

LYDIARD MILLICENT PARISH COUNCIL MEETING
13 March 2025
held at the Jubilee Club House, Lydiard Millicent
at 19:00 hrs

Councillors Present:

S Westwood, Chairman L Bamsey R Selwood K Smith J Sprules
M Allsop, Vice Chairman

Others in Attendance: 3 members of the public

Meeting Clerk: Hayley Graham

Public Question Time:

- A resident asked for clarification on a road closure highlighted on the indicative plan of the Temporary Traffic Regulation Order for The Street (agenda item 10.a). The Clerk advised that this affects Bury Fields and that access to Stone Lane should not be impacted.
- A resident advised that the road markings at Greatfield have been refreshed and that the road sweeper had visited, however this dragged the detritus further down the road. The Clerk confirmed this has been fed back to Highways at Wiltshire Council.
- A resident raised that there a number of rewilding projects taking place in The Springs on verges that do not appear to belong to the homeowners. The Clerk will investigate.

Councillor Question Time: There were no Councillor questions

MINUTES

24.250 Apologies for Absence

Apologies were RECEIVED from Councillors Coffey, Hill-Wheeler and Wiltshire Councillor Steve Bucknell.

24.251 Declarations of Interest and Dispensation Requests

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

24.252 Chairman's Announcements

- Mo Suleman has resigned from the Council. He will be missed, and thanks were given for all his work during his time on the Council, particularly on the Local Highway and Footway Improvement Group.
- The application for a travellers site at Claypits, Greenhill was approved at the Strategic Planning Committee in February. Thanks were given to Councillor Allsop for attending the meeting to highlight the Council's objections.
- Thanks were given to Councillor Allsop, Patrick Cole and Mo Suleman for arranging the distribution of the flyer for the forthcoming VE Day 80 Commemoration events in May along with the Neighbourhood Plan survey.
- Elections for local Councils are being held in May, please consider joining the Parish Council.

24.253 Minutes

Members CONSIDERED the minutes of the Parish meeting held on 6 February 2025. The minutes of the meeting were ADOPTED as a true record and signed by the Chairman.

24.254 Financial Accounts

Members NOTED and APPROVED the Income & Expenditure Reports and Payments List. Members NOTED the report detailing:

- An increase to the Clerk's SLCC annual membership from £190 (one hundred and ninety pounds) to £205 (two hundred and five pounds), no VAT payable
- An increase to Business Waste's container collection cost of 87p (eighty-seven pence) excluding VAT per collection, and an overweight container charge increase of 1p (one pence) per kilo.

24.255 **Clerk Training**

Members NOTED the report and APPROVED the expenditure for the following training webinars for the Clerk:

- Cemetery and Churchyard Safety and Memorialisation – SLCC
- Cemetery Legal Requirements - SLCC
- Post-Election - WALC
- Standing Orders - WALC
- Introduction to CiLCA - SLCC

Cost for all webinars is £305 (three hundred and five pounds) ex VAT. Costs to be met from Training budget.

24.256 **Planning Applications**

Members NOTED the following Wiltshire Council decision:

Application: PL/2025/00928 – Notification of proposed works to trees in a Conservation Area	Applicant: Mr Smith
Address: Lydiard House, Lydiard Green, Lydiard Millicent, SN5 3LP	
Proposal: T1- Holm Oak - crown raise to 5.2m G1-group of interlaced holly to shape and top as necessary	WC - No Objection

24.257 **Clerk's Report**

Members NOTED the report and RECEIVED the following updates:

24.156 Financial Accounts Members NOTED the report and APPROVED the cost for the annual inspection of the JCH play area at £150.00. UPDATE: Inspection has been booked and will be carried out in approx. 12 weeks. FURTHER UPDATE: Inspection is expected to take place by 5 March. MEETING UPDATE: The Clerk has followed up with the contractor but has yet to hear. The Clerk will chase this again.
24.162 Holborn Footpath Members NOTED the report and CONSIDERED the recommendation. Members APPROVED the expenditure to purchase the materials for the Parish Handyman to lay at a cost of £70. UPDATE: Due to other demands, the works have been delayed. It is hoped that it can be carried out in Feb. FURTHER UPDATE: The recent wet weather appears to have washed away a lot of soil so the 250kg of hardcore that has been laid has not quite been enough. Clerk to order more hardcore for the Parish Handyman to lay. MEETING UPDATE: Additional hardcore has been laid. Members AGREED to CLOSE this item.
24.235 Financial Accounts Members APPROVED the expenditure allocation for the Jubilee Club House Outdoor Store Room doors of £1,114 (one thousand, one hundred and fourteen pounds) from budget line 4122 Building Maintenance and £776 (seven hundred and seventy-six pounds) from General Reserves. UPDATE: Order for works issued, design and technical spec is being agreed. MEETING UPDATE: Technical spec has now been agreed and the deposit will be paid in the next payment run.

24.258 **Correspondence**

Members NOTED the following correspondence:

- a. Wiltshire Council Temporary Traffic Regulation Order – The Street
- b. Wiltshire Bobby Van's Spring Newsletter
- c. Wiltshire Council Briefing Note – Pre-Election
- d. Wiltshire Council Briefing Note – Local Nature Recovery Strategy

Councillor Westwood will review the draft Local Nature Recovery Strategy proposal and update the Council at the next meeting.

24.259 **Policies**

Members NOTED the report and RESOLVED to the adopt the updated Risk Management Register subject to the addition of the following risk:

Risk	Impact	Likelihood	Severity
Potential cyber attack Leading to: - Loss of services (website / email) - Data security compromised	Severe	Probable	High

Members RESOLVED to delegate the agreement of control actions to Councillors Bamsey, Selwood, Westwood and the Clerk.

