which will be live between 22nd July – 9th August. It will be supported by a video and two webinars on Tuesday 23rd July at 7am (exclusively for farmers and landowners) and on Thursday 25th July at 6pm (open to all). More information on how to book a place or where to access the survey is in the attached letter.

Alison Levy, LNRS Officer for Wiltshire Council, will be visiting farmer groups throughout July to speak about the LNRS directly with farmers and landowners, who are key stakeholders in this project.

We will also be hosting a members only first look event at the end of September. Details to be confirmed via a briefing note in due course.

The project programme aims to seek sign off by the supporting authorities; Swindon Borough Council, New Forest NPA and Defra at the end of October 2024, ahead of formal public consultation in November and December 2024, with final council approval and adoption in February 2025.

Suggested actions for councillors

We would welcome your attendance at one of our webinars and invite you to complete the online survey. Please see the attached invitation letter for information on how to book your place and where and when you can access the survey.

In addition, to ensure we have a wide range of participants attending these webinars and completing the online survey, please could you raise awareness of these sessions and the survey with your networks, town and parish councils and to the wider community, particularly farmers and landowners, nature related local interest groups and residents.

If you have any questions, please get in touch
localnaturerecoverystrategy@wiltshire.gov.uk.

End

County Hall
Bythesea Road
Trowbridge
Wiltshire
BA14 8JN

Wiltshire and Swindon Local Nature Recovery Strategy (LNRS)

July 2024

Dear Sir/ Madam,

I am writing to you about the Local Nature Recovery Strategy (LNRS) for Wiltshire and Swindon, and to invite you to feedback your views on the LNRS Map which has now been drafted following our longlisting and shortlisting processes.

Wiltshire and Swindon councils are required to prepare a LNRS in 2024. The following link will take you to the Government's website should you wish to remind yourself why this is necessary and important. [Local nature recovery strategies - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/policies/local-nature-recovery-strategies)

Priorities and measures for nature recovery in Wiltshire and Swindon have been developed and refined from suggestions gathered at various stakeholder engagement opportunities and events held earlier this year. To read our latest report detailing the methodology for the LNRS Longlisting process please look at our [webpage](#).

Mapping is currently underway, and initial drafts are now being applied to the whole of Wiltshire. Once drafted for the whole county, we want to hear your feedback on what we've done so far.

We will be launching an online mapping feedback survey on 22nd July, and holding two webinars, one for the public and one specifically for farmers and landowners. These webinars will give you the chance to learn more about the LNRS map, how you can give your feedback on the map formally via our survey, as well as offer an opportunity for general questions and answers.

The webinar session times are as follows:

For farmers and landowners	Tuesday 23 July 2024	7am – 8.30am Logon from 645am	Book here
Open to all	Thursday 25 July 2024	6pm – 7.30pm Log on from 5.45pm	Book here

Please help us with this important project and register for the session you wish to attend via the links above.

Our online survey, which gives you the opportunity to give detailed feedback on our LNRS mapping, will go live on Monday 22 July and close on Friday 9 August 2024. The link for this will be emailed out to our mailing list, as well as being available on our [webpage](#) from 22 July onwards.

We would appreciate it if you could send this invitation on to any colleagues or contacts you feel should attend these sessions to share their knowledge. We would also encourage you to sign up to our [LNRS mailing list here](#), if you haven't done so already, to ensure you receive Wiltshire and Swindon LNRS updates, invitations to events as well as our upcoming online survey straight to your inbox.

If you have any questions about Wiltshire and Swindon LNRS or these events, you can email us at localnaturerecoverystrategy@wiltshire.gov.uk.

Thank you and I look forward to meeting you at one of our webinars.

Yours faithfully

Alison Levy
Local Nature Recovery Strategy Officer
Natural and Historic Environment
Wiltshire Council
Web: www.wiltshire.gov.uk

Launch of Home Upgrade Grant with EDF Energy

Briefing Note No. 24-16

Service : *Climate*
Further Enquiries to: Stacy Sheppard, Climate Team
Date Prepared: 18 July 2024
Direct Line: (01225) 713458

In 2023, Wiltshire Council was successful in securing more than £1.7m Home Upgrade Grant 2 (HUG 2) funding, which will help go towards increasing the energy efficiency of existing housing in the county. It will be spent on retrofitting up to 86 Wiltshire homes by March 2025, supporting the council's ambition for the county to be carbon neutral by 2030.

On 12 December, procurement of a contractor was approved as part of the Cabinet Key Decision paper and EDF Energy has been awarded the contract.

The government announced the funding on 22 March 2023 as part of a £1.8bn funding package (see [Govt press release](#)). Wiltshire Council was listed as a successful authority (see [Govt press release](#)). The Wiltshire Communications team issued two press releases on the confirmation that the council had been [successful in securing government funding](#), and when [cabinet approved](#) to seek to work with a specialist provider on the project. There will be a summary of this funding in the annual climate update to Cabinet and Council.

What is HUG 2?

The [Home Upgrade Grant](#): Phase 2 (HUG 2) is a grant funding scheme launched by the Department for Energy Security and Net Zero to help local authorities provide energy efficiency upgrades and clean heating systems to low-income households.

The scheme targets the worst performing homes in terms of energy performance (energy performance certificate bands D-G) without mains gas central heating in England, with 60% of funding ringfenced for rural local authorities. A key focus of the scheme is to phase out the use of fossil fuel heating and make progress towards the UK's 2050 Net Zero commitment. It will also support improved household health and wellbeing by reducing the number of cold homes and play a key role in the government's wider programme of green retrofit.

Relevance to the council's business plan

This funding will support the following business plan missions and guiding themes by reducing carbon emissions, stimulating the green economy and tackling the health issues associated with fuel poverty:

- The people of Wiltshire are empowered to live full, healthy, and enriched lives
- Our local economy thrives and is supported by a skilled workforce

- We lead the way in how councils and counties mitigate the climate challenges ahead
- Tackling inequalities.

How the scheme links with other council initiatives

This initiative will complement our [Home Energy Efficiency Programme](#) for retrofitting council homes and the Warm and Safe advice service.

To deliver the grant funded measures a new retrofit team has been recruited, including a Retrofit Development Manager post funded by the UK Shared Prosperity Fund, a Compliance Officer and Climate Technician. The team have procured the services of a managing agent, EDF Energy, who will deliver the energy efficiency measures to eligible homes. Wiltshire Council has started communication of the grant opportunity with residents of Wiltshire and EDF launched their communications and marketing activities on 19 June.

This funding builds on the success of the Local Authority Delivery Scheme (LADS 1b). In 2021 the council was successful in securing almost £550,000, which was used to improve 90 of its least energy efficient council homes.

What type of retrofit measures will be funded?

A whole house retrofit takes each house in its own right and considers the fabric, the heating and hot water requirements, ventilation, and the people living in the property to establish the correct measures to implement for that individual property.

Some of the measures deployed to retrofit a property include:

- Energy efficiency measures such as wall and loft insulation
- Low-carbon heating technologies such as heat pumps
- Smart measures such as smart heating controls
- Ventilation

Who is the funding for?

