

LYDIARD MILLICENT PARISH COUNCIL MEETING
4 April 2024
held in the All Saints Church, Lydiard Millicent
at 19:00 hrs

Councillors Present:

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

Others in Attendance: 8 members of the public and Colin Tydeman (Parish Handyman)

Meeting Clerk: Tina Jones

Public Question Time: A request for a sign warning of ducks on the road has been made to Wiltshire Council, following the death of a duck from a vehicle

MINUTES

23.191 Apologies for Absence

Apologies were received from Cllr Coffey and Wiltshire Councillor Bucknell, Councillor Hacker did not attend.

23.192 Declarations of Interest and Dispensation Requests

Member re-adopted the Code of Conduct issued in accordance with section 27 of the Localism Act 2011. No Declarations of Interest were made and no requests for dispensations were received.

23.193 Chairman's Announcements

- There are still two vacancies for Councillors.
- There was an administrative error in the precept calculation consequently the precept increase of £1.43. Councillors may be able to address this in the new financial year.

23.194 Minutes

Members considered the minutes of the Parish meeting held on 7 March 2024. The minutes of the meetings were ADOPTED as a true record and signed by the Chairman.

23.195 Planning Applications

Members NOTED the following Wiltshire Council decisions:

Application Ref PL/2024/00155 - Householder Application Address: 57 Chestnut Springs, Lydiard Millicent, SN5 3NB Proposal: Proposed Single Storey Rear Extension, Existing garage conversion and erection of a new detached garage.	Applicant: Mr & Mrs Thompson Decision: Approved with Conditions
Application Ref PL/2024/00156 - Full Planning Permission Address: Brockhurst Stables, Greenhill, SN4 8EH Proposal: Erection of a detached garage	Applicant: Mr M Wason Decision: Approved with Conditions
Application Ref PL/2023/08459 - Full Planning Permission Address: Badhan Manor, Wood Lane, Braydon, SN5 0AH Proposal: Erection of new stables together with change of use of associated agricultural land for equestrian purposes and additional change of use of agricultural land for redefined garden area revising application 19/09880/F.	Applicant: Mr & Mrs S Badhan Decision: Withdrawn by Applicant
Application Ref PL/2024/01880 - Prior Notification, Agricultural Road Address: Hildrop Farm, Greenhill, SN4 8EH. Proposal: Proposed hardcore track and concrete yard renewal	Applicant: Mr M Wakefield Decision: Prior Approval Not Required

Members NOTED the report from Group B and considered the following applications

Application: PL/2024/02035- Full planning permission Address: Plain Farm, Lydiard Plain, SN5 0AL Proposal: Renew/Extend area of concreting in the farmyard under Catchment Sensitive Farm Support Scheme	Applicant: Rawlings & Davis Ltd
Members RESOLVED to make NO COMMENT on this application	

Standing Orders were Suspended for public comment on Application PL/2024/0049, and were REINSTATED before Members discussed further.

Application: PL/2024/00649- Full Application Address: 19 The Beeches, Lydiard Millicent, SN5 3LT extension and new roof over accommodate rooms in the roof - Revised Plans submitted	Applicant: Mr and Mrs Sturman Proposal: Proposed side and rear
Members RESOLVED to OBJECT to this application for the same reasons as given for Planning Application PL/2021/09418 (13 The Beeches) which was refused. The OBJECTION to Planning Application PL/2024/00649 is that the development by virtue of its scale, bulk, mass, form, positioning and design features which would result in harm to the character, appearance and visual amenity of the locality; and harm to and loss of residential amenity by virtue of overbearing impact, loss of outlook; loss of privacy and overlooking and loss of daylight. As a result, the Council believes the proposal is therefore contrary to Wiltshire Core Strategy Core Policy CP57 (i) (iii) (vi) (vii) (xi) (Jan 2015). Members requested that if it was possible would Wiltshire Councillor Bucknell CALL IN the application.	

5 Members of the public left the meeting

23.196

Financial Accounts – Members:

- a. APPROVED the expenditure report to 26 March 2024
- b. APPROVED invoices for payment
- c. NOTED the income report to 22 March 2024

23.197

Clerks Report

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. See Minute Reference 23.204.
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. See Minute Reference 23.206.
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 not completed. Enquires were made with the Local Highway & Footpath Improvement Group (LHFIG), but he could provide no information. WC Councillor Bucknell to investigate, he is to meet with Resident, Councillor Suleman and LHFIG Engineer to discuss further: CLOSED See Minute Reference 23.199.
23.179 Jubilee Club House Trees Members NOTED that all the trees behind the Jubilee Club House are rooted in the bank of quite deep drainage ditch. Members considered and APPROVED the recommendation to have them professionally assessed.
23.181 Play Area Inspection Members NOTED the inspection and the issues raised. Members APPROVED a sum of £400 (four hundred pounds) 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
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.
23.186 Local Highway & Footway Improvement Group Councillor Suleman, to provide a summary for the April meeting of the projects currently being addressed by LHFIG, and the potential schemes for the Parish Council to consider putting forward to LHFIG before the 8 May deadline CLOSED See Minute Reference 23.199.

23.198

Grant Application

Members CONSIDERED the application received from Wiltshire Search and Rescue, after discussions, Members APPROVED the request for £163.20 (one hundred and sixty-three pound and 20p).

- 23.199 **Local Highway & Footway Improvement Group (LHFIG)**
Members RECEIVED a verbal report from Councillor Suleman based on the summary report of current projects, these being: Common Platt, Greenhill Crossroads, Greatfield and speeding outside the Parish Church. A meeting to take place with Wiltshire Council representatives on 11 April to look at the projects. Members considered and APPROVED two new projects: Lydiard Green Footpath and speeding at Lydiard Plain. Projects to be prioritised at the next meeting for submission to LHFIG by 8th May.
- 23.200 **Parish Newsletter**
Councillor Westwood gave a verbal report. Following discussions concerning ways of distributing. Members AGREED to delegate to Councillor Westwood and Sharp to investigate further.
- 23.201 **Annual Parish Meeting and Annual Meeting of the Council**
The Annual Parish Meeting will be on Thursday 30 May at the Jubilee Club House starting at 6pm with refreshments from 5.30pm. Councillors Westwood, Allsop and Suleman volunteered to help with elements of the Annual Meeting (to include refreshments, reports, display boards and content). Local organisations to be asked to give/provide reports. Councillors Allsop and Chalker gave apologies as unable to attend.
The Annual Meeting of the Council will take place before the Parish Meeting on Thursday 2nd May in All Saints Church, starting at 7pm.
- 23.202 **Flood Plan**
Members RECEIVED a verbal report from Councillor Westwood: The public meeting held on 16 March was useful, more flood areas were identified. The Flood Map provided by Wiltshire Council has been completed showing all areas of concern and returned. Wiltshire Council operatives have been seen out and about in the area, but no formal response has been received. Two residents volunteered to enroll for the Emergency Plan.
- 23.203 **Correspondence**
Members NOTED the invitation to virtually attend the Neighbourhood Parish Forum being held on 17 April. Councillor Sharp volunteered to join the meeting, Clerk to make arrangements.
- 23.204 **Footpath Working Group**
Members NOTED the report, main points: The hedging that denotes the border with 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. Member of the Working Party proposed for hedging to be planted to discourage any access, adding to the wildlife habitat. The type of replacement trees to be confirmed. Members RESOLVED to spend up to £1000 (one thousand pounds) to plant new hedging and replacement trees, met from Ear Marked Reserves set aside for Footpaths/Lydiard Green.
- 23.205 **Jubilee Club House Improvements**
Members NOTED that Wiltshire Council has confirmed that the project is not CIL liable, the improvements work has started and will be finished by the latter part of May. Members ACCEPTED the plumbing quote of £1,468.00 (one thousand, four hundred and sixty-eight pounds). Min Reference 23.161.
- 23.206 **D-Day Commemoration**
Members NOTED the report from the Working Group: Main Points: The Parish Council will be lighting the Beacon to commemorate the 80th anniversary of the D-Day Landings at 21:15hrs on 6 June 2024. There will be a blessing prior to lighting the beacon and refreshments will be provided in JCH. There will be a cost for gas for the beacon and refreshments.
Members APPROVED a budget of £250 (two hundred and fifty pounds). The school may be holding an event, report to be presented at May Council meeting
- 23.207 **Council and Community Representatives** - Members RECEIVED the following updates:

Area Board – Next meeting 26 June at Clyffe Pypard & Bushton Village Hall.
Community Forum Safety Group – Next meeting on 11 April
Local Highways Footpath Improvement Group (LHFIG) – Next meeting 22 May

Parish Hall – Next Meeting 8 April. Councillor Sharp reported that the play held was well received. On Easter Sunday a bakery van came to the hall and was well supported by residents, the bakery van will be returning on a fortnightly basis.
Speed Indication Devices (SIDS) – Councillor Chalker reported: Washpool recorded a top speed of 66mph, 14.4% of vehicles were speeding. Stone Lane, a top speed of 85mph, 2.7% of vehicles were speeding. Devices to be moved from Greenhill and Greatfield.