Members RESOLVED to adopt the Communications Policy subject to the following amendment: Communication Checklist bullet point 7 to read "A response to a planning application will be made to the Local Planning Authority if applicable".

24.260 Lydiard Plain Felled Tree Remedial Works

Members NOTED the report and RESOLVED to accept Quote B from Company A at a cost of £500 (five hundred pounds) ex. VAT shared equally with the adjacent land owner, resulting in a cost of £250 (two hundred and fifty pounds) ex VAT to the Council. Costs to be met from Lydiard Plain Parish Maintenance budget. As the works will be invoiced in the next financial year, these funds will be moved to Ear Marked Reserves at year end.

24.261 Bagbury Park Enforcement Matter

Members NOTED the report and RESOLVED that the Clerk should refer the matter back to Wiltshire Council Enforcement.

24.262 Jubilee Club House Heating Controls and Plumbing Requirements

Members NOTED the report and CONSIDERED the quotes received. Members RESOLVED to accept the quote to:

- Supply and install 1no. Tado V3 wireless heating and hot water smart thermostat
- Install software on a Council mobile phone, test and set up

Works are at a cost of £270.49 (two hundred and seventy pounds 49p), no VAT payable.

Members RESOLVED to accept the quote to replace two isolation valves and install three additional isolation valves at a cost of £220 (two hundred and twenty pounds) no VAT payable.

All costs to be met from EMR JCH Repairs.

24.263 Cemetery Plot Exception Request

Members NOTED the report and RESOLVED to grant an exception for the purchase of one burial plot for CL in Lydiard Millicent Cemetery.

24.264 Local Highway and Footway Improvement Group (LHFIG) Update

Members NOTED the report and CONSIDERED the Prioritisation of Issues. No amendments were required.

Mo Suleman represented the Council at LHFIG so Councillor Westwood asked all Councillors to consider if they could step into this role.

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. Costs to be met from General Reserves.

It was agreed that once these works have been completed and nesting season is over, the Parish Handyman would look to address the works needed on Tree ID's T2, T3 and T4.

24.266 **Neighbourhood Plan Consultation Strategy**

Members NOTED the Neighbourhood Plan Consultation Strategy. Councillor Westwood raised that the Planning Inspectorate has raised some concerns on the Wiltshire Council Local Plan and asked what impact that would have on the development of Lydiard Millicent's Neighbourhood Plan. Councillor Allsop advised that there is nothing in the Local Plan that changes the status or requirements of Lydiard Millicent as a small village so there should be no impact at all. The advice given from the consultants supporting the development of the Neighbourhood Plan is not to wait for the Local Plan to be adopted.

Standing Orders were SUSPENDED for the Chairman of the Neighbourhood Plan Steering Group, Patrick Cole to update the Council. Surveys have been delivered to all households in the Parish and as of Tuesday, 45 responses had been submitted online. The analysis of the survey results will be available on 9 April, which will be presented to the Steering Group and any Councillors who wish to join by the consultant on 16 April. Thereafter, it is planned to present the findings and parts of the draft plan to residents in early June.

A fee proposal and timescales will be available from the consultant shortly.

Standing Orders were REINSTATED before Members discussed further.

24.267 **Council and Community Representatives**

Members RECEIVED the following updates:

Area Board – Councillors Allsop and Westwood Next meeting is in June.
Community Carers Group – Councillor Allsop Councillor Allsop was unable to attend the last meeting due to a clash with the Strategic Planning Committee.
Community Safety Group – Councillor Hill-Wheeler Councillor Hill-Wheeler is unable to attend the next meeting. Councillor Allsop will attend in her absence.
Speed Indication Devices – Councillor Allsop Latest data has been shared with Councillors.

24.268 **Exclusion of the Public and Press**

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

3 members of the public left the meeting.

24.269 **Land Matters**

Members NOTED the report. After discussions, members RESOLVED to proceed with the recommended next step.

Members RECEIVED an update from Councillors Allsop and Westwood further to a meeting with a resident. A formal update will be brought to the next meeting.

24.270 **Community Field Working Party Meeting**

Members NOTED the report and CONSIDERED the recommendations. After discussions, Members:

- APPROVED the expenditure of £35 (thirty-five pounds) ex. VAT for lease agreement support
- APPROVED the expenditure of £1,550 (one thousand, five hundred and fifty pounds) ex.VAT for ecological professional fees
- AGREED that the draft Working Party terms proposal form the agreement put to the Parish Hall Trustees.

£1,000 (one thousand pounds) of the costs will be met by the Community Field budget with the remaining £585 (five hundred and eighty-five) to be met from General Reserves. As this work will be invoiced in the next financial year, these funds will be moved to Ear Marked Reserves at year end.

The Clerk will contact the Council's insurers to establish if there are any insurance considerations the Council should be aware of.