Off-gas domestic properties that are either:

- a) Owner-occupied by those on a low income (defined as having an annual gross household income of less than £36,000) who will not be required to contribute to the costs of upgrade
- b) Private landlords who own four or fewer rental properties and have low-income tenants. Landlords are required to make a minimum contribution of one third towards the total cost of works, in line with the scheme's cost caps.

Progress achieved:

A contract has been awarded to EDF Energy to market the scheme, generate and verify leads, verify household eligibility, provide specialist retrofit roles including PAS 2035 certified assessors, designers and coordinators. EDF Energy will also coordinate and manage installers and sub-contractors, manage the customer journey, carry out installations and ensure compliance and scheme reporting.

There is a pipeline of applicants who have been verified for low income and the HUG team will continue to work in partnership with the Wiltshire Council Communications team to attract further applicants through upcoming marketing campaigns. The HUG team has set

up a [webpage](#) to provide further information about the scheme and a link to the online eligibility checker. There is an independent auditor in place to assess the quality of installations and certifications.

Next steps in the programme:

EDF Energy will soon begin contacting applicants to book in their property assessment and start design work for the installation of recommended energy efficiency measures.

Continue promotion of the scheme, including raising awareness of the eligibility criteria, to ensure we have a good supply of interested households that fit the target group for the grant and to help ensure that we can maximise delivery within the available funding.

Members are requested to:

- NOTE this report and CONSIDER the quotes received.
- NOTE and CONSIDER the Clerk's recommendations.

Background

A hearing loop is an assistive listening system that helps make public premises welcoming to people with hearing loss. They transmit audio directly to users' hearing aids or cochlear implants, cutting out background noise and making speech clear.

The Equality Act 2010 protects people who are deaf or have hearing loss from discrimination. It states that service providers cannot discriminate against people by refusing to provide a service or offering a service of a lower standard.

Investigations

Through obtaining quotes, it is apparent there are many options available dependent on the size, set up and primary function of the room. An infrared loop has been discounted as this would require those who are hard of hearing to wear a lanyard and therefore highlighting they are hard of hearing which may not be palatable to the individual. Ceiling microphones were recommended as opposed to handheld microphones or lapel microphones given the nature of business conducted in the room. All quotes are based on a wire loop to be installed in the loft space above the Main Hall, four ceiling microphones and an amplifier (which can be wall mounted in the Main Hall or in the Store Room) that will accommodate additional sound inputs, such as a handheld microphone or a desk microphone should the need arise in the future.

Hearing Loop Quotes

Company A - £3,308.95 ex. VAT

Company B - £1,987.00 ex. VAT.

Company C - £1,218.90 ex. VAT.

Company D - £1,563.68 (no VAT payable)

All quotes above require an electrician to install a switched spur. The Council's approved electrician has quoted for this at a cost of £210 (no VAT payable).

Sound Quality Resolution

Whilst undertaking site inspections to establish the most suitable installation option for the loop, a number of contractors highlighted the sound reverberation in the room is at such a level that the benefit of a hearing loop would not be fully realised without first addressing the acoustics. This would be achieved by using acoustic panels / rafts (suspended acoustic panels) across the whole ceiling, and on the walls.

Acoustic Panel / Raft Quotes

All quotes include site survey, design, supply and installation.

Company A - £2,299.75 ex VAT. This quote is based on panels fitted directly to the ceiling, and located on 2 adjacent walls.

Company B - £4,345.00 ex. VAT. This quote is based on panels / rafts suspended from the ceiling, and located on all 4 walls.

Company C - £6,242.20 ex. VAT. This quote is based on panels / rafts suspended from the ceiling, and located on all 4 walls.

Post Installation Maintenance

Once the loop has been installed, the Council may wish to consider annual maintenance checks of the equipment although this is not mandatory. Quote C includes a loop tester, which allows any person who does not use a hearing aid to check that the loop is working.

Recommendations

Hearing Loop

Members are asked to CONSIDER the Clerk's recommendation to accept Company C's quote of £1,218.90 ex. VAT, with the addition of the required electrical works of £210 (no VAT payable) at a total cost of £1,428.90 ex. VAT.

Sound Quality Resolution

Members are asked to CONSIDER the Clerk's recommendation to accept Company A's quote of £2,299.75 ex. VAT.

To note, at the parish meeting held 5 June 2024 (minute ref. 24.41), members approved the purchase of acoustic boards to a maximum cost of £150 which would no longer be required should members approve the acoustics expenditure recommended in this report.

Quotes for the hearing induction loop and acoustic panels are to be funded by Ear Marked Reserves CIL, of which funds of £9,550.97 are available.

Hayley Graham
July 2024

Members are requested to NOTE this report and CONSIDER the recommendation

Background

Following the recent work at JCH, Tina Jones identified that a new heat detector and emergency light fitting was required in the newly established referee shower room. An emergency light fitting is also required along the small corridor that runs along the back of JCH.

Upon requesting a quote from the Council's approved electrician, they have recommended that a heat detector should not be installed in the referee shower room due to the small size of the space as any condensation / water damage can affect the internal board and lead to false alarms and so the smoke detector already in situ in the original referee shower room should be removed.

Quote

To install 2 no. emergency light fittings with all relevant works certificates, and removal of 1 no. smoke detector at a cost of £356.83 (no VAT payable).

Recommendation

To install 2 no. emergency light fittings with all relevant works certificates, and removal of 1 no. smoke detector at a cost of £356.83 (no VAT payable).

Costs to be met from Ear Marked Reserves JCH Refurbishment.

Hayley Graham
July 2024

Members are requested to NOTE the correspondence

We are writing to you as we are in the early stages of planning for a new solar farm and battery energy storage system near Flaxlands, to the west of Hook. We wanted to let you know about the proposals and a consultation we will be running after the summer holidays, where we will be providing more information on the scheme.

Flaxlands Solar Farm will help achieve the UK's climate change ambitions and play an important role in decarbonising the region. Currently, the UK's electricity price is among the highest in Europe, meaning we need to find ways of generating more affordable, renewable, and clean electricity domestically to reduce the energy cost. Energy security for the country is also of paramount importance, and increasing domestic supply is a key factor in ensuring long term energy security.

We anticipate Flaxlands Solar Farm could supply the electricity needs of approximately 25,000 homes a year – over two times the size of Royal Wootton Bassett. The clean energy generated will save on average 21,000 tonnes of CO₂ per year, which adds up to over 800,000 tonnes of CO₂ over the solar farm's life (40 years). Biodiversity is also important to us, and we are also exploring opportunities for ecological enhancements and the creation of new habitats to help promote wildlife within the Site.

The project is still at an early stage, and we are currently carrying out technical work and environmental surveys. This includes contacting some nearby landowners so we can carry out environmental surveys in the area to identify the presence of protected species and ensure they are protected.