23.208 **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.

3 Members of the public and the Parish Handyman left the meeting

23.209 **Land Matters**

Members discussed the recent letter from the Solicitors and APPROVED the suggested way forward.

23.210 **Staff Issues**

Councillors RECEIVED a verbal report from Councillor Allsop. Interviews are taking place for the position of Clerk/Responsible Financial Officer.

Meeting Closed at 20.46

Finance Report 2 May 2024

Item 7

EXPENDITURE

Supplier	Invoice		Description	Net	VAT	Total	Paid	Method
	Number	Date						
All Saints Church	2024-05	04 Apr 24	Hall Hire - 4 April	30.00	0.00	30.00	15 Apr 24	BP
BOnline	1499984	11 Apr 24	Broadband	26.69	5.34	32.03	22 Apr 24	DD
British Gas - Electricity	7401880	16 Apr 24	March/April Charges	80.54	4.03	84.57	30 Apr 24	DD
Business Waste	1365118	01 Apr 24	Cemetery and JCH	90.65	18.13	108.78	15 Apr 24	DD
Castle Water	1874740	03 Apr 24	JCH Water and Wastewater	34.70	0.00	34.70	17 Apr 24	DD
Castle Water	2396536	n.a	Cemetery Water	5.00	0.00	5.00	28 Apr 24	DD
Corona	18338171	17 Apr 24	March Charges	164.89	8.24	173.13	25 Apr 24	BP
EE	731818	13 Apr 24	April/May Charges	19.42	3.88	23.30	22 Apr 24	DD
Evergreen	42051	08 Apr 24	SecureWaste Bins	36.00	7.20	43.20	15 Apr 24	BP
HMRC	n.a.	30 Apr 24	Tax and NI - April	819.71		819.71	20 May 24	BP
ICO Office	n.a.	24 Mar 24	Annual Data Protection Fee	35.00	0.00	35.00	05 May 24	DD
Inception	3037864	15 Apr 24	March/April Charges	47.42	9.48	56.90	25 Apr 24	BP
Jewsons	285717	02 Apr 24	Cistern lever Kit	5.19	1.04	6.23	15 Apr 24	BP
John O'Conner	107313	20 Mar 24	March Maintenance	884.83	176.96	1,061.79	15 Apr 24	BP
LM Parish Hall	23/24 -204	31 Mar 24	Hall Hire - Flooding Meeting	12.50	0.00	12.50	15 Apr 24	BP
Lloyds Bank	n.a.	26 Mar 24	Debit Card Fees	3.00		3.00	26 Mar 24	DD
N J Armstrong Plumbing	831	27 Mar 24	Shower Refurbishment	435.00	0.00	435.00	15 Apr 24	BP
Peninsula	4173016	08 Apr 24	HR	106.64	20.14	126.78	08 Apr 24	DD
Peninsula	4202890	25 Apr 24	H&S	138.53	27.71	166.24	24 Apr 24	DD
Pips Café	n.a.	09 Apr 24	Refreshments Day Meetings	9.70		9.70	15 Apr 24	BP
Staff	n.a	30 Apr 24	Salaries - April	1,531.45	0.00	1,531.45	28 Mar 24	BP
SLCC	247501-2	06 Feb 24	Annual Membership	12.15	0.00	12.15	12 Apr 24	DD
Three Business Services	4842744	14 Mar 24	Feb/Mar Charges	8.34	1.67	10.01	15 Apr 24	DD
Wellers Hedleys	824601	29 Feb 24	Land Issues	700.00	140.00	840.00	15 Apr 24	BP
Wiltshire Council	n/a	01 Apr 24	Business Rates	94.53	-	94.53	01 Apr 24	DD
Expenditure				5,331.88	423.82	5,755.70		

Payments for Approval

John O'Conner	107945	16 Apr 24	April Maintenance	884.83	176.96	1,061.79
Microshade	19121	07 Apr 24	Quarterly Hosting Fees	201.81	40.36	242.17
Rialtas	SM29786	01 Apr 24	Annual Alpha Licence	192.00	38.40	230.40
Rialtas	SSM29787	01 Apr 24	Annual Cemetery Support	275.00	55.00	330.00
				1,553.64	310.72	1,864.36

LMPC Income Summary	2024-2025	Received 24 April 2024
Category	Amount	
Football	£425.00	
Total	£425.00	
Precept	£32,075.50	
Vat Refund 23/24		
Total	£32,500.50	

RIALTAS UPDATE

Members are requested to CONSIDER for the financial year 2024 -2025 to increase the Rialtas Alpha Users Licence from 1 user to the next level, this will increase the invoice amount above of £192 by £85.00 to £277, there are funds in the budget line to cover the additional expenditure

Members are requested to NOTE this report and CONSIDER the recommendations.

Background

Financial Regulation 5.6 states:

5.6. For each financial year the Clerk/RFO shall draw up a list of due payments which arise on a regular basis as the result of a continuing contract, statutory duty, or obligation (such as but not exclusively) Salaries, PAYE and NI, Superannuation Fund and regular maintenance contracts and the like for which Council may authorise payment for the year provided that the requirements of regulation 4.1 (Budgetary Controls) are adhered to, provided also that a list of such payments shall be submitted to the next appropriate meeting of Council.

Regular Payments made by the Council are:

Company	Amount (ex VAT)	Method	Frequency	Service
Betterclean Services		Bank Payment	Monthly	Cleaning JCH
British Gas	Variable	Direct Debit	Monthly	Electricity
B.Online	26.69	Direct Debit	Monthly	Broadband
Business Waste Ltd	Variable	Direct Debit	Monthly	Waste Collection
Castle Water - Cemetery	5.00	Bank Payment	Monthly	Water Rates
Castle Water - JCH	Variable	Bank Payment	Monthly	Water Rates
Corona Energy	Variable	Bank Payment	Monthly	Gas
D M Payroll	£66.00	Bank Payment	Biannual	Payroll Service
EE Mobile	Variable	Direct Debit	Monthly	Clerks Mobile
Employees Salaries	Variable	Bank Payment	Monthly	Staff
HMRC – NI and PAYE	Variable	Bank Payment	Monthly	Staff
ICO Renewals	35.00	Direct Debit	Annual	Data Protection
Inception	Variable	Bank Payment	Monthly	Photocopier/Printer
Lloyds Bank	Variable	Direct Debit	Monthly	Card Payments
Microshade	201.81	Bank Payment	Quarterly	Hosting Fees
Peninsula	106.64	Direct Debit	Monthly	HR
Peninsula	138.53	Direct Debit	Monthly	H & S
Society of Local Council Clerks	12.15	Direct Debit	Monthly	Subscription
Three Business Services	10.00	Direct Debit	Monthly	Mobiles
Unity Bank	18.00	Direct Debit	Quarterly	Bank Charges
Wiltshire Council	99.00	Direct Debit	Monthly	Business Rates

Recommendations

Members to AUTHORISE the addition of the following to the list:

Bank Charges – Lloyds and Unity

DM Payroll Services

Microshade

Society of Local Council Clerks

Tina Jones

April 2024

**Lydiard Millicent Parish Council
Procedure for the Payment of Accounts**

Item 7c

	Steps	Responsibility	Notes
1	Required Work is authorised against the relevant budget in line with the Financial Regulations.	Parish Council	As per Fin Regs. Clerk and Chairman may jointly approve up to £1,000. For purchases over £3,000, three quotations brought before Council for decision. For purchases over £100 three quotations should be obtained if possible. Companies not identified in public meeting at this stage.
2	Agreed budget and minute reference is added to the list of approved spend	RFO	
3	Successful company is contacted to arrange for work to be carried out,	Clerk / Handyman	Acceptance of quotation and any other information not provided previously (Method Statements, RAs, Insurance)
4	Work is carried out to a satisfactory standard in compliance to the specifications	Contracted Company	Although responsibility of company oversight will be needed on behalf of LMPC. Can be a member reporting back to officers. LGA 1972 s101
5	Company sends request for payment (an invoice) to LMPC	Company ensures Invoice is sent direct to RFO	Any invoice sent via e-mail must be printed out. Date of receipt of invoice to be written on printed copy.
6	Invoice is logged.	RFO	Log of invoices to be created to show invoice number, date received, period covered for recurring invoices, current status (Received/ Awaiting Approval/ Loaded/ Approved/ Paid) and Date Paid)
7	Work is checked that it meets the required specifications	Clerk / Handyman or Member under guidance of officers	LGA 1972 s 101. As detailed at 3 above.
8	Request for payment is compared to original quotation	RFO	Clerk / RFO will compare to original quotation and minute reference and note this against each invoice on the log
9	Invoices are added to the financial report for review at the next council meeting. Invoices that have not been pre-approved or have a variance against original budget need approval at next Council Meeting.	RFO	<i>Invoices must be approved by the council, except for conditions as listed in Fin Regs 4.1, 4.5 and 5.5</i>
10	Payment is prepared for authorisation by TWO members. Status on invoice log is changed to Awaiting Approval.	RFO	Payment will be coded for LMPC Accounts Package, VAT separated where VAT can be reclaimed and budget code allocated.

**Lydiard Millicent Parish Council
Procedure for the Payment of Accounts**

Item 7c

11	Internet Banking Schedule is drawn up and invoices are scanned into PDF and forwarded to nominated councillor for review.	RFO	Details of invoice number, payee, amount and period covered are entered into schedule. Nominated councillor should not be an authorised signatory.
12	Schedule is cross checked to invoice (sort code, account number, amount and budget code) and invoice log. Confirm approval to RFO. Update invoice log status to Approved	Nominated councillor	Queries to be raised with RFO.
13	RFO loads approved items to bank for internet banking where appropriate or prepares cheque for approval and forwards approved schedule to bank signatories.	RFO	Payment is entered into bank account, reference to include invoice number or similar information. Bank keying reference is added to invoice sheet.
14	Transactions on bank and/or cheque details are cross checked to banking schedule and invoice log	Two Councillors who are bank signatories	
15	Press either authorise or reject on Internet Banking page or sign cheque	Same Two Councillors as above	
16	On completion of approval/rejection, note reference from bank where applicable and notify RFO. Make any comments if necessary to RFO	Same Two Councillors as above	
17	Payments to be recorded onto Council Accounts Package. Status on invoice log updated to Paid, and date of payment entered	RFO	Accounts Package is RBS Alpha. Bespoke package for Parish Councils.
18	Signed Schedule will be noted at the next Council meeting	Parish Council	This step brings the procedure full circle.

Approved by Lydiard Millicent Parish Council on 27 July 2021

24 JANUARY 2024

LTN 87 | PROCUREMENT

Introduction

1. This LTN applies to local councils in England and Wales except for paragraphs 11 to 16 below which apply only to local councils in England.
2. In the context of local councils, “procurement” is the process by which they award contracts to third parties (frequently individuals or companies) to provide goods, services or to undertake works. A procurement process is designed to source the most suitable contractors based on factors such as cost and their knowledge, experience, quality, capability, and financial standing.
3. A procurement exercise by a local council is subject to the requirements in s. 135 of the Local Government Act 1972 (“the 1972 Act”) and the Public Contracts Regulations 2015 (“the 2015 Regulations”). These legal requirements are summarised in the table below.

Contract value (inclusive of VAT)	Legal requirements		
	The council’s standing orders required by s.135 of the 1972 Act (and financial regulations)	The Contracts Finder/ find a tender website and other light touch rules in the 2015 Regulations	Complex requirements in the 2015 Regulations
Low value contracts (in England only, this means up to £30,000).	✓		
All contracts over £30,000 including VAT but below the threshold below (England only).	✓	✓ Use of the Contracts Finder/ find a tender website (see paragraph 11 to 16 below).	

Public service or supply contract over £214,904 or public works contract over £5,372,609	✓		✓ Follow most complex procedure (see paragraphs 17 to 21).
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4. The requirement for councils in England and Wales to have standing orders with respect to procuring and entering into contracts is set out in s.135 of the 1972 Act. This Note provides (A) an explanation of councils' responsibilities under the 1972 Act (England and Wales), (B) an explanation of the bodies and contracts which are subject to the 2015 Regulations (England and Wales), (C) an explanation of the Contracts Finder/ find a tender provisions and other light touch requirements for procuring and awarding contracts covered by the 2015 Regulations which are valued over £30,000 (England only) and (D) an overview of the complex requirements for procuring contracts covered by the 2015 Regulations which are valued over £214,904 for a public supply or public service contract or £5,372,609 for a public works contract (England and Wales).

A. Standing Orders (s. 135 of the 1972 Act)

5. S.135 of the Local Government Act 1972 provides:

- A local authority (which includes local councils in England and Wales) may make standing orders with respect to the making of contracts by them or on their behalf.
- A local authority shall make standing orders with respect to the making by them or on their behalf of contracts for the supply of goods or materials or for the execution of works.
- Standing orders made by a local authority with respect to contracts for the supply of goods or materials or for the execution of works shall include provision for securing competition for such contracts and for regulating the manner in which tenders are invited, but may exempt from any such provision contracts for a price below that specified in standing orders and may authorise the authority to exempt any contract from any such provision when the authority are satisfied that the exemption is justified by special circumstances.
- A person entering into a contract with a local authority shall not be bound to inquire whether the standing orders of the authority which apply to the contract have been complied with, and non-compliance with such orders shall not invalidate any contract entered into by or on behalf of the authority.

6. S.135 (3) confirms that, in England or Wales, a local council may adopt standing orders which exempt contracts from a tendering exercise if they are below a certain value or if specific circumstances apply. The Contracts Finder/ find a tender and other light touch provisions of the 2015 Regulations apply in England only to contracts valued above £30,000. This means that councils in England may have standing orders which confirm that contracts valued at £30,000 or below are exempt from a tendering or procurement exercise. Councils in Wales are not subject to this limit but this figure is included in NALC's model standing orders and financial regulations for Wales. A council's standing orders (and financial regulations) need to confirm the procurement requirements (if any) that will apply for the award of a new contract, which will be dependent on its value (or special circumstances). It is recommended that a council's standing orders (and financial regulations) confirm if contracts below a certain value (for councils in England, this means contracts valued at £30,000 or below) are exempt from a tendering or procurement exercise. It is also recommended that the council's standing orders and financial regulations confirm that the procurement of contracts over a certain value (for councils in England, this means contracts over £30,000) will be subject to the requirements in 2015 Regulations.
- B. Which bodies are covered by the 2015 Regulations?
7. The 2015 Regulations imposes procurement requirements on "contracting authorities" which include local authorities (and therefore includes local councils), associations formed by one or more such authorities (e.g. County Associations) and "bodies governed by public law" (e.g. government departments, NHS trusts, maintained schools and Academy schools) (Regulation 2 of the 2015 Regulations). "Bodies governed by public law" includes an organisation set up for the general as opposed to commercial interest, with its own legal status, and which is financed or managed by a local authority. If a local council is the sole or managing trustee of a charity, appoints most of the trustees or grants the majority of the charity's income that charity will be subject to the 2015 Regulations.

Which contracts are covered by the 2015 Regulations?