Meeting Closed at 20.38 hrs

Finance Report 3 Apr 2025

Item 6

EXPENDITURE

Supplier	Invoice Number	Date	Description	Net	VAT	Total	Paid	Method
Betterclean	2960	28 Feb 25	February Cleaning	425.10	85.02	510.12	25 Mar 25	BP
BOnline	1796124	01 Mar 25	Broadband	29.63	5.93	35.56	14 Mar 25	DD
British Gas	10228417	17 Feb 25	January / February Electricity	95.81	4.79	100.60	03 Mar 25	DD
Business Waste	1622334	28 Feb 25	Cemetery	0.44	0.09	0.53	14 Mar 25	DD
Business Waste	1626078	01 Mar 25	Cemetery & JCH	76.74	15.34	92.08	14 Mar 25	DD
Castle Water	5693013	04 Mar 25	JCH Water	39.63	0.00	39.63	18 Mar 25	DD
Castle Water	5832417	07 Feb 25	Cemetery Water	5.02	0.00	5.02	21 Mar 25	DD
Corona	19066060	07 Mar 25	February / March Gas	253.04	12.65	265.69	25 Mar 25	BP
Dimensions Garage Doors	SW6724	11 Feb 25	Deposit - Outdoor Store Doors	375.00	75.00	450.00	25 Mar 25	BP
EE	198589	13 Mar 25	February / March Charges	19.42	3.88	23.30	21 Mar 25	DD
HMRC	n/a	27 Feb 25	Tax & NI - February	271.51	0.00	271.51	14 Mar 25	BP
Inception	3042066	17 Mar 25	February / March Printing	43.63	8.72	52.35	28 Mar 25	BP
John O'Conner	117209	20 Feb 25	February Grounds Maintenance	884.83	176.96	1,061.79	25 Mar 25	BP
JW Plant	12167	29 Jan 25	VE Day 80 Flag	37.33	7.47	44.80	12 Mar 25	CC
Lydiards Magazine	n/a	11 Mar 25	Lydiards Magazine Subscription	6.00	0.00	6.00	25 Mar 25	BP
Lloyds Bank	n/a	27 Jan 25	Debit Card Fees	3.00	0.00	3.00	10 Feb 25	CC
Lloyds Bank	n/a	26 Feb 25	Debit Card Fees	3.00	0.00	3.00	12 Mar 25	CC
Master Land and Planning	MLP25002/1	03 Mar 25	Stage 1&3 NP Consultancy	2,518.00	503.60	3,021.60	25 Mar 25	BP
NJ Armstrong Plumbing	901	03 Mar 25	JCH Ladies WC Fix	95.00	0.00	95.00	25 Mar 25	BP
Peninsula	4824191	08 Mar 25	HR	106.64	20.14	126.78	10 Mar 25	DD
Staff	n/a	25 Feb 25	Salaries - March	1,923.05	0.00	1,923.05	28 Mar 25	BP
Three Business Services	44048	14 Feb 25	February Charges	8.71	1.74	10.45	17 Mar 25	DD
Firethorn Services	2502	03 Mar 25	Jan/Feb Cemetery Admin Support	260.00	0.00	260.00	25 Mar 25	BP
TJ Sansum	288797	03 Feb 25	Hardcore for Holborn Footpath	29.60	5.92	35.52	12 Mar 25	CC
Wiltshire Council	1430112	30 Jan 25	Planning Application - C Field	289.00	0.00	289.00	12 Mar 25	CC
X-Net	33349	26 Feb 25	2 Year Domain Renewaal	125.00	25.00	150.00	25 Mar 25	BP

Expenditure 7,924.13 952.25 8,876.38

Payments for Approval

John O'Conner	118518	27 Mar 25	March Grounds Maintenance	955.73	191.14	1,146.87		
Mel Allsop	n/a	27 Mar 25	WC Office Mileage x 2	53.40	0.00	53.40		
Webbpaton	20990	26 Mar 25	Rural Land Agent Fees	158.34	31.66	190.00		

1,167.47 222.80 1,390.27

LMPC Income Summary 2024-2025 Received 28 February 2025

Category	Amount
Cemetery Burials	£2,481.00
Exclusive Rights	£2,345.00
Cemetery Memorials	£1,038.00
Cricket	£3,055.00
Defra	£1,635.24
Field and Hall Hire	£198.00
Football	£8,711.00
Lydiard Plain Rental	£1,000.00
Grants	£3,585.00
PSDF Income	£3,383.51
Wayleave	£12.00
Total	£27,443.75
Precept	£64,151.00
Vat Refund 23/24	£12,696.75
Total	£104,291.50

Members are requested to:

- NOTE the journal movements
- APPROVE the EMR movements

Journal Movements

From	To	Amount	Notes
301 / 4120 Recreation Field & JCH – JCH Cleaning	301 / 4121 Janitorial Supplies	£925.41	Misallocation of invoice
304 / 1002 Cricket - Rental	304 / 1007 Hire	£3,055.00	Misallocation of income due to 2 nominal codes being available for the same purpose
305 / 1002 Football – Rental	305 / 1007 Hire	£8,711.00	Misallocation of income due to 2 nominal codes being available for the same purpose
201 / 4101 Cemetery – Grass Cutting	4111 / 201 Tree / Hedge Works	£200.00	These journals for grounds maintenance are for administrative purposes as the invoices received are not broken down by cost centre and therefore journals are done at year end.
301 / 4101 Recreation Field & JCH – Grass Cutting	4111 / 301 Tree / Hedge Works	£300.00	
301 / 4101 Recreation Field & JCH – Grass Cutting	4101 / 304 Cricket – Grass Cutting	£700.00	
301 / 4101 Recreation Field & JCH – Grass Cutting	4101 / 305 Football – Grass Cutting	£1,750.00	
301 / 4101 Recreation Field & JCH – Grass Cutting	4126 / 305 Football – Pitch Marking	£675.00	

EMR Movements

From	To	Amount	Notes
501 / 4105 Lydiard Plain – Parish Maintenance	EMR 325 Parish Projects	£250.00	For Lydiard Plain felled tree remedial works to be invoiced in 25/26 (min. ref. 24.260)
401 / 4129 Highways / Open Spaces – Community Field	EMR 325 Parish Projects	£1,000.00	For ecological professional fees associated with Community Field to be invoiced in 25/26 (min. ref.24.70)
401 / 4109 Highways / Open Spaces – Street Furniture	EMR 326 Street Furniture / Play Equipment	£1,000.00	Underspend in 24/25 to be transferred to EMR
401 / 4109 Highways / Open Spaces – Parish Maintenance	EMR 325 Parish Projects	£1,925.00	Underspend in 24/25 to be transferred to EMR
303 / 4130 Play Area – Play Equipment New	EMR 326 Street Furniture / Play Equipment	£1,000.00	Underspend in 24/25 to be transferred to EMR
301 / 4122 Recreation Field & JCH – Building Maintenance	EMR 323 JCH Repairs	£739.00	For store room doors (min. ref. 24.235)
104 / 4026 Democratic Activities – Election Fees	EMR 328 Elections	£1,150.00	For election fees which will be invoiced in 25/26
303 / 4131 Play Area – Play Equipment Maintenance	EMR 326 Street Furniture / Play Equipment	£368.00	Underspend in 24/25 to be transferred to EMR
401 / 4139 Highways / Open Spaces – Lydiard Green	EMR 325 Parish Projects	£196.00	Underspend in 24/25 to be transferred to EMR