We will be holding community consultation after the summer holidays. This will be an opportunity for people to help shape the proposals. A Community Benefit Fund will be implemented as part of the Flaxlands Solar Farm, and the community consultation will be a chance for the community to discuss with the project team how best to use this fund to benefit the local community.

We will get in touch with you when we have finalised the dates and locations for our upcoming consultation events. In the meantime, if Lydiard Millicent Parish Council would like a briefing on the project we would be happy to organise this, please email contact@ampyrsolareurope.com to arrange this.

You can also stay up to date and find the most relevant information on our website at <https://www.flaxlandssolar.co.uk/>

Kind regards,
Flaxlands Solar Farm team

Members are asked to NOTE this report and CONSIDER the request.

Dear Local Council

I am writing to ask your Council to support our campaign to improve the safety of lithium batteries (used in e-bike and e-scooters) and their disposal.

Let me begin by introducing myself. I am the researcher for Lord (Don) Foster (hence my email address), who has been campaigning on this issue in the House of Lords. I am also the parliamentary advisor to Electrical Safety First, a UK Charity dedicated to reducing the deaths and injuries caused by electricity.

As you will probably know lithium battery fires are on the increase – there have been over 1000 in the past few years, nearly 200 injuries and a dozen fatalities. Homes have been destroyed. The cost to the UK runs into £billions. You will doubtless know of examples in your area. I attach a spreadsheet of some recent fires – as you will see there have been some in your area.

Lord Foster and Electrical Safety First are promoting the attached Bill (a summary of which is included at the end of this email) to ensure greater safety in the use and disposal of lithium batteries and are aiming to get it into law as soon as possible. It has its First Reading on 5th June.

We have the support of many national organisations, as the attached logos show – including the National Fire Chiefs Council, the Association of Ambulance Chief Executives, the Royal Society for the Prevention of Accidents and the Royal Society for Public Health. In addition, 2 coroners have called for the law to be tightened to ensure greater safety.

We are now contacting more locally based organisations, and it would be great if your Council was able to support this campaign. It would be a great boost.

Please do get in touch if you require any further information.

I look forward to hearing from you,

Yours sincerely,

Ron Bailey

The Safety of Electric-Powered Micromobility Vehicles and Lithium Batteries Bill

A Bill to make provisions regarding the safety of electric-powered micromobility vehicles and of lithium batteries; to give duties to the Secretary of State regarding those matters; and for connected purposes.

1. The safety of electric-powered micromobility vehicles and secondary lithium-ion batteries used to power such vehicles

(1) No person shall after 31st August 2025 place on the UK market any electric-powered micromobility vehicle or a secondary lithium-ion battery used to power such vehicles unless –

(a) conformity assessment procedures have been carried out by a conformity assessment body ('CAB') authorised by the Secretary of State to carry out such assessments; and

(b) the manufacturer has drawn up the technical documentation and declaration of conformity; and

(c) the electric-powered micromobility vehicle and the battery used to power such vehicles bear the CE or UKCA mark to demonstrate conformity with designated or harmonised standards.

(2) The Secretary of State must within 6 months of the passing of this Act publish a list of CABs recognised as being able to carry out conformity assessment procedures pursuant to subsection (1).

(3) Where in the opinion of a CAB, a product covered by this Act has successfully met the essential safety requirements of applicable regulations, it shall issue a certificate of conformity to the manufacturer.

(4) Where a certificate of conformity has been issued pursuant to subsection (3) a manufacturer must display a CE or a UKCA mark on any product covered by this Act before it is placed on the UK market.

(5) No person shall display a CE or a UKCA mark on any product covered by this Act unless a certificate of conformity has been issued for the product given in accordance with this Act.

2. Disposal of Secondary Lithium-ion Batteries

(1) The Secretary of State must, within 6 months of the passing of this Act, make regulations regarding the safe disposal of lithium batteries.

(2) The regulations made pursuant to subsection (1) may include a requirement for sellers of such batteries to:

(a) Display a prominent warning about the dangers of improper disposal of lithium batteries not in accordance with those regulations; and

(b) Attach as part of the sale

(i) Information regarding the cell chemistry of lithium batteries and;

(ii) information regarding the safe disposal of such batteries.

3. Duties of the Secretary of State

(1) (1) The Secretary of State must, within 12 months of the passing of this Act, make regulations

(a) Specifying safety standards for micromobility vehicle conversion kits and associated components; and

(b) Requiring that all micromobility vehicles have either

(i) a non-proprietary charging system with a communications protocol;
or

(ii) a proprietary charging system with a matched charger

and such regulations may include details of the means by which those standards will be enforced and the penalties for failing to comply with those standards.

(2) The Secretary of State must within 6 months of the passing of this Act consult such persons as he considers have an interest in this matter on whether to implement an interim measure which prohibits the sale of universal chargers for electric-powered micromobility vehicles until such time as the regulations detailed in (1) (a) or (1) (b) come into force.

4. Offences

Any person who fails to comply with the terms of this Act commits an offence.

5. Interpretation

In this Act, the following terms have the following meanings:

- 'Electric-powered micromobility' means electric scooters or electric bicycles powered by secondary lithium-ion batteries, as defined in the Department of Transport 2020 publication 'Future of Transport Regulatory Review Moving Britain Ahead Call for Evidence'.
- 'A lithium battery' is a non-rechargeable battery with lithium as an anode.
- 'A secondary lithium-ion battery' is a type of rechargeable battery in which the main reaction is the transport and intercalation of lithium ions into the cathode and anode respectively as defined in the BEIS Research Paper No 2020/037 entitled 'Domestic Battery Energy Storage Systems A Review of Safety Risks'.
- 'A proprietary charging system' comprises of a manufacturer specified plug and socket system designed only to operate in combination with each other.

- 'A non-proprietary charging system' comprises of a non-manufacturer specified plug and socket system consisting of a standardised plug and socket and a communications protocol.
- 'A communications protocol' is a set of formal rules describing how to transmit or exchange data.
- 'A CE marking' means a mark consisting of the symbol "CE" set out in the form specified by the Secretary of State in regulations made pursuant to this Act.
- A 'UKCA' marking is a UK Conformity Assessed marking displayed in the form specified by the Secretary of State in regulations made pursuant to this Act.
- A conversion kit is the electrical drive train, battery and charging system, that is fitted to a regular pedal bicycle to convert it to an electric bike.

6. Regulations

(1) The Secretary of State must, within six months of the passing of this Act, make regulations specifying:

- (a) Any amendments to the definition of the term 'electric-powered micromobility' that, in the Secretary of State's opinion, are necessary.
- (b) The penalties that shall apply to breaches of this Act.

(2) Regulations under this Act shall be made by statutory instrument pursuant to the negative resolution procedure.

7. Extent, Commencement, and Short Title

(1) This Act extends to the whole of the UK, subject to resolutions being passed by

- (a) The Scottish Parliament;
- (b) Senedd Cymru;
- (c) The Northern Ireland Assembly

applying it to their respective countries.

(2) This Act comes into force on the day on which it is passed.

