

**LYDIARD MILLICENT
ANNUAL MEETING OF THE PARISH COUNCIL**

15 May 2025
held at the Jubilee Club House
at 7.00pm

Councillors Present:

M Allsop	L Bamsey	S Chalker	P Cole
D Coffey	S Hill-Wheeler	J Neighbour	R Selwood

Others in Attendance: Wiltshire Councillor Andrew Matthews

Meeting Clerk: Hayley Graham

MINUTES

1. **Election of Chairman**
It was proposed, seconded and carried that Councillor Westwood be appointed as Chairman for the ensuing year. As Councillor Westwood was not present, the Declaration of Office was signed duly witnessed by the Clerk of the Council prior to the meeting.
2. **Election of Vice-Chairman**
It was proposed, seconded and carried that Councillor Allsop be appointed as the Vice-Chairman for the ensuing year. Councillor Allsop accepted the position.
- Appointment of Chairman of the Meeting**
3. It was proposed, seconded and carried that Councillor Allsop be appointed as the Chairman of the Meeting.
- Acceptance of Office and Code of Conduct**
4. Councillors Allsop, Bamsey, Chalker, Cole, Coffey, Hill-Wheeler, Neighbour and Selwood signed their Acceptance of Office forms, duly witnessed by the Clerk of the Council. As Councillors Sprules and Westwood were not present, their Declarations of Office were signed duly witnessed by the Clerk of the Council prior to the meeting. Now signed, each Councillor agrees to the adopted Code of Conduct.
5. **Apologies for Absence**
Apologies were received from Councillor Sprules and Westwood
6. **Declarations of Interest and Dispensations**
There were no declarations of interest made or dispensations received.
7. **Standing Orders**
Members RESOLVED to ADOPT Standing Orders as presented.
8. **Financial Regulations**
Members RESOLVED to ADOPT the Financial Regulations as presented.
9. **Appointment of Members to the Personnel Committee**
Members APPROVED the appointments of Councillors Allsop, Selwood, Sprules and Westwood to the Committee.
10. **Appointment of Members to the Footpath Working Party**
Members APPROVED the appointment of Councillors Allsop, Bamsey, Cole, Hill-Wheeler and Selwood to the Working Party.
11. **Appointment of Members to the Planning Groups**
Members APPROVED the appointment of:
Group A - Councillors Allsop, Bamsey, Neighbour and Selwood.
Group B - Councillors Cole, Hill-Wheeler, Sprules and Westwood.
12. **Appointment of Members to the Communications Group**

Members APPROVED the appointment of Councillors Hill-Wheeler, Neighbour, Selwood and Westwood to the Group.

13. **Appointment of Members to the Community Environmental Group**

Members APPROVED the appointment of Councillors Bamsey, Hill-Wheeler and Westwood to the Group.

14. **Appointment of Banking Reconcilers**

Members APPROVED the appointment of two banking reconcilers for the ensuing year, Councillors Hill-Wheeler and Selwood.

15. **Appointment of Signatories to the Bank Accounts**

Members APPROVED the appointment of three signatories to the bank accounts for the ensuing year, Councillors Allsop, Bamsey and Westwood.

16. **External and Internal Audits 2024 - 2025**

Members NOTED that for the ensuing year PKF Littlejohn LLP is the appointed External Auditor.

Members APPROVED the appointment of Auditing Solutions Limited to carry out the internal audit for the ensuing year.

17. **General Power of Competence**

Members NOTED that the Parish Council cannot hold the General Power of Competence as to qualify, its Clerk must be CiLCA qualified.

18. **Representatives to other Bodies and Parish Duties**

Members APPROVED the appointments of:

Name of Group	Appointed Councillors
Area Board	Cllrs Allsop & Westwood
Community Carers Group	Cllr Hill-Wheeler
Local Highway and Footway Improvement Group	Cllr Chalker
Community Safety Group	Cllr Hill-Wheeler
Speed Indication Devices	Cllrs Chalker, Coffey and Neighbour
Neighbourhood Plan	Cllr Cole
Parish Hall	Cllr Neighbour
Operational Flood Working Group	Cllr Westwood

19. **Review of On-line Register of Interests**

Members NOTED the requirement to review their on-line registration and the request to advice the Clerk, if any requirements or additions are required.

Meeting Closed at 19.28

LYDIARD MILLICENT PARISH COUNCIL MEETING
15 May 2025
held at the Jubilee Club House, Lydiard Millicent
at 19:30 hrs

Councillors Present:

M Allsop, Vice Chairman	L Bamsey	S Chalker	D Coffey	P Cole
S Hill-Wheeler	J Neighbour	R Selwood		

Others in Attendance: Wiltshire Councillor Andrew Matthews

Meeting Clerk: Hayley Graham

Public Question Time: There were no public questions

Councillor Question Time: There were no Councillor questions

MINUTES

25.01 Apologies for Absence

Apologies were RECEIVED from Councillors Sprules and Westwood.

25.02 Declarations of Interest and Dispensation Requests

No declarations of interest were made and no dispensation requests were received.

25.03 Vice-Chairman's Announcements

- The VE Day 80 commemoration events were a great success, and thanks were given to all who helped to organise them.
- The Restrop Road travellers site application has been lodged for appeal with the Planning Inspectorate.
- As of today, 125 comments have been added to the Wiltshire Council planning portal in relation to PL/2025/03211 – Land off Meadow Springs. The consultation deadline has been extended until 2 June.
- The Neighbourhood Plan household survey saw 191 responses received. The results of the survey will be presented to the community later this year.
- Application PL/2024/07426 – Paddock land adjoining 39a Stone Lane has been refused on Highway grounds.

25.04 Minutes

Members CONSIDERED the minutes of the Parish meeting held on 3 April 2025. The minutes of the meeting were ADOPTED as a true record and signed by the Vice-Chairman.

Members CONSIDERED the minutes of the Extraordinary Meeting of the Council held on 30 April 2025. The minutes of the meeting were ADOPTED as a true record and signed by the Vice-Chairman.

25.05 Wiltshire Councillor Update

Wiltshire Councillor Andrew Matthews thanked the Parish Council for being the first of the parishes within his district to congratulate him on his election and for the warm welcome he has received.

Councillor Matthews is supportive of the objection to the development at Meadow Springs, met with the Planning Officer earlier this week and has a meeting with a Highways Representative scheduled for next week to discuss the application. A meeting has also taken place with the Planning Officer for the application at 13 The Beeches. Updates will be shared via social media and with the Parish Council.

25.06 Financial Accounts

Members NOTED and APPROVED the:

- a. Payments List and Income Report

b. Regular Bank Payments Report

Members APPROVED the expenditure of a maximum of £400 (ex. VAT) for all 10 Councillors to attend either the Councillor Essentials or Councillor Fundamentals webinar. All costs to be met by the training budget.

Members NOTED the Year End Ear Marked Reserves Balances. The Clerk will establish if there is an alternative method to futureproof the ringfencing of the EMR War Memorial Clock Fund. The Clerk clarified that EMR Election Fees will contribute towards the election which has just taken place.

25.07

Planning Applications

Members RECEIVED an update from Planning Group A.

Application: PL/2025/03818 – Full Planning Permission Address: Oaklands Hotel, Wood Lane, Braydon, SN5 0AH Proposal: Erection of replacement dwelling	Applicant: Mr J Bloomfield Closing Date: 3 June
Members RESOLVED to COMMENT on the application for its appreciation given to the consideration of bat protection to be noted.	

Members NOTED the following Wiltshire Council decisions:

Application: PL/2024/06511 – Full Planning Permission Address: Lydiard House Farm, Lydiard Green, Lydiard Millicent, SN5 3LW Proposal: Proposed alterations to the external appearance	Applicant: LHFBC Ltd WC Approved with Conditions
Application: PL/2024/07426 – Full Planning Permission Address: Paddock land adjoining 39a Stone Lane, Lydiard Millicent Proposal: Development of site to provide 9 no. dwellings, with associated landscaping, sustainable drainage and primary vehicular access from Stone Lane	Applicant: Hills Homes Developments WC Refused
Address: Land at Clay Pitts, Greenhill, RWB, SN4 8EH Proposal: Material change of use of land for the stationing of caravans for residential purposes with dayrooms and hardstanding ancillary to that use (Resubmission of PL/2023/04820)	WC Approved with Conditions

Members NOTED the letter sent to the Chairman of the Overview and Scrutiny Committee relating to the Strategic Planning Committee decision PL/2024/07482 – Land at Claypits.

25.08

Clerk's Report

PQT – 2 May – Updates

A resident raised concerns for the safety of users on footpath LMIL60. For at least the last ten years the metal gate blocking LMIL60 has been locked shut. This means that those wishing to use the footpath have to clamber over the gate or the adjoining metal bars. The Clerk asked the resident to email her the details and she would contact Wiltshire Council. UPDATE: The Clerk is in communication with WC regarding this issue. WC officer has made a site visit and will now contact the landowner. FURTHER UPDATE: WC have confirmed they are in communication with the landowner. Recommendation for the Clerk to continue to liaise with Wiltshire Council and CLOSE this item. MEETING UPDATE: The Clerk advised that an update has since been received from the Countryside Access Officer who has been discussing solutions with the landowner. The landowner is reluctant to improve access with the installation of a kissing gate due to public not sticking to footpaths as has experienced an incident with cattle and public on another public right of way locally. It was RESOLVED that this item would remain open whilst Councillors Allsop and Coffey investigate acquiring a kissing gate from another local landowner.

24.270 Community Field Working Party Meeting

Members NOTED the report and CONSIDERED the recommendations. After discussions, Members APPROVED the expenditure of £1,550 ex VAT for ecological professional fees. UPDATE: Preliminary Ecological Assessment (PEA) is due to take place on 11 April. FURTHER UPDATE: PEA was carried out as planned, awaiting report w/c 12 May. MEETING UPDATE: PEA report received which determined a Biodiversity Net Gain Metric assessment was not required. The planning application is now on the Wiltshire Council planning portal for comment (PL/2025/00557. Members RESOLVED to CLOSE this item.

- 25.09
- Communications**
Members NOTED the following communications:
 - a. Service Updates at Microshade VSM
 - b. Wiltshire Connect Service Expansion Poster
 - c. Age UK April 2025 Newsletter
 - d. Temporary Traffic Regulation Order (TTRO) – Common Platt – 6 June
 - e. Temporary Traffic Regulation Order (TTRO) – Various RWB/Lydiard Tregoze – 7-16 June
 - f. Temporary Traffic Regulation Order (TTRO) – The Street, Lydiard Millicent – 9 June.

- 25.10
- Local Highway and Footway Improvement Group (LHFIG)**
Members NOTED the LHFIG update report.
Members CONSIDERED the validity of the remaining LHFIG priority and non-priority issues and RESOLVED to retain all issues with the exception of 11-24-19 – Church Place / The Street wildfowl warning signs.
Members CONSIDERED the report detailing resident proposed highway requests and RESOLVED to submit two new highway improvement requests forms for:
 - Traffic priority measures on Manor Hill
 - Vehicular restrictions on The Butts at peak times
The Clerk will raise a MyWilts report for the issues with the condition of The Butts to be addressed.

Members AGREED the below priority order for all LHFIG issues:

1. Manor Hill – traffic priority measures
2. The Butts – vehicular restrictions
3. 11-23-17 Greatfield – speed limit carriageway roundels
4. 11-24-18 Lydiard Green Footway
5. 11-24-09 Church Place – speed reduction measures by chicane

Members NOTED the date of the next LHFIG meeting, 8pm on 28 May at Lime Kiln Leisure Centre.

- 25.11
- Draft Modified Purton Parish Neighbourhood Plan (2025-2040) Regulation 16 Consultation**
Members NOTED the consultation notification and RESOLVED to delegate a draft response to Cllrs Allsop, Cole, Hill-Wheeler and Westwood which will be brought to the next meeting for approval.

- 25.12
- Council and Community Representatives**
Members RECEIVED the following updates:

Neighbourhood Plan – Councillor Cole

The last Steering Group meeting took place on 13 May. A session has been planned with the planning consultant to clarify requirements for policy re-writing in June further to the recent survey, after which time Working Groups will be formed to do this work. The Housing Needs Assessment is being pursued with the planning consultant.

- 25.13
- 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.

Wiltshire Councillor Andrew Matthews left the meeting.

- 25.14
- Land Matters**
Members NOTED the report. After discussions, members AGREED a way forward which the Clerk will communicate with the resident.

Members NOTED the report and await a further update in due course.

25.15 **Community Field Working Party Meeting**

Members NOTED the Preliminary Ecological Assessment.

Members CONSIDERED the draft lease agreement. After discussions, it was AGREED that Councillor Hill-Wheeler would support Councillor Selwood with a formal review of the draft lease agreement to be brought back to the next meeting.

Meeting Closed at 21.11 hrs

Finance Report 5 June 2025

Item 7

EXPENDITURE

Supplier	Invoice Number	Date	Description	Net	VAT	Total	Paid	Method
Betterclean	3014	30 Apr 25	JCH Cleaning - April	425.10	85.02	510.12	21 May 25	BP
BOnline	1851946	01 May 25	Broadband	29.44	5.89	35.33	15 May 25	DD
Business Waste	1680464	01 May 25	Cemetery & JCH	76.74	15.34	92.08	14 May 25	DD
Castle Water	6293546	06 May 25	JCH Water	59.09	0.00	59.09	20 May 25	DD
Castle Water	6344528	07 May 25	Cemetery Water	5.55	0.00	5.55	21 May 25	DD
Corona	91999628	07 May 25	April / May Gas	196.18	9.81	205.99	21 May 25	BP
Dimensions Garage Doors	8791	06 May 25	JCH Store Door Balance Paymer	1,515.00	303.00	1,818.00	21 May 25	BP
EE	402783	13 May 25	April / May Clerk Mobile	20.66	4.13	24.79	21 May 25	DD
Firethorn Services	2503	25 Apr 25	Cemetery Admin Support	180.00	0.00	180.00	21 May 25	BP
HM Land Registry	n/a	31 Mar 25	Title Plan - Land Behind Rec Field	14.00	0.00	14.00	12 May 25	CC
HMRC	n/a	30 May 25	Tax & NI - May	367.96	0.00	367.96	30 May 25	BP
ICO	Z7767724	30 May 25	ICO Data Renewal	47.00	0.00	47.00	02 May 25	DD
Inception	4000309	17 Apr 25	March / April Printing	43.46	8.69	52.15	21 May 25	BP
John O'Conner	118890	14 Apr 25	April Grounds Maintenance	955.73	191.14	1,146.87	21 May 25	BP
J Rouse	10526	30 Apr 25	JCH / Play Area Maintenance	29.96	5.99	35.95	21 May 25	BP
Lloyds Bank	n/a	28 Apr 25	Charge Card Fees	3.00	0.00	3.00	12 May 25	CC
Mel Allsop	353725	29 Apr 25	VE Day Beacon Gas	33.33	1.67	35.00	21 May 25	BP
Neil Armstrong Plumbing	924	12 May 25	JCH Toilet Isolation Valves	205.00	0.00	205.00	21 May 25	BP
Peninsula	4938597	08 May 25	HR	106.64	20.14	126.78	08 May 25	DD
Richard Selwood	072551-934	04 Apr 25	CF Tenancy Agreement Template	35.00	0.00	35.00	21 May 25	BP
ReQuestaPlan	1938519	13 May 25	Block Plan - CF Planning App.	8.50	1.70	10.20	13 May 25	CC
Staff	n/a	30 May 25	Salaries - May	1,928.96	0.00	1,928.96	30 May 25	BP
Three Business Services	42744	13 Apr 25	April Staff SIM Contracts	9.10	1.82	10.92	14 May 25	DD
Wells	833157	31 Mar 25	Legal Fees	1,415.00	210.00	1,625.00	21 May 25	BP
Expenditure				7,710.40	864.34	8,574.74		