Asset Register

LYDIARD MILLICENT PARISH COUNCIL - ASSET REGISTER

At 28 March 2025 the following assets were held:

Assets are defined as land, buildings, vehicles, plant and equipment with a value in excess of £100.

	Location	Date Acquired	Purchase Price
Jubilee Club House	Meadow Springs	31.3.2003	330,604.00
Jubilee Club House Contents	Meadow Springs	31.3.2002	5,235.00
Parish Office Equipment	Meadow Springs	31.3.2016	1,658.00
Recreation Field and The Mews	Meadow Springs	31.3.1986	1.00
O/S Meadow Springs	Meadow Springs	31.3.1986	1.00
Lydiard Green	Lydiard Green	22.12.1969	-
Lydiard Plain	Lydiard Plain	31.3.1985	-
Forge Fields (ex sub station)		31.3.1998	-
Community Field	The Street	31.02.2013	30,000.00
Cemetery	The Butts	31.3.1985	-
Cemetery Shed	The Butts	31.3.1986	1.00
Telephone Box	Greenhill	n/k	1.00
Telephone Box	The Street	22.2.2018	1.00
Parish Boundary Signs	Parish	01.04.2020	13,000.00
Speed Indicator Devices x 2	Parish	01.12.2020	7,500.00
Play Area Equipment	Meadow Springs	31.3.1999	15,000.00
Play Area Equipment	Meadow Springs	01.04.2020	14,500.00
Play Area Equipment	Meadow Springs	2023	21,548.00
Bus Shelter	The Street (Church)	31.3.1985	863.00
Bus Shelter	Greenhill Xroads	31.3.1985	863.00
Bus Shelter	The Beeches	31.3.1995	1,720.00
Bus Shelter	Holborn	31.3.1995	1,720.00
Bus Shelter	Chestnut Springs	31.3.1995	1,720.00
Planter/Flowerbed	The Butts Junction	31.3.2013	1,260.00
Planter/Flowerbed	Next to Parish Hall	01.04.2020	1.00
Planter/ Flowerbed	Church Place	n/k	1.00
Planter/ Flowerbed	Church Place	n/k	1.00
Planter/ Flowerbed	Park Lane	n/k	1.00
EGO MHSC2002E Multi Tool Package Kit	Meadow Springs	2021	645.00
and EGO BCA1000 Multi-Tool Brush Cutter	Meadow Springs	"	
Metal Storage Cabinet	Meadow Springs	2021	103.00
Kitchen Equipment	Meadow Springs	2021	283.00
Phoenix FS1913K Fire Safe/Cabinet	Meadow Springs	2022	2,920.00
Height Restrictor	Meadow Springs	2022	2,103.00
Removable Bollards	Meadow Springs	2022	1,088.00
Wimba Marquee and Storage Bag	Meadow Springs	2022	2,028.00
Platinum Jubilee Beacon	Meadow Springs	2022	490.00
Wooden Filing Cupboard	Meadow Springs	2022	289.00
Security Bind Spot Mirror	Meadow Springs	2022	159.00
Noticeboards x 4	Parish Locations	2022	2,729.00
War Memorial Clock - Public Donation	Parish Church	2022	1.00
War Memorial Clock Battery	Parish Church	2022	571.00
4 Drawer Filing Cabinet, 4 Metal Cabinets	Meadow Springs	2023	784.00
EGO LB5800E 56v Leaf Blower, Battery, Charger	Meadow Springs	2023	349.00
New Signage at JCH	Meadow Springs	2023	635.00
CCTV System	Meadow Springs	2023	3,526.00
Community Field Fencing	The Street	2023	1,870.00
Defibrillator - Donated by Football Association	Meadow Springs	2023	1.00

SUBTOTAL

467,774.00

TOTAL VALUE OF ASSETS DISPOSED OF DURING 2024-2025

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TOTAL VALUE OF ASSETS PURCHASED DURING 2024-2025

Chairs for JCH Main Room x 28	Meadow Springs	2024	657.00
Roller Display Banners x 5	Meadow Springs	2024	150.00
Folding Tables x 10 & Trolley	Meadow Springs	2024	905.00
Blinds for JCH Main Room	Meadow Springs	2024	397.00
Speed Indicator Devices x 2	Parish	22.07.2024	3,999.00
Acoustic Boards for JCH Main Room	Meadow Springs	2024	2,500.00
Hearing Loop	Meadow Springs	2024	1,219.00
Event Display Boards	Meadow Springs	17.2.2025	100.00

SUBTOTAL

£ 9,927.00

TOTAL

477,701.00

Earmarked Reserves

Account	Opening Balance	Net Transfers	Closing Balance
320 EMR Footpaths	5,163.00	-460.59	4,702.41
321 EMR Handyman Equipment	1,499.83		1,499.83
322 EMR Highways - LHFIG	6,000.00		6,000.00
323 EMR JCH Repairs	4,543.39	-3,690.32	853.07
324 EMR Office Equipment	2,680.00	-282.51	2,397.49
325 EMR Parish Projects	24,268.93	-24,268.93	0.00
326 EMR St Funiture/Play Equipment	789.00		789.00
327 EMR War Memorial Clock Fund	5,732.49		5,732.49
330 EMR CIL	10,889.97	-5,804.54	5,085.43
	61,566.61	-34,506.89	27,059.72

Members are requested to NOTE the communication received from Betterclean.