8. The 2015 Regulations apply to "public contracts" which are defined as "contracts.... having as their object the execution of works, the supply of products or the provision of services." Regulation 2 of the 2015 Regulations defines each of those three contracts as follows:
- "public service contracts" meaning public contracts which have as their object the provision of services other than those referred to in the definition of "public works contracts";
- "public supply contracts" meaning public contracts which have as their object the purchase, lease, rental or hire-purchase, with or without an option to buy, of products, whether or not the contract also includes, as an incidental matter, siting and installation operations;

“public works contracts” meaning public contracts which have as their object any of the following:—

- the execution, or both the design and execution, of works related to one of the activities listed in Schedule 2 (see paragraph 9 below);
 - the execution, or both the design and execution, of a work;
 - the realisation, by whatever means, of a work corresponding to the requirements specified by the contracting authority exercising a decisive influence on the type or design of the work;
9. The activities in Schedule 2 to the 2015 Regulations which are included in the definition of a “public works contract” include site preparation, demolition of buildings, construction of new buildings, erection of roofs, bricklaying, scaffolding, insulation work, plumbing, plastering, joinery installation, floor and wall covering and painting and glazing, civil engineering works and construction of highways, roads, airfields and sport facilities.

Public contracts which are exempted from the 2015 Regulations

10. Regulations 7 to 12 provide that certain public contracts are exempted from the requirements of the 2015 Regulations. Regulation 10 confirms, for example, that contracts for the acquisition of land and buildings, legal services (legal advice and representation), bank services are exempted. In the context of local authorities, Regulation 12, for example, excludes:
- a contract with an incorporated body, controlled by a local authority, where more than 80 % of the body’s activities are controlled by the local authority and there is no private sector ownership of the body, with certain exceptions;
 - a contract between two or more local authorities who come together to provide a public service to achieve objectives they have in common and that the joint venture is governed solely by considerations relating to the public interest (e.g. where a parish council enters into arrangements with a principal council) and
 - an incorporated body which is a contracting authority awards the contract to its controlling local authority or to an incorporated body controlled by the same local authority;

C. Advertising requirements

Brexit – transitional advertising arrangements

31 December 2020 marked the end of the transition period for the purposes of leaving the EU. There are new advertising requirements, with the introduction of “find a tender”. Government guidance, which also includes procurement policy notes, FAQs and a flow chart, sums up the main points <https://www.gov.uk/guidance/public-sector-procurement-from-1-january-2021>

Below is a summary of the post 31 December 2020 changes:

1. Find a Tender went live at the end of the transition period (23:00 on 31 December 2020) - <https://www.find-tender.service.gov.uk/Search>
2. Procurements on OJEU/TED that were commenced prior to the end of the transition period must be concluded on OJEU/TED.
3. New procurements commenced after the end of the Transition Period must be advertised on Find a Tender.
4. Requirements to advertise on [ContractsFinder](#) and [Sell2Wales](#) remain unchanged (see below).

The Contracts Finder website and other light-touch rules in 2015 regulations (England only)

11. Where the estimated value of a public contract exceeds £30,000 a local council in England must comply with Articles 109 to 114 of the 2015 Regulations (in addition to section 135 of the 1972 Act). Regulation 110, which concerns the advertisement of a contract opportunity, is summarised below.
 - Subject to the above paragraph on the changes post 31 December 2020, a council must advertise the contract opportunity on the “Contracts Finder” website when it advertises the contract opportunity elsewhere. A council will have advertised a contract opportunity elsewhere if it does anything to put the opportunity in the public domain or bring the opportunity to the attention of economic operators generally or to any class or description of economic operators which is potentially open-ended, with a view to receiving responses from economic operators who wish to be considered for the award of the contract (e.g. places details of the opportunity on its website, in a newspaper or a trade paper);
 - A council does not advertise an opportunity where it makes the opportunity available only to a number of particular economic operators who have been selected for that purpose (whether ad hoc or by virtue of their membership of some closed category such as a framework agreement), regardless of how it draws the opportunity to the attention of those economic operators (i.e. if a council has an arrangement with a

limited number of approved organisations to undertake work for the council); Regulation 33 defines a “framework agreement” as an agreement between one or more contracting authorities and one or more economic operators, the purpose of which is to establish the terms governing contracts to be awarded during a given period, in particular with regard to price and, where appropriate, the quantity envisaged. Contracting authorities may conclude framework agreements if they apply the procedures in Part 2 of the 2015 Regulations. Regulation 33 provides that framework agreements should not exceed 4 years except in exceptional circumstances. A council must advertise the contract opportunity on Contracts Finder within 24 hours of advertising it elsewhere;

- The information to be published on Contracts Finder shall include at least the following:
 - (a) the time by which any interested economic operator must respond if it wishes to be considered; (b) how and to whom such an economic operator is to respond; and (c) any other requirements for participating in the procurement;
 - Where a council publishes information on Contracts Finder it must — (a) by means of the internet, offer unrestricted and full direct access free of charge to any relevant contract documents; and (b) specify in the information published on Contracts Finder the internet address at which those documents are accessible;
 - A council may advertise the contract opportunity on the “Contracts Finder” website when it does not advertise the contract opportunity elsewhere;
 - It must have regard to guidance issued by the Minister for the Cabinet Office.
12. Regulation 111 provides that councils cannot include a pre-qualification stage. A “pre-qualification stage” is defined as “a stage in the procurement process during which the contracting authority assesses the suitability of candidates to perform a public contract for the purpose of reducing the number of candidates to a smaller number who are to proceed to a later stage of the process.” A council may ask tenderers to answer “suitability assessment question” which is defined as relating “to information or evidence which the contracting authority requires for the purpose of assessing whether candidates meet requirements or minimum standards of suitability, capability, legal status or financial standing” if the questions are relevant to the subject-matter of the procurement; and proportionate. Councils must have regard to guidance issued by the Minister for the Cabinet Office which can be accessed via www.gov.uk/government/collections/procurement-policy-notes
13. Regulation 113 provides that councils must ensure that contracts contain suitable provisions stating that valid undisputed invoices will be paid by within 30 days. Public contracts must also contain a condition requiring contractors to include similar provisions in their contracts, and

so on down the supply chain. Councils shall have regard to any guidance issued by the Minister for the Cabinet Office.

14. When a contract is awarded, a council, having regard to guidance issued by the Minister for the Cabinet Office, must publish on the Contracts Finder the information set out in Regulation 112. This includes:
 - the name of the contractor;
 - the date on which the contract was entered into;
 - the value of the contract;
 - whether the contractor is a SME (defined as an enterprise falling within the category of micro, small and medium-sized enterprises) or VCSE (defined as a non-governmental organisation that is value-driven and which principally reinvests its surpluses to further social, environmental or cultural objectives).
15. A council may withhold information in paragraph 14 above from publication where its release
 - would impede law enforcement or would otherwise be contrary to the public interest,
 - would prejudice the legitimate commercial interests of a particular economic operator, whether public or private, or
 - might prejudice fair competition between economic operators
16. The above is a summary of the main requirements in relation to use of the Contracts Finder website. Councils are recommended to read the 2015 Regulations which can be accessed via www.legislation.gov.uk/ukxi/2015/102/contents/made
- D. Complex requirements in the 2015 Regulations for high-value contracts
17. The 2015 Regulations incorporated the Public Contracts Directive 2014/24/EU (“the Public Contracts Directive”). In its simplest terms, the Public Contracts Directive facilitates the award of certain contracts to any business entity in the EU.

Financial thresholds

18. Even if the procurement and award of a contract is covered by the 2015 Regulations (see paragraphs 8 and 9 above) and is not an exempted contract (see paragraph 10 above) it will not be subject to the full requirements of the 2015 Regulations unless its estimated value exceeds the thresholds issued by the UK Government in the form of [Policy Procurement Note 10/21](#). As a result of Brexit, the UK Government and devolved administrations must now ensure procurement thresholds are aligned with the World Trade Organisation’s thresholds,

which are contained in its Government Procurement Agreement (“GPA”). One of the most notable impacts of this change to GPA alignment is that contract value estimations must now be inclusive of VAT. Under previous EU rules, procurement thresholds were net of VAT. As a result of this change local councils will need to carefully consider whether or not VAT will apply to relevant contracts. The figures below apply from 1 January 2024. As already mentioned in paragraphs 3 and 4 above, the current thresholds are:

Type of contract	Threshold
Public works contracts	£5,372,609
Public service contracts	£214,904
Public supply contracts	£214,904

19. Few contracts to be awarded by local councils will exceed the thresholds above but, if they do, they will be subject the requirements summarised in paragraph 21 below.
20. As noted above, contracts procured by councils in England which are worth over £30,000 but less than the thresholds in paragraph 18 above will still be subject to the Contracts Finder website and other light touch provisions in the 2015 Regulations summarised in paragraphs 11 – 16 above.