Payments for Approval

AJ Stone	3237	31 Mar 25	Grave Digging Service - GRF1	100.00	0.00	100.00		
Arc Media	4219	21 May 25	Pop Up Museum Pull Up Banners	118.40	0.00	118.40		
Auditing Solutions Limited	A8992	23 May 25	Internal Audit Service	510.00	102.00	612.00		
James Hallam Insurance	2439231	15 May 25	VE Day Beacon Insurance	218.40	0.00	218.40		
James Hallam Insurance	2381667	06 May 25	Annual Insurance Policy	1,777.79	0.00	1,777.79		
Debbie Coffey	n/a	14 May 25	Refreshments for APM Expenses	21.59	0.00	21.59		
WALC	0769	21 May 25	Cllr Hill-Wheeler Training	40.00	8.00	48.00		
WALC	0768	20 May 25	Cllr Sprules Training	30.00	6.00	36.00		

2,816.18 116.00 2,932.18

LMPC Income Summary		2025-2026	Received 30 April 2025
Category		Amount	
Cemetery Burials			
Exclusive Rights		£670.00	
Cemetery Memorials		£214.00	
Cricket			
Defra			
Field and Hall Hire			
Football		£1,305.00	
Lydiard Plain Rental			
Grants			
PSDF Income			
Wayleave			
	Total	£2,189.00	
Precept		£33,527.50	
Vat Refund 24/25			
	Total	£35,716.50	

29 May 2025

Dear Sir/Madam,

TOWN AND COUNTRY PLANNING ACT 1990

APPELLANTS NAME:	Mr Paul Varey
APPEAL SITE:	Land East of Restrop Road, Lydiard Green, Lydiard Millicent, Swindon, SN5 3LP
PLANNING APPLICATION REF:	PL/2022/00239
PROPOSED DEVELOPMENT:	Change of use of land to use as a residential caravan site for 12 gypsy families, each with two caravans including no more than one static caravan, together with laying of hardstanding, construction of driveway and installation of package sewage treatment plant.
INSPECTORATE REFERENCE:	APP/Y3940/W/25/3359751

Further to my previous letter regarding the Hearing to be held on the above, I am now writing to inform you of the date and venue.

The appeal will be attended by the local planning authority, the appellant and a presiding inspector.

You may attend the Hearing, which will open on 16 July 2025 at 10am at Wiltshire Council, Monkton Park Offices, Chippenham, SN15 1ER. We currently anticipate 1 sitting day and the format of the event will be in-person.

An Inspector appointed by the Secretary of State will hold a Hearing opening on the date shown above to decide the appeal. The Inspector appointed to decide the appeal is **Matthew Jones BA(Hons) MA MRTPI**.

Members of the public may attend the Hearing, and, at the Inspector's discretion, express their views. If you, or anyone you know, has a disability and is concerned about facilities at the Hearing venue, you should contact the council to confirm that suitable provisions are in place.

Please contact the Council in advance to confirm your interest in attending the Hearing, should you wish to observe or speak (email: planningappeals@wiltshire.gov.uk or telephone: 0300 456 0114). If you would like to attend the Hearing, please could we ask you to register an email address with us, together with your status within the context of the appeal, eg interested party? This will enable us to move the event online should this become necessary.

Anyone wishing to speak at the hearing should make themselves known to the Inspector on the day as the Planning Inspectorate will not respond to requests to speak at the event in advance of the hearing.

Documents relating to the appeal can be viewed on the Council website. Please click on the link below:

[Planning Application: PL/2022/00239](#)

The decision will be published on <https://acp.planninginspectorate.gov.uk> by 24 September 2025.

Contact point at the Planning Inspectorate: Jasmine Rogers, Case Officer:
west1@planninginspectorate.gov.uk

Planning Inspectorate Reference: APP/Y3940/W/25/3359751

Yours faithfully

Head of Development Management

23.204 Footpath Working Group

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

PQT – 2 May – Updates

- A resident raised concerns for the safety of users on footpath LMIL60. For at least the last ten years the metal gate blocking LMIL60 has been locked shut. This means that those wishing to use the footpath have to clamber over the gate or the adjoining metal bars. The Clerk asked the resident to email her the details and she would contact Wiltshire Council. UPDATE: The Clerk is in communication with WC regarding this issue. WC officer has made a site visit and will now contact the landowner. MEETING UPDATE: The Clerk advised that an update has since been received from the Countryside Access Officer who has been discussing solutions with the landowner. The landowner is reluctant to improve access with the installation of a kissing gate due to public not keeping to footpaths as has experienced an incident with cattle and public on another public right of way locally. It was RESOLVED that this item would remain open whilst Councillors Allsop and Coffey investigate acquiring a kissing gate from another local landowner.

24.241 Bagbury Verge Parking

Standing orders were SUSPENDED for a resident to advise that the verges in question do belong to Wiltshire Council. Standing Orders were REINSTATED before Members discussed further. The Clerk will raise the question of ownership again with Wiltshire Council and provide an update at the next meeting. UPDATE: Wiltshire Council maintains its position in that it does not own the verges. The previous owner of the verges has been in touch with the Clerk and has contacted their solicitors for the records detailing transfer of ownership. FURTHER UPDATE: The Clerk has contacted the previous owner to follow up on receiving the records detailing transfer of ownership.

24.265 JCH / Recreation Field Trees

Members NOTED the report and CONSIDERED the quotes received. Members RESOLVED to accept the quote for Tree ID G1 to:

- Remove dead elm, sever Ivy on all trees to prevent over-encumberment and windsail
- Cut back low branching over path and road back in line with inner edge of the path
- All arisings to be taken away and disposed of.

Works are at a cost of £375 ex. VAT. UPDATE: After further investigation by the Clerk, it appears that this tree sits on Wiltshire Council owned land. A MyWilts case has been raised, awaiting an update. FURTHER UPDATE: The land in question is not in fact owned by Wiltshire Council, but by 3 landowners in Chippenham and the US. This verge is not a Wiltshire Council adopted highway and so is not their responsibility however given the risk to the highway should the tree fall, the matter has been passed to Highways for their consideration.

24.277 Bagbury Park Enforcement Matter

Members RESOLVED for the Clerk to report the issue to Wiltshire Police. UPDATE: Reported to the Police on 4 April. No update at this time. FURTHER UPDATE: An update was requested from the Police on 21 May.

25.06 Financial Accounts

The Clerk will establish if there is an alternative method to futureproof the ringfencing of the EMR War Memorial Clock Fund. UPDATE: Having taken advice from the SLCC, there is no better way to ringfence these funds than an EMR. It is possible to update the name of the EMR to clearer state that the funds should ONLY be used for the War Memorial Clock should the Council choose to do so.

25.10 Local Highway and Footway Improvement Group (LHFIG)

The Clerk will raise a MyWilts report for the issues with the condition of The Butts to be addressed.

UPDATE: The Clerk has contacted a Highways Engineer for advice prior to raising a MyWilts request to establish if this is most appropriate way of reporting given the number of defects that require attention.

Wiltshire Council

Section 14(1) of the Road Traffic Regulation Act 1984

Temporary Closure of: C67 (Part), Purton (Ref: TTRO 10472)

Notice is hereby given that the Wiltshire Council has made an Order to close temporarily to all traffic:

C67 (Part), Purton; from its junction with B4696 to its junction with Ringsbury Close.

To enable: Wiltshire Council to carry out carriageway resurfacing and other associated works.

Alternative route: via C67 (unaffected length) – C414 – Coped Hall – B4042 – B4696 and vice versa.

The closure and diversion route will be clearly indicated by traffic signs.

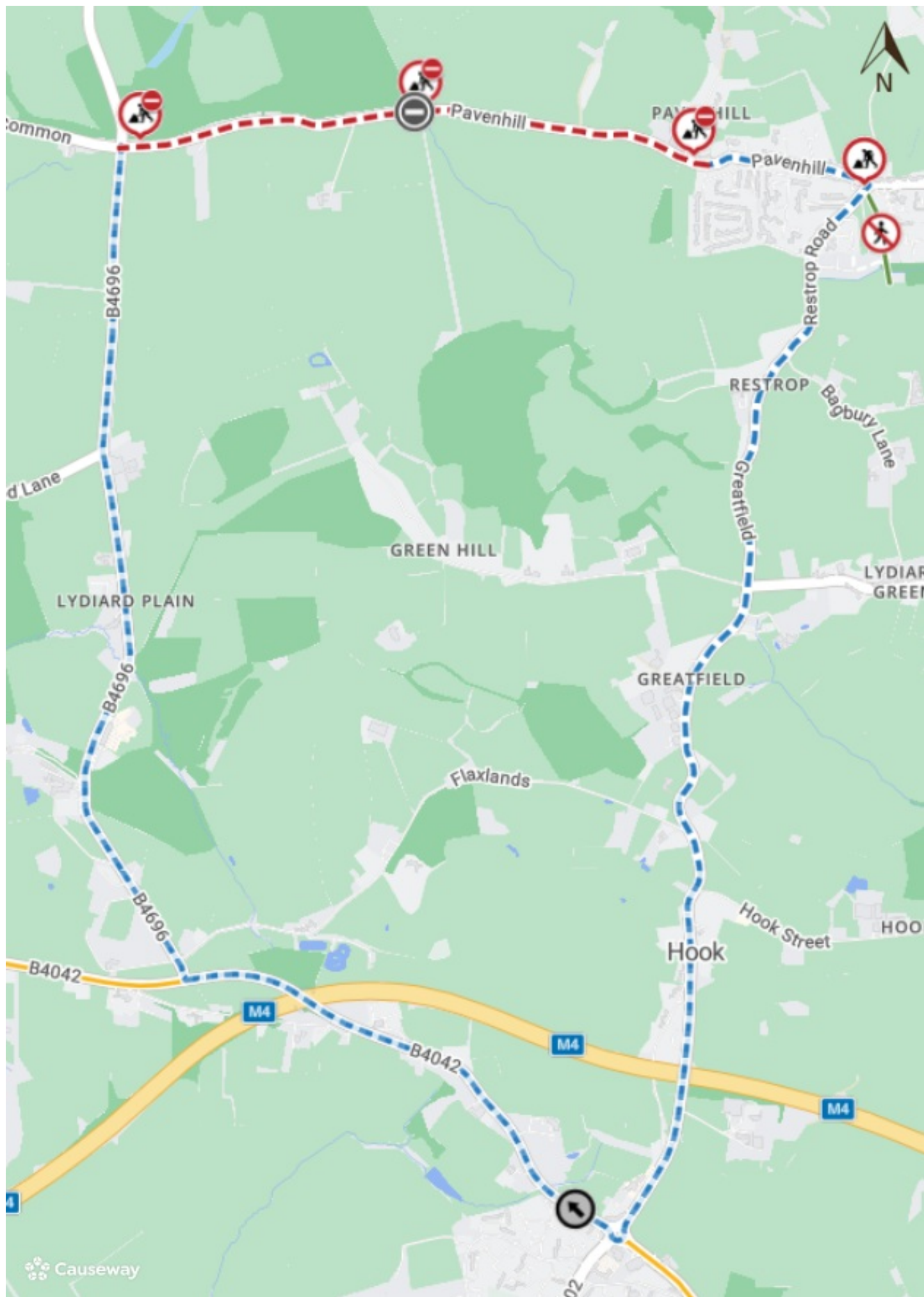
This Order which previously came into operation on 31 March 2025 will now recommence on 14 July 2025 and the closure will be required between the hours of 07:00 and 19:00 until 23 July 2025. It is anticipated that the works will take the stated duration to complete depending upon weather conditions. Access will be maintained for residents and businesses where possible, although delays are likely due to the nature of the works. The Order has a maximum duration of 18 months.

For further information please contact Wiltshire Council on 0300 456 0100.

Highways Assets and Commissioning, County Hall, Bythesea Road, Trowbridge BA14 8JN

10 July 2025

Indicative Plan : C67 (Part), Purton



The SSEN Grant has once again opened for this year. The grant gives an opportunity for communities and community groups (including Parish Councils) to bid for:

1. Low Carbon technologies
2. Resilience items

Wiltshire and Swindon areas have been very successful with grant applications in the last few years, so it's a great opportunity not to be missed.

All the details can be found here: [Powering Communities to Net Zero fund - SSEN](#)

The bid closes on Wednesday 25th June 2025.

Kind regards

Camella Town & Chris Manuel
Wiltshire & Swindon Prepared (LRF)



Further to comments submitted in respect of the Wiltshire Local Plan Regulation 19 consultation, I email to inform you that the Secretary of State has appointed Planning Inspectors Philip Mileham BA(Hons) MA MRTPI and Gareth Wildgoose BSc(Hons) MSc MRTPI to conduct an Examination into the soundness and legal compliance of the Local Plan.

I will act as Programme Officer for the Examination and will be responsible for assisting the Inspectors with the administrative and procedural aspects of the Examination process. I am not an Officer of the Council and have not been involved in the preparation of the Local Plan. I will be your primary point of contact for any queries you may have throughout the Examination process.

As part of their Examination, the Inspectors will hold a focussed hearing session in relation to the Duty to Co-operate. THE HEARING WILL COMMENCE AT 10AM ON THE 24 JUNE 2025 WITHIN THE CIVIC CENTRE, ST STEPHEN'S PLACE, TROWBRIDGE, WILTSHIRE, BA14 8AH.

Guidance Notes have been prepared by the Inspectors to explain many of the procedural and administrative aspects of the focused hearing. The Inspectors' Matters, Issues and Questions provide the framework for any further written submissions you may wish to make and provide the foundation for discussions during the hearing session. The Hearing Programme sets out the schedule for the Hearings.

An Examination Website has been established and will be regularly updated throughout the process.

As a respondent, you have three options available to you in relation to this stage of the Examination:

1. If you are content to rely on your original comments, do not intend to provide any further written comments or are interested in matters beyond the scope of the Duty to Co-operate there is no need for you to do anything further at this stage.
2. If objections were raised within your consultation response to the Duty to Co-operate you are welcome to submit further comments in response to the questions the Inspectors have identified. The deadline for submission of Written Statements is 5PM ON 3 JUNE 2025.
3. If the Matters identified are relevant to your consultation response and you wish to participate in the Hearing Session please let me know by 5PM ON 3 JUNE 2025. Representors requesting to participate during the hearing session are also welcome to supply Written Statements should they wish to do so, in accordance with the guidance and deadline.

If you have any queries at this stage, please do not hesitate to contact me and I shall be happy to assist.

Regards

Ian Kemp
Programme Officer

Lydiard Millicent Parish Council

Internal Audit Report FY2024-25

Claire Lingard
Consultant Auditor

For and on behalf of
Auditing Solutions Ltd

Background

Statute requires all town, parish and community councils to arrange for an independent internal audit examination of their accounting records and system of internal control and for the conclusions to be reported each year in the Annual Governance and Accountability Return.