I am writing to you with some important changes to your account that will be taking effect very soon. Please take the time to read through this Email and feel free to contact me if you have any questions on the content.

Increase in National Living Wage

You are probably aware that the National Living Wage will increase by 77p per hour (6.7%) from the 1st April 2025. As a result of this, we will have to make an increase of around 6.7% to your monthly service charge from this date.

We have always been committed to paying my employees a competitive and fair wage and this has been critical over the past year in allowing Betterclean to attract and retain good staff.

With this in mind, I have reviewed our fees on an individual basis, by looking at the number of cleaning hours and the costs involved in running each account. I am very mindful of Betterclean's aim to be competitive at all times, whilst ensuring that our service quality is not compromised and remains sustainable over the longer term. Here is how our service charge is made up.



I would like to take this opportunity to thank you for continuing to use Betterclean Services and trust that you will understand and accept the need for the increase mentioned earlier. If you would like to discuss this, or anything else to do with the service, in more detail then please contact me as I would be more than happy to do so.

Yours sincerely

Soel Miah

Director
Betterclean Services (Swindon)

Members are requested to:

- CONSIDER if the Parish Council can give any support in relation to the decision on the above application

Background

Claypits is a field behind properties approximately half way along Greenhill. It was subject to an enforcement notice from Wiltshire Council in 2018 for the removal of 2 residential caravans on the site. The notice stated several reasons why permission to live on the site should not be allowed with the final statement: "The Council does not consider that planning permission should be given, because planning conditions could not overcome these objections to the development.". The lady that owned the site at that point had lived there for several years. It was sold following this and the new owner has subsequently made 3 separate applications for "Material change of use of land for the stationing of caravans for residential purposes with dayrooms and hardstanding ancillary to that use". The first two applications were refused for several reasons and the expectation was that the 3rd would be refused for the same reasons as the only change for this application was the location of the caravans, which placed them closer to more residents. The Parish Council logged detailed objections to all 3 applications.

This application went to the Wiltshire Council Strategic Planning Committee meeting on 12 February and was recommended for approval by 4 votes to 3 but a very similar one at the following strategic meeting was recommended for refusal by 6 votes to 2. Planning applications can only be appealed by the applicant. To overturn this decision would require a Judicial Review and this is being considered by residents. The Parish Council have been asked to support them.

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. FURTHER UPDATE: WC have confirmed they are in communication with the landowner.

24.156 Financial Accounts

Members NOTED the report and APPROVED the cost for the annual inspection of the JCH play area at £150.00. UPDATE: Inspection has been booked and will be carried out in approx. 12 weeks. FURTHER UPDATE: Inspection carried out. Agenda item, recommendation to CLOSE this item.

PQT – 6 Feb

A resident raised concerns around the retrospective planning application at Toomers Garden Centre and that they had previously highlighted activity which did not appear to align to the original planning application. Councillor Westwood advised that the application is still under consultation so if the resident has not yet added any comments to the planning portal, to do so as soon as possible. The Clerk will contact Wiltshire Councillor Steve Bucknell who the resident advised was present when the issue was previously highlighted, and contact Wiltshire Council Highways Department to establish the current weight restrictions on Stone Lane. UPDATE: Contact made with both Wiltshire Councillor Steve Bucknell and Transport Planning at Wiltshire Council, awaiting responses from both. FURTHER UPDATE: No response has been received from Wiltshire Councillor Bucknell, however Transport Planning have advised that Stone Lane has a weight restriction order of 7.5t. The resident has confirmed they believe vehicles using Toomers far exceed this order and so the Clerk raised with the Case Officer. They confirmed they will pass onto the Highways Development consultee seeking advice as to whether this has any bearing on the planning application, and what action should be taken in respect of a reported breach. FURTHER UPDATE: The Case Officer has consulted Highways who have confirmed that Toomers has an operating licence for 4 HGV's which permits the weight to exceed the restriction order of 7.5t for access. As a result, Highways still have no objection. The Parish Council have already considered and provided their response to the application which is still under consultation. Recommendation to CLOSE this item.

24.235 Financial Accounts

Members APPROVED the expenditure allocation for the Jubilee Club House Outdoor Store Room doors of £1,114 from budget line 4122 Building Maintenance and £776 from General Reserves. UPDATE: Order for works issued, design and technical spec is being agreed. FURTHER UPDATE: Installation is expected in late-April.

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.

PQT – 13 March

A resident raised that there a number of rewilding projects taking place in The Springs on verges that do not appear to belong to the homeowners. The Clerk will investigate. UPDATE: The verges

are owned and maintained by Wiltshire Council. The resident applied for a Section 142 licence which was granted in 2024. This allows an adjacent landowner to cultivate a highway verge adjacent to their property. Recommendation to CLOSE.

24.255 Clerk Training

Members NOTED the report and APPROVED the expenditure for the following training webinars for the Clerk:

- Cemetery and Churchyard Safety and Memorialisation – SLCC
- Cemetery Legal Requirements - SLCC
- Post-Election - WALC
- Standing Orders - WALC
- Introduction to CiLCA – SLCC

UPDATE: Spaces secured on all webinars. Recommendation to CLOSE.

24.260 Lydiard Plain Felled Tree Remedial Works

Members NOTED the report and RESOLVED to accept Quote B from Company A at a cost of £500 ex. VAT shared equally with the adjacent land owner, resulting in a cost of £250 ex VAT to the Council. UPDATE: Works have been scheduled for 9 April.