Procedural requirements

21. Contracts awards exceeding the thresholds in paragraph 18 above are detailed and complex. It is likely that councils considering such high value contracts will require technical and or legal advice from those who specialise in public procurement. Set out below is a very brief overview of the full requirements of the 2015 Regulations – where they apply.
 - Procurement must take one of five forms; the open procedure, the restricted procedure, competitive dialogue, the innovations partnership procedure; and competitive procedure with negotiation;
 - Accelerated forms of the open procedure and competitive procedure with negotiation and the restricted procedure in situations of urgency that a local council can duly substantiate;
 - There is a pre-qualification stage;
 - Councils will need to comply with the requirements in respect of tenders;

- Contracts should be awarded on the “most economically advantageous tender (Regulation 67);
- Contracts can be varied without going through a new procurement exercise in specified situations. (Regulation 72); and
- Contracts should be advertised on the Find a Tender/ Contracts Finder website (Regulation 106) – see paragraph 10 above and for the guidance on publishing in the Official Journal of the European Union (OJEU);

N.B. Central purchasing activities (where one body does purchasing for a series of organisations) are covered by the 2015 Regulations.

Other Legal Topic Notes (LTNs) relevant to this subject:

LTN	Title	Relevance
15	Legal Proceedings	Useful for threatened or actual legal proceedings relating to contract disputes.
29	Basic Charity Law	Explains responsibilities of council as a charity trustee.
35	Contracts	Guide to basic contract law.

23.179 Jubilee Club House Trees

Members NOTED that all the trees behind the Jubilee Club House are rooted in the bank of quite deep drainage ditch. Members considered and APPROVED the recommendation to have them professionally assessed. Quotes Requested

23.181 Play Area Inspection

Members NOTED the inspection and the issues raised. Members APPROVED a sum of £400 (four hundred pounds) 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 requested for replacement of two fence posts

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

23.199 Local Highway & Footway Improvement Group (LHFIG)

Current projects: Common Platt, Greenhill Crossroads, Greatfield and speeding outside the Parish Church. A meeting to take place with Wiltshire Council representatives on 11 April to look at the projects. Members considered and APPROVED two new projects: Lydiard Green Footpath and speeding at Lydiard Plain. Projects to be prioritised at the next meeting for submission to LHFIG by 8th May. To CLOSE - Agenda Item

23.200 Parish Newsletter

Councillor Westwood gave a verbal report. Following discussions concerning ways of distributing. Members AGREED to delegate to Councillor Westwood and Sharp to investigate further. To CLOSE - Agenda Item

23.204 Footpath Working Group

The hedging that denotes the border with 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. Member of the Working Party proposed for hedging to be planted to discourage any access, adding to the wildlife habitat. The type of replacement trees to be confirmed. 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

23.206 D-Day Commemoration

The Parish Council will be lighting the Beacon to commemorate the 80th anniversary of the D-Day Landings at 21:15hrs on 6 June 2024. There will be a blessing prior to lighting the beacon and refreshments will be provided in JCH. There will be a cost for gas for the beacon and refreshments. Members APPROVED a budget of £250. The school may be holding an event, report to be presented at May Council meeting. To CLOSE - Agenda Item.

New HRC van and trailer permitting scheme

Briefing Note No. 24-07

Service: Waste Management

Further Enquiries to: Martin Litherland – Head of Waste Management

Date Prepared: 08/04/2024

Direct Line: (01225) 718524

Introduction

As part of Medium-Term Financial Strategy savings measures, it was resolved at Full Council in February 2023 that the council would re-introduce the vehicle permitting system at HRCs during 2023/24.

The revised permitting scheme required several new digital systems to be put in place to make sure that residents can apply online and that staff on site can easily see the details of permits. The development and testing of these new systems took longer than anticipated, therefore the implementation was delayed until April 2024.

These new systems have now been developed and this briefing note provides an overview of the timeframe for implementing the new scheme.

1. Changes to the permitting scheme

- 1.1. The previous physical paper permit is being replaced with an electronic system to further reduce administration costs.
- 1.2. A new non-refundable administration fee of £20.00 will be introduced.

2. Key dates

- 2.2 15 April – communications will be issued to existing permit holders and all Wiltshire residents to inform them that they will need to re-apply for a new van and trailer permit before 13 May.
- 2.3 13 May – the new permitting system will go live at all household recycling centres (HRC).

3. Revised permit application process

- 3.1. All residents wishing to access the HRCs with a vehicle that requires a permit will need to re-apply, even if they are in receipt of an existing paper permit.
- 3.2. A new online application and payment has been developed to allow applicants to self-serve.
- 3.3. The online form will request and take payment of the administration fee of £20.

- 3.4. Residents will be sent an electronic permit via email, in the form of a QR code. Customer services will support any residents without smartphones or internet access, wishing to apply for a permit.
- 3.5. Residents will be required to present their permit to site staff upon arrival to each recycling centre for scanning. Site staff will have the ability to search for permits if the resident cannot present their permit, as this will be recorded against an address and vehicle registration number.
- 3.6. Once the QR code has been scanned on site, the system will reduce the number of available visits on the permit by one visit.
- 3.7. The electronic permit can only be used 12 times within 12 months from the date of issue. Once 12 visits have been made, the electronic permit will be void.
- 3.8. In accordance with the existing policy, the earliest date a permit can be renewed will be 12 months from the date it was issued; the permit does not need to be renewed until all 12 visits have been used.

4. Communications plan

- 4.1. A full programme has been developed to communicate these changes. This includes direct correspondence with existing permit holders via emails and letters, and comprehensive FAQs and information on the Wiltshire Council website, briefings for HRC staff, council customer services teams and the waste team.
- 4.2. As this is a re-introduction of an existing permitting scheme, the council has contact details for customers who are recorded as currently hold a vehicle or trailer permit. Most existing permit holders have email address contacts which can be utilised to communicate the reintroduction of the scheme. Where email addresses are not held, letters will be issued with the relevant detail of the changes to the permit system.

For more information, including FAQs, please visit <https://www.wiltshire.gov.uk/household-recycling-centres-permits>.

Letter from the Chair of Wiltshire Association of Local Councillors

8th March 2024

Dear Colleagues

I wanted to write this covering note to the subscription invoice to make you aware of current developments and remind you of the benefits of membership of WALC and NALC. You may already have seen similar coverage in WALC's January 2024 newsletter so apologies for the repetition. As Chair of WALC my principal role is to represent the interests of WALC's customers – Wiltshire and Swindon's local councils - and work with other members of the Executive Committee to monitor performance and determine WALC's future strategy as well as representing Wiltshire local councils at national level.

You will be aware that Ian Nockolds commenced work as the new Local Councils' Advisor/County Secretary on Monday 2nd March and his initial objective has been to familiarise himself with all aspects of WALC's activities, as well as with those of NALC. I am also sorry to say that Helen Akiyama, who has provided excellent administrative support to WALC, is leaving shortly to take up other employment. In the light of these developments the next meeting of the Executive Committee to be held on 29th April 2024 will be asked to consider a range of options to review the way ahead for WALC to ensure that it meets the expectations of members in the most effective and efficient way. I hope that this meeting can be a hybrid one, with both face to face and on-line modes so that access will be available to all members if technology permits.

Annual council meetings will soon be held and I assume most will be determining which members will represent their councils on outside bodies, including WALC. I consider that it may be best for notice of meetings and agendas to be sent to nominated members as well as clerks to ensure that everyone receives notice in a timely way. WALC will be writing to member councils around that time to remind them of the need provide information on nominated members. I consider that the Executive Committee should review criteria for the selection of members of the Executive Committee, as laid down in the Association's constitution but this would not apply for the coming municipal year.

I do trust that you will be able to renew your membership and send your subscription payments to WALC as soon as you are able. I would note that subscription rates for 2024/25 were approved by the Executive Committee on 11th December 2023. The rates increase by some 2.3% for WALC which matches that for the element of the subs that WALC sends straight to NALC, both being less than the rates of inflation experienced by all organisations in the past year or so.

May I wish all member councillors and officers a pleasant and rewarding time in the coming months.

