

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

Councillors Present:

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

Others in Attendance: Two members of the public and Andrew Roberts (Parish Administrator)

Meeting Clerk: Tina Jones

Public Question Time: There were no questions.

Councillor Question Time:

- Councillor Hill-Wheeler wanted to ask Wiltshire Councillor Bucknell (who was not present) for an update on all of the outstanding traveller site applications, Since February 2023, he has reported PL/2022/00239 - Land East of Restrop Road decision as being imminent. There are also other outstanding applications for Studley Farm, Leigh. Grittenham and Hook. Clerk to request an update for the January meeting from Wiltshire Councillor Bucknell.
- Councillor Hacker reported that she has been approached by the Royal Wootton Bassett (RWB) and District Shed. For the last 7 years they have been based at the RWB Fire Station but due to a change in policy they need to relocate, and they wondered if they could come to the Recreation Field at Meadow Springs. Councillor Westwood asked for a detailed report on the request for the next meeting.
- Councillor Suleman asked when the Council would be considering the purchase of a defibrillator for the Recreation Field, Clerk advised it would be on the next agenda.
- Councillor Coffey reported she had been approached by a resident with concerns over school parking. Councillor Sharp advised he has contacted the school for a meeting but had not received a response. Councillor Hacker advised she has a meeting at the School, and invited Councillor Sharp to join her.

MINUTES

23.119 Apologies for Absence

Apologies were received from Councillor Chalker.

23.120 Declarations of Interest and Dispensation Requests

Name	Min. Ref.	Type	Nature of Interest	Action
Cllr Allsop	23.127	Non-pecuniary	Living close to area in Greenhill	Took part in discussions, but did not vote
Cllr Coffey	23.127	Non-pecuniary	Living close to area in Greenhill	Took part in discussions, but did not vote

No requests for dispensations were received.

23.121 Chairman's Announcements

- The Council were hoping to co-opt David Rothwell at this meeting, but unfortunately he was not at the meeting.
- Planning Application PL/2023/04820 - Clay Pits, has been refused.
- The Chairman attended the Northern Area Planning Committee, in respect of planning application PL/2023/00424 - Land at Washpool, SN5 3PN the application was refused on the basis that it contravenes CPs 1,2, 44, 48, 57, 60, 61, 67 and the LMPC Neighbourhood Plan
- The Play Area Inspection has taken place – report expected soon
- Councillors were requested to contribute ideas and articles for the Spring Newsletter
- The Chairman wished everyone a Happy Christmas and a safe New Year.

23.122 Minutes

Members considered the minutes of the Parish meeting held on 9 November 2023. The minutes of the meetings were ADOPTED as a true record and signed by the Chairman.

23.123 Clerks Report

22.41 The Mews and Recreation Field Solicitors involved in the process have been instructed to apply for title absolute (WT455796) for the Recreation Field. MEETING UPDATE: Further to the application to upgrade the title for WT455796, the Land Registry has dismissed the request. More information has been supplied to see if the submission to see if the titles can be split.
The Mews Suggestion for 2 x planters to be taken forward, residents have agreed to maintain – to be considered at a future meeting. Meeting Update: included in precept calculations CLOSED
22.82/23.19 Footpath Working Party WC has been contacted regarding land management and the sowing of seeds. The Head of WC Natural & Historic Environment Department has given advice to be discussed at WP meeting. Replacement trees to be planted, types to be approved by Committee, before the planting season. Wiltshire Council has provided a tree planting guide. Both of these issues to be discussed at next WP meeting.
22.107 Community Emergency Plan Members agreed to write a new Community Emergency Plan with all Members contributing to the document. Councillor Westwood is to take the lead for the document. CLOSED, see Minute Reference 23.128.
29 June – Question Time A Resident asked if the Council knew what was happening with the land by the car sales area, as it has become very overgrown, with some of the trees having low branches that overhang the bus stop. The Clerk was asked to investigate - A resident has given the Clerk some information, which did not result in ownership confirmation
22.39/23.52 Play Area Tower Members RESOLVED the repair of the Play Tower. Fitted 23 November – CLOSED
23.57 D-Day 80 Members AGREED to light the beacon on 6 th June 2024. A Working Group was formed, Councillors Allsop (also as Parish Hall representative), Chalker, Hacker and Westwood volunteered. The D-Day80 Working Group to contact the school and consider an evening event of commemoration
23.72 Lydiard Green Footpath Proposal Historically, WC agreed to create a footpath from Lydiard Green to the rest of the village. Phases 1 – 4, were completed in 2017/2018, but Phases 5 – 10 were not completed. Enquires were made with the Local Highway & Footpath Improvement Group (LHFIG), but he could provide no information. WC Councillor Bucknell to investigate, at the Nov meeting he advised Members of his finding, he is to meet with Resident, Councillor Suleman and LHFIG Engineer to discuss further. MEETING UPDATE: Resident had contacted WC Councillor Bucknell with more information. WC Councillor Bucknell has not yet arranged meeting between Resident, Councillor Suleman, LHFIG Engineer and himself. Clerk was requested to follow up.
23.73 Play Area Tree Members APPROVED the removal of the tree for Health and Safety reasons Members AGREED to plant a replacement tree in a more appropriate position in the Community Field. Quote accepted, Contractor advised, tree removed 29 November – CLOSED
23.109 WC Grass Cutting Members NOTED the Wiltshire Council mowing schedule - CLOSED
23.114 Jubilee Club House - Planning App has been submitted, two Contractors have visited JCH.
Library Telephone Box - Quotes are being obtained to replace the door joint – A Contractor has visited.