This report sets out the work undertaken in relation to the Internal Audit process for the 2024-25 financial year which took place on the 6th of May 2025.

Internal Audit Approach

In concluding our review for the year, we have again had regard to the materiality of transactions and their susceptibility to potential mis recording or misrepresentation in the year-end Statement of Accounts / Annual Return. Our programme of cover is designed to afford appropriate assurance that the Council has appropriate and robust financial systems in place that operate in a manner to ensure effective probity of transactions and to afford a reasonable probability of identifying any material errors or possible abuse of the Council's own and the national statutory regulatory framework. The programme is also designed to facilitate our completion of the 'Internal Audit Report' as part of the Council's Annual Governance and Accountability Return process, which requires independent assurance over a number of internal control objectives.

Overall Conclusions

We report that, on the basis of the work undertaken to date in the current year, the Council is now operating robust, proportional and effective internal controls in all areas reviewed. Resultantly we made only two recommendations for improvement, during the 2024-25 financial year. These recommendations are included in the main body of the report and the associated Action Plan.

We take this opportunity to congratulate the new Clerk & RFO and note her efforts to continue to maintain the Council's governance, finance and administration functions to the required standards. We note that the Clerk & RFO has presented the requested electronic documentation and backup files required to complete this audit in an exemplary manner on a timely, secure basis, making the internal audit process straightforward.

Finally, we ask that Council Members consider the content of this report and acknowledge that the report has been formally reviewed and adopted by the Parish Council.

Review of Accounting Records & Bank Reconciliations

Our objective here is to ensure that the accounting records are being maintained accurately and currently and that no anomalous entries appear in cashbooks or financial ledgers. We note that the Council uses the Rialtas Alpha accounting software package for local councils to maintain the accounting records, also noting that during the 2024-25 financial year the Council retained its funds one bank accounts and an investment fund as follows:

- Cashbook 2 – CCLA Public Sector Deposit Fund
- Cashbook 3 – Unity Trust Bank
- Cashbook 5 – Lloyds Charge Card
-

We have noted the following: -

- Agreed the opening Trial Balance in the accounting software for 2024-25 financial year to the closing Trial Balance for the 2023-24 financial year to ensure that all the detailed balances have been properly brought forward;
- Noted that quality of data entry in all the Council's Cashbooks, (2, 3 and 5) is of a generally high quality;
- Checked and verified the detail of the transactions recorded on the CCLA PSDF account (Cashbook 2) and the Unity Trust Bank account (Cashbook 3) and the Lloyds Charge Card account (Cashbook 5) to the supporting bank statements for April, June and December 2024 and March 2025;
- Checked and verified the detail on the 31st of March 2025 bank reconciliations on the CCLA PSDF account (Cashbook 2) the Unity Trust Bank account (Cashbook 3) and the Lloyds Charge Card account;
- Noted that the Members have continued to maintain a Financial Accounts checking team, which pay detailed scrutiny to the Council's quarterly accounts; and,
- Considered the appropriateness and security of the controls over software systems back-up, noting that the Council's email system is managed and backed up by an external IT consultancy: Datacenta. The Council's computer system including Rialtas is all managed and backed up by Microshade.

Conclusion

There are no matters arising in this area of review warranting formal comment or recommendation.

Review of Corporate Governance

- Noted that Council received an unqualified External Auditor's report for the 2024-25 financial year;
- Noted that the Council remains ineligible to adopt the General Power of Competence due to the lack of unelected members;
- Reviewed the Minutes of the Full Parish Council for the full financial year to the 31st of March 2025 to ensure that no issues affecting the Council's financial stability either in the short, medium or long term exist, noting that improvements in the referencing of the Council's Minutes would be beneficial;

- Noted that the Parish Council reviewed and re-adopted its Standing Orders and Financial Regulations at its 02nd of May 2024 Annual Meeting under Minute Reference 24/005, and 24/006 respectively. Both documents are based on NALC model documents;
- Noted that the Financial Regulations were reviewed a further two times during the 2024-25 financial year, lastly during the 09th January 2025 meeting of the Parish Council under Minute reference 24.206;
- Noted that the Parish Council maintains a comprehensive official website, which as far as can be ascertained is fully compliant with the prevailing Accessibility legislation and is easy for visitors to use with information readily accessible. Since our last review, the website has been extensively updated and is content rich. The website is published at <https://www.lydiardmillicent-pc.gov.uk/> ;
- Noted that the Parish Council correctly provided the proper opportunity for the Exercise of Public Rights in accordance with the requirements of the Accounts and Audit Regulations for the examination of the 2023-24 financial year financial statements and supporting documents. The Notice of Exercise of Public Rights was, (and remains), published on the Council's website under the FY2023-24 'Finance' hyperlink: [Notice of EoPR FY2023-24](#) and was prominently displayed on the Council's noticeboards. The published Notice records an announcement date as the 21st of June 2024, with a commencement date of the 25th of June 2024 and a conclusion date of the 05th of August 2024; a period of exactly 30 days including the first 10 working days in July;
- Noted that the Notice of Conclusion of Audit, dated the 30th September 2024 has been published on the Council's website under the FY2022-23 'Finance' hyperlink: [Notice of Conclusion of Audit FY2023-24](#) and was displayed on the Council's noticeboards;
- Noted that the Council continues to retain the professional services of Peninsula, via Business Safe in relation to its Risk Management and Risk Assessment requirements; and,
- Noted that the Council has taken reasonable steps to ensure continued compliance with the General Data Protection Regulation (GDPR) including maintaining registration with the Information Commissioners Office and the provision of dedicated email addresses for the Council's Officers and Members.

Conclusion and recommendation

Our review of the minutes of Full Council for the full year provided clear evidence that the Council's Minutes were not referenced to Best Practice standards the following reasons:

- 1. Multiple examples of agreement, noting or acceptance without formal Resolution or record of Actions to be taken;***
- 2. Multiple items of business routinely conflated underneath a single Minute reference with no unique identification;***
- 3. Documents accompanying the Agenda were not properly identified in the Minutes; and,***
- 4. Ineffective reporting of financial matters - a lack of specificity.***

Recommendations

The Approved and Published Minutes of a Council are the Legal Record of all the Council's Business. As such, it is important that the person holding the position of the proper officer, and/or the person responsible for creating the Agenda, Agenda Pack and drafting the Minutes for Approval understands how both should be constructed and the Minutes of a meeting recorded:

- R1. Items of business resolved under a full Minute reference should each be uniquely referenced for ease of identification: 002/25 (a), (b), (c) for example.*
- R2. All matters pertaining to financial decisions must record an associated Resolution against a unique reference using specific language, without ambiguity. For example:*

FINANCIAL MATTERS

- (a) Members Received and Approved the Bank Reconciliation statements for the Unity Trust Bank current account as at the 31st of March 2025 with a closing balance of £xx.xx*
- (b) Members Received and Approved the Bank statement for the Unity Trust Bank current as at the 31st of March 2025 with a closing balance of £xx.xx*
- (c) Members Received and Approved the Schedule of Payments reference SoP/12/2024-25, to the 31st of March 2025 attached as Appendix 'A', in the amount of £xx.xx, and initialled the corresponding payment documents, including invoices as having been Approved.*
- (d) Members Received and noted the Schedule of Receipts to the 31st of March 2025 as recorded, in the amount of £xx.xx, and initialled the corresponding receipts;*
- (e) Members received and noted the Clerk & RFO's Budget vs. Actual report to the 31st of March 2025.*

Review of Expenditure

Our aim here is to ensure that: -

- Council resources are released in accordance with the Council's approved procedures and budgets;
- Payments are supported by suitable documentation, either in the form of an original trade invoice or other appropriate form of document confirming the payment as due and/or an acknowledgement of receipt, where no other form of invoice is available;
- All discounts due on goods and services supplied are identified and appropriate action taken to secure the discount;
- The correct heading codes have been applied to invoices when processed; and,
- VAT has been appropriately identified and coded to the control account for periodic recovery.

We have conducted a detailed examination of a sample of non-salary related payment documents made by the Council in the 2023-24 financial year, with the selection criteria of every payment in excess of £1,000 and every 25th payment irrespective of value. A total of 38 payment documents, with a total value of £67,859.40, and equating to approximately 63.8% of all non-payroll related payments was checked and verified. There was clear evidence of both Clerk & RFO and Member scrutiny applied to each document, in full compliance with the Council's adopted Standing Orders and Financial Regulations.

We have noted that there was a single formal tender process undertaken during the 2024-25 financial year. The tender process was managed correctly and in full compliance with the Council's Financial Regulations with the Request for Tenders being advertised on the Government's procurement portal 'ContractsFinder' on the 11th of November 2024. Members Resolved to Award the Contract to the vendor issuing Response to Tender 'C', during the 23rd of January 2025, under Minute reference 24/228

Finally, in this area of review we note that the Council submits a single VAT reclaim for the prior financial year, each year. The VAT reclaim prepared for the 2024-25 financial year, in the amount of £10,612.39 was in the process of being submitted as at the date of this year-end Internal Audit. We confirm that this balance has been disclosed under 'debtors' on the year-balance sheet supporting the FY2024-25 Accounting Statements. We also note that the disclosed charge card balance as at the 31st of March 2025 was zero, satisfying the requirements of JPAG the Practitioners Guide.

Conclusions

There are no matters arising in this area of review warranting formal comment or recommendation.

Review of Assessment & Management of Risk

Our aim here is to ensure that the Council has put in place appropriate arrangements to identify all potential areas of risk of both a financial and health and safety nature, whilst also ensuring that appropriate arrangements exist to monitor and manage those risks to minimise the opportunity for their coming to fruition.

We note that the Council continues to demonstrate a robust and proportionate approach to Risk Management, utilising the retained the services of Peninsula, via Business Safe for the provision of Health and Safety Advice. The Council has a Risk Management Policy in place and has adopted a detailed Finance and Health & Safety Risk Register which is reviewed and amended from time to time during the financial year.

We also note that the Council undertakes specific Risk Assessments for areas of critical risk on a case by case basis, for example; the Fire Risk Assessment which was undertaken at the Jubilee Club House, Risk Assessments at the Council's play area and recreation ground. Members last reviewed and readopted the Council's Health & Safety Risk Register during the 13th of March 2025 meeting of the Full Parish Council under Minute reference 24/259.

The Council continues to place its insurance requirements with Ansvar Insurance, a business division of Ecclesiastical Insurance Office plc, under policy number ACY 2381667 has a period of cover of the 1st of June 2024 to the 31st of May 2025. The key features of the policy's schedule are:

Employers Liability	£10,000,000
Public Liability	£10,000,000
Trustees' & Directors' Liability	£1,000,000
Legal Expenses	£250,000
Libel & Slander	£100,000
Fidelity Guarantee	£25,000
All Risks	£14,150
Personal Accident	£15,000
PR Crisis – any incident	£5,000

We consider this level of cover appropriate for the Council's immediate and ongoing requirements.

Finally, in this area of review, we note that the Council is responsible for the management and maintenance of the Jubilee House/Meadow Springs Play Area and Recreation Ground which contains football and cricket pitches.

The Council is responsible for the Jubilee House/Meadow Springs Play Area and Recreation Ground which contains football and cricket pitches which are managed under the Council's Play Area Management Policy originally Adopted by Members during the 2022-23 financial year and reviewed annually thereafter. We note that the Clerk & RFO and Members continue to respond to any deficiencies identified in the annual independent play area inspection report which is conducted by RoSPA Play Safety Ltd.

The Council's published minutes confirm that Members pay close attention to Health & Safety aspects of its recreation facilities on an ongoing basis. The Clerk & RFO also informs us that representatives of the football and cricket teams check the pitches for issues before matches begin and report any defect to her via e-mail.

Conclusion

There are no matters arising in this area of review warranting formal comment or recommendation.

Review of Precept Determination & Budgetary Control

Our aim here is to ensure that: -

- The Council has undertaken a budget determination exercise, which forms the basis of the annual Precept request from the parent Council;
- The Council has received monthly reports identifying the budget position throughout the year, the accuracy of these are also reviewed during the Audit Committee meeting;
- The Council has formally approved the establishment of specific reserves; and,
- The utilisation of reserves and the return of unused balances to the General Fund are reported to the Council on a monthly basis.

We note from the Council's published Minutes, and the supporting documentation provided by the Clerk & RFO, that the Council conducted a detailed budget setting and Precept determination process for the 2025-26 financial year. The Council's Minutes confirm that a series of budget and reserves reviews were undertaken during the Council's October, November and December 2024 meetings. Subsequently Members Resolved to establish the Precept for the 2025-26 financial year, in the amount of £67,055 (£64,151 prior-year), at the 09th of January 2025 meeting of the Full Parish Council, under Minute reference 24/207. This increase equates to an annual Council Tax for a Band 'D' property in the amount of £85.49, an increase of £3.75, equivalent to 4.58%, above the prior year.

We note that the Council held nine formally established Earmarked Reserves (EMRs) as at the 31st of March 2025. We have reviewed the level of these reserves noting an opening balance of £61,566.61, net in-year transfers of -£34,506.87 resulting in a closing balance of £27,059.72. The EMRs are recorded in the Rialtas Alpha accounting software and that all the Council's payments are made from the appropriate reserve fund, at the instruction of the Members.

The Clerk & RFO has advised us that the EMRs have been further reviewed with Members to ensure that they are replenished, by virement, to meet the Council's budgetary requirements for the 2025-26 financial year.

We have checked and verified the closing balances for the 2024-25 financial year, noting that the Council held total reserves as at the 31st March 2025, in the amount of £80,965.61 (£112,224 prior-year), of which £27,059.72 (£61,566.61 prior-year) were held in Earmarked leaving a residual General Reserve fund of £53,906 (£50,657 prior-year) equating to approximately 5 months' reserve based on the average monthly 2024-25 level of expenditure, sitting comfortably within the upper range of the generally accepted guidance of the Chartered Institute of Public Finance and Accountancy (CIPFA), that smaller authorities should retain between 3 and 6 months of General Reserve fund based on prior year expenditure. We have noted the Clerk & RFO's comments regarding the further virement of General Reserve funds into EMRs to meet the Council's budgetary requirements for the 2025-26 financial year and consider the level of retained funds appropriate for the Council's immediate and ongoing requirements.

Finally, in this area of review we have noted the year-end out-turn and examined significant variances in excess +/- of 15% of budget. The Clerk & RFO's variance report contained satisfactory explanations for each variance recorded.

Conclusion

There are no matters arising in this area of review warranting formal comment or recommendation.

Review of Income

In this area of our review, we aim to ensure that income due to the Council is identified, invoiced (where applicable) and recovered at the appropriate rate and within a reasonable time scale. Additionally, that all physically received funds are banked promptly in accordance with the Council's Financial Regulations.

We have noted that the Council no longer receives cash payments for its services.

We note that other than the Precept, the Council derives income from a number of sources which include the following:

- Cemetery Fees
- Football Fees for field hire
- Cricket Fees for field hire
- Fees for hire of meeting room
- Fees for field hire
- Rural Payments Agency (RPA) Fees re: Lydiard Plain
- VAT reclaims
- Bank interest
- Occasional Grant and Donations

We have noted that the Council has met its duty to review its fees during the financial year, Resolving its Cemetery and General fees for the 2024-25 financial year at the 9th of November 2023 meeting of the Full Parish Council under Minute reference 23/110 and 23/111 respectively.