24.261 Bagbury Park Enforcement Matter

Members NOTED the report and RESOLVED that the Clerk should refer the matter back to Wiltshire Council Enforcement. UPDATE: WC Enforcement have advised that they are unable to insist the hedgerow is reinstated as it would not constitute a breach of planning control. As it is understood this hedgerow was removed in nesting season, this can be reported to the Police who have a dedicated wildlife crime team. Council to CONSIDER the next steps.

24.263 Jubilee Club House Heating Controls and Plumbing Requirements

Members NOTED the report and CONSIDERED the quotes received. Members RESOLVED to accept the quote to:

- Supply and install 1no. Tado V3 wireless heating and hot water smart thermostat
- Install software on a Council mobile phone, test and set up

Works are at a cost of £270.49 no VAT payable.

Members RESOLVED to accept the quote to replace two isolation valves and install three additional isolation valves at a cost of £220 no VAT payable. UPDATE: Order for works issued. Awaiting confirmation of dates for works to be carried out.

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.

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 is due to take place on 11 April.

Members are requested to:

- NOTE the report
- CONSIDER the grant application for £500 towards the All Saints Church Re-Ordering appeal

Background

Historically, Parish Councils have legally been unable to make a direct contribution to the running of or appeals made for Parish Churches. In 2023, as part of the Levelling up and Regeneration Act, amendments were made to the bill that changes this and as a Parish Council, it is now allowed to contribute directly to church appeals.

The re-ordering of All Saints Church commenced in January but there is a gap of c.£20,000 in funding to reach the target for the first phase. Additional information regarding the re-ordering can be found in appendix 9a.

Clerks Comments:

In reference to LO2-23 (appendix 9c):

- The Council has now received a written request from All Saints Church
- The Council has the power to approve this grant under s137 of the Local Government Act.

In reference to Legal Topic Note 31E (appendix 9d)

- The Council must first be satisfied that there is a direct benefit to the area or part of the area, or to some or all of the inhabitants.
- The Council must secondly ensure that the direct benefit accruing to its area or residents is commensurate with the expenditure incurred.

A budget line of £750.00 has been included in the 2025/2026 precept for grant applications. Three applications were received in 2024/2025 against a budget of £500.00, one of which was rejected due to insufficient budget remaining. All Saints Church was awarded with a grant of £335.00 in the Parish meeting held 4 July 2024.

Lydiard Millicent Parish Council

Dear Councillors,

Please find attached a completed application form for a 'Grant for Voluntary Organisation' namely towards the cost of re-ordering All Saints Church.

The re-ordering started in January and we are about £20,000 short of the target for the first phase. The church building serves the Civil Parish of Lydiard Millicent and a wider Church Parish (Northwest Swindon and Lydiard Millicent) with not only a place for Christian worship but for Weddings, Funerals, Baptisms & community events. It has joined with the Parish Hall and Parish Council when village fetes have been organized and recently accommodated the Parish Council meetings on a regular basis.

The church is a Grade 11* listed building in a conservation area and requires expensive upkeep and maintenance. The Nave was re-roofed at the end of 2024 for which you kindly gave us a grant of £335. Whilst the church is closed we have been able to move on to phase 1 of the re-ordering namely levelling the floor, removing some pews from the S. Aisle and putting in additional heating and a glass door which will be more welcoming and allow light into the building.

Phase 2 of this project is to build an indoor servery so that we can offer people some refreshment in the more open space. Phase 3 is to build an inside toilet because going to the outside one in winter can be both cold and hazardous. Both phases are particularly beneficial and safer for the children who attend our Friday evening youth group. We do not have sufficient money to complete phases 2 & 3.

Therefore, we are requesting a grant from the Parish Council for this very essential and important work and trust it will be given serious consideration. As requested I will send you a copy of our annual accounts by e-mail.

Yours faithfully,

Julian Wright
Member of the Re-ordering Team

20 DECEMBER 2023

L02-23 | POWER TO FUND WORKS TO PROPERTY RELATING TO AFFAIRS OF THE CHURCH OR HELD FOR AN ECCLESIASTICAL CHARITY (ENGLAND ONLY)

Introduction

On 26 October 2023, the Levelling-up and Regeneration Act (the 2023 Act) received Royal Assent. Section 82 of the 2023 Act amends the Local Government Act 1894 (the 1894 Act) by inserting a new section 19A into the 1894 Act. Section 19A comes into force on 26 December 2023. The Appendix at the end of this briefing contains the wording of section 19A.

The government's view is that its amendment in the form of section 19A clarifies that the 1894 Act does not affect the discretionary powers of parish councils in England to fund church repairs or improvements or property held for an ecclesiastical charity. NALC recommends that its members adopt the government's view when they receive requests for funding. This means that councils can use their discretionary powers to fund such property, including that of other Christian denominations and non-Christian faiths. It applies in the case of:

- Specific powers to fund works - for example, repairs to clocks fixed to church property (section 2 of the Parish Councils Act 1957) and the maintenance of open churchyards (section 214 of the Local Government Act 1972 (the 1972 Act)).
- General powers to fund works where works are not covered by a specific power - section 137 of the 1972 Act and the general power of competence can also be used by councils to fund requests for works not covered by specific powers.

What will parish councils need to consider when receiving funding requests?

Councils need to consider requests in respect of church property or property held for an ecclesiastical charity as they would any other funding request. Funding powers further to section 19A of the 1894 Act coming into force are discretionary. Parish councils are not under any additional duties as a result of the 2023 Act and the insertion of section 19A to the 1894 Act.

The issues that councils would need to consider when seeking to rely on a general power are set out within our Legal Topic Note 31E. This includes the direct benefit

of expenditure accruing to a council's area or residents being commensurate with the expenditure incurred in respect of section 137.