- 23.124 **Financial Accounts – Members:**
a. APPROVED the expenditure report to 27 November 2023.
b. APPROVED invoices for payment
c. NOTED the income report to 27 November 2023.
- 23.125 **Health and Safety Policy**
Members CONSIDERED and APPROVED the Health and Safety Policy, documents next review date is December 2025.
- 23.126 **Dispensation Policy**
Members CONSIDERED and APPROVED the adoption of a Dispensation Policy.
- 23.127 **Greenhill and Common Platt Signage**
Members NOTED a resident's request to erect a 'no parking' sign at the end of Greenhill. After discussions, Members RESOLVED not to erect an unofficial sign, no reported incidents of vehicles being unable to turn have been received. Clerk to advise resident.
Members NOTED a resident's request for the wooden finger post at Common Platt to be updated with additional property details added. Members NOTED the correspondence from Wiltshire Council (WC) confirming that WC does not replace or repair any wooden finger posts, and this post is now surplus to requirements and should be removed, adding that WC would not have created a sign indicating the specific property numbers. It would be up to individual property owners to direct visitors by other means than on street traffic signing. After discussions, Members RESOLVED not to replace the sign as it would be inappropriate to do, based on the historic background supplied by WC. Councillor Hacker to make enquiries regarding renovation of existing sign.
- 23.128 **Community Emergency Plan and Community Emergency Contacts**
Members NOTED the report and RECEIVED an update from Councillor Westwood. Councillor Sharp confirmed that the Parish Hall Committee would like to be involved in the Emergency Plan, and he also confirmed that a successful bid has been made to the SSE for a £10,000 grant to install a generator, which will be fitted soon. Next steps are to invite the Community to be part of the Emergency Plan and the Flood Plan, this will be via the Spring newsletter.
Councillors Allsop and Westwood attended the Operational Flood Group meeting (virtually), a request for a copy of the slides used in the meeting, a flood plan template, and flooding data for the Parish have also been requested. The Parish is to create a Flood Plan to sit alongside the Emergency Plan, a Flood Plan will help identify priority gullies, which will result in them being cleared annually rather than every three years. Councillor Hill-Wheeler offered to assist with the gathering of data. A Wiltshire Council Engineer will also be visiting the Parish.
- 23.129 **Speed Indicator Devices (SID's)**
Members NOTED and CONSIDERED the report from Councillor Sharp. The Parish Council SID is the only one of its type in Wiltshire and recorded information on a different system to the others, and is not compatible with the new Wiltshire Database. Therefore, the Parish's information cannot be included on the Wiltshire database, resulting in the Traffic Police not being able to see any issues occurring in the Parish. Members RESOLVED to purchase a compatible SID and brackets to use with the new Wiltshire scheme, at a maximum cost of £3,000 (three thousand pounds) - cost to be included as a budget line in the 2024-2025 Precept.
- 23.130 **Precept 2024-2025**
Members CONSIDERED and AGREED not to make any amendments to the proposed draft precept, as presented. The Clerk will update with current year's expenditure up to 31 December. The Precept will be set at the Parish meeting to be held on 11 January.
- 23.131 **Local Highway and Footpath Improvement Group (LHFIG)**
Members CONSIDERED the request from LHFIG to contribute 25% towards a topographical survey for the design work options at Greatfield (Issue 11-23-17). The cost of the survey is £1900 + VAT. Members APPROVED a contribution of £475.00 (four hundred and seventy-five pounds) met from EMR, set aside for LHFIG projects.
Members NOTED that Purton Parish Council had resolved not to support Issue 11-23-08 Common Platt, and therefore would not be contributing towards the project.