We have checked and verified that the Council's fees have been correctly published on its website and reviewed the Council's Adopted Terms and Conditions of Hire with no matters arising.

We have reviewed the following income streams for months of April, June, September and December 2024 and March 2025 as follows with no matters arising:

- Checked & Verified the receipt of the RPA payment in respect of Lydiard Plain;
- Checked & Verified the Junior Football fees;
- Checked & Verified the Cricket fees; and,
- Checked & Verified the Meeting room fees.

With regards to the Cemetery and Memorial fees, we have confirmed all receipts for the 2024-25 financial year have been recorded correctly, and the associated interment and memorial charges levied correctly with eight interments being recorded in the Register.

Finally, in this area of our review, we have noted that the Clerk & RFO has concluded her efforts recover the outstanding income that had not been correctly collected under the tenure of her predecessor and that this matter has now been closed.

It is our opinion that, as far as we are reasonably able to ascertain, all other income due to the Council has been received and recorded appropriately.

Conclusion

There are no matters arising in this area of review warranting formal comment or recommendation.

Review of Petty Cash Account

Lydiard Millicent Parish Council does not operate a Petty Cash account. The Clerk & RFO and Members purchase items and seek reimbursement of funds, via expense claims which are subject to the same scrutiny as all other payment documents.

The Clerk & RFO has advised us that the multi-use (charge) card, from the Unity Trust Bank, to enable the Council to make online purchases has been in use from July 2023.

The Review of charge card transactions was conducted, along with all other payments, under our Review of Payments.

Conclusion

There are no matters arising in this area of review warranting formal comment or recommendation.

Review of Staff Salaries

In examining the Council's payroll function, we aim to confirm that extant legislation is being appropriately observed as regards adherence to the Employee Rights Act 1998 and the requirements of HM Revenues and Customs (HMRC) legislation as regards the deduction and payment over of income tax and NI contributions, together with meeting the requirements of the local government pension scheme, as last amended with effect from 1st April 2018 in terms of employee contribution percentages. To meet that objective, we have:

- Noted that there has been one staff change during the 2024-25 financial year to the 31st of March 2025 with a new staff member joining the Council;
- Noted that the Council payroll administration remains outsourced to DM Payroll Services;
- Checked and verified the payroll reports for the financial year from the 1st of April 2024 to the 31st of March 2025 with no matters arising;
- Noted that Tax and NI deductions have been paid to HMRC in a timely manner, monthly in arrears;
- Noted that an Administrator was employed to cover the Clerk & RFO's bereavement leave and was able to claim variable pay for overtime, which as in all cases, was approved by Members prior to the payroll figures being submitted to DM Payroll Services for processing. The Clerk & RFO has stated that this is not normal practice; and,
- Noted that the Council is properly enrolled in the NEST Pension Scheme, but that all employees were 'opted out' during the 2024-25 financial year

Conclusion

There are no matters arising in this area of review warranting formal comment or recommendation.

Review of the Fixed Asset Register

The Governance and Accountability Manual requires all councils to maintain a record of all assets owned. We note the Council's compliance with this requirement; the Clerk maintains and manages an appropriate register with values identified both at cost price or, when unknown, at the best approximation thereto, together with the annually uplifted insurance value to assist with budgetary planning for future replacements.

We have noted that the Council currently maintains its Fixed Asset Register in a basic Microsoft Excel spreadsheet.

We have noted that the Council was instructed by the External Auditor, upon the submission of the 2023-24 AGAR, to 'Restate' the purchase value, rather than to adjust the insurance value of the Jubilee Club Hall on the Fixed Asset Register. This instruction was as a result of the outgoing Clerk & RFO's statement contained within the 2023-24 Variance Report. The Clerk's Statement was as follows:

"Following an insurance claim the building owned by the Council was surveyed by a loss adjuster, on his advice and that of our insurance company the amount was amended on the Asset Register from £170,000 to £330,604 = £160,604."

Resultantly, we have reviewed the Council's Fixed Asset Register (FAR) value stated as at the 31st of March 2025 in accordance with this 'Restatement':

1. Original FAR value stated as at the 31.03.24 - £307,170.00.
2. Restated FAR value, at External Auditor's instruction, as at the 31.03.24 - £467,774.00.
3. FAR value stated as at the 31.03.25 £467,774.00 in line with in-year acquisitions.

We have checked and verified that this value has been correctly reported in the Accounting Statements at Box 9 of Section 2 and have updated our permanent Annual Return records accordingly.

Conclusion

There are no matters arising in this area of review warranting formal comment or recommendation.

Review of Investments & Loans

Our objectives here are to ensure that the Council is “investing” surplus funds, be they held temporarily or on a longer term basis in appropriate banking and investment institutions, that an appropriate investment policy is in place, that the Council is obtaining the best rate of return on any such investments made, that interest earned is brought to account correctly and appropriately in the accounting records and that any loan repayments due to or payable by the Council are transacted in accordance with appropriate loan agreements.

We noted that the Council has a formal Investment Policy in place.

The Council holds its funds a Unity Trust Bank current account We have verified the 31st of March 2025 account balances with reference to electronic copies of the prime supporting documentation and the disclosed balances in the corresponding account reconciliations. We have also noted that the funds retained in these accounts, being less than £85,000 are fully protected by the Government’s Financial Services Compensation Scheme.

The Council holds surplus funds in a CCLA Public Sector Deposit Fund account. We have verified the 31st of March 2025 account balance with reference to an electronic copy of the account statement and the disclosed balances in the corresponding account reconciliation and agreed the dividend reinvested in the account has been properly recorded.

The Clerk & RFO has certified that Council has no loans, either owed, or let by it.

Conclusion

There are no matters arising in this area of our review warranting formal comment or recommendation.

Statement of Accounts and Annual Return

The Council’s Rialtas accounting system automatically generates the Management Accounts, Balance Sheet, Trial Balance, Income & Expenditure Accounts and Reserves reports as part of the software’s year-end closed down procedure.

We have checked and verified these reports, against prime documentation, and consider that the Council’s Accounting reports accurately records the 2023-24 financial year’s transactions. The software also generates the detail for inclusion in the year’s Annual Return, which we have also verified as being consistent with the accounting and other relevant supporting records.

We have also reviewed the procedures in place for identifying year-end debtors, creditors and accruals and agreed the detailed values recorded in the year-end Balance Sheet to the underlying records with no long-standing unpaid accounts or other issues arising.

Conclusion

We are pleased to record that there are no matters arising in this area of our review warranting formal comment or recommendation and, on the basis of the work undertaken during the course of our review for the year, we have “signed off” the Internal Audit Certificate in the Annual Governance and Accountability Return, assigning positive assurances in all areas.

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NOTE TO REPORT

We confirm that all confidential & sensitive information, supplied for the purposes of this audit including, Personnel Minutes, Payroll and Employment data have been permanently deleted from Auditing Solutions Ltd.’s servers and any printouts made for the purposes of this audit have been destroyed in accordance with the Company’s data and document retention policies and with the prevailing General Data Protection Legislation.

Rec. No.	Recommendations	Response
Review of Corporate Governance		
R1	Items of business resolved under a full Minute reference should each be uniquely referenced for ease of identification: 002/25 (a), (b), (c) for example.	
R2	All matters pertaining to financial decisions <u>must</u> record an associated Resolution against a unique reference using specific language, without ambiguity. For example: FINANCIAL MATTERS (a) Members Received and Approved the Bank Reconciliation statements for the Unity Trust Bank current account as at the 31 st of March 2025 with a closing balance of £xx.xx (b) Members Received and Approved the Bank statement for the Unity Trust Bank current as at the 31 st of March 2025 with a closing balance of £xx.xx (c) Members Received and Approved the Schedule of Payments reference SoP/12/2024-25, to the 31 st of March 2025 attached as Appendix 'A', in the amount of £xx.xx, and initialled the corresponding payment documents, including invoices, as having been Approved. (d) Members Received and noted the Schedule of Receipts to the 31 st of March 2025 as recorded, in the amount of £xx.xx, and initialled the corresponding receipts; (e) Members received and noted the Clerk & RFO's Budget vs. Actual report to the 31 st of March 2025.	

Annual Internal Audit Report 2024/25

ENTER NAME OF AUTHORITY
Lydiard Millicent Parish Council

ENTER PUBLIC WEBSITE OR E-MAIL ADDRESS
www.lydiardmillicent-pc.gov.uk

During the financial year ended 31 March 2025, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2024/25 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.			✓
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2023/24, it met the exemption criteria and correctly declared itself exempt. <i>(If the authority had a limited assurance review of its 2023/24 AGAR tick "not covered")</i>			✓
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✓		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations <i>(during the 2024-25 AGAR period, were public rights in relation to the 2023-24 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set)</i> .	✓		
N. The authority has complied with the publication requirements for 2023/24 AGAR <i>(see AGAR Page 1 Guidance Notes)</i> .	✓		
O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable
			✓

No petty cash system in use

Not exempt from Limited Assurance Review in 2024.

Not responsible for any charitable or trust fund.

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

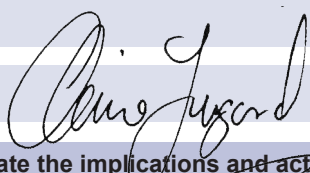
Date(s) internal audit undertaken

06/05/2025

Name of person who carried out the internal audit

C Lingard for Auditing Solutions Ltd

Signature of person who carried out the internal audit



Date

22/05/2025

***If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).**

****Note:** If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

Section 1 – Annual Governance Statement 2024/25

We acknowledge as the members of:

ENTER NAME OF AUTHORITY

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2025, that:

	Agreed		
	Yes	No*	'Yes' means that this authority:
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.			<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.			<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.			<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.			<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.			<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.			<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.			<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.			<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			<i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>

***Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

This Annual Governance Statement was approved at a meeting of the authority on:

DD/MM/YYYY

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chair and Clerk of the meeting where approval was given:

Chair

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

Section 2 – Accounting Statements 2024/25 for

ENTER NAME OF AUTHORITY

	Year ending		Notes and guidance
	31 March 2024 £	31 March 2025 £	
1. Balances brought forward			<i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.</i>
2. (+) Precept or Rates and Levies			<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts			<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
4. (-) Staff costs			<i>Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.</i>
5. (-) Loan interest/capital repayments			<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
6. (-) All other payments			<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward			<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>
8. Total value of cash and short term investments			<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.</i>
9. Total fixed assets plus long term investments and assets			<i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i>
10. Total borrowings			<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)				<i>The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.</i>
11b. Disclosure note re Trust funds (including charitable)				<i>The figures in the accounting statements above exclude any Trust transactions.</i>

I certify that for the year ended 31 March 2025 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

SIGNATURE REQUIRED

Date

DD/MM/YYYY

I confirm that these Accounting Statements were approved by this authority on this date:

DD/MM/YYYY

as recorded in minute reference:

MINUTE REFERENCE

Signed by Chair of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED

Members are requested to REVIEW the following report and APPROVE the proposed response to Purton Parish Council Neighbourhood Plan

Background

Purton Parish Council has submitted their draft Neighbourhood Plan to Wiltshire Council for review. The main area of concern relates to the inclusion of 326 proposed new houses in the plan, 300 of which will be a new development to the south of Purton, with access via Restrop Road and Manor Hill. This is despite the fact that the developing Wiltshire Local Plan states that there is a net zero requirement for new housing in Purton.

The Plan has not changed significantly from the previous iteration that was published for review late in 2024, so we are proposing that the Council uses a slightly modified version of our previous response to comment on the plan as shown below (items in blue have been added).

Lydiard Millicent Parish Council response to Purton Parish Council draft Neighbourhood Plan

Lydiard Millicent Parish Council (LMPC) has reviewed the Purton Parish Council (PPC) draft Modified Neighbourhood Plan (the Plan) and has the following concerns regarding the proposed development to the south of the Parish because:

- The Plan contradicts the draft Wiltshire Local Plan which states that there is a net zero requirement for new housing in Purton **and doesn't include any proposed developments in the parish**. If both plans are approved this will lead to confusion and potentially approval for a larger number of developments than is required in the RWB and Cricklade area, leading to a disproportionate loss of greenfield locations.
- If both plans are approved, this would potentially result in significant developments to the north of Lydiard Millicent (in Purton) and to the south (in Lydiard Tregoze), putting significant strain on the local infrastructure and negatively impacting the character of the area.
- The Plan states that the PPC Housing Needs Assessment (HNA) identified a requirement for 100 affordable homes and proposes to cater for approximately 330 houses to meet this requirement. The PPC HNA figures are based on figures for the whole of Wiltshire, pro-rated according to the population of Purton, which fails to take into account the different characteristics across the county, which includes locations such as Salisbury, and Trowbridge and the varying requirements of the population.
- PPC also undertook a Housing Needs Survey in 2024, to get information on residents' needs and views. This survey identified that 68% of respondents would not support a large development in order to provide affordable housing, therefore the proposed development does not appear to have the support of the local community. **We note that this document is referred to in Appendix A of the Plan, but it is not included as supporting documentation on the Wiltshire Council website.**
- The proposed development to the south of the parish includes an access road onto Restrop Road, putting further strain on Greenhill Crossroads and Greatfield, both of which have been flagged with Wiltshire Local Highways and Footpath Improvement Group due to issues with the road infrastructure.

Members are requested to NOTE the report.

Update

The VE Day 80 Working Party held its final meeting on 19 May.

The feedback from the team and members of the public was that the event was a resounding success. The weather was perfect, there were no incidents, everyone appeared to have a good time and it created a real feeling of community.

As part of the event, we raised a total of £1,062.60 for charity, which will be split equally between the Royal British Legion and Scotty's Little Soldiers.

The general consensus was that it would be good to do another event in the future, using the same approach and core group, but limiting it to a single day, as a three-day event was very challenging given the relatively small number of volunteers.

Thanks need to go to (in no particular order):

- The Parish Hall refreshments team
- All Saints Church flower arrangers and bell ringers
- Nigel Stuckey
- Steve Gulliford
- Westlea Fire Station
- Purton & Lydiard Millicent Scouts
- Malmesbury Morris Dancers
- Dance and Fitness with Kim
- Grace Vocal
- 4th Wiltshire's WW2 Living History Group
- Other military vehicle owners
- Volunteers who helped with parking and manning stalls

Most of all though, I would like to thank the Working Party Team who came together and put so much work into the event, both in the runup and over the three days. This consisted of:

- Mel Allsop
- Keith Allsop
- Mike Brewser
- Hayley Graham
- Becky Gulliford
- Alan Pfleger
- Carolyn Savory
- Richard Selwood
- Mike Sharp
- Cath Sharp
- Jo Sprules

Sally Westwood – VE 80 Working Party Chairman



Lydiard Millicent Pre-school

The Butts
Lydiard Millicent
Swindon
SN5 3LR

Tel: 01793 772981

www.lydiardmillicentpreschool.org

Email: admin@lydiardmillicentpreschool.org

Registered charity no. 1029771

27 May 2025

Dear Hayley

Application for Grant for Voluntary Organisations - Lydiard Millicent Pre-school

On behalf of the committee responsible for the successful running of Lydiard Millicent Pre-school, I write with regards to my enclosed application for a grant for voluntary organisations offered by the parish council. Our preschool setting is dedicated to providing a nurturing and enriching early learning environment for young children in our community, and this grant will be invaluable in helping us continue our mission.