(3) This Act may be cited as the Safety of Electric-Powered Micromobility and Lithium Batteries Act 2023."

Members are requested to NOTE this report and CONSIDER the request

Background

In public question time of the parish meeting on 2 May 2024, a resident raised that they have noticed many drivers are not stopping at the traffic calming chicane adjacent to the garage. The resident was asked to email the Clerk with the details and the following email has been received:

On several occasions since around February 2024, I have found that several drivers do not stop at the chicane near the garage and Sun Inn and that I have had to come hurriedly to an unwanted halt caused by drivers continuing through the chicane when they should have stopped. In some cases, cars behind the offending driver also often come through. As I use a dashcam, I have kept this evidence and can provide probably six pieces of footage.

The same could happen by the church but I tend to find that, in general, drivers are either more amenable (and that there is room for cars to pass by side by side) or that the signs are better. Down by the garage chicane, rights-of-way signs are shown by arrows whilst by the church, there are more distinctive, written signs detailing whose right of way it is. I wonder if this might be a better idea by the garage in case drivers do not understand the arrows? One further observation is that the bollards to the left of the garage chicane can tend to obstruct a driver's view of further down the road the closer a driver comes to the white lines at the point where they ought to stop.

Members are requested to NOTE the correspondence

Unit 5 Bagbury Park

Following the bankruptcy of the previous tenant at this site the freehold has been sold to a new party. We have serious concerns with the activities of the new residents and have already reported the issue with the hedges, noted below, to Sarah Wheeler.

There are 2 types of issue which relate to anti-social behaviour and planning law.

Antisocial Behaviour.

1. The new residents seem to be involved in the motor and performance car trade and like to hold the engines at full RPM whilst the exhaust pops and bangs.
2. They like to perform donuts in the front car park.
3. On 12th July 2024 either the owner of the site or a staff member, accompanied by a passenger, left the premises in a grey Audi RS3 registration RR53 GAP. The car, which is clearly performance modified commenced a full power launch from the exit towards the centre of LM. I witnessed this in person as I was in my driveway at 17 Lydiard Green which is opposite the site. I anticipate they reached 70-80 MPH before heavy breaking at Stable Cottage. The car then slowed and turned around in the Beeches and returned to the unit but overtook a car at Stable Cottage on the way and was again making seriously rapid progress. I waked into the road to stop them and I was undercut as they passed me and overshot the entrance to Bagbury Park. The car turned around at the Pill box and gingerly approached me. I shan't put into words the language that exited my mouth but it wasn't pleasant. The driver agreed he was being irresponsible. I let them dwell upon their actions and walked back to my driveway. At 6pm the same day another car from this business left in a similar manner.

Planning

Since their arrival the following has occurred without planning consent (if required) and reference to the map below will assist in illustrating the issues:

1. The entire area bounded between the two yellow lines has been bulldozed and levelled to clearly make way for an expansion of the site for what I assume is vehicle and other storage. Currently being prepared for tarmac.
2. Two large trees were once present and only one now remains. The one in yellow has gone.
3. The area denoted in red was once a hedgerow and it has been totally removed. Are they planning to put in their own access via Bagbury Lane too?
4. A caravan has now been installed and I have seen evening occupation.



Overall, the behaviour of the resident at this site seems to be verging on lawless. This industrial estate has doubled in size since we moved here in 2002 and hasn't been a significant issue for a majority of our time in Lydiard Green. So far the attitude to neighbourhood integration and respect seems non-existent and we are very troubled with what might be in store for us and our neighbours.

Further to this email, the last remaining ancient tree has been felled. The site is now totally gutted and the caravan is being used as a home full-time now.

Members are requested to NOTE this correspondence and CONSIDER the scheme

Scottish and Southern Electricity Networks (SSEN), the Distribution Network Operator for central southern England and the north of Scotland, is now welcoming applications to its **new Powering Communities to Net Zero fund**.

The new Powering Communities to Net Zero (PCNZ) fund is a successor to the previous Resilient Communities Fund, which has awarded over £5m to around 700 projects in the past nine years. The new fund will run annually from now, concluding in Spring 2028. More than £3m in grants will be awarded during this time. This fund will support communities during prolonged power interruptions caused by storms, aid their ability to cope in periods of severe weather, and will now also support the adoption of new low-carbon technologies by non-profit organisations.

The new fund explained:

The fund is split into two categories; community-led physical and environmental resilience, and Low Carbon Technology (LCTs).

The new community-led physical and environmental resilience grants.

- Half of the £3m funding will be available over the next four years to enable communities to apply for grants that will bolster physical and environmental resilience measures. Further details of the criteria are found in the fund guidance and in the application form. Grants of up to £15,000 will be awarded to successful applicants in this category.

The new low-carbon technology grants.

- The other half of the funding being made available over the next four years will also be available for non-profit organisations to apply for grants to go towards the purchase of new Low-Carbon Technology. For example, a successful grant application could result in a social housing scheme or community centre being awarded funding to contribute to the cost of EV chargers, solar panels, battery storage or backup, low carbon heating systems, smart heating controls, or other general energy efficiency measures. Grants of up to £20,000 will be awarded to successful applicants in this category.
- Note: SSEN is aware there are often lengthy lead times associated with community project preparations, as well as getting approval to connect some low carbon technologies. In light of this, SSEN is advising applicants to consider projects that have already been approved to apply in the current round, as the timescales for awarding and spending funds may be more likely to align. Those who are uncertain of their timescales can contact colin.mcmillan@sse.com to discuss this in more detail.

The deadline for applications to both categories is **5pm on Saturday 31st August 2024**, and applicants are asked to consider the criteria in the fund guidelines. The application documents can be downloaded on SSEN's website www.ssen.co.uk/pcnz. This gives full details of what can be supported by the fund as well as guidance on which projects will be prioritised.

The PCNZ Fund Panel, will review applications and determine which projects should receive funding, with the successful applications announced in late October.

More information can be found on the SSEN news article on the [SSEN website](#).

Hayley Graham
July 2024

WILTSHIRE COUNCIL

ROAD TRAFFIC REGULATION ACT 1984

**THE COUNTY OF WILTSHIRE (CHURCH STREET AND MANOR HILL, PURTON
AND LYDIARD MILLICENT) (40MPH SPEED LIMIT) ORDER 2024**

The Council of the County of Wiltshire in exercise of its powers under Section 84 and Part IV of Schedule 9 of the Road Traffic Regulation Act 1984 (hereinafter referred to as “the Act”) as amended and of all other enabling powers and after consultation with the Chief Officer of Police in accordance with Part III of Schedule 9 to the Act hereby makes the following Order:-