- 23.132 **Correspondence:** Members NOTED the following:
- WC Briefing Note - Coronation Living Heritage: Coronation Orchards
 - WC Briefing Note - Substantive Highways Scheme Fund Bid Application Process 2024/25
 - WC Briefing Note - Simpler Recycling for household and business recycling
 - WC All Together Support – Letter introducing new online advice service for children, young people and families, poster for website.
 - WC Briefing Note - Response to recent Council Climate Action Scorecards
 - WC - Climate Change update
 - Sustain Initiative Press Release
 - Business Grants for Young People from Wiltshire and Swindon
 - Sustain Initiative Press Release
 - The Wiltshire Area Board Facebook page is <https://www.facebook.com/wiltsareaboard>. The page will be used to promote the upcoming Highways Matters events and future area boards so it would be great to get people in the community following it for information. A new Twitter account is also live [@WiltsAreaBoard](https://twitter.com/WiltsAreaBoard) / X ([twitter.com](https://twitter.com/WiltsAreaBoard)).

23.133 **Planning Applications**

Members NOTED the following Wiltshire Council Decisions – All Approved with Conditions

Application: PL/2023/07510 – Householder Application	Applicant: Miss N Cannon
Address: 12 Bury Fields, Lydiard Millicent SN5 3NF	
Proposal: Single Storey Side/Rear Extension	
Application: PL/2023/04253 – Full Planning Permission	Applicant: C Marty & W Smith
Address: Lydiard House Farm, Lydiard Green SN5 3LW	
Proposal: Proposed Alterations to the External Appearance of an Agricultural Outbuilding	
Application: PL/2023/07702 - Householder Application	Applicant: Mr G Haywood
Address: 4 Cherry Brier Close, Lydiard Millicent SN5 3NT	
Proposal: Single Storey Rear Extension	

23.134 **Council and Community Representatives** - Members RECEIVED the following updates:

Area Board – Next meeting 17 th January 2024 at Purton Village Hall
Community Carers Group. Next meeting 31 January 2024 – Venue to be confirmed
Community Safety Group – Next Meeting 8 December – Councillor Sharp unable to attend
Local Highways Footpath Improvement Group (LHFIG) Next meeting 10 January 2024
Parish Hall – The Booking Clerk has resigned
Speed Indication Devices (SIDS) – Results reported for the period 6 November to 4 December: Stone Lane = 19,760 vehicles, maximum speed 73mph. Washpool = 14,822 vehicles, maximum speed 79mph.

Two members of the public left the meeting.

23.135 **Exclusion of the Public and Press**

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

23.136 **Land Issues**

Members NOTED that discussions are ongoing with Solicitors. Members APPROVED expenditure of a maximum of £210.00 (two hundred and ten pounds) + VAT for surveyor assistance.

Meeting Closed at 20.18

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23.114 Jubilee Club House - Planning App is being considered by WC. Three Contractors are preparing quotes for February meeting.
Library Telephone Box - Quotes are being obtained to replace the door joint – A Contractor has visited.
23.128 Community Emergency Plan and Community Emergency Contacts Next steps are to invite the Community to be part of the Emergency Plan and the Flood Plan, this will be via the Spring newsletter. . The Parish is to create a Flood Plan to sit alongside the Emergency Plan, a Flood Plan will help identify priority gullies, which will result in them being cleared annually rather than every three years. Councillor Hill-Wheeler offered to assist with the gathering of data. A Wiltshire Council Engineer will also be visiting the Parish