As a charitable organisation, we strive to ensure that all children, regardless of their background, have access to high-quality early childhood education. With the support of the parish council, we hope to further enhance our learning resources, provide additional support for families in need, and improve our facilities to create an even more engaging and safe educational space that will allow us the opportunity to continue serving local children and families well into the future.

Post-COVID the preschool has at times faced financial uncertainty, with significant pressure on our budget, like so many other charitable organisations, particularly early years settings, up and down the country. The committee has worked hard alongside the dedicated pre-school staff to re-establish strong headcount and financial security over the last 18-24 months, and we believe now is the opportune moment to reinvest in making our setting as appealing and enriching as possible for the community we serve. Whilst we have done our best to act fiscally responsibly and have always endeavoured to strike a balance between sound financial judgement and making budget available for the children's resources it is inevitable that, sadly, our recent ability to ringfence money for large capital expenditure has remained a challenge.

I have attached our completed application form along with the necessary documentation outlining our latest audited financial position. We greatly appreciate your consideration and would welcome the opportunity to discuss our application further at your convenience.

Yours sincerely

Tom Saunders
Chair of the Committee, Lydiard Millicent Pre-school

LYDIARD MILLICENT PARISH COUNCIL

Application for Grant for Voluntary Organisations Local Government Act 1972, Section 137

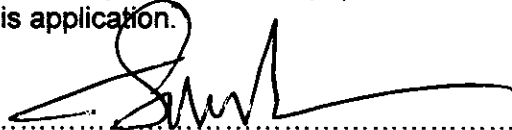
Please note: that this application will not be considered unless it is accompanied by a copy of the latest set of annual accounts showing the organisations income, expenditure and level of balances. If the organisation does not prepare annual accounts, copies of the bank statements covering the previous six months must be enclosed.

1.	Name of Organisation	Lydiard Millicent Preschool
2.	Name, Address and Status of Contact	The Butts, Lydiard Millicent SN5 3LR
3.	Telephone Number of Contact	07908 225035
4.	Is the Organisation a Registered Charity?	Yes /No Charity number: 1029771
5.	Amount of grant requested	£500
6.	For what purpose or project is the grant requested?	Capital investment required for the replacement of key facilities, resources and equipment such as garden equipment, carpentry, flooring etc as part of an overall outdoor enrichment project to revitalise equipment that has far exceeded its expected usable lifetime, including in particular; - Building a new roof to the garden pergola - Fitment of a new floor to the children's wooden fort - Replacement of arbour located in the children's fairy garden, which acts as an important retreat for the children when needed - Installation of new flooring in the children's outdoor mud kitchen - Replacement of dilapidated perimeter fencing panels - Replacement of garden planters and trellising used by the children for important horticultural education - Replacement of one large garden shed - Replacement of one small garden shed
7.	What will be the total cost of the above project?	Approximately £15,000
8.	If the total cost of the project is more than the grant, how will the residue be financed?	a) Committee fundraising efforts, YTD we have raised approx.£1k b) Parent donations

		c) Applying for other grants. d) Efforts made (and ongoing) to source labour donations, for example we have approached the RWB Shed e) We have reached an agreement with Kellaway Building Supplies, Swindon for the supply of raw materials for the mud kitchen floor replacement (worth approx. £500) as a donation f) We are considering a next step initiative of applying to Landfills Community Fund g) Some Capital funds have already been identified in this year's budget to be used towards the project, approx. £2,000. h) Further fundraising activities planned to raise remaining deficit.
9.	Have you applied for grant for the same project to another organisation? If so, which organisation and how much?	Yes Wiltshire Council Area Board for RWB and Cricklade - £4,971
10.	Who will benefit from the project?	40 parishioners including children currently enrolled in the preschool plus their siblings and families. Approximately another 21 parishioners enrolled to join from September for the academic year 2025-26. We must also consider future children aged 2.5 – 5 years that will have the opportunity to enrol at our setting in the future. We also have 8 employed staff members who would benefit greatly from an enhanced sense of pride in their workplace once improvements are carried out, which will allow us to remain an attractive proposition for parents, and crucially to ensure we provide a vital pipeline of children for the primary school located opposite in years to come.
11.	Approximately how many of those who will benefit are parishioners?	Please see above
12.	If your application is successful, who would you like the grant paid to and the address to be sent to?	Lydiard Millicent Preschool The Butts, Lydiard Millicent SN5 3LR

You may use a separate sheet of paper to submit any other information which you feel will support this application.

Signed.....



Date...

28/5/25

Please find attached our cover letter, along with;

- Our application form
- The Pre-school's last audited accounts for academic year 2023-2024

As an addendum to my cover note, whilst the most recent audited financial report shows a profit of approximately £16,000 this is highly unusual and reflects the committee's efforts to recover from 2 consecutive post-COVID years of financial losses amounting to more than £35,000. The budget for academic year 2024/25 is to break even with £2,500 accrued for contingency.

We are extremely grateful for the council's consideration of our application, and I'm pleased to make myself available for further communications if required

Best regards

Tom

Chair – Lydiard Millicent Pre-School

Members are requested to NOTE the report and CONSIDER the proposal

Update

The Steering Group now needs support from Master Land and Planning for the next stage of the review. As detailed in the attached proposal, this support is at a cost of £5,202 (ex. VAT).

This year's grant funding however has not yet been opened, and so it may be necessary to cover this sum by other means, if grant funding is not available in time. An initial £2,312 will be due for payment in mid-July, and grant applications are expected to open in early July.

Given the pressing need to continue to review the Neighbourhood Plan at pace, the Steering Group therefore now seeks approval to engage MLP for this support at risk in anticipation of a grant award.

If required, costs would be met from General Reserves.

Lydiard Millicent Parish Council

Enclosed Play Area Management Policy

Introduction

This policy has been prepared to formally recognise the maintenance and inspection regime of Lydiard Millicent Parish Council (hereafter known as the Council) in respect of their enclosed play facilities and the assets within these facilities. The policy will outline the legal responsibilities of the Council and how they will meet these responsibilities through a system of inspection, assessing risk and responses to faults and risks. Playgrounds by their very nature should provide a degree of risk and challenges to the users. The policy will therefore summarise the Council's objectives in providing challenging play while identifying an acceptable degree of risk.

Legal Requirements

There is no specific legislation on play safety. However, the key legislation is:

- Health & Safety at Work Act 1974
- Management of Health and Safety at Work Act 1992
- Occupiers Liability Act 1957 and 1984
- Health and Safety at Work Regulations 1999

The Council have a duty to take actions to ensure the safety of people at work and members of the public who may be affected by the facilities provided by the Council. It is governed by the test of "reasonable practicability". In other words, it is reasonable to correct major hazards; it is unreasonable to spend considerable resources on minor faults where risk is negligible.

Industry Standards and Guidance

These standards and Safety Guidelines are not a legal requirement but are considered to be good professional working practice.

EN1176 – Playground Equipment

EN1176 is the European Standard which replaced the old British Standards. The standard is not retrospective and provides advice on design layout and the inspection of playground equipment. Contained within the guidance are the following key recommendations:

- That if the equipment is not safe, access by the public should be prevented
- The equipment must be inspected and maintained
- An inspection record should be maintained for 21 years

Area(s) of Responsibility

- Jubilee Play Area (owned by the Council)

Civil Legislation

In the event of a claim being brought against the Council on the grounds that harm has occurred to one or more persons due to negligence on the part of the Council, there would have to be evidence that the Council took, or failed to take, some action which made the accident more likely to happen, or worse than would otherwise have been the case. The Council's defence will be based on the Council's Play Risk Management evidence such as records of inspections and maintenance, compliance with the Standards and relevant risk assessments.

Balancing Risks and Benefits

The Council's Risk Management Approach will aim to offer play spaces that are stimulating and challenging environments enabling children to explore and develop their abilities. In providing these environments the Council will manage the level of risk so that children are not exposed to unacceptable risks and hazards.

Lydiard Millicent Parish Council
Enclosed Play Area Management Policy

Playground Inspection Methodology

This section will identify the Council's methodology in managing the authority's assets using the following approach:

- Inspections Frequency and Type
- Inspection Type Definitions
- Assessing the Level of Risk
- Summary of Risks

Inspection Frequency and Type

The table below details the frequency of inspections and the inspector responsible for carrying out the on-site inspections. The inspector and frequency rates are currently feasible.

FREQUENCY OF INSPECTION	INSPECTION TYPE	INSPECTOR
Weekly	Visual	Parish Handyman
Annually	Operational/Detailed	RoSPA Qualified Contractor

Inspection Type Definitions

Visual Inspection

It includes the identification of obvious hazards resulting from use, weather and vandalism, broken parts or glass, litter, graffiti, equipment misuse.

Operational / Detailed Inspection

The overall safety of equipment, foundations and surfaces are checked as well as the effects of weather, evidence of rotting or corrosion and any change in the level of safety as a result of repairs made or added or replacement components. The annual inspections are to be carried out by an independent inspector who provides a detailed written report with condition statements for each piece of equipment.

Assessing the level of risk

Visual Inspection

The Parish Handyman will:

- record the details of each inspection, including the date of inspection and any identified issues
- address issues where possible (e.g. removing litter or hazards)
- report results to the Parish Clerk

If the Parish Handyman identifies issues that cannot be addressed immediately, these will be flagged to the Parish Clerk for review and assessment in line with the Council's risk management approach.

Operational/Detailed Inspection

The Parish Council takes a lead from the annual independent inspections risk rating for short and long term maintenance and refurbishment. The most recent annual inspections were conducted by Wicksteed Leisure Ltd and the matrix used is shown below.

Lydiard Millicent Parish Council
Enclosed Play Area Management Policy

Risk Assessment Matrix

			Scores in the report are multiplication factors of Likelihood x Severity					
			Severity>>					
Likelihood	Very High probability, if the situation is not addressed an accident is almost certain.	5	Very High	VL (5)	L (10)	M (15)	H (20)	VH (25)
	High probability an accident is probable without any added factor.	4	High	VL (4)	L (8)	M (12)	H (16)	H (20)
	Moderate probability an incident is foreseeable.	3	Moderate	VL (3)	L (6)	L (9)	M (12)	M (15)
	Some probability, requires a combination of factors to take place.	2	Low	VL (2)	VL (4)	L (6)	L (8)	L (10)
	No significant probability; lightning strike, freak accident.	1	Very Low	VL (1)	VL (2)	VL (3)	VL (4)	VL (5)
			Very Low	Low	Moderate	High	Very High	
			1	2	3	4	5	
			No injury likely e.g. damaged or soiled clothing, minor bruising, grazes	Minor injury, laceration or bruising requiring first aid only	Injury requiring medical intervention e.g. cuts requiring stitches	Serious injury including concussions or fracture of long bones	Severe injury involving a potential life changing injury or fatality	
			Severity>>					
Note 1: The total risk scores included within our reports are a multiplication factor of the calculated Likelihood and Severity of each finding. Both Likelihood and Severity are given a number between 1 - 5 as shown on the matrix above and these two numbers are then multiplied together to give the total risk score that is shown against defects on the report. Total risk scores can be divided in both directions, i.e. a total risk score of 12 could be a Likelihood (3) x Severity (4) or Likelihood (4) x Severity (3). Note 2: When we inspect we only see a snapshot of the current condition of the equipment. It is the operators responsibility to ensure that there is a continuing level of maintenance to keep the equipment in good working order and the site fit for use.								

Equipment has been assessed to the following standards where relevant:

BS EN 1176 Parts 1-11 (Playground equipment and surfacing)
BS EN 14974 (Facilities for users of roller sports equipment)
BS EN 15312 (Free access multi-sports equipment)
BS EN 16899 (Parkour Equipment)
BS EN 16830 (Outdoor Fitness Equipment).

The output from the annual operational inspection will be reviewed by the Parish Clerk. Any High or Very High risks (or equivalent ratings) will be flagged to the Chairman as soon as possible, and, dependent on the risk may result in any of the following:

- temporary closure of part of the play area
- temporary closure of all of the play area
- emergency remedial action in line with Financial Regulations
- extraordinary meeting of the Council to agree remedial actions

Summary of risks

Where appropriate, risks identified as part of the Visual Inspection or Operational/Detailed Inspection will be logged and tracked on the Council's risk management register.

Date Approved by Council:

Date for Review:

PRE- MEETING NOTES FOR WED 28th MAY 2025

Royal Wootton Bassett and Cricklade - Local Highway and Footway Improvement Group (LHFIG)

Date of meeting: **Wednesday 28th May 2025.**

6pm - Lime Kiln Leisure Centre, Royal Wootton Bassett

Chair – Councillor Nick Dye, Highways Officer – Martin Rose

Notes taken by - Martin Rose

	Item	Update	Actions and recommendations	Who
1.	Attendees and Apologies			
	Attendees:			
	Apologies			

2.	Notes of Previous Meeting																																							
		The notes and recommendations of the previous LHFIG meeting held on 12th February 2025 were presented to the Area Board at its 26th February 2025 meeting and agreed. The meeting minutes can be found here: RWB & Cricklade AB - Meeting Minutes 26-02-25		To note																																				
3.	Financial Position																																							
		Note: The end of year closing balance for 24/25 is £47,660.90 which has been carried forward to 25/ 26. Please See extract below from Appendix 1 <table><tr><td colspan="2">RWB & Cricklade LHFIF Expenditure 2024/25</td><td colspan="2">FINAL</td></tr><tr><td colspan="4">FINANCIAL SUMMARY (as of 31/03/25)</td></tr><tr><td>LHFIF Budget 24/25</td><td>A</td><td>£30,186.00</td><td></td></tr><tr><td>Carryover from 23/24</td><td>B</td><td>£65,325.39</td><td>(Underspend)</td></tr><tr><td>Total Budget for 24/25</td><td>C</td><td>£95,511.39</td><td>(A+B)</td></tr><tr><td>Actual Spend 24/25</td><td>D</td><td>£66,644.27</td><td></td></tr><tr><td>less 3rd Party Contributions (Estimate)</td><td>E</td><td>£18,793.78</td><td></td></tr><tr><td></td><td>F</td><td>£47,850.49</td><td>(D-E)</td></tr><tr><td>End of Year Balance 24/25</td><td></td><td>£47,660.90</td><td>(C-F)</td></tr></table> Please note - 24/25 schemes which were not completed by the 31/03/25 are shown as £0 on the end of year finance sheet and carried over on the 25/26 finance sheet. Refer to Appendix 2	RWB & Cricklade LHFIF Expenditure 2024/25		FINAL		FINANCIAL SUMMARY (as of 31/03/25)				LHFIF Budget 24/25	A	£30,186.00		Carryover from 23/24	B	£65,325.39	(Underspend)	Total Budget for 24/25	C	£95,511.39	(A+B)	Actual Spend 24/25	D	£66,644.27		less 3rd Party Contributions (Estimate)	E	£18,793.78			F	£47,850.49	(D-E)	End of Year Balance 24/25		£47,660.90	(C-F)		To Note
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		The current balance for 25/26 is shown below. Please refer to Appendix 2 for full details <table><tr><td colspan="4">RWB & Cricklade LHFIF Expenditure 2025/26</td></tr><tr><td colspan="4">FINANCIAL SUMMARY (as of 28/05/25)</td></tr><tr><td>LHFIF Budget 25/26</td><td>A</td><td>£15,093.00</td><td>*</td></tr><tr><td>Carryover from 24/25</td><td>B</td><td>£47,660.90</td><td>(Carryover)</td></tr><tr><td>Total Budget for 25/26</td><td>C</td><td>£62,753.90</td><td>(A+B)</td></tr><tr><td>Committed Spend 25/26</td><td>D</td><td>£62,113.81</td><td></td></tr><tr><td>less 3rd Party Contributions (Estimate)</td><td>E</td><td>£15,588.82</td><td></td></tr><tr><td></td><td>F</td><td>£46,524.99</td><td>(D-E)</td></tr><tr><td>Balance</td><td></td><td>£16,228.91</td><td>(C-F)</td></tr></table> *Reduced annual budget of £15,093.00 shown. CIL allocation to be confirmed for 25/26.	RWB & Cricklade LHFIF Expenditure 2025/26				FINANCIAL SUMMARY (as of 28/05/25)				LHFIF Budget 25/26	A	£15,093.00	*	Carryover from 24/25	B	£47,660.90	(Carryover)	Total Budget for 25/26	C	£62,753.90	(A+B)	Committed Spend 25/26	D	£62,113.81		less 3rd Party Contributions (Estimate)	E	£15,588.82			F	£46,524.99	(D-E)	Balance		£16,228.91	(C-F)		
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Balance		£16,228.91	(C-F)																																					
	Item	Latest Update	Actions and recommendations	Who																																				
4.	Update on Priority Schemes for 24/25 (funding committed where indicated)																																							
a)	11-21-8 C34 Purton, Manor Hill Speed Limit Submitted 23/06/21	11/09/24 The proposal for Church St / Manor Hill Purton was advertised on 1st August, with the end of objection period the 26th of August. A large number of representations has been received and will be considered by the Cabinet Member for Highways, Street Scene and Flooding, Cllr Nick holder.	28/05/25 – MJR update Work instruction issued to Milestone issued May 25. Operative date <u>7th July 2025</u> .	MJR																																				