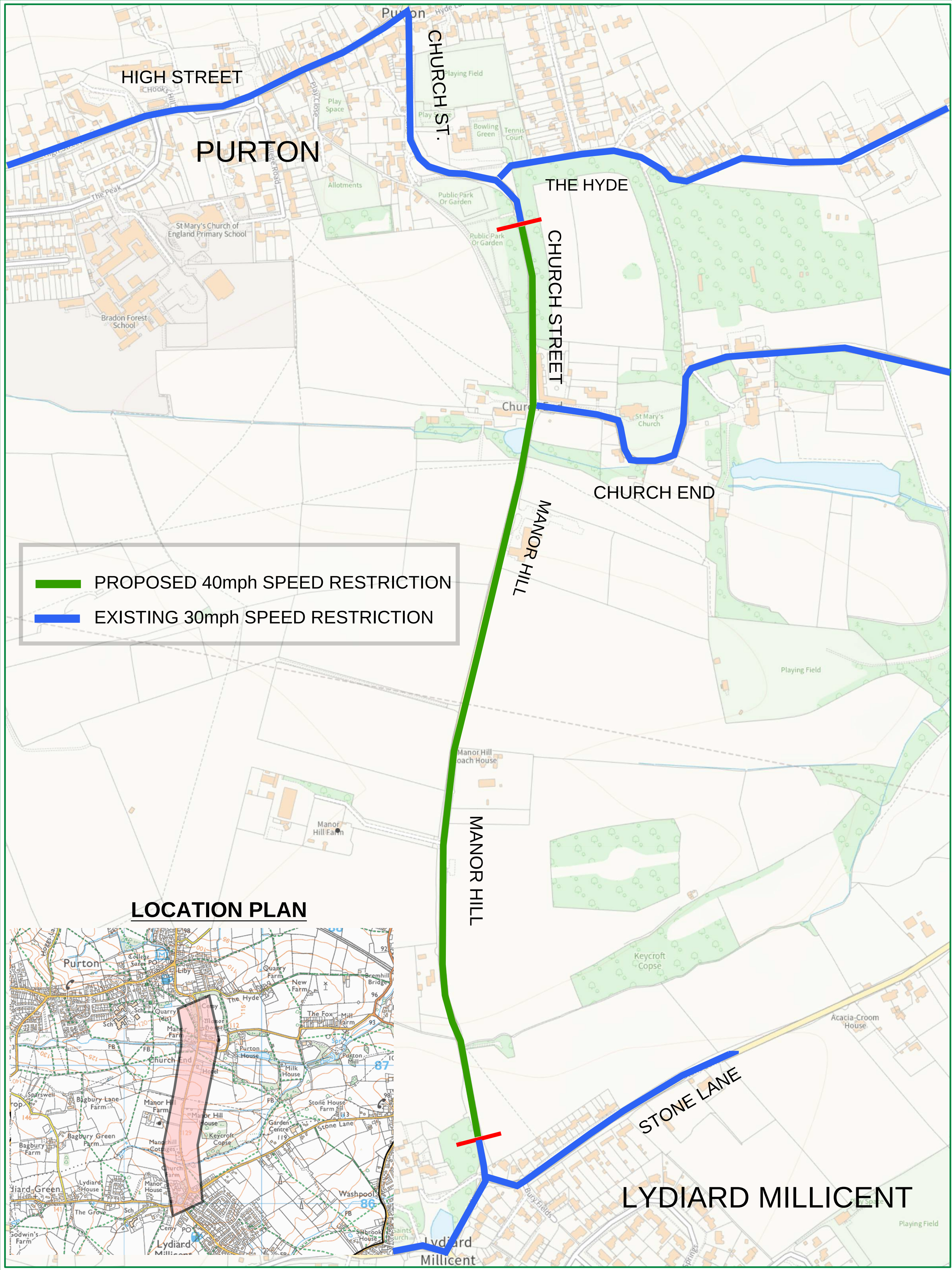
1. No person shall drive any vehicle at a speed exceeding 40 miles per hour on the lengths of road specified in the Schedule to this Order.
2. No speed limit imposed by this Order applies to vehicles falling within Regulation 3(4) of the Road Traffic Exemptions (Special Forces) (Variation and Amendment) Regulations 2011 when used in accordance with Regulation 3(5) of those Regulations.
3. This Order shall come into operation on xxxxxxxx 2024 and may be cited as The County of Wiltshire (Church Street and Manor Hill, Purton and Lydiard Millicent) (40mph Speed Limit) Order 2024.

SCHEDULE

Lengths of Roads in Parishes of Purton and Lydiard Millicent
Subject to 40mph Speed Limit

<u>Road</u>	<u>Description</u>
Church Street	From a point 85 metres south of its junction with The Hyde to its junction with Church End
Manor Hill	From its junction with Church End to a point 32 metres north of its junction with Stone Lane

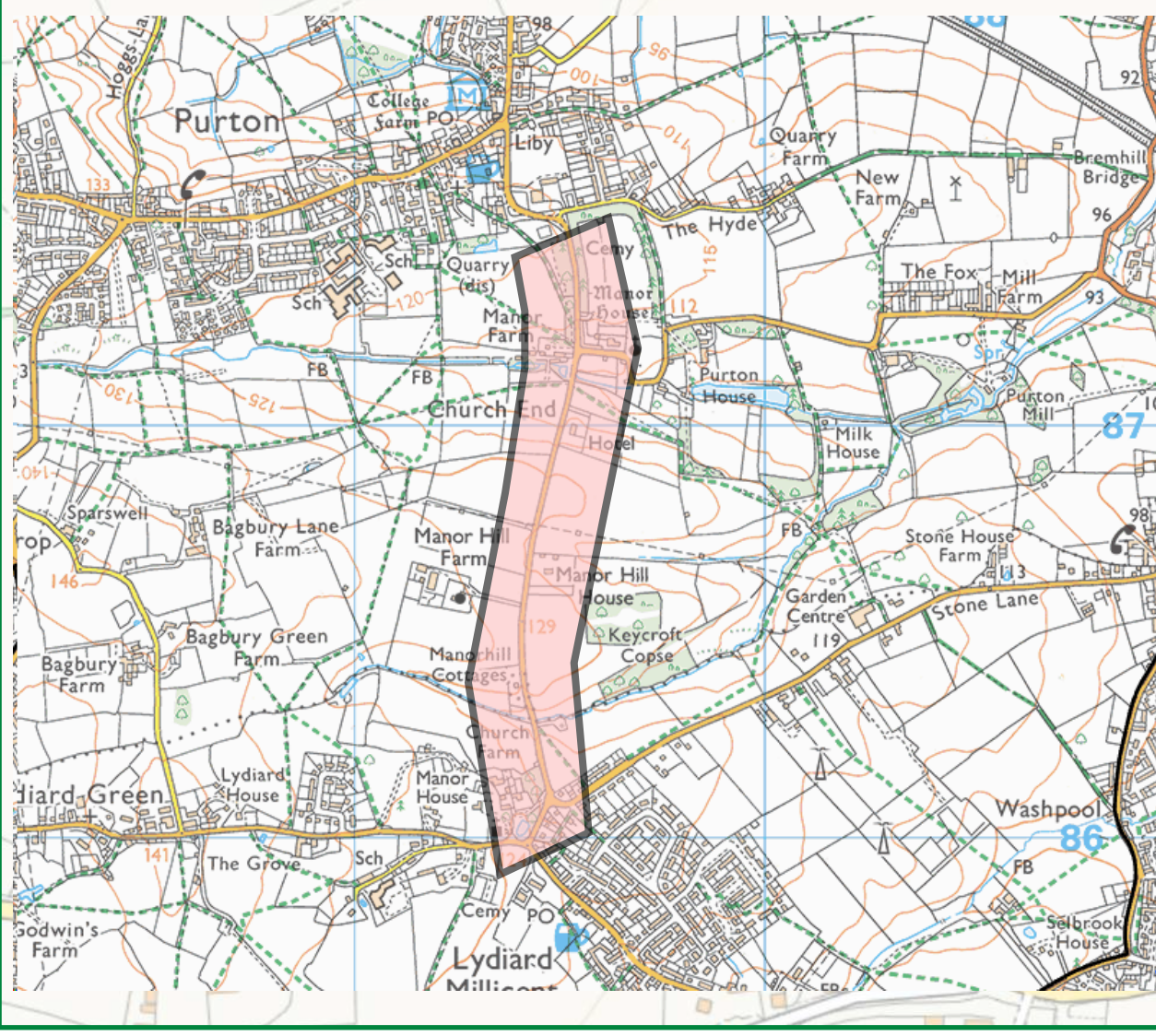
THE COMMON SEAL of
WILTSHIRE COUNCIL
was hereunto affixed this
xx day of xxxxxxxx 2024
in the presence of:-