With kind regards

John Scragg

Your Membership Benefits

Wiltshire Association of Local Councils (WALC) is one of 43 county associations across England. Membership of WALC gives a council access to the following services and activities -

- **Access to the enquiry line** - member councils can telephone/email/write to the WALC office for advice and information on all aspects of local council work.
- **Subsidised training** - training courses or conferences organised by Wiltshire Association of Local Councils will be substantially cheaper for councillors and clerks of member councils than for those not in membership. Many courses and events are not offered to non-members.
- **WALC County Circular** - WALC sends out ten county circulars to member councils in a year. This contains news pertinent to the sector; on legislation and policy updates, training courses and conferences, procedural advice and information on relevant consultations.
- **Publications** - subsidised publications. Some, such as model policy templates, financial regulations and legal updates are free of charge for member councils. Many are not available to non-members. Visit the WALC website publications page for more information.
- **Guidance** - Both NALC and WALC have guidance for members on a wide variety of different subject matters, including around eighty NALC Legal Topic Notes giving useful, in-depth information on topics relevant to local councils.

In Wiltshire, the association works very closely with Community First under a Memorandum of Understanding. This facilitates accommodation and administrative support as well as good communication between the local council and voluntary sectors. The WALC Local Council Adviser, being employed by Community First, can keep in touch with those responsible for policy and practice on village halls, community led housing, community transport, local grants through the Landfill Community Fund, insurance for local councils, and a range of services for young people through Youth Action Wiltshire. The Local Council Adviser provides with Community First, secretarial support to the WALC Executive Committee.

WALC has representation on a variety of regional and local partnerships bringing relevant issues to the fore whenever necessary. WALC enjoys representation at national level on the NALC National Assembly.

A local voice at national level!

When a council becomes a member of WALC it also subscribes to membership of the National Association of Local Councils (NALC). Some thirty percent of your annual subscriptions go to NALC.

NALC provides a range of services:

- **Campaigning on the issues that are important to local councils** - communicating those views to government and a range of influential organisations, in the private, charity and public sector. NALC has successfully campaigned to exclude local parish and town councils from council tax referendum principles and has recently welcomed the government's decision to do this for the 2024/25 financial year.
- **Legal, accounts and audit advice** - Written, telephone and digital advice from NALC's well-experienced solicitors. Smaller councils will need to go through their county associations to obtain such advice.
- **Publications** - A quarterly magazine, *LCR*, fortnightly *DIS*, guides on being a good councillor, employer, finance and transparency, neighbourhood planning and a range of toolkits.
- **Conferences, events and training** - NALC's national events and training sessions are opportunities to bring the diverse membership together to learn about new or topical initiatives and share ideas.
- **Publicity** - Raising the profile of local councils and the sector beyond regional level.
- **Media** - Guidance on how to deal with a media issues, how to deal with reporters and media outlets and writing a media policy.
- **Standards, awards and recognition** - Opportunities all year round for local councils to take up the chance to celebrate and be recognised for achievements through the Local Council Award Scheme, Council Spotlight and Star Council Awards.



WILTSHIRE ASSOCIATION OF LOCAL COUNCILS

INVOICE

VAT REGISTRATION NO. 639 4368 05

INVOICE NO : SUB 24/25-151
TO : LYDIARD MILLICENT PARISH/TOWN COUNCIL
DATE : 1st APRIL 2024
FROM : WILTSHIRE ASSOCIATION OF LOCAL COUNCILS

ANNUAL SUBSCRIPTION 2024/25

NO OF ELECTORS: 1352

SUBSCRIPTION BREAKDOWN:

WALC	£ 486.72
NALC	£ 107.35
SUB TOTAL	£ 594.07
VAT @ 20%	£ 118.81
TOTAL SUBSCRIPTION DUE	£ 712.88

PLEASE PAY BY 31st May 2024

BACS : Acc No 50972061 Sort code 20-05-06
CHEQUES PAYABLE TO WILTSHIRE ASSOCIATION OF LOCAL COUNCILS

WILTSHIRE ASSOCIATION OF LOCAL COUNCILS

WORKING IN PARTNERSHIP WITH LOCAL COUNCILS IN WILTSHIRE & SWINDON.
AFFILIATED TO THE NATIONAL ASSOCIATION OF LOCAL COUNCILS

Unit C2, Beacon Business Centre, Hopton Park,
Devizes, Wiltshire SN10 2EY

Direct Line for General Enquiries: 01380 732808

Email: WALCenquiries@wiltshire-alc.org.uk www.wiltshire-alc.org.uk

Members are requested to:

- NOTE this report
- NOTE the amended /new Highway Improvement Forms (HIF) - all as attached
- PRIORITISE the HIF submitted
- CONSIDER the information below re the Wildfowl sign
- A representative is required to attend the 22nd May LHFIG meeting (it is most likely to be an online meeting) as Councillor Suleman is unable to attend

Background

Following the last meeting and the site meeting held the Highway Improvement Forms were sent to the Wiltshire Council Engineer for LHFIG. There were submitted before the cut off date to allow him time to prepare some initial designs for discussion for the LHFIG meeting on 22nd May.

The new HIF forms submitted were:

1. Greenhill Crossroads Revised (This was requested as it is believed there is confusion on WC side, that following the SID installation nothing more can be done. The revised HIF makes it clear that this is a continuation of 11-22.1 which was not completed as per the Parish Council's request:
2. Braydon Road
3. Lydiard Green Footpath
4. Signage for Wildfowl - A new sign on the network would be considered as a new highway request, and as such go through the LHFIG process. The cost of a single warning sign to Diagram 551.2 erected on a new post would be in the region of £200. The Council can bypass the LHFIG and pay the full cost.

Existing HIF to continue to remain on list:

1. Common Platt
2. Greatfield
3. Speeding at Church

Summary of site visit:

1. Wiltshire Councillor Bucknell was unable to join the site visit.
2. Speeding at Church – There are lots of possible solutions. The Engineer's views were that this speeding is a function of the poor road markings & signage along the road from the Church to The Beeches. He has a good idea of what needs doing to reduce speeding, including engaging with the school to potentially create a recommended 20mph zone. However, for now, his focus will be on doing work under his control.
3. Lydiard Green Footpath is doable subject to securing agreement from affected residents. This is a major project and most likely to be undertaken over a number of years.
4. Many good options for Greenhill Crossroads. The engineer now fully understands the significant danger for those coming out from Greenhill.
5. Braydon Road. The Engineer thinks this is already in the system but not via LHFIG, but by the police following the fatality on 15th March and so it may be the case it will be taken forward by another department within Wiltshire Council. We will know more in due course.
6. Common Platt. The estimated cost of £12,000 has now increased to £14,000. However, the Engineer has come across a major issue that is likely to significantly increase the cost further. In developing the 'build out' area, it is necessary to have lighting to illuminate the area in the dark. The Engineer was going to take power from one of the nearby connections to a street light. Unfortunately, these all belong to Swindon Council. So, he needs to find a connection to a Wiltshire Council power supply. This is likely to increase the cost by a further £20,000. The Engineer added that as the cost is now likely to be so high he is considering putting this into the next WC road maintenance budget tender process worth about £500k. This is likely to take place in May/June 2024. He believes it has a very good chance of success because all the design has almost been completed.