EXPENDITURE

Supplier	Invoice Number	Date	Description	Net	VAT	Total	Paid	Method
All Saints Church	2023 19	07 Dec 23	Hall Hire -7 December					
Avon Extinguishers	35992	27 Oct 23	Fire Extinguisher Service	28.00	0.00	28.00	12 Dec 23	BP
Betterclean	2556	30 Nov 23	JCH Cleaning - November	96.67	19.33	116.00	12 Dec 23	BP
Blue Hat Enterprises	1803703	29 Nov 23	IT Consultancy Office Comp	390.00	78.00	468.00	12 Dec 23	BP
British Gas - Electricity	6361850	16 Dec 23	11.11.23- 11.12.23	55.00	11.00	66.00	12 Dec 23	BP
Business Waste	1277843	01 Dec 23	Cemetery and JCH	158.54	7.93	166.47	31 Dec 23	DD
Business Waste	1270946	30 Nov 23	Cemetery	72.68	14.54	87.22	15 Dec 23	DD
Business Waste	1296813	01 Jan 24	Cemetery and JCH	0.63	0.13	0.76	15 Dec 23	DD
Castle Water	831049	05 Dec 23	JCH Water	72.68	14.54	87.22	15 Jan 24	DD
Castle Water	2396536	n.a	Cemetery Water	92.35	0.00	92.35	19 Dec 23	DD
Corona	2044751	11 Dec 23	November Costs	5.00	0.00	5.00	28 Dec 23	DD
DPDS	31723	31 Oct 23	LG Planning Service	135.27	6.76	142.03	11 Dec 23	BP
GC Trees	INV0	04 Nov 23	Play Area Tree	582.13	116.43	698.56	12 Dec 23	BP
HMRC	n.a.	05 Dec 23	Tax and NI	250.00		250.00	12 Dec 23	BP
HMRC	n.a.	05 Jan 24	Tax and NI	883.60	0.00	883.60	15 Dec 23	BP
Inception	3036398	15 Dec 23	Nov/Dec Charges	567.78	0.00	567.78	15 Jan 24	BP
John O'Conner	103299	16 Nov 23	Nov Maintenance	21.69	4.34	26.03	27 Dec 23	BP
Massinc Ltd	546356718	12 Dec 23	JCH Plans	859.15	171.83	1,030.98	12 Dec 23	BP
Peninsula	3931908	08 Dec 23	HR	14.99	3.00	17.99	12 Dec 23	BP
Peninsula	3965044	25 Dec 23	H&S	106.64	20.14	126.78	08 Dec 23	DD
SBS Rialtas	31191	30 Nov 23	Rilatas Training	138.53	27.71	166.24	27 Dec 23	DD
Medlynch	10478	30 Nov 23	Wooden Cross Bar	95.00	19.00	114.00	12 Dec 23	BP
Staff	n.a	01 Dec 23	Salaries - November	1,800.00	360.00	2,160.00	12 Dec 23	BP
Staff	n.a	29 Dec 23	Salaries - December	2,571.04	0.00	2,571.04	01 Dec 23	BP
The Workplace Depot	371024	05 Dec 23	Office Cabinets	1,889.58	0.00	1,889.58	29 Dec 23	BP
Toolstation	837769	28 Nov 23	Screws - Play Area	634.96	126.99	761.95	04 Dec 23	BP
Three Business Services	842744024	13 Dec 23	Nov/Dec Charges	4.65	0.93	5.58	27 Dec 23	BP
Unity/Lloyds	n.a	11 Dec 23	MultiCard Charge £23.40 (Nov)	8.34	1.67	10.01	14 Dec 23	DD
Unity	75	04 Dec 23	Quarterly Charge	3.00	0.00	3.00	11 Dec 23	DD
Woking	3366773	21 Nov 23	Filing Cabinet	18.00		18.00	31 Dec 23	DD
Wiltshire Council	1337882	11 Dec 23	Planning Application	122.02	24.40	146.42	27 Dec 23	BP
Wiltshire Council	n/a	01 Apr 23	Business Rates	117.00		117.00	11 Dec 23	DC
			Expenditure	99.00	0.00	99.00	01 Dec 23	DD