 PROPOSED 40mph SPEED RESTRICTION


 EXISTING 30mph SPEED RESTRICTION

LOCATION PLAN



WILTSHIRE COUNCIL

ROAD TRAFFIC REGULATION ACT 1984

**THE COUNTY OF WILTSHIRE (CHURCH STREET AND MANOR HILL, PURTON
AND LYDIARD MILLICENT) (40MPH SPEED LIMIT) ORDER 2024**

NOTICE IS HEREBY GIVEN THAT Wiltshire Council proposes to make the above Order under the Road Traffic Regulation Act 1984 the effect of which will be to introduce a 40mph speed limit on the following lengths of roads:

Church Street, Purton – from a point 85 metres south of its junction with The Hyde to its junction with Church End

Manor Hill, Purton and Lydiard Millicent – from its junction with Church End to a point 32 metres north of its junction with Stone Lane

Deposit copies of the Orders, plan and Statement of the Council's Reasons for proposing to make the Orders may be inspected at the offices of Wiltshire Council, County Hall, Bythesea Road, Trowbridge during normal office hours. Details of the proposed scheme may be seen at Purton Library, 1 High Street SN5 4AA during the hours of 2pm to 7pm Tuesday and 2pm to 4.30pm Friday until 26th August 2024. Documents can also be viewed online at <https://www.wiltshire.gov.uk/troconsultations>

Comments on the proposal together with the reasons for which they are made should be sent in writing to reach the Sustainable Transport Group, by email to TrafficOrderConsultations@wiltshire.gov.uk or via the website by 26th August 2024 quoting reference LJB/TRO/PURT40.

Sustainable Transport Group, County Hall, Bythesea Road TROWBRIDGE BA14 8JN

1st August 2024

WILTSHIRE COUNCIL

ROAD TRAFFIC REGULATION ACT 1984

**THE COUNTY OF WILTSHIRE (CHURCH STREET AND MANOR HILL, PURTON
AND LYDIARD MILLICENT) (40MPH SPEED LIMIT) ORDER 2024**

**Statement of Wiltshire Council's reasons for proposing
to make the Order**

RTRA 1984 SECTION 1 (1)

- (a) For avoiding danger to persons or other traffic using the road or any other road or for preventing the likelihood of any such danger arising;
- (c) For facilitating the passage on the road or any other road of any class of traffic (including pedestrians).

The proposals are being taken forward on behalf of Purton Parish Council and Royal Wootton Bassett and Cricklade Local Highway and Footpath Improvement Group following concerns raised by the local community. An assessment has been undertaken in line with Wiltshire Council's adopted policy on setting Local Speed Limits and the lengths under consideration meet the criteria for the introduction of a 40mph speed limit.

Members are requested to NOTE the report

Drainage Engineer Visit: Lydiard Millicent 16th July 2024

Present:

Wiltshire Council: Emma Biggs, Danny Everett, Cerys

Lydiard Millicent PC: Sally Westwood, Mel Allsop, Hayley Graham, Colin Tydeman

Background

The meeting was as a result of a request for a site visit via the Operational Flood Working Group following flooding in the parish last winter, to visit the affected areas and identify actions to prevent or minimize future flooding.

At the start of the meeting, Danny highlighted that the WC attendees were responsible for new builds and projects, but they could also liaise with the maintenance team via Martin Cook regarding potential issues.

We then visited the affected sites, using the survey map produced by Colin, and finished with a review at JCH. The findings for each of the areas visited were:

The Butts

This area had significant flooding during the winter, which froze at certain points, making it very treacherous, with internal flooding in some of the houses. A contractor has been out to jet the drains which seems to have helped the situation.

The video provided by Hayley, as well as the location of the properties that were most badly affected, indicates that the main problem appeared to be run-off from the surrounding fields.

Actions:

- EB & DE to establish where outfall is for The Butts
- LMPC to advise landowners to check the watercourses

The Beeches

Many of the drains were completely blocked and overgrown, and flooded regularly during the winter.

Actions:

- EB & DE to contact Martin Cook re: clearing gulleys in Beeches

Lydiard Green to Greenhill

This was another area that had significant problems with flooding, including internal flooding. The kerb drains from Greenhill Crossroads to the Green are nearly all blocked, however Danny advised that due to the topography, during heavy rainfall, the run-off should go into the watercourse that runs at right angles to the road between drains 23 and 24 and before the Long House. He also advised that landscaping at the Long House could divert surface water away from the house.

Actions:

- HG to ask Parish Steward to visit Greenhill to try to clean kerb drains with drain rods in the first instance UPDATE – Parish Steward cleared 12 blocked kerb drains on 19/7 - CLOSED
- HG to establish ownership of water course by Long House and contact the owners as an initial view suggests this could need clearing

The Street

During the winter, there was frequent flooding running down the street, with water coming out of the drains, and the manhole at the top of The Street was actually blown out of position by the power of the water. There was also internal flooding to the white house (the old post office).

Danny advised that the topography of the road meant that this particular house would always be prone to flooding and that they should look at preventative measures such as flood gates.

Actions:

- EB & DE to contact Martin Cook to request drain at the top of The Street be cleared and the cover re-set

Common Platt

This area suffered from frequent flooding during the winter. Danny advised that discussions are already ongoing in this area.

Badgers Brook

This area suffered from standing water during the winter, which froze frequently, making it extremely treacherous for traffic and pedestrians.