Highways Improvement Request Form

Contact Details

Name:	Tina Jones	Date:	12/04/2024
Address:	Parish Office, Jubilee Club House, Meadow Springs, Lydiard Millicent. SN5 3NH		
Telephone No:	07999641919		
Email Address:	Clerk@lydiardmillicent-pc.gov.uk		

Issue Details

Location of Issue:	Pond - by the roundabout at Church Place/The Street
Community Area:	Wootton Bassett & Cricklade
Parish or Town Council:	Lydiard Millicent Parish Council
Nature of Issue:	
A speeding vehicle has killed one of the village pond ducks, the pond is located by the Parish Church – there is already a Improvement Request Form in for speeding traffic in this area, Ref 11-23-09 submitted by the Lydiard Millicent Parochial Parish Council.	
How long has it been an issue?	
What would you like done to resolve this issue?	
Lydiard Millicent Parish Council would like LHFIC to give consideration to erected a warning sign, such as 'SLOW Ducks or Wild Fowl Likely in Road Ahead' - Sign 551.2	
Have you been in touch with your local Wiltshire Councillor? (Yes/No)	No

***This form needs to be completed and e-mailed or sent to your local Town or Parish Council.
Town and Parish contact details are available via the link below:***

<https://cms.wiltshire.gov.uk/mgParishCouncilDetails.aspx>

Town or Parish Council Comments: (To be completed by Town or Parish Council only)

Highways Improvement Request Form

Contact Details

Name:	Tina Jones	Date:	12/4/2024
Address:	Parish Office, Jubilee Club House, Meadow Springs, Lydiard Millicent. SN5 3NH		
Telephone No:	07999641919		
Email Address:	Clerk@lydiardmillicent-pc.gov.uk		

Issue Details

Location of Issue:	Greenhill Crossroads
Community Area:	Wootton Bassett & Cricklade
Parish or Town Council:	Lydiard Millicent Parish Council
Nature of Issue:	
This HIF is re-issued as a result of 11-22-1 (04/02/22) not having been fully delivered. The road between Purton and Royal Wootton Bassett is a very busy road. There has been an increasing number of misses at this crossroads for motorists trying to either join the road or cross it. Motorists coming from Purton, are not slowing down from the national speed limit, when they reach the 30 mph signs, and vehicles from the Greatfield direction accelerate, as they come round the bend, well before the national speed limit signs. Visibility is a major issue for those motorists when exiting Greenhill to turn right towards Greatfield. It is also difficult to see approaching vehicles from the direction of Purton.	
How long has it been an issue?	
What would you like done to resolve this issue?	
Following the submission of 11-22-1 (04/02/22) numerous discussions and site visits resulted in the installation of a post to carry a LMPC SID. However, nothing more was done to address the issue of continuing speeding traffic & entry/exit from Lydiard Green, and more importantly, Greenhill. Following another site visit on 11/04/24, a number of possible options should be considered, including: 1. Re-introducing rumble strips on the road from Purton; 2. Moving the 30mph/NSL signs on the posted gate ways a few dozen metres towards Purton (note this require a legal process to change to road speed limited & could be costly) 3. The road width at the cross road is sufficiently wide such that the "give-way" markings on the road surface junctions could be moved further into the main carriage way thus improving motorist visibility. 4. Additionally on the Greenhill side the road markings could be painted in a manner to narrow the width of the carriageway which could aid slowing down traffic. 5. Additional 30mph roundels together with yellow strips could also be introduced on the carriageway approaching the crossroads on the main carriage way. 6. Road surface at the crossroads is worn. Consideration to be given to resurface in a different colour to highlight the crossroads.	
Have you been in touch with your local Wiltshire Councillor? (Yes/No)	Yes

***This form needs to be completed and e-mailed or sent to your local Town or Parish Council.
Town and Parish contact details are available via the link below:***

<https://cms.wiltshire.gov.uk/mgParishCouncilDetails.aspx>

Town or Parish Council Comments: (To be completed by Town or Parish Council only)

Highways Improvement Request Form

Contact Details

Name:	Tina Jones	Date:	18/03/24
Address:	Lydiard Millicent Parish Council		
Telephone No:	07999641919		
Email Address:	clerk@lydiardmillicent -pc.gov.uk		

Issue Details

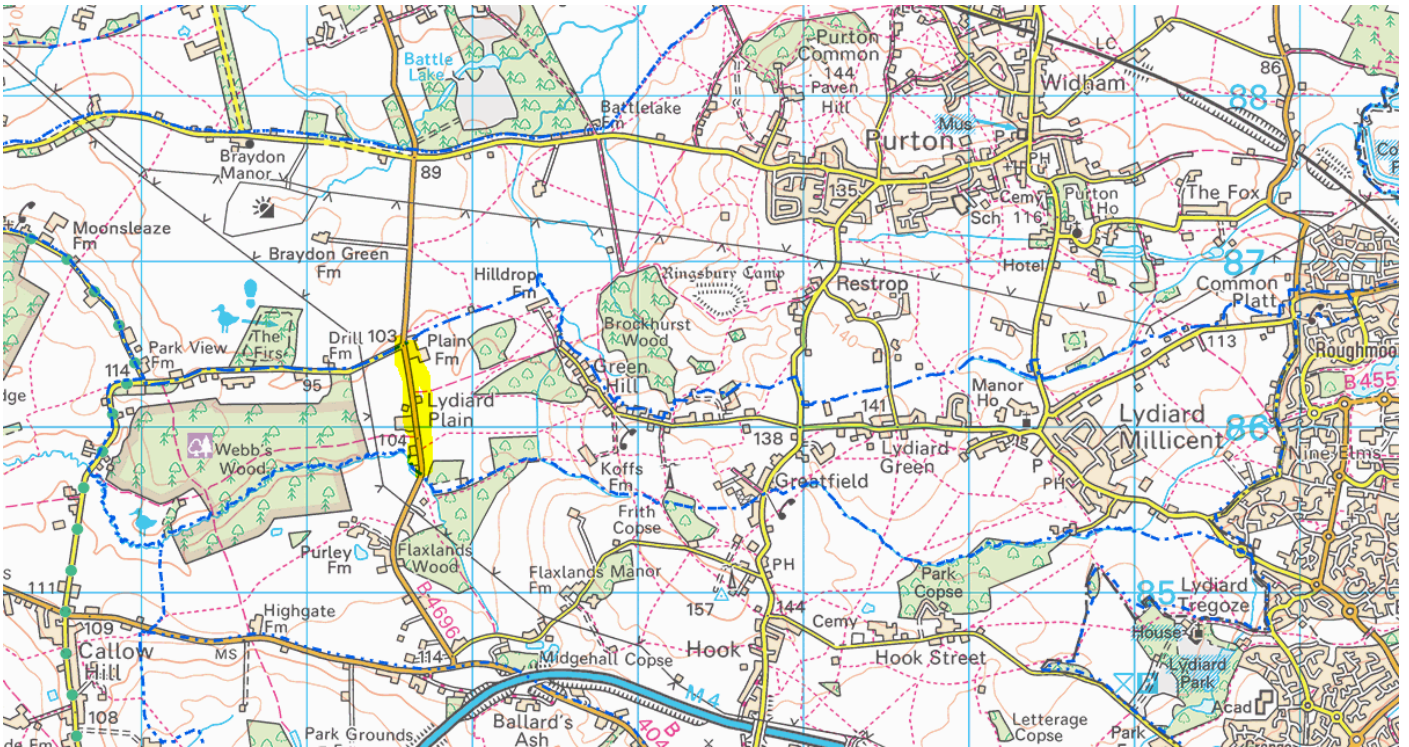
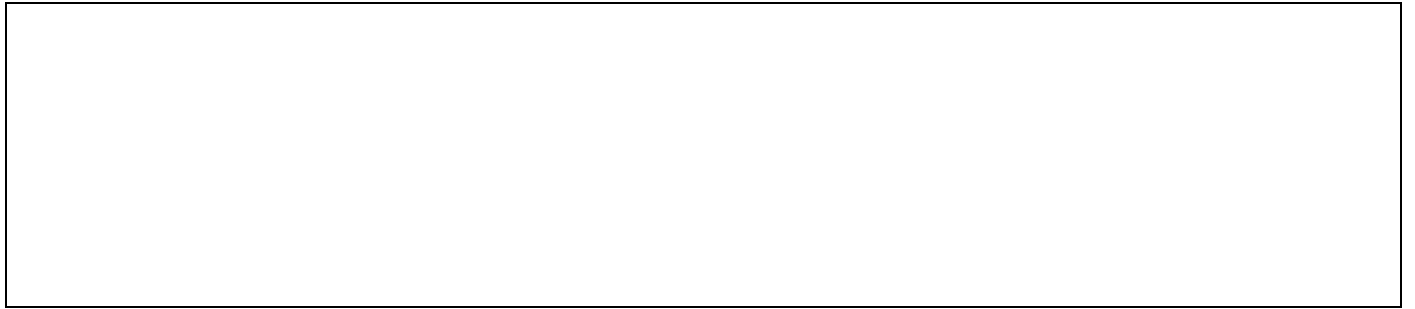
Location of Issue:	Braydon Road B4696
Community Area:	Royal Wootton Bassett and Cricklade
Parish or Town Council:	Lydiard Millicent Parish Council
Nature of Issue:	speed issue
Issue raised by residents of Four Oaks Caravan Park, Lydiard Plain. Braydon Road runs across 3 parishes, Lydiard Tregoze. Lydiard Millicent and Purton. There are approximately 6 residential properties situation at Four Oaks Caravan Park, Lydiard Plain. About 3 of the residents are disabled car users and some have very young children. Enter & exit into Four Oaks is very difficult, made worse by speeding & overtaking vehicles. There have been numerous accidents along the road and on 15th March 2024 there was a fatal four car pile up. Residents at Four Oaks have appealed for something to be done to reduce the speeding and dangerous over taking vehicles.	
How long has it been an issue?	The issue has been ongoing for many years.
What would you like done to resolve this issue? Would like either speed ramps or speed sign or even a speed camera to stop people speeding on this road it's caused many accidents and unfortunately deaths to there has already been 2 accidents.	
The speed limit on Braydon Road is 60mph. Residents report vehicles doing speeds of up to 100mph. Road markings are worn out & signages damaged. A good starting point would be to install speed indicator devises to record speeds and warn drivers to slow down. It is also necessary to install more signage and introduce new improved road marking to slow down traffic. Measures to allow residents at Four Oaks (and other locations along the road) to access and exit safely is also important. Finally, consideration needs to be given to stopping dangerous overtaking along the stretch of the road.	
Have you been in touch with your local Wiltshire Councillor? (Yes/No)	No