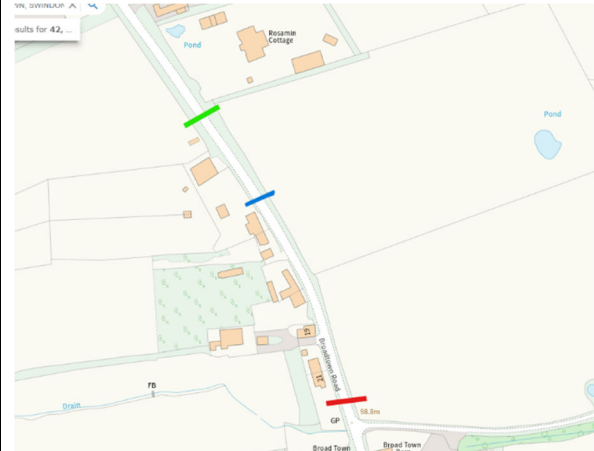
		MJR to prepare report and keep local member and PC updated. 27/11/24 - CM report has been prepared and is currently with Cllr Nick Holder, Cabinet Member for Highways, Street Scene and Flooding for consideration. Decision likely to be published in Dec 24. £6,000 allocated in 24/25 budget. 12/02/25 A copy of the report and CM decision can be found here: https://cms.wiltshire.gov.uk/ieDecisionDetails.aspx?ID=2073 <u>Summary</u> - To consider comments received following the formal advertisement of the proposed 40mph speed restriction on Church Street / Manor Hill, Purton and Lydiard Millicent. Group agreed to implement the '40' limit with a proviso to look again at Manor Hill speed limit in the future in conjunction with anticipated local development opportunities		
b)	11-23-08 Lydiard Millicent Common Platt safety Submitted 14/02/23	Group has agreed to consider submitting project for funding as a 'substantive scheme' in 24/25 and maintain current allocation of £8,550. (£10,000 - £1,450) 07/11/24 Application for Substantive Bid process 2024/25. This will take place in Autumn 24 27/11/24 - Application for substantive funding submitted on 29/10/24 . Decision likely Jan / Feb 25. Delivery in 25/26 financial year. Mo Suleman queried contribution amount required from 3rd parties for substantive bids. <u>For clarity the breakdown is as follows:</u> Estimated cost of scheme = £38,000.00 (A) Contribution from LHFIG = £6,412.50 (B) Contribution from LMPC = £2,317.50 (C)	28/05/25 – MJR update Substantive bid successful. Detailed design to be completed and work order issued. Currently programmed for Feb 26. Decision can be found here: Decision details - Democratic Services - Wiltshire Council	MJR

		Amount from Substantive highway fund = £29,270.00 (D) D= (A – B - C) 12/02/25 Awaiting Results of assessment process. Delay due to resourcing. A total of '11' applications received for substantive funding across the 18 community areas. Cllr Steve Bucknell raised issue of pending development in the Common Platt area. It was agreed to look closer at possible S106 monies to assist with this project should they become available.		
c)	11-23-12 B4533 Purton Stoke, speed reduction Submitted 02/09/22	https://www.google.com/maps/ 11/09/24 A site visit has taken place to look at the possibility of moving the existing give way line forward on the Stoke Common Lane junction. Markings could be re-aligned forward by approx. 300mm which may help with visibility issues at junction. The best method of removing the old markings is the use of a Hydoblaster rather than blacking out, but this is high cost. Members agreed it was better to combine with other lining works in the area requiring removal to reduce overall cost to LHFIF. Retain on tracker. 27/11/24 - Members agreed to retain request for changes to the give way lines but agreed they should be implemented with other lining sites when opportunity arises due to cost implications. 12/02/25 Awaiting to combine with future road marking work in Purton Area. MJR to seek possible use of Hydro-blaster to remove existing GW markings.	28/05/25 – MJR update Hydoblaster was available and working in Wiltshire. Decision taken to deploy to Purton Stoke to remove give way at Stoke Common Lane junction and reinstate further forward. Awaiting billing.	MR



d)	11-23-19 Tockenham Passing Bay Submitted 17/09/23	Request for formal passing bay. approx. 150m south of Shaw Farm (just after a field entrance) https://what3words.com/perfected.plant.coaching 22/05/24 Update - Topo received, and outline design prepared. 22/05/24 - Proceed with implementation of Option 2 at a cost of £12,000. Tockenham PC contribution 25% - £3,000 27/11/24 - Works programmed for May 2025. 1-week Temp Road closure required. 12/02/25 Works programmed 05/05/25 to 16/05/25. Temp Road Closure - submitted 08-01-25. Update at next meeting	28/05/25 – MJR update Trial pits uncovered unmarked low lying BT fibre optic ducts in area of verge where passing bay was proposed. Scheme delivery dependent on lowering ducts. C3 issued to BT for to apparatus and estimated cost was £34,000 + VAT. Overall work cost estimated at £49,000. Cllr Bucknell and Tockenham PC informed and agreed to abandon scheme in current form. Meeting with Milestone TBA to discuss what remaining options, if any, are possible. Original allocation of £12,000. Cost to date £1,246.15 (Trial Pits). Remainder of £10,753.85 remains as committed in 25/26. To be discussed by group.	
e)	11-23-17 Greatfield near Lydiard Millicent Topo Survey	22/05/24 - Topo received. Outline design for coloured virtual footway issued to LMPC. Restricted carriageway will only permit sub-standard width. Estimated cost £25-£30k Reduced cost option – Clear weeds, sweep footway, refresh road markings and install pedestrian symbols, '30' carriageway roundels 'no footway' signs to Diagram 544.1. Estimate - £4,500. No further action at this stage. 11/09/24 Mo Suleman expressed his ongoing concerns about this location and the desire to undertake improvement work. Martin Cook has instructed Milestone to refresh the road markings in this area.(D24144304). Members agreed to wait	28/05/25 – MJR update Refresh of road markings through Greatfield now complete. Undertaken via routine maintenance. LMPC have confirmed via email (16/05/25) would like LHIFG to consider '30' carriageway roundels along length.	

		until the road markings were complete and assessed before considering further action. Retain issue on tracker. 27/11/24 Instruction .(D24144304). from local highways to refresh road markings along Greatfield has not been completed. Martin Cook has chased contractor 20/11/24 but likely to slip until Spring 25. Mo Suleman aware and content, but would like issue re-examined once lining is complete 12/02/25 No further action at this time. Martin Cook has chased road marking refresh but likely to be March 25 onwards		
f)	11-23-10 A3102 Wootton Bassett Infants School Submitted 31/03/24	Vehicles parked on High St close to school entrance restricting access (especially for emergency services) and visibility. 22/05/24 Agreed to fund School Keep markings at a cost of £1500. (25% RWB TC). 11/09/24 - Meeting has taken place with school and proposal agreed. RWB TC have indicated approval. Order issued to contractor and implementation likely Sept 24. 27/11/24 Repeated visits to site by road marking contractor to install School Keep Clear markings, however unable to complete work due to parked vehicles. Gang have knocked on adjacent doors to request removal, but this is ignored. No waiting cones placed to discourage parking but ignored / moved. Contact with school made to explain delay. 12/02/25 Road markings remain outstanding due to presence of parked vehicles. Neighbourhood Policing Team (Sergeant Kate Smith) has now offered to assist with removal. Note- Thank you to Mark Hopkins (RWB TC) for his assistance.	28/05/25 – MJR update Work now complete. Final cost £780.39. Town council invoiced for contribution. Remove from next tracker	MJR

		Work to be programmed, but likely early / mid-March due to weather. MJR to write to local properties in advance.		
h)	11-23-4 11-24-11 C415 Broad Town Road (towards Wootton Bassett) Submitted 07/02/2023	22/05/24 Agreed to fund speed limit assessment by Atkins. Cost £3,100 (Broad Town PC -25%) 11/09/24: Instruction issued to Atkins. Report expected Nov /Dec 24. Speak to PC re. contribution. Members agreed that depending on come of assessment implementation of any speed limit change can be coordinated with issue 11-24-08 in order to reduce legal costs. 27/11/24 - Site assessment and speed surveys completed by Atkins. Awaiting final report. Likely 1st week of December. Issue to Rupert Pearce (BTPC) upon completion. Report finding to be considered at next meeting. Estimated cost £4,000. 12/02/25 Atkins Assessment Report issued to Broad Town PC 10/1/25 with copy to LHFIFG chair. <u>Note- Report recommends the following:</u> (Section 1) Retention of existing 40mph limit on C415 (Section 2) Reduction of 60mph to 50mph on C415 (Section 3) Reduction of 60mph to 50mph on C415 (up to Broad Town 30mph limit). Broad Town PC are unhappy with the report recommendations and have submitted several points for consideration. MJR to update PC in due course. Please note as part of the new	28/05/25 – MJR update BTPC points of objection considered, and Atkins report further scrutinised. It was agreed that the report did not provide sufficient weighting on the presence of VRUs on C415 within Section 3 and required further review. After discussion with BTPC and Cllr Allison Bucknell it was agreed to consider implementation of 40mph limit within Section 3 with a terminal point close to #13 Broadtown road. (blue line) Note – no allocation currently made for implementation. Delivery alongside issue 11-24-08 (see below) tentatively agreed previously by group. Estimated cost £3500-£4000 	

		Wiltshire speed limit policy, there is an agreed process for challenging the recommendations of assessments		
i)	11-24-08 A4361 Broad Hinton (towards Swindon) Submitted 15/02/24	google.co.uk/maps There does appear to be issues relating to consistency of speed limits along the A4361 to both the south of Broad Hinton and to the north, especially with road characteristics of NSL lengths in comparison to 50mph speed limit commencing at Swindon boundary. Agreed – Proceed with implementation of 50mph limit on A4361 between Broad Hinton and Swindon Boundary. NOTE:- No financial allocation made at this stage. Awaiting outcome of issue 11-24-11 for possible combination of projects. 27/11/24 On hold. Possible Implementation is to be combined with issue 11-24-11 following outcome of speed limit assessment. No financial allocation at this stage. 12/02/25 To be discussed following agreed outcome for 11-24-11 with view to combine TRO costs. Scheme currently on hold pending agreed way forward for issue 11-24-11. It was agreed by members to press ahead separately with this project if the issue 11-24-11 is not agreed by the next meeting. Note – Liaison required with Swindon BC due to speed limit change at boundary. https://www.google.co.uk/maps Estimated cost £4,000	28/05/25 – MJR update Refer to 11-24-11 above. No current financial allocation made. Estimated cost £3500 - £4000	

j)	11-24-04 High Street, Purton (East of Willis Way) Submitted 08/01/24	22/05/24 - Agreed to fund Bus stop clearways x 2 at a cost of £1500 (Purton PC 25%) 11/09/24 - HIAMS order issued with implementation programmed Sept 24. Maintenance issue to resolved before road markings can be installed. Members agreed to delay road markings until surface issues are resolved to avoid duplication of work. 27/11/24 - Bus stop clearway markings x 2 delayed due to future maintenance work to carriageway. Martin Cook confirmed order has been raised for bobcat works to take place in next few months. Once confirmed Milestone lining gang will be instructed accordingly. 12/02/25 Bobcat work now complete. Milestone instructed to carry out bus stop clearway work. Likely to slip until March due to weather. Concerns expressed re. presence of parked vehicles on north side which may prevent work taking place.	28/05/25 – MJR update Work complete. Final cost £723.57. PPC invoiced for contribution. Remove from next tracker.	MJR
k)	11-22-01 Greenhill Crossroads, Lydiard Millicent Submitted 04/02/22 Resubmitted as 11-24-16 on 12/04/23	https://www.google.com/maps/ 12/09/24 A further visit to site has been made. C/way area on Greenhill side still requires a repair before any changes to the give way can take place. Road width 6.7m. Signs at junction in poor condition which may be addressed under routine maintenance. TRO would be required for speed limit extension. 1. Move give way lines forward (250mm -300mm) 2. Relocate 30mph speed limit approx. 36m north with new gateway / village gates. 3. Cross roads warning signs (reduce speed now) on both approaches to junction 4. Miscellaneous road markings	28/05/25 – MJR update Carriageway repairs complete. Road marking work at junction complete (Cost £2341.08) Budget of £8000.00 carried forward to 25/26 Advertisement of relocated 30mph terminal point awaiting processing by regulatory team. Gateway work to be implemented alongside speed limit change.	MR

		5. Purton Village nameplate. Martin Cook has issued instruction for Bobcat (Carriageway repairs) at Greenhill junction. Lydiard Millicent PC have indicated support for the proposal. Agreed – Allocate £8,000 with a 25% contribution (£2,000) from Lydiard Millicent PC 27/11/24 Design work ongoing. Implementation target Spring 25. Relocation of 30mph limit northwards will require amendment to 2006 TRO. Look to combine with other formal advertisement to reduce overall cost. Carriageway repairs on Greenhill side required and must be carried out before lining changes can be implemented. Martin Cook has raised the instruction and hopeful it will be combined with High Street, Purton (issue 11-24-04) 12/02/25 Detailed design work to be issued to parish councils for comment in due course. Work cannot be programmed until carriageway repairs are complete on Greenhill side. Martin Cook confirmed instruction has been raised with contractor.		
l)	11-23-01 B3553 Purton Road Cricklade Submitted 10/01/23	Traffic travelling faster than 30mph limit. Request to extend existing 20mph limit on High Street to include Purton Road (as far as Hitchings Rdbt) 22/05/24 - Agreed to investigate speed mitigation measures on Purton road up to Hitchings Rdbt with a view to extending 20mph limit on High St google.co.uk/map 11/09/24: Order for Speed / Volume counts (x 2) placed. Locations agreed with Town Council. Nov / Dec. Report back to next meeting.	28/05/25 – MJR update Document report by MJR explaining conditions where by traffic calming is typically considered in Wiltshire remains outstanding. CTC have indicated they wish Purton Road issue to be reconsidered for prioritisation of new schemes in 25/26, with suggestion of footway	MR