Actions:

- EB & DE to look further into standing water at Badgers Brook (issue passed between TW and WC)

Review

Actions:

- HG to send Colin's survey to EB & DE UPDATE – survey sent via email - CLOSED
- EB & DE to share survey with Martin Cook to be used as a reference for future work.
- EB & DE to contact Martin Cook to establish if discretionary gulley clearing took place
- HG to contact Parish Hall to establish if we can store flood warning signs there UPDATE – Cemetery shed has been identified as a more accessible storage solution. IN PROGRESS
- HG to send pictures / videos to EB & DE
- CT to identify watercourses on parish maps which may need investigation / walking
- HG to contact residents who experienced flooding in last 2 storms to remind them to register with WC for resilience grants if they haven't already done so (search WC Flooding for application details) *and check whether they are getting updates from Emma*. Can also be signposted to National Flood Forum
- SW to revisit flood alerts and continue to lead work on the flood plan.
- CT to maintain the drain survey map.

To note:

Ditch clearing responsibility letter templates are on WC website

Sally Westwood
July 2024

LYDIARD MILLICENT PARISH COUNCIL MEETING
4 July 2024
held at the Jubilee Club House, Lydiard Millicent
at 19:00 hrs

Councillors Present:

S Westwood, Chairman S Hill-Wheeler R Selwood
M Allsop, Vice Chairman M Suleman

Others in Attendance: 4 members of the public, Parish Handyman C Tydeman and Wiltshire Councillor S Bucknell

Meeting Clerk: Tina Jones

Public Question Time:

- A resident asked if the Council knew what was happening at Toomers Garden Centre in Stone Lane (original planning application was for a garden centre and post office, the post office closed after a short while). Recently the field behind the Garden Centre has become hard standing with new businesses operating from there with 42-ton trucks coming and going. Wiltshire Councillor Bucknell responded that he would contact a Wiltshire Council Enforcement Officer and ask if this was in line with the planning application.
- A resident raised concerns regarding one of the houses on the mini roundabout in Common Platt opposite The Pry. Sometime ago the verge ditch was filled in and a hedge planted, the hedge has not been maintained and it is now overgrown forcing vehicles into the middle of the road which is dangerous. Wiltshire Councillor Bucknell said that Wiltshire Council verge cannot be taken in a boundary, and that he would contact the Highways Officer. Councillor Westwood added that this area floods badly, and there is are Drainage Engineers visiting later in the month, they would also be made aware of the situation.

MINUTES

24.46 Appointment of Clerk to the Meeting

Members APPOINTED Tina Jones to clerk the meeting.

24.47 Apologies for Absence

Apologies were RECEIVED from Councillors Chalker, Coffey, Hacker and the Clerk, Hayley Graham.

24.48 Declarations of Interest and Dispensation Requests

No declarations of interest were made or dispensations requested.

24.49 Chairman's Announcements:

- There are three Councillor vacancies, Members would like to see some residents come forward to join the team.
- The 6 June D-Day80 commemoration and pop up museum event was a great event, thanks were given to all those who attended. The Council is hoping to hold a similar event to celebrate VE80 in May 2025.
- Wiltshire Council Drainage Engineers are coming to the Parish on 16th July, to look at the areas of flooding and offer advice.

24.50 Minutes

Members considered the minutes of the Parish meeting held on 5 June 2024. The minutes of the meeting were ADOPTED as a true record and signed by the Chairman.

24.51 Wiltshire Councillor Report

- Restrop Update – Highways and Drainage submitted reports in May, however there are no consultation responses. Wiltshire Councillor Bucknell does not know what the Officer will say, he has tried to contact but he is not available at the moment. Wiltshire Councillor Bucknell apologised to the Parish Council on behalf of Wiltshire Council that the situation with the application has not changed.

- He suggested the Council consider looking at a software package called Parish Online, which might streamline some of the procedures for the Clerk

24.52 Financial Accounts

Members NOTED and APPROVED the Income & Expenditure Reports and Payments List. Members APPROVED the transfer (if required) of £10,000 from the saving account to the current account

24.53 Planning Applications

Members considered the Notification of the Planning Appeal for PL/2023/02473 – Ski's Trees Compound and Yard, Greenhill, SN4 8EH. Members RESOLVED to SUPPORT the Planning Officers decision

Members RECEIVED a report from Planning Group A, and after discussions:

Application: PL/2024/05448 - Full Planning permission	Applicant: Mr & Mrs Badhan
Address: Badhan Manor, Wood Lane, Braydon, SN5 0AH	
Proposal: Erection of new stables and formation of access, together with use of associated land for equestrian purposes and extension to garden as defined by application 19/09880/F (resubmission)	
Members RESOLVED to make a comment of NO OBJECTION	
Application: PL/2024/05742 – Householder Planning permission.	Applicant: Mr & Mrs Barrousel
Address: 8 Downs View, Park Lane, LM, SN5 3LZ	
Proposal: Proposed rear extension.	
Members RESOLVED to make a comment of NO OBJECTION	

Members NOTED the following Wiltshire Council decisions:

Application: PL/2024/03007– Lawful Development Certificate for a Proposed Use	
Applicant: Mr Mark Gilbert	
Address: Balinrait Farm House, Stone Lane, SN5 3LD	
Proposal: Certificate of lawfulness for proposed erection of an outbuilding to accommodate a hobby workshop, together with alterations and extension of a retained building for uses ancillary to the enjoyment of the dwelling house.	WC Refused
Application: PL/2024/03413 – Householder Application	Applicant Name: Mrs Baker
Address: 18 Stone Lane, Lydiard Millicent, SN5 3LD	
Proposal: Proposed annex to replace existing garage	WC Approved with Conditions

24.54 Clerks Report

23.179 Jubilee Club House Trees
Members approved the recommendation to have the trees behind the Jubilee Club House professionally assessed. Quotes Requested.
23.181 Play Area Inspection
Members noted the inspection and the issues raised. Members approved £400 for surface work and time adjustable gate closers. Concerns were raised regarding the Play Tower Decision was deferred until the Handyman could consider the options available. Quotes for replacement of two fence posts – CLOSED, See Minute Reference 24.61.
23.184 Holborn Footpath
There are two specific places along the footpath where the holes are very deep and currently filled with water. After discussions, Members AGREED for contractors to be approached for quotes to fill in the holes and to redress the whole length. Quotes Requested.
23.204 Footpath Working Group
The hedging that denotes Lydiard Green and the neighbouring farmland has gaps in places. There is no right of access onto this private land at any of these points. There are three pillboxes on/surrounding the Green, only one of which is on the Village Green itself. Once the information boards have been put in situ, it is possible that members of the public may try and access the private land area. Members RESOLVED to spend up to £1000 to plant new hedging and replacement trees, met from Ear Marked Reserves set aside for Footpaths/Lydiard Green. MEETING UPDATE: Councillor Allsop thanked the Parish Handyman for his assistance in identifying suitable hedging, purchase to be actioned.
24.37 Pedestrians in Road – The Street

Members considered the request for a “pedestrians on the road sign” to warn cars of the risk to life in this area 46a to approx. 58 The Street. Members AGREED more information was required. Clerk to contact resident. CLOSED, see Minute Reference 24.60

PQT – 2 May – Updates

A resident raised concerned for the safety of users on footpath LMIL60. For at least the last ten years the metal gate blocking LMIL60 has been locked shut. This means that those wishing to use the footpath have to clamber over the gate or the adjoining metal bars. The Clerk asked the resident to email her the details and she would contact Wiltshire Council. UPDATE: The Clerk is in communication with WC regarding this issue.