<u>Compass Boilers Approval</u>						
Compass Boiler Services	4133	02 Jan 24	Gas Safety Service Inspection	190.00	38.00	228.00
Initial Services	34905086	22 Nov 23	Annual Janitorial	852.74	170.55	1,023.29
John O'Conner	104480	18 Dec 23	Dec Maintenance	859.15	171.83	1,030.98
J Rouse	405656	31 Dec 23	Screws, Washers, Bulbs	13.98	2.80	16.78
K Griffiths	1900	05 Dec 23	PAT Testing	46.20	0.00	46.20
Marlborough D A	56/2023	31 Dec 23	Spiking of Cricket Square	37.50	0.00	37.50
Microshade	18740	07 Jan 24	Quarterly Fees	201.81	40.36	242.17
Open Spaces Society	79390	05 Dec 23	Annual Membership	45.00	0.00	45.00
SLCC	213825	13 Dec 23	Training	35.00	7.00	42.00
SLCC	213859	18 Dec 23	Training	35.00	7.00	42.00
Wicksteed	823909	08 Dec 23	Play Area Inspection	132.00	26.40	158.40
				2,258.38	425.94	2,912.32

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

Defibrillator

Item

Members are requested to NOTE this report and CONSIDER the quotes received for a defibrillator.

COMPANY A - quote is valid until end of January 2024

The package which this company provides is a 4-year loan scheme so they remain the owners of the defib, are responsible for pads, battery and if the defib requires replacing they will replace.

A four-year scheme set up under a Memorandum of Understanding (MOU).

Cost - **£1800 (excluding VAT)** paid as a lump sum at the start of the four year period.

The Trust will provide an automated external defibrillator and an external, heated, unlocked cabinet which will remain the property of the Trust so should any items be damaged or stolen they will be replaced by the trust.

It will also provide the following:

- * any servicing of the above equipment, updating of software or Resuscitation Guidelines changes as required
- * replacement defibrillation electrodes, battery and any other disposables provided, whether through use or expiry
- * the Community Responder Department will provide an annual defibrillator awareness session open to the community, which will be delivered locally
- * the nominated Community Responder Officer will provide support on any welfare issues that may arise through the incidents

Any other costs, such as the installation of the defibrillator cabinet will be the responsibility of the community.

Any additional schemes for the same community will be charged at a cost of £1000 (excluding VAT) per scheme (but only one defibrillator awareness session will be held). The offer can only be taken up within 12 months of the original MOU and will expire on the same date as the original MOU.

We ask that a daily visual check of the defibrillator is completed for this scheme and confirmation of these checks submitted monthly using our online reporting system.

COMPANY B - quote is valid until end of January 2024

Quote for a popular outdoor package. The device comes with an 8-year warranty. The device

itself doesn't require any maintenance, it performs daily self-tests.

The package consists of a heated cabinet that the goods are stored in, the pads should be replaced every two years and the battery has a life of a minimum of 200 shocks or four hours of continuous operating time. Once inserted into the device, the battery has a 4-year life.

Replacements are priced as follows:

Adult pads £65 + VAT; paediatric pads £85 + VAT; battery £205 + VAT.

Goods £1,345.00

VAT £ 269.00

TOTAL £1,614.00 (including delivery)

COMPANY C - awaiting confirmation that quote will hold beyond mid-January 2024

A Lifeline High Capacity Defibrillator and cabinet.

Details can be passed on to a third party if you would like to lease/rent this defibrillator and cabinet. A lease/rent is where you agree to pay a monthly amount over several years. Once the agreement ends, the defibrillator and cabinet are returned to the supplier. **

Cost:

1 x Lifeline High Capacity Year AED (DCF-E110SG-UK) £1,325.00

Inclusions: 1 x Black Soft Carry Case (DAC-100); 1 x Emergency Response Kit (DRK-100); 1 x Standard Lifeline AED Battery Pack (DCF-E200); 1 x AED protect Outdoor Cabinet Locked

Freight cost

£ 29.00

Total Quote Value (excluding VAT) £1,354.00

** We have explained that the Council cannot hand over our details for the lease yet

CLERK'S COMMENTS

Location of the defibrillator needs to be confirmed.

Suggest an additional £150.00 is set aside for Electrician.

Andrew Roberts

January 2024

Members are requested to NOTE this report and CONSIDER the recommendations

a. CCTV

At the November meeting, Members approved the recommendation to purchase a lockable cabinet to house the CCTV equipment, to make it easier for viewing of footage.