		27/11/24 - Awaiting metro-counts data. Delay due to backlog and change in provider. Confirmed for early Dec 24. Report back data to Feb meeting. 12/02/25 Surveys undertaken Dec 24 Site 1 (between Giles Av and Dance Court) https://what3words.com/coverage.weeds.eaten Average Speed 25.43mph 85th percentile 29.02mph Total vehicles 46619 % exceeding posted 30mph SL 8.9% Site 2 (#7 Purton Road) https://what3words.com/overheard.unusable.notes Note limited data 11-12-24 to 14-12-24 Average Speed 26.98mph 85th percentile 30.65mph Total vehicles 20538 % exceeding posted 30mph SL 19.4% A discussion took place with group members. MJR explained the traffic data indicated overall compliance with the posted 30mph limit. Collision data indicates a single (slight) collision during last 3 years. Cllr Dye and Chris Bull (Cricklade TC) expressed their unhappiness and felt action was still required to calm traffic on Purton Road, citing ongoing concerns raised by local residents. Cllr Dye raised an issue relating to the poor road surface and it was explained this needed to be raised via the appropriate channels. MJR to contact Chris Bull and Cllr Dye via email to outline conditions whereby formal traffic calming is typically	widening. Refer to Appendix 3 '<i>Prioritisation of Highway Requests - May 25</i>'.	
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		considered, and discuss what action, if any, can be considered (subject to agreed funding).		
m)	11-24-01 Noremarsch Primary School & St Bartholomew's Primary School (The Rosary) Submitted 03/01/24	22/05/24 - Agreed to undertake WR review as part of 24/25 commitments and report back to RWB TC and group. 11/09/24 Initial site visits undertaken for both sites. Further visits required following commencement of new school term in Sept 24. Report back to next meeting. 27/11/24 - Site survey/ observations discussion with residents at both sites in early October. Some inconsiderate parking observed, but no major issues identified. Parent parking typically starts around 2.30pm and the sites are clear by 3.20pm. It is not feasible to cover extensive areas with parking controls as this will lead to migration of problems elsewhere, however some protection of key areas including junction bell mouths close to the schools is advised. Plans for both sites issued to RWB for comments. To be considered at Feb meeting. 12/02/25 Proposal for both sites submitted to RWB TC. To be considered at full council on 6th Feb. Request received for RWB TC to extend lines on Eastwood Avenue due to vehicles over running verge. Also request for short extension to existing DYL on Downs View due to concerns expressed by Wiltshire & Dorset fire & rescue service (WDFRS). https://www.google.co.uk/maps/ Group members agreed to progress with scheme and include additional site as requested by WDFRS.	28/05/25 – MJR update Minor amendment for St Bartholomew's area agreed with RWB TC following representation from school. Proposal for St Bartholomew's school , Nore Marsh School, Widam and Downs View prepared and with regulatory team for processing prior to formal advertisement. Likely late summer. £4,000 budget allocation carried forward into 25/26	MR

		Martin Cook asked for the parking review to consider another area of Downs View where overrunning the verge is taking place. MJR to investigate further and report back. Agreed allocate £4,000.00 with a 25% contribution payable by RWBTC (£1,000)		
n)	11-23-15 Manor Hill (North of Manor Hill Farm) Purton Submitted 28/03/24	A Dew Pond was filled in at Manor Hill Farm when planning permission was granted for new entrance and driveway to field, the water from the fields now run out on to Manor Hill causing flooding. The flooding is creating c/way large overruns. 22/05/24 - Agreed to investigate kerbing, surface reinstatement and warning signs either side of access and report back to group. https://www.google.co.uk/maps/ 11/09/24. Approx 40-45m of new kerbing (total) either side of access, backfill behind kerb with topsoil, reinstate carriageway in front of kerbs. Road narrows warning signs x 2. Temp road closure required for approx. 1 week. Estimated cost £6,000. (TBC) Agreed – Allocate £6,000 with a 25% contribution (£1,500) from Purton PC 27/11/24 - Small topo survey required for detailed design work. Estimated cost £1700.00. Design Early Jan with construction Spring /Summer 25. Retain existing allocation of £6000.00. Geoff Greenaway & Cllr Lay commented on continued flooding issues in area, exacerbated by run off at access and asked if further improvements can be considered to mitigate problems. MR to discuss with MC.	28/05/25 – MJR update Topo survey received. Design work to commence in due course. Temp road closure required. Provisionally programmed for Nov 25. Allocation of £6000 carried forward into 25/26	

		12/02/25 -Awaiting topo survey. Design work Feb/ March. Programmed for June 25.		
o)	11-24-07 Cricklade Road / Widham bridge, Purton Submitted 18/01/24	google.co.uk/maps 22/05/24 - Agreed to investigate signs / road markings to mitigate speeding and report back to group 11/09/24- Site visit undertaken. Warning lines through double bend not visible due to war. No evidence of reflective road studs. Some signs in poor condition. -Reinstate warning lines through double bend and increase to 150mm wide. (£1500) -Misc other road markings (£200) -Install bi-directional road studs (£500) -Provide NAL socket for SID (northbound) (£500) -Provide NAL Socket for SID (southbound) £500 -Upgrade 'road narrows' warning sign / post on northbound approach.(£400) -New Road narrows / Junction-R ahead sign /post (£400) Total £4,000.00 (Estimate) Purton PC have indicated provisional support for proposal. Cllr Jacqui commented on the need to improve visibility to the south for traffic exiting Widham and issues with the grass verge. Land ownership dispute by Dairy House was raised. Issue on hold pending further investigation of the issues raised. MJR to report back to next meeting. 27/11/24 Site inspection undertaken to look at section of verge south of junction with New Road. Suggest area of EcoGrid to maintain 'green' appearance but retard grass growth. Likely increase in cost £800.00. Area by Dairy House checked and	28/05/25 – MJR update Work order for road markings/ signs / SID sockets to be issued on due course. Delivery Summer 25 Eco grid work and 'no waiting at any' time to follow once legal process complete. Allocation of £6000 carried forward into 25/26	MR

		shown as maintainable highway. MR to arrange meeting with Geoff Greenaway and agree way forward. No financial allocation at this stage. 12/02/25.Site meeting with Geoff Greenaway (Purton PC) 16/01/25. Minor changes requested including length of no waiting at any time to assist vehicles turning left from Station Road into Widham. Possibly combine this element with issue 11-24-01 to reduce legal costs. Agreed, allocate £5,500.00 with a 25% contribution payable by Purton Parish Council (£1,375.00)		
q)	11-24-25 A3102 Calne Road / Preston Lane Mini RDBT Submitted 14/04/24	google.co.uk/maps 11/09/24 Proposal, Options 1 and 2 prepared, included High Friction surfacing, changes to road markings and sign improvements. Approx Cost £8,000. PC have expressed preference for Option A. Agreed – Allocate £8,000 with a 25% contribution (£2,000) from Lyneham PC. 27/11/24 Order (M2/00726) for HFS raised to combine with recent pedestrian crossing upgrade. Work deferred due to adjacent water leak. Works now likely spring 25. Instruction to Milestone for changes to large base post / sign light issued. 12/02/25. Repair by Thames Water to nearby leak attempted on 02/02/25 but not resolved. Note - increase in cost from £8000.00 to £8,949.96 due to requirement for new large post & associated electrical work rather than extension post. (work to	28/05/25 – MJR update Water leak now repaired. Electrical work complete (cost £1,000.26). High Friction surfacing programmed for 24th June Remainder of allocated budget £7758.52 carried forward into 25/26	MR

		replace post is complete). HFS to be programmed once leak is repaired.		
r)	11-24-12 C414 Hook Street / Village Hall Lydiard Tregoze Submitted 13/03/24	1. Concerns about speeding and lack of pedestrian provision at Hook St / Hook village hall) No footway on west side) -1. Request for rumble strips (north approach, - 2. Road sign improvements at bend 3. Raised junction at C414 / Hook Street. 4. Footway link on west side google.com/maps 11/09/24 - Footway link on west side difficult due to visibility issues. Option prepared for sign / road marking improvements and issued to PC for comments. PC are unhappy with elements of the design and are seeking reinstatement of the coloured patches on the northbound approach to Hook St junction, 'peds in road' signs and a footway on the west side of the C414. Members resolved to keep issue on hold pending further discussion with PC. 27/11/24 - Further discussion with LTPC required re. footway on west side before scheme can progress. No allocation at this stage. Cllr Steve Bucknell to raise issued with LTPC to try and move issue forward. 12/02/25 Awaiting contact from LTPC to agree way forward. MJR to speak to PC to prompt.	28/05/25 – MJR update Discussion with clerk from LTPC who has indicted the Pc still wish to pursue the idea of a new footway link on West side to link village hall to existing footway by the old shop. Land ownership issues remain. PC to speak to affected residents before agreeing a way forward. No further action at this time.	
s)	11-24-13 C414 Hook Street to Coped Hall Submitted 10/01/24	Request for footway upgrade due to overgrown, narrow and uneven surface. 22/05/24 - MJR to establish cost of topo survey and liaise with Lydiard Tregoze PC google.co.uk/maps	28/05/25 – MJR update Topo cost of £4000 incurred. LTPC invoiced for full amount. Remove from next tracker.	MR

		11/09/24: Topo cost is £5,800 + VAT. LTPC have agreed to fund in full. Longer term project and possible substantive bid for 25/26. Agreed – Allocate £0 with 100% contribution (£6,960.00) from Lydiard Tregoze PC. 27/11/24 - Instruction to proceed with topo survey received from LTPC. Order issued. Email received from LTPC asking for topo to be stopped following recent routine maintenance work. Unfortunately, base survey work was completed. Current cost of £4,000 incurred. LTPC informed of situation via email. 12/02/25 Awaiting billing for topo work completed to date before invoicing LTPC		
t)	11-24-17 B4696 Braydon Road (Includes Lydiard Millicent & Purton Parishes) Submitted 17/04/24	Request for measures to slow down traffic on B4696 south of Braydon xroads following recent fatal collision including improved signage / road markings. Request for SID to be used and measure to prevent overtaking. 6 residential properties at Four oaks Caravan Park google.co.uk/maps 22/05/24 - Current speed limit is 60mph. SIDs cannot be deployed where speed limit > 40mph. Criteria for solid double lines to prohibit overtaking not met. MJR to undertake signs and road marking review along length and report back to group. 11/09/24 - Site visit not yet undertaken . Suggest upgrade to existing bend warning signs on B4696 (x 6) with 'reduce speed now' supplementary plates and Enhanced 'SLOW' markings. Possible flag type sign at Four Oaks Signs / Posts / foundations =£2500 Traffic management = £1500	28/05/25 – MJR update Signing / SLOWs now complete. Edge of carriageway markings outstanding but due to be completed in June 25. Allocation of £5,551.44 carried forward into 25/26	MR

		Road markings = £1500 Total £5,500 (Estimate) Agreed – Allocate £5,500 with a 12.5% contribution (£687.50) from Purton PC and a 12.5% (£687.50) contribution from LMPC 27/11/24 - Outline signs / road marking plan prepared and issued to Lydiard Millicent PC, Purton PC, and Lydiard Tregoze PC for comment and approval. Order to be issued before 31/12/24 for delivery early spring 2025. 12/02/25 Sign works programmed for 17/2 Road Markings programmed for Spring 25		
u)	11-24-21 Length of C114 Water Eaton Submitted 06/05/2024	Request for additional measures to address problem with drivers not adhering to speed limits. google.co.uk/maps 22/05/24 - 40 /50mph Speed limits installed in autumn 23, but some drivers ignoring restriction. Request for increased police enforcement, Poles / sockets for SIDs, warning signs, Improved gateway at 40mph terminal point, c/way roundels. MJR comments: Limited options for improvements within 50mph section other than c/way roundels. Suggest focus on 40mph section with village gates at terminal points x 2, '40' roundels and SIDS. (sockets only, Devices to be provided by LPC) 27/11/24 Site visit undertaken. Outline plan to be issued to LPC by mid-December. To be considered at Feb meeting. 12/02/25. Minor Signs & Road markings. Outline design issued to LPC for comments. Copy sent to Cllr Dye	28/05/25 – MJR update Email to clerk 04/02/25 with outline design requesting feedback. No response to date.	MR

		Work cost estimate - £2,500		
6.	Minor Signing schemes to be paid for by Town/ Parish Councils			
	No current schemes.			
7.	Any Other Business			
	<u>Submitting LHFIG Requests / Deadline for requests</u> NOTE: Carry over / new highway requests for 2025/26 submitted in advance of meeting. Refer to Appendix 3 Prioritisation of requests spreadsheet. Highway issues submitted post meeting will be considered in 26/27		Requests to be sent to the following email address. LHFIGrequests@wiltshire.gov.uk	
8.	Date of Next Meeting			
	To be agreed			

Royal Wootton Bassett & Cricklade Local Highways & Footway Improvement Group

Highway Traffic Engineer – Martin Rose

Area Highway Engineer – Martin Cook

11. Environmental & Community Implications

- 11.1. Environmental and community implications were considered by the LHFIG during their deliberations. The funding of projects will contribute to the continuance and/or improvement of environmental, social and community wellbeing in the community area, the extent and specifics of which will be dependent upon the individual project.

12. Financial Implications

- 12.1. All decisions must fall within the Highways funding allocated to Royal Wootton Bassett & Cricklade Area Board.
- 12.2. If funding is allocated in line with LHFIG recommendations outlined in this report, and all relevant 3rd party contributions are confirmed, Royal Wootton Bassett & Cricklade Area Board will have a remaining Highways funding balance of

13. Legal Implications

- 13.1. There are no specific legal implications related to this report.

14. HR Implications

- 14.1. There are no specific HR implications related to this report.

15. Equality and Inclusion Implications

- 15.1 The schemes recommended to the Area Board will improve road safety for all users of the highway.

16. Safeguarding implications

- 16.1 There are no specific Safeguarding implications related to this report.