NALC publications

NALC's view (as set out in Legal Briefing L01-18 – financial assistance to the church) was that only explicit local council powers could override the prohibition in the 1894 Act to fund churches. We will be withdrawing Legal Briefing L01-18 further to the Government's amendment as per section 19A coming into force on 26 December 2023. We will also update and reissue Legal Topic Note 31E to remove references to the prohibition, which will no longer apply when section 19A comes into force.

Appendix

19A Powers under other enactments

- (1) Nothing in this Part affects any powers, duties or liabilities conferred on a parish council by or under any other enactment (whenever passed or made).
- (2) This section does not apply in relation to community councils (see section 179
- (4) of the Local Government Act 1972).

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19 DECEMBER 2023

LTN 31E | LOCAL COUNCIL GENERAL POWERS (ENGLAND)

THIS VERSION EFFECTIVE FROM 26 DECEMBER 2023

Introduction

1. Local councils in England can rely on general powers to act and spend money unless they are restricted from doing so. This Note will look at the scope of the general powers and what councils can and cannot do. The powers are as follows:
 - a. Section 137 of the Local Government Act 1972
 - b. The general power of competence (if eligible)

Overview of the powers

2. Section 137 of the Local Government Act 1972 (the 1972 Act) enables local councils to spend a limited amount of money for purposes for which they have no other specific statutory expenditure. It is however, limited in a number of ways. Section 137 cannot be used by a local council that is eligible to exercise the General Power of Competence (GPC) except to donate money to certain charities and appeals (section 137(3)). The relationship between section 137 and the GPC is an important one and is explained further below.

Section 137 — scope and nature of the section

3. The basic power is for a local council to spend money subject to the statutory limit on purposes for the direct benefit of its area, or part of its area, or all or some of its inhabitants.
4. Where the council has an unrestricted specific statutory power to spend money, section 137 cannot be used. An example of such a power is section 19 of the Local Government (Miscellaneous Provisions) Act 1976 Act, which empowers a local council to contribute by way of grant or loan towards the expenses incurred or to be incurred by any voluntary organisation in providing recreational facilities. Another example is section 145(1)(b) of the 1972 Act, which enables a local council to contribute towards the expenses of providing a theatre.
5. Where a council has a statutory power restricted by a limitation or condition, section 137 cannot be used to get around the limitation or condition. An example of a limitation is contained in section 127(2) of the

1972 Act in respect of a disposal of an interest in land for less than best consideration.

6. Where there is a statutory prohibition on a council carrying out a particular function, section 137 cannot be used to avoid the prohibition. An example is section 2(1) of the Local Government Act 1986, which prohibits a local authority from publishing or arranging for the publication of material which, in whole or in part, appears to be designed to effect support for a political party. Section 137(1A) also reinforces the prohibition on using section 137 to avoid a limitation or condition on some other power or for a function that they are prohibited from exercising.
7. Provided that there is no alternative power whether limited or conditional or not, and no statutory prohibition, a council may incur expenditure under section 137. The council must first be satisfied that there is a direct benefit to the area or part of the area, or to some or all of the inhabitants. The council is the body to determine whether or not such benefit will accrue, and a decision by the council could only be challenged on the ground that it was wholly unreasonable. The use of “some” in relation to the inhabitants means that the council cannot use the power to benefit a single individual. It may be possible for the council to help an organisation to which the individual belongs, thus releasing funds for the organisation to help individuals. For example, a council could make a donation to a local organisation which provides grants to needy persons or to pay for individual’s first aid courses where a council believes there would be demonstrable benefit to the area or its inhabitants.
8. The council must secondly ensure that the direct benefit accruing to its area or residents is commensurate with the expenditure incurred. This means that a council should not spend a disproportionately large amount on something which has no or very little direct benefit. For example, spending the whole of the council’s allowance under section 137 for the benefit of two people is unlikely to confer benefits commensurate to the expenditure incurred, or to donate a council’s entire annual section 137 allowance to a local campaign group where there is a contentious issue that divides local opinion.
9. Expenditure incurred by a council under section 137 is open to challenge by the auditor, or by a local government elector objector at audit (section 27 of the Local Audit and Accountability Act 2014), on the basis that the expenditure is larger than the direct benefit to the area or to residents would justify. Councils must therefore exercise care when considering the amounts of proposed expenditure under section 137 and, if in doubt, should seek advice before going ahead.

10. Section 137 expenditure can only be incurred on publicity by way of assistance to a public body or voluntary body when it is incidental to the main purpose for which the council is giving financial assistance (section 137(2C)). Expenditure by a council on publishing information regarding the services it provides is also subject to the statutory limit (section 142 of the 1972 Act).
11. Under section 137(3) contributions may be made to charities and bodies providing a public service on a non-profit making basis, but only in furtherance of their work in the United Kingdom. It is unlawful for a council to contribute to a charity or a public service body operating overseas, or to a fund established to help persons outside the UK. Contributions to UK charities and bodies providing a public service do not have to bring any direct benefit to the council's area or to its inhabitants.
12. Section 137(3) may also be used to contribute to public appeals for funds in connection with particular events affecting UK residents only where the appeal is made by the Lord Mayor of London or the Chair of a principal council or by a similar person in Scotland or by a committee of which such a person is a member.

Limit of expenditure

13. The maximum amount which a council may spend under section 137 in any one fiscal year (i.e. 1 April to the following 31 March) is an index-linked amount per head of the relevant population, calculated as set out below.
14. The relevant Government department (Department for Levelling Up, Housing & Communities) usually notifies NALC of the agreed value for local councils according to the indexation formula a short time before the relevant financial year.
15. The relevant population is the number of persons on the electoral roll for the town, or parish as at 1 April. The electoral register is published and updated regularly. The electoral registration officer will be able to give details of numbers.
16. In calculating the expenditure incurred under this section, a council is entitled to deduct from its gross expenditure any grant payable by a Minister of the Crown (defined as "the holder of an office in Her Majesty's Government in the United Kingdom, and includes the Treasury, the Board of Trade and the Defence Council"), or out of the European Regional Development Fund or the European Social Fund. In addition, any amount that has been funded by public subscription and any loan repayments can also be ignored.