Request: Members to approve the installation of a double wall socket. Cost to be met from the Ear Marked Reserves set aside for the Jubilee Club House.

b. Showers

The Handyman is unable to carry out the Legionella tests with the current set up. Colin cannot test the main showers for Legionella, because the push buttons for the showers will not stay on long enough to reach the right temperature for testing, and the shower heads only have a small flow, which is not conducive for testing or having a shower. The Handyman believes this is because the shower heads and push buttons are over 20 years old – have worn and the shower heads and pipework are all gunged up.

Request: Members to approve the refurbishment of one set (shower head/push button/pipework), to see if it works, consideration can then be given to the rest – if not, then other options will have to be considered. A maximum cost of £300 to be met from the Ear Marked Reserves set aside for the Jubilee Club House.

c. Mains Water

Concerns have been raised as to whether there is a water leak as the direct debit requests from Castle Water have increased from £60 a month to £120. The Handyman has checked the meter and confirmed one of the dials is going around quite fast, he cannot see a leak. Castle Water has been contacted, with a request to check to see if the meter was faulty, Castle Water has responded asking the Council to check the premises for a leak in the first instance. Members to note that the water meter is located at the start of the drive. The Handyman can see no signs of a leak

Request: Members to approve investigations for a water leak. Costs to be met from Ear Marked Reserves set aside for the Jubilee Club House

d. Lights

Regarding the Disabled WC and the Referee Room 2. It appeared that both light tubes needed replacing before the Christmas break. When changed the one in the WC still did not come on and the one in the Referee Room 2, although it appeared to turn on ok has clearly been running very hot – as a safety measure the tube was removed due to the presence of discoloured and warped/melted plastic. The tube itself was difficult to handle after a very short period of time of being turned on. The lights still turn on and off throughout the building a bit randomly so this heat damage probably occurred over the Christmas shut-down. It is likely that the two units need to be completely replaced and configured to the automatic system.

Request: Members to approve the electrical work, as above. Costs to be met from Ear Marked Reserves set aside for the Jubilee Club House

Recommendation

Members to APPROVE the above requests, and delegate actions to the Chairman, Vice-Chairman, Clerk and Handyman. Costs to be met from Ear Marked Reserves set aside for the Jubilee Club House. Items a,b,d will be under £500. Item d - if a leak is identified, costs are to a maximum of £1000.

As per Financial Regulation 4.1. Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is to be determined by:

- the Council for all items over £1,000
- the Clerk, in conjunction with Chairman of Council or Chairman of the appropriate Committee, for any items below £1,000

Members are requested to NOTE this report and CONSIDER the recommendation

Background

A few months ago, it was reported (via the Clerks Report) that the telephone box in The Street used as a Library had a damaged joint at the top of the door. The telephone box is made of cast iron, the door is oak and very heavy. Various carpenters were contacted but were not prepared to do the work. One quote has been received for £80.00

Recommendation

Members to APPROVE the repair of the telephone box at a cost of £80.00, costs met from Open Space 4100 Handyman Requirements

Tina Jones
January 2024

EXPENDITURE	Budget 2022- 2023	Actual 2022- 23	Budget 2023- 24	Exp. to end of Sept 23	Forecast to End of 2023-24	From Reserves GR/EMR	Difference Against Budget 2023-24	Suggested 2024-25 Budget	% inc in Forecast	Variance on Budget %
Expenditure	£73,965	£87,544	£77,915	£37,054	£97,144		-£19,229	£83,513	-14.0	7.2%
Income	£18,100	£26,528	£16,496	£12,017	£20,634		-£4,138	£19,362	-6.2	17.4%
Totals	£55,865	£61,016	£61,419	£37,054	£97,144	£0	-£19,229	£64,151	-34.0	4.4%

	2021-2022	2022-2023	2023-2024	2024-2025
Total Planned Expenditure	£70,800	£73,965	£79,462	£83,513
Total Planned Income	£5,000	£18,100	£76,415	£19,362
Net Expenditure to be funded	£65,800	£55,865	£3,047	£64,151
Met by:				
Anticipated prior year budget underspend	£0	£0	£0	£0
Funded From EMR/General Reserves	£0	£0	£0	£0
To be funded from precept	£55,540	£55,865	£61,048	£64,151
No. of Band D Households	777.44	774.24	785.15	784.85
Annual Council Tax per Band D property	£71.44	£72.15	£77.75	£81.74
Annual increase in Council Tax	£1.40	£0.71	£5.60	£3.99
Percentage increase in Council Tax	4.0%	0.99%	7.76%	5.12%