17. Recommendations to Royal Wootton Bassett & Cricklade Area Board.

- 17.1

RWB CRICKLADE LHFIG - PRIORITISATION OF HIGHWAY REQUESTS MAY 25 - APPENDIX 3

Note - RED Highway improvement requests carried over from 2024/25

Issue number	Request Date	Town / Parish council	LOCATION	Link to Google Maps Street View Image	Summary of Request	Engineer Comments	Options for Consideration where applicable	Estimated Cost (£) Where applicable	Deliverability Ranking (1= Easy, 5= difficult)
11-24-09	16/02/2024	Royal Wootton Bassett	High Street	google.co.uk/maps	Request for various changes on High street including disabled bays, changes to Taxi ranks and loading areas, extension of no waiting ' / removal of parking bays. Extend the pavement to the entrance to Beamans Lane, or install bollards to prevent parking.	RWBTC submission requires significant officer time to review parking controls on High street. Removal / relocation of taxi / loading /disabled bays will likely be contentious	Wider review could be combined with issue 11-24-01 leading to reduced Legal / implementation costs	£5,000 (legal / implementation)	4
11-24-20	30/04/2024	Royal Wootton Bassett	Glenville Close	google.co.uk/maps	Complaint that vehicles are parking too close to junction of Glenville close/ Marlborough road	Costly to promote as a single WR site.	See above	£3,500 (legal / implementation)	4
11-22-13	16/06/2022	Royal Wootton Bassett	Community Garden nature reserve – Row WBAS28	google.co.uk/maps	Request to stop up WBAS28 which is overgrown and has significant drop from A3102, & divert route to path from Lindisfarne alongside nature pond and exiting out on Churchill Close.	Land ownership details remain unclear . Possibly Bryant Homes or Bradleys. Path through community garden currently being used by public. Land registry search unconvulsive	Difficult to take scheme forward until land ownership established. Likely to be a protracted process.	N/A	4
11-24-10	16/02/2024	Royal Wootton Bassett	Zebra Crossing, Noremarsh Road	google.co.uk/maps	Report of vehicles failing to stop at zebra crossing. Request for signalised crossing	Single recorded incident of failing to stop at Zebra in last 12 years (Sept 2013 - Slight) Cost to replace zebra with signalised crossing £100,000+. No evidence to support argument that signalised crossings are safer. Excellent forward visibility to zebra crossing	Consider advisory 20mph limit (when lights show) This could be actioned via TAOSJ & School Travel Plan. Consider upgrade to LED Belisha Beacon (Modustar) to improve day time awareness of crossing by drivers	£4,000 (LED BB)	2
11-24-18	09/08/2024	Royal Wootton Bassett	Daisy Brook, Royal Wootton Bassett	google.co.uk/maps	Concern about access for emergency vehicles due to residential parking on both sides of road.	Single site parking controls expensive due to legal costs. Lengthy procedure can take 9 months+. Issues relating to parking displacement can lead to problems elsewhere and further complaints		£3,500	4
11-24-32	24/11/2024	Royal Wootton Bassett	Daisy Brook, Royal Wootton Bassett	google.co.uk/maps	Recent introduction of double yellow lines has resulted in vehicles parking opposite driveways and garages restricting access for local residents and emergency vehicles. Request for double yellow lines to be extended.	Single site parking controls expensive due to legal costs. Lengthy procedure can take 9 months+. Issues relating to parking displacement can lead to problems elsewhere and further complaints		£3,500	4
11-24-51	13/03/2025	Royal Wootton Bassett	Daisy Brook, Royal Wootton Bassett	google.co.uk/maps	Requester has been made aware of issue 11-24-32 and wishes to object on the grounds that some residents do not have access to off-road parking and further restricting road side space will worsen the problems. Request to DYL to only be placed opposite the two drives and retain parking elsewhere.	Single site parking controls expensive due to legal costs. Lengthy procedure can take 9 months+. Issues relating to parking displacement can lead to problems elsewhere and further complaints		N/A	4
11-24-31	09/08/2024	Royal Wootton Bassett	Cloatley Crescent, RWB	google.co.uk/maps	Request for Street nameplate for Cloatley Crescent #106-146 due to concerns that address is difficult to find resulting in missed deliveries	street nameplate request.		£350	1
11-24-33	05/12/2024	Royal Wootton Bassett	B4042 between RWB Rugby Club and RWB sports club	google.com/maps	Request for new footway / cycleway to link between the sports club and rugby club.	New refuge island required to cross peds from east to west (and Vice versa) by sports club. Approx length of footway / cycleway required is 173m	Possible substantive bid but would require topo survey and outline design work in advance including street lighting	£100k+	4
11-24-36	21/01/2025	Royal Wootton Bassett	Station Road RWB	google.com/maps	Concerns relating to near misses at zebra crossing due to excess speed and inattentive drivers. Request to upgrade crossing to Pelican (Puffin) and or improved signage, 20mph limit / zone or physical traffic calming.	No recorded collisions at crossing in last 5 years. Criteria for 20mph limit unlikely to be met. Forward visibility excellent.	Other options include a raised crossing, improvements to Belisha Beacons	N/A	N/A
11-24-34	25/02/2025	Lydiard Tregoze	B4042 between RWB Rugby Club and RWB sports club	google.com/maps	Refer to issue 11-24-33	Refer to issue 11-24-34	Refer to issue 11-24-35	£100k+	N/A
11-24-35	26/02/2025	Lydiard Tregoze	B4042 speed limit on approach to RWB	google.com/maps	With regards to issue 11-24-35, the current speed limit of 40mph does not fully cover this length. With a lack of footway and no safe crossing this endangers pedestrians. LTPC wishes to see the 40mph limit extended to cover the entrance to the RWB rugby club	Atkins speed limit assessment required.	Suggest examining issue in conjunction with issue 11-24-34.	£3250 (assessment) £3000 (implementation)	3

RWB CRICKLADE LHFIG - PRIORITISATION OF HIGHWAY REQUESTS MAY 25 - APPENDIX 3

Issue number	Request Date	Town / Parish council	LOCATION	Link to Google Maps Street View Image	Summary of Request	Engineer Comments	Options for Consideration	Estimated Cost (£)	Deliverability Ranking (1= Easy, 5= difficult)
11-24-29	27/01/2025	Cricklade	Chelworth Road, Cricklade	google.co.uk/maps	Complaint re. HGVs ignoring 7.5T weight limit and volume of traffic using road as short cut. Request for 30 mph speed limit to be extended further south to cover #51-57. Request that 40mph limit at western end to be extended and 'no through' road signs to be erected	Wiltshire Council is not the enforcement authority for weight limit restrictions. Criteria for the extension of the 30mph unlikely to be met due to lack of frontage development along length. No through road not possible.	Further investigation required. Atkins Speed limit assessment £3250	N/A	N/A
11-24-30	16/01/2025	Cricklade	Chelworth Upper Green, Cricklade (east of crossroads with B4040)	google.co.uk/maps	Local concerns relating vehicles losing control on double bend. Request for improved signing and a reduction in speed limit from 40mph to 30mph.	4 Recorded PICs at bend in last 3 years (3 loss of control, 1 back ice). Criteria for 30mph speed limit would not be met in this instance due to lack of frontage development.	Double bend warning sign, possible chevrons, SLOW markings	£4,000	2
11-24-37	17/02/2025	Cricklade	Cricklade Town Centre	google.com/maps	Increasing Concern regarding the increasing number of large articulated lorries and speeding cars passing through Cricklade, High Street. Request to implement traffic calming, weight restriction etc, to help preserve towns heritage. TC are seeking review of traffic in both High Street and Calcutt Street.	In response to LTP consultation CTC commissioned a report by Railton (Jan 25) which outlines a number of recommendations and points for discussion including, mitigating impact from HGVs in the town	Weight limits considered by sustainable transport team as part the adoption of LTP4 and the new FAPM. Environmental weight limits require full assessment including traffic modelling which typically falls outside the scope of LHFIGs	N/A	5
11-24-46	22/03/2025	Cricklade	Abingdon Court Lane, Cricklade	www.google.com	Safety issue, on the road parking, Abingdon Court Lane, Cricklade. Request for double lines on Abingdon court lane opposite properties 6 and 7 due to excess parking on road/ verge forcing pedestrians into the road and reducing visibility. Requester (#6)also unhappy that parking opposite makes it difficult to get on and off driveway	Single site parking controls expensive due to legal costs. Lengthy procedure can take 9 months+. Issues relating to parking displacement can lead to problems elsewhere and further complaints	Requires further assessment	£3,500	3
11-24-24	26/04/2024	Cricklade	High St, Cricklade. Pedestrian refuge island	google.co.uk/maps	Local resident would like existing refuge island removed as 1. It poses significant risk to road users, 2. Surface water splashes up an onto #4 and peds. 3. Close proximity to RDBT and Poor design forces LGVs onto opposite side of road. 4. Refuge not necessary due to nearby zebra crossing	Long standing issue. Refuge installed 2002/03. Complainant has identified the design as not compliant, giving examples of guidance, the majority of which is not relevant or has been superseded. Refuge is 1.5m wide which meets current guidance. Refuge currently subject to FOI and formal complaint to LG ombudsman. CTC resolved not to remove island in 2017	Removing the island would require temp road closure and electrical disconnection. Removal unlikely to resolve claimed splashing issue 100%. Refuge island designed to also act as traffic calming feature within 20mph limit. Speeds may increase if removed. Awaiting outcome of LGO findings	£14,000+	5
TBC	TBC	Cricklade	Saxon Close to Bath Road	www.google.com	Request for improvement to footpath between Saxon Close to Bath Road CRIC27	Area not adopted highway. Part of route forms PRoW (CRIC27) and footpath to Saxon Way. Ownership of other sections fall under WC strategic property.	Requires further investigation but likely to be a protracted issue.	N/A	5
11-24-42	18/11/2024	Purton	The Buffer, Ridgeway Farm, Purton. SN5 4GT	google.co.uk/maps	Request for improved signage of 20mph limit, roundels etc	Current absence of 20mph repeater signs / roundels along The Buffer.	Increase both upright repeater signs and 20 c/way roundels	£3,000	1
11-24-39	28/04/2025	Purton	C414 at its junction with Cricklade Road to Widham & C414 Restrop Road to Greenhill Crossroads.	google.com/maps google.com/maps	Request for speed limit reduction from NSL to 40mph on 1. C414 from Widam / Cricklade Rd to B3353 and 2. C414 Restrop Rd to Greenhill crossroads. (Note - incorrectly stated as B3353 on request form)	Atkins speed limit assessment required for each length.	Atkins assessment for each length £3250	£3250 (assessment) £3000 implementation	3
11-24-40	28/04/2025	Purton	High Street/College Road Lay-by	google.com/maps	Vehicle entering and exiting the layby the wrong way. Request for improvements to one way signage and road markings	Increased road markings	No entry x 1 , Ahead arrows x 3	£1,200	1
11-24-41	29/04/2025	Purton	Pavenhill – Outside One Stop Shop	google.com/maps	Dangerous and inconsiderate parking blocking communal access to/from 6No. dwellings adjacent to One Stop convenience store. Request for extension to paving/kerbing adjacent to One Stop convenience store to incorporate communal access	Road width restricted and covered by no waiting at any time restriction'	Requires further investigation	N/A	3

RWB CRICKLADE LHFIG - PRIORITISATION OF HIGHWAY REQUESTS MAY 25 - APPENDIX 3

Issue number	Request Date	Town / Parish council	LOCATION	Link to Google Maps Street View Image	Summary of Request	Engineer Comments	Options for Consideration	Estimated Cost (£)	Deliverability Ranking (1= Easy, 5= difficult)
TBC	TBC	Purton	Stoke Common Lane Purton (from Bell PH to	google.com/maps	Requests for upgrade of footway from the Bell public house to Pond Lane as a substantive bid in 25/26	Maintenance issues cannot be considered under LHIFG ToR. New Footways / Widening is considered an improvement and can be considered. Overall length 340m	Requires further investigation	£100,000+	4
11-24-43	28/04/2025	Purton	The Peak/Reids Piece Purton	google.com/maps	Vehicles are entering and exiting the one-way road incorrectly. Request Improvement to one way signage and road markings.	Upright signs are legally correct but additional road markings to identify direction of travel would be of benefit.	Suggest Turn Left /arrow at school entrance, ahead arrows and No Entry road marking. Could combine with issue 11-24-40 to reduce gang set up costs	£2,000	1
11-23-09	09/03/2023	Lydiard Millicent	Church Place / The Street (towards Lydiard Green)	google.com/maps	Request for improved speed reduction measures and pedestrian safety for pedestrians accessing all saints church	Traffic calming in place outside Church with 2no. priority chicanes. Overall speeds in area low. Area to west of The Butts is 30mph but speeds higher due to lack of frontage development and road alignment.	Additional 30mph roundels / repeater signs between The Butts and Bagbury Lane to provide improved awareness of 30mph limit. Suggest that school consider advisory '20' on The Street via TAOSJ	£3,500 (signs / road markings)	2
11-24-18	17/04/2024	Lydiard Millicent	Lydiard Green footway	google.com/map	Request to complete footway links along Lydiard Green to connect with footway south of Greenhill xroads	1. Continuous footway along length not possible due to restricted road width (virtual pavement may be possible). 2. Majority of verge areas along length are privately owned and would require free dedication of land.	Local rep work has undertaken initial consultation with residents to establish willingness for free dedication. Not all affected properties happy. Complex scheme where longer term strategy/ agreement required for project delivery	£100,000+	5
11-24-47	16/05/2025	Lydiard Millicent	Manor Hill, (Lydiard Millicent end)	google.com/maps/	The highway is particularly narrow at 2 points on Manor Hill (Lydiard Millicent end), especially so at the brow of the hill. Vehicles not reduce their speed significantly to allow safe passing and causes accidents. This issue may be aided by the reduction in speed limit from 60mph to 40mph, but with the developments in progress in and around Purton, it is expected that vehicle numbers will increase and exacerbate this problem	Reduction in speed limit to 40mph under issue 11-21-8.	Length will be 40mph and unlit. Carriageway width to be checked. Options for improvement likely to be limited but further investigation required.	N/A	4
11-24-28	16/05/2025	Lydiard Millicent	The Butts (Lydiard Millicent end)	google.com/maps	The Butts is experiencing an increasing issue with the volume of vehicles using it to drop off / collect children from school and the adjacent preschool. It is a single vehicle width No through Road with c.350 pedestrians both in the morning and afternoon. In Sept there will be an unusually high proportion of children joining the school from outside of the village and will therefore arrive by car. The Headmaster is receiving complaints from pedestrians frequently, and parents are also taking it upon themselves to drive up The Butts and park on residents driveways without permission.	School missed out on 'School Streets' year 1 pilot scheme but are list for assessment in year 2 (assuming pilot is successful). Difficult to resolve parent parking issues without extensive parking controls	School informed of year 2 inclusion into School Streets initiative	N/A	N/A
11-24-49	08/05/2025	Lyneham and Bradenstoke	B4069 Bradenstoke	google.com/maps	Prior to the landslide on the B4069, the village of Bradenstoke had a series of speed limits ranging from 60mph to 30mph at various points through the village. PC request for all temp speed limits under TTRO to be retained.	Full review and assessment against Circular 01/13 by Atkins likely. Lyneham banks improvement delivered by Major Projects team	Atkins assessment TBC	£5000+ (assessment)	3
11-24-50	09/04/2025	Lyneham and Bradenstoke	Preston Lane, Primary school	google.com/maps	Incident involving a child by the school and a vehicle. A member of the public has asked for consideration of installation of a zebra crossing. The Parish Council would like the request a safety review for a defined crossing point in Lyneham at Preston Lane at the Primary School.	Criteria for zebra crossing unlikely to be met.	Further investigation required	N/A	N/A
TBC	TBC	Tockenham	Tockenham Village	google.com/maps	Tockenham Parish Council consider that the maximum 30mph speed limit allowed for vehicles travelling through the built-up area of the Village is too fast for the road conditions. The Metro Count results of 2024 sited in three separate areas within the village on the C120 showed that vehicles voluntarily reduced their speeds considerably below 30mph indicating that in their view 30mph was too fast Tockenham PC request that a full assessment is carried out to consider the lowering of the current maximum 30mph speed limit to 20mph.	Speed counts already undertaken at 3 sites, 7 day average 23.49mph, 24.03mph, 20.63mph	Assessment required (in house)	£3,100	3