PQT – 5 June – Updates

- A resident raised concerns that a resident in Stone Lane who previously had a retrospective planning application and associated appeal refused, has started to develop again, and has also not reinstated the boundary as was instructed to do as a result of the application refusal. The resident was asked to email the Clerk with the detail to pass to Wiltshire Council Enforcement. UPDATE – Clerk awaiting contact from the resident.
- A resident highlighted that some notices displayed on the Common Platt noticeboard are not visible due to the noticeboard frame. The Clerk to raise with the Parish Administrator. UPDATE – brought to the attention of the Parish Administrator for future consideration. CLOSED.
- A resident raised concerns around the layby across Common Platt at the bottom of Stone Lane being driven across by vehicles. The road markings are being eroded and are not being maintained and as a result, cars are being driven over utilities and causing damage. The resident was advised to report this to Wiltshire Council using the MyWilts app, as would the Clerk. Clerk has reported to Wiltshire Council. MEETING UPDATE: Resident was present and Members asked him to report via the MyWilts app – Clerk waiting response from Wiltshire Council
- A resident raised concerns that the T-junction at the bottom of Stone Lane is being used as a bend as the road markings have largely disappeared. Members agreed to discuss adding this issue to the LHFIF list at the next meeting although the priorities for this year have already been agreed. Suggested the resident reports every incident / near miss to Wiltshire Council and keeps a log to accompany the photos they have been taking. Clerk awaiting contact from the resident.

24.55 Policies

Members considered the revised procedure policy for Public Participation at Council Meetings and RESOLVED to ADOPT the policy.

24.56 Correspondence

Members NOTED the correspondence received.

- a. Members RECEIVED the Good Councillors Guide 2024 and retained for future use
- b. WC Briefing Note Local Nature Recovery Strategy
- c. WC Wiltshire and Swindon Local Nature Recovery Strategy Longlisting Methodology
- d. WC Wiltshire and Swindon Local Nature Recovery Strategy Report of Usability Testing
- e. WC Briefing Note Housing Land Supply and Housing Delivery Test
- f. WC Briefing Note Solar Together Scheme

24.57 Hearing Loop System – Jubilee Club House

Members NOTED the report received. It had been suggested by a Contractor that a hearing loop system on its own may not improve the sound quality in the room unless acoustic ceiling boards were also installed. As Members were unsure if this would affect the costing of the quotes received, Members AGREED not to accept any of the quotes until further investigations could be taken.

24.58 Parish Newsletter

Members RECEIVED a verbal report from Councillor Westwood. A draft newsletter is being compiled, with a planned end of July delivery date with the August Lydiards magazine. Councillor Suleman to facilitate delivery. The newsletter will also include information on the Neighbourhood Plan review.

24.59 **All Saints Church Nave Appeal**

Members CONSIDERED the grant application received, taking into account the Levelling-Up and Regeneration Act 2023 (The 2023 Act) section 82. The 2023 Act amends the Local Government Act of 1894 by inserting 19a. 19a clarifies that the discretionary powers of the Parish Council are not affected by the 1894 Act, in respect of helping to fund church repairs. Members AGREED that they were satisfied that the grant request would be of direct benefit to the parish, or to some or all of the inhabitants. Members APPROVED the grant under s137 of the Local Government Act and RESOLVED to award a grant of £335.00 (three hundred and thirty-five pounds) being the balance left in the budget.

24.60 **Pedestrians in Road Signage – The Street**

Members considered the request for a “pedestrians on the road sign” to warn cars of the risk to life in this area 46a to approx. 58 The Street. The suggested location for the signs would be on existing poles. After discussions, Members AGREED for the Clerk to approach the Engineer for the Local Highways and Footpath Improvement Group (LHFIG) and ask if the request could be considered and costed outside of the LHFIG, as all funds have been allocated until 2025-2026.

24.61 **Repairs to Play Area Fence Posts**

Members NOTED the report: as the installation of the two new fence posts, is not as involved as first thought, Contractors are not required. A budget of £60 (sixty pounds) was allocated from the Play Area Maintenance budget for the Parish Handyman to do the work.

24.62 **JCH Improvements – Mats**

Members NOTED the report and considered the recommendation to purchase branded floor mats for the new entrance to the building. After discussions, Member RESOLVED to APPROVE a contract for 3 years at an annual cost of £256.40 (two hundred and fifty-six pounds, 40p) ex VAT. Costs to be met from General Reserves, with a budget line added in the 2025-2026 precept.

24.63 **Speed Indicator Devices (SIDs)**

Members NOTED the report and APPROVED the purchase of four additional mounting bars at £190.00 (one hundred and ninety pounds) ex VAT to be met from Community Infrastructure Funding.

24.64 **Council and Community Representatives**

Members RECEIVED the following update from Councillors Allsop and Westwood:

Area Board held on 26 June

- Main topic of the evening was that work is to start on the Lyneham Banks Road, which has been closed to traffic since 2022 due to a major land slip, work is due to be completed in early 2025. Concerns raised as to the possible increase in gravel lorries through Lydiard Millicent.
- Crime figures for Cricklade and Royal Wootton Bassett (RWB) area: **249 crimes were recorded in the previous three months, excluding domestic violence**, 3 people have been sentenced following the discovery of a cannabis factory in RWB, 3 suspects have been charged following a stabbing in RWB (the victim was taken to hospital with minor injuries).

Community Carers Group

Councillor Allsop did not receive the invitation to the June meeting. The next meet is to be held in September.

24.65 **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.

4 members of the public, Parish Handyman C Tydeman and Wiltshire Councillor Bucknell left the meeting.

24.66 **Land Issues**

Members NOTED and considered the report on land issues.

- a. Members APPROVED expenditure of £550 (five hundred and fifty pounds) to cover the fees and disbursements to split the titles of the Mews and the Recreation Field. The

Recreation Field title would be updated, removing the accessway, but noting the right of way over it.

- b. Members NOTED the letter from the Parish Hall Committee regarding the Community Field. Members AGREED that more information was required and delegated Councillors Allsop and Selwood to meet with the Chairman of the Parish Hall, and to submit a written report to a Parish Council meeting for further discussion.
- c. Letter sent regarding legal proceedings. Some of the requested obstructions have been removed, but not all. Further letters to be sent.

24.67 **Staff Issues**

Members Approved the Rialtas training for the Clerk at a cost of £280.00 (two hundred and eighty pounds) ex. VAT, met from the training budget.

Members NOTED and APPROVED the recommendation from the Personnel Committee for Tina Jones to commence work on the burial records from August 2024, not July as previously agreed due to leave and other commitments.

Meeting Closed at 20.19 hrs