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

Code 102	Grants	Precept 2022-23	Actual Spend 2022-23	Precept 2023-24	6mths Spend Sept 23	Forecast to End March 2024	Estimated Full Year Spend	Suggested Precept 2024-25	NOTES
4136	Grants	1,000	78	1,000	0	100	100	500	
Total		1,000	78	1,000	0	100	100	500	

Code 201	Cemetery	Precept 2022-23	Actual Spend 2022-23	Precept 2023-24	6mths Spend Sept 23	Forecast to End March 2024	Estimated Full Year Spend	Suggested Precept 2024-25	NOTES
4003	Water Rates	0	53	50	20	35	55	60	
4101	Grass Cutting	2,000	465	303	175	180	367	385	+3% as per contract
4105	Parish Maintenance	0	900	600	310	310	620	650	Waste Removal
4111	Tree Hedge Works	500	154	154	0	158	158	263	+3% as per contract
Total		2,500	1,572	1,107	505	683	1,200	1,358	

Code 301	Recreation Field & JCH	Precept 2022-23	Actual Spend 2022-23	Precept 2023-24	6mths Spend Sept 23	Forecast to End March 2024	Estimated Full Year Spend	Suggested Precept 2024-25	NOTES
4002	Business Rates	1,500	1,098	1,200	590	594	1,184	1,250	
4003	Water Rates	1,600	0	500	130	600	730	750	2021-2022 used large credit on account
4004	Electricity	1,400	1,723	1,600	1,403	1290	2,693	3,000	New Contract
4005	Gas	1,200	1,393	900	768	800	1,568	1,700	New Contract
4009	CCTV Maintenance/Support	0	0	605	4,141	0	4,141	605	
4070	Inspections	500	223	500	0	350	350	350	Annual Fire Ext & Gas Certificate / Fixed Wiring due 2026/PAT 2025
4101	Grass Cutting	5,000	4,540	4,958	2,833	1398	4,231	4,298	includes 3% as per contract
4105	Parish Maintenance	0	520	600	285	360	645	700	Waste Removal (Business Waste & Evergreen)
4111	Tree Hedge Works	250	250	309	0	257	257	265	includes 3% as per contract
4120	JCH - Cleaning	3,500	7,409	6,500	2,130	1975	4,105	4,250	Initial 12 month rolling contract, 90 days notice.
4121	Janitorial Supplies	800	924	950	0	950	950	950	Product Contract to Nov 24 and Mat to Aug 24, rolling contract 90 days notice
4122	Building Maintenance	1,000	4,065	2,000	285	1715	2,000	2,000	EMR Balance
4123	JCH - Major Works	0	7,975	0	0	0	0	0	
4124	Handyman Requirments	350	328	250	355	100	455	250	
	General Reserves/EMR	0	6,228	0	-349		-349		From Handyman Requirments Leaf Blower
	Total	17,100	36,676	20,872	12,571	10,389	22,960	20,368	

Code 303	Play Area	Precept 2022-23	Actual Spend 2022-23	Precept 2023-24	6mths Spend Sept 23	Forecast to End March 2024	Estimated Full Year Spend	Suggested Precept 2024-25	NOTES
4070	Inspections	150	120	150	0	132	132	150	Annual Inspection
4101	Grass Cutting	0	236	243	92	161	253	285	includes 3% as per contract
4130	Play Equipment - New	2,000	0	2,000	20,476	1905	22,381	1,000	EMR if not spent
4131	Play Equipment - Maintenance	1,000	41	1,000	1,046	0	1,046	500	EMR if not spent - remedial work identified
	General Reserves/EMR	0		0	-20,476	-1905	-22,381		New Play Area & Handyman Requirements Leaf Blower
	Total	3,150	397	3,393	1,138	293	23,812	1,935	From EMR Play Equipment