Authorisation of expenditure and accounts

17. As councillors are collectively expressing an opinion as to the commensurate local benefit, the expenditure under section 137 must be properly authorised by resolution.
18. Section 137(7) requires a separate account to be kept of expenditure under the section. For many councils all that is necessary is to have a separate column in the cash book. Steps need to be taken with computerised book-keeping to see that a total of the money spent to date under this section is available on request. Rights of inspection under section 25 of the Local Audit and Accountability Act 2014 apply to the separate account.

Contributions to voluntary bodies, charities etc.

19. Where a council provides financial assistance equal to or exceeding the relevant minimum to a body providing a public service, a charity or funds where the appeal is made by the Lord Mayor of London or the chair of a principal council within section 137(3), must require the body or charity recipient to furnish a written statement of how the money has been spent, within 12 months after the assistance has been given (section 137A). The “relevant minimum” is £2,000 but a council should normally require some account from the recipient body of how the contribution is to be (and in the case of successive contributions has been) spent, whatever the amount. It is usually prudent to require sight of a financial statement or account before a grant is given. In many cases, the grant is given in a form that will have to be treated as restricted funds by the receiving charity.

Other relevant legislation

20. Expenditure incurred under section 20 of the Climate Change and Sustainable Energy Act 2006 is also subject to the statutory limit permitted by section 137. Section 20 concerns powers in relation to local energy-saving measures and allows local councils to encourage or promote the likes of microgeneration within their area.

The General Power of Competence

21. Section 1(1) of the Localism Act 2011 (the 2011 Act) provides that a local authority has the power to do anything that individuals generally may do. “Local authority” is defined in section 8 of the 2011 Act and includes an eligible parish council (see paragraph 22 below). Section 2 sets out the boundaries of the general power. Subsection (2) provides that the general

power does not enable an eligible local council to do (a) anything which the authority is unable to do by virtue of a pre-commencement limitation, or (b) anything which the authority is unable to do by virtue of a post-commencement limitation which is expressed to apply (i) to the general power, (ii) to all of the authority's powers, or (iii) to all of the authority's powers but with exceptions that do not include the general power.

22. The prescribed criteria that a local council is required to fulfil in order to become an eligible parish council are set out in the Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012. It confirms that a local council is eligible to use the general power of competence if:
- a. it has a qualified clerk;
 - b. a minimum of two-thirds of the total number of councillors have been elected; and
 - c. it has resolved at a meeting of the council and each subsequent relevant annual meeting (that is, an annual meeting that takes place in a year of ordinary elections of parish councillors) that it meets these conditions.

The relevant date for eligibility purposes is the annual meeting in a year of ordinary elections. As such, if a council loses a qualified clerk or does not have two-thirds of elected councillors in the intervening period between relevant annual meetings, the council will remain eligible until the next annual meeting in a year of ordinary elections. Having a qualified deputy clerk or RFO is not sufficient if the clerk is not qualified.

23. Qualified clerk means one who has attained one of:
- a. the Certificate in Local Council Administration;
 - b. the Certificate of Higher Education in Local Policy;
 - c. the Certificate of Higher Education in Local Council Administration;
 - d. or the first level of the foundation degree in Community Engagement and Governance awarded by the University of Gloucestershire or its successor qualifications;

and the clerk completed training on the General Power of Competence unless such training was part of obtaining a qualification mentioned above.

24. Unlike expenditure incurred by a council under section 137 of the 1972 Act, the GPC imposes no statutory maximum limit to the level of expenditure that may be incurred by an eligible parish council. Paragraph 7 of Schedule 5 to Local Government and Public Involvement in Health Act 2007 means that an eligible parish council cannot incur expenditure under section 137

except under section 137(3) to contribute to the funds of charities in furtherance of their work in the United Kingdom, not for profit bodies operating in the UK and mayoral appeals as detailed in paragraphs 11 and 12.

25. Local councils which are not eligible councils for the purposes of the GPC retain the power to incur expenditure under section 137.

Exercise of the GPC - trading

26. NALC's view is that the absence of a power enabling local councils to trade prior to the GPC coming into force does not constitute a pre-commencement limitation. In short, eligible councils can exercise the GPC for trading purposes. However, section 4 of the 2011 Act requires that anything done under GPC for a commercial purpose must be done through a separate company.

Members are requested to:

- NOTE the date of the Annual Meeting of the Council
- CONSIDER meeting content, delegate elements to Councillors and agree proposed clubs and groups are approached to provide reports to the Annual Parish Meeting.

Background

The Annual Parish Meeting is called and run by the Chairman of the Parish Council. It is open to all electors of the Parish, who have the right not only to attend but also to speak on any matter of local interest. The meeting has to be held between 1st March and 1st June.

Annual Parish Meeting

The planned date to hold the event is on Thursday 15th May at the Jubilee Club House starting at 6pm with refreshments from 5.30pm.

Suggested Order of proceedings and Content for 2025 Annual Parish Meeting

- Refreshments
- Display Boards and content
- Verbal report from the Chairman reviewing the Council's last 12 months
- Verbal report from the Vice-Chairman on the Council's vision for the next 12 months
- A written/oral report from Wiltshire Councillor
- CONSIDER reports from Cake Break, Bell Ringers, Scouts and All Saints Church
- Q & A Session

Annual Meeting of the Council

The Annual Meeting of the