***This form needs to be completed and e-mailed or sent to your local Town or Parish Council.
Town and Parish contact details are available via the link below:***

<https://cms.wiltshire.gov.uk/mgParishCouncilDetails.aspx>

Town or Parish Council Comments: (To be completed by Town or Parish Council only)

Wiltshire Council



Highways Improvement Request Form

Contact Details

Name:	Tina Jones	Date:	1/04/2024
Address:	Parish Office, Jubilee Club House, Meadow Springs, Lydiard Millicent. SN5 3NH		
Telephone No:	07999641919		
Email Address:	Clerk@lydiardmillicent-pc.gov.uk		

Issue Details

Location of Issue:	Lydiard Green
Community Area:	Wootton Bassett & Cricklade
Parish or Town Council:	Lydiard Millicent Parish Council
Nature of Issue: Lack of footpath for the safety of pedestrians.	
There is a lack of a footpath on a road considered as dangerous for pedestrians. Lydiard Green is a small hamlet. It needs a safe footpath to link with the footpath into Lydiard Millicent. The road was historically considered as a country lane. However, in the late 1980s and early 1990s, the Orbital Road was built linking West Swindon with East Swindon. The purpose of the construction was to give access to Honda and other industries in that area. As a result, the Lydiard Green road became a "rat run" for access from outlying areas to Swindon East. In 1981 Wiltshire Council sent a letter to residents in Lydiard Green saying a footpath was going to be constructed. Unfortunately this did not happen. In 2013, Mr Steve Bray (Parish Councillor at the time) and Mr Steve Hind (Wiltshire Council Highways Engineer) under a revised plan, initiated the construction of a footpath in 10 phases. Phase 1-4 were to be constructed first, followed by phases 5 to 10. Phases 1 to 4, from Lydiard House to Bagbury Industrial Park were completed in 2018. Unfortunately, phase 5 to 10 (from Bagbury Industrial Park to Greensend, linking up with the footpath from Restrop crossroads) have yet to be constructed.	
How long has it been an issue?	Since late 1980s and early 1990s
What would you like done to resolve this issue?	
To complete the construction of Phases 5 – 10 linking the footpath from Bagbury Industrial Park to Greensend such that it meets up with the footpath coming down from Restrop Crossroads. It is appreciated that it would not be practical to put the footpath outside of house Nos 5 and 5a which are on the bend of the road as their hedges would have to be removed which would expose their houses to within a metre of the road. As a alternative, it is suggested to mark up an imprint of a person on the surface of the road to indicate that this small area is a continuation of the footpath.	
Have you been in touch with your local Wiltshire Councillor? (Yes/No)	Yes

***This form needs to be completed and e-mailed or sent to your local Town or Parish Council.
Town and Parish contact details are available via the link below:***

<https://cms.wiltshire.gov.uk/mgParishCouncilDetails.aspx>

Town or Parish Council Comments: (To be completed by Town or Parish Council only)
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Wiltshire Council

Members are requested to:

- NOTE this update regarding our next newsletter
- CONSIDER the funding options

At the last council meeting, Members discussed options for distributing the next newsletter and agreed to investigate the possibility of distributing it along with a copy of the Lydiards magazine.

The Lydiards editor has been contacted, and she has confirmed that they would be unable to distribute the magazine to every house in the Parish, however she would be happy with this approach if we can arrange volunteers for a one-off distribution, and would co-ordinate to ensure that her distributors covered readers outside of the Parish.

Exact costings are still being investigated, but the editor advised that the current cost is approximately £1 per copy, so on the basis that there are approximately 650 households in the parish, the budgetary cost for the print run would be approximately £650. The normal cost of the print run is £350 for 300 copies, so we would need to agree how the costs would be allocated between the council and the magazine.

The proposed content for the newsletter is:

- What we do and how we spend the precept
- What we've been doing on the flood maps and plans
- Requests for volunteers for the emergency plan
- Work at JCH
- D Day report
- Play Area upgrade
- LHFIG plans

Members are asked to consider the options for distribution which are:

- Print and distribute the leaflet on its own, at a cost of £150.
- Fund the production of a Lydiards magazine for every household and include the leaflet inside it. Maximum cost £650 + £150 = £800
- As above plus via the website and Facebook

Clerks Comments

The Parish Council has an annual budget for the Parish Newsletter of £175.00

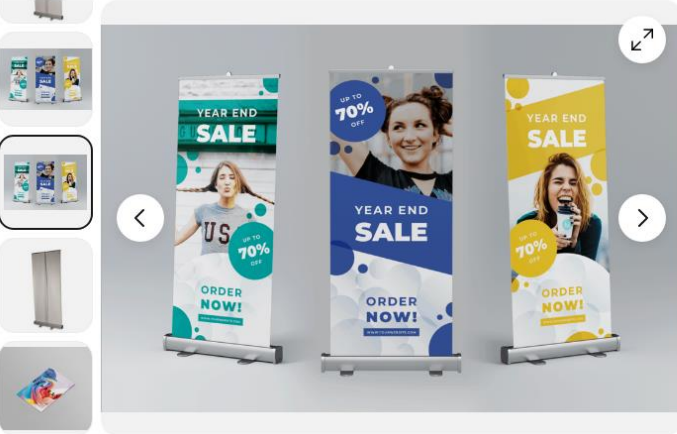
Members are requested to:

- NOTE this update regarding D Day commemorations preparation
- CONSIDER the request to increase the budget by £250 (to a total of £500)

At the last Parish Council meeting we reported that we intended to mark D-Day by lighting the beacon and offering light refreshments, and a budget of £250 was approved to cover this.

Since then, we have found a copy of the Lydiard Millicent War Book in the archives in Chippenham, and are investigating the possibility of doing a “pop up museum” in JCH on D-Day to reflect life in the parish during WW2. The museum would include some WW2 artefacts, a copy of the War Book, and some pop-up banners such as the ones shown below. Each banner would be on a different theme, such as The Parish at War, The Last Line of Defence and Eating for Victory.

These banners are portable, easy to store and could be reused at other events, for example VE Day.



Roller Banner Printed Your Artwork - Pop/Roll/Pull up Display Exhibition Stand

[Digital World Pro](#) (26769) · [Business](#)
[25.5% positive](#) · [Seller's other items](#) · [Contact seller](#)

£41.99

Condition: New

Select: 850 X 2000 MM ▼

Quantity: 10 available

Personalisation:
 Once the order is placed we will contact you with instructions on how to send your photo to us for printing.

We are investigating whether we will have enough material to produce these in the time available, but will have a clearer idea of whether it will be possible before the council meeting on the 2nd. We will also investigate whether it will be possible to have some “ration based” light refreshments.

If it is possible, we will require additional funding to produce the banners, and will advertise via the Lydiards magazine, social media, posters and the primary school.

Recommendation

Members to CONSIDER an additional £250.00 to the previously agreed sum of £250.00