Code 304	Cricket	Precept 2022-23	Actual Spend 2022-23	Precept 2023-24	6mths Spend Sept 23	Forecast to End March 2024	Estimated Full Year Spend	Suggested Precept 2024-25	NOTES
4101	Grass Cutting - Collect	500	600	618	0	618	618	637	includes 3% as per contract
4312	Maintenance of Square	2,300	2,218	2,500	1,369	813	2,182	2,300	
	Total	2,800	2,818	3,118	1,369	1,431	2,800	2,937	

Code 305	Football	Precept 2022-23	Actual Spend 2022-23	Precept 2023-24	6mths Spend Sept 23	Forecast to End March 2024	Estimated Full Year Spend	Suggested Precept 2024-25	NOTES
4101	Grass Cutting	0	1,250	1,547	0	1290	1,290	1,592	includes 3% as per contract
4126	Pitch Marking	1,000	636	597	0	597	597	615	includes 3% as per contract
	Total	1,000	1,886	597	0	597	597	2,207	

Code 401	Highways & Open Spaces	Precept 2022-23	Actual Spend 2022-23	Precept 2023-24	6mths Spend Sept 23	Forecast to End March 2024	Estimated Full Year Spend	Suggested Precept 2024-25	NOTES
4100	Equipment Hire	0	31	100	0	0	0	100	Handyman Requirements

4128	Footpath Group	0	0	1,000	157	0	0	0	Insurance
4101	Grass Cutting	2,000	858	1,750	336	505.08	841	1,040	includes 3% as per contract
4105	LHFIG Projects	3,000		1,000	350	2000	2,350	2,000	For EMR if not spent
4106/7	Other	650	0	0	0	0	0	0	
4109	Street Furniture - New	1,000	2,780	0	0	0	0	1,000	For EMR if not spent - Jubilee Planters, Plants, Compost.
4111	Tree / Hedge Works	500	0	500	0	250	250	500	For EMR if not spent (£250 = Play Area Tree)
4127	Holborn Footpath	0	250	250	263	0	263	250	Costs = New Licence for 5 years
	Speed Indicator Device	0	0	0	0	0	0	3,000	New Speed Indicator device.
	Community Field					2170	1,870	1,000	For EMR if not Spent
	Lydiard Green	0	0	0	0	1500	1,500	500	For EMR if not Spent
	General Reserves/EMR	0		0	0	-3670	-3,670		
Total		7,150	3,919	4,600	1,106	6,425	7,074	9,390	

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

Total	73,965	87,544	77,915	37,054	38,155	97,144	83,513
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Code	All Income	Precept 2022-23	Actual Income 2022-23	Precept 2023-24	Income Apr - Sep 2022	Forecast to End March 2023	Estimated Full Year Income	Suggested Precept 2023-24	NOTES
1000	Precept	55,865	55,865	59,919	59,919		59,919		
1015	Interest	0	1,425	650	1,774	1,000	2,774	2,000	
1020	Other	0	175	12	12	0	12	12	Wayleave
1011	Grants of Right	900	1,250	1,000	0	783	783	900	
1012	Interments	2,000	6,130	2,000	1,000	1,000	2,000	2,000	
1013	Memorials	700	1,875	700	845	370	1,215	1,200	
1007	Recreation/JCH Hire	1,000	1,143	1,600	329	12	341	500	
1007	Hire - Cricket	2,000	3,034	3,034	3,034	0	3,034	3,250	
1007	Hire - Football	8,000	7,878	5,500	2,960	4,395	7,355	7,000	
1002	Rental - Lydiard Plain	1,000	1,000	1,000	1,000	0	1,000	1,000	
1003	Grants - Lydiard Plain	2,500	2,617	1,000	1,063	1,057	2,120	1,500	
Total		18,100	26,528	16,496	12,017	8,617	20,634	19,362	

	Tina	Colin	Andrew		
Per week	20 hrs	10 hrs	5 hrs		
£ Per Hr	£16.67	£12.21	£12.21		
Monthly	£1,444.74	£529.10	£264.55		
x 12	£17,336.88	£6,349.20	£3,174.60	=	£26,860.68
FLAT RATE 25-26	£1,040.00	£474.00	£278.00		
£1925 APPLIED	£18,376.88	£6,823.20	£3,452.60	=	£28,652.68

Total £28,652.68

Tax and NI estimated at £546.58

Total £28,106.10

	Tina	Colin	Andrew	
	Possible	Possible	Possible	Total
Tax and Ni	430.98	115.6	0	546.58 x 12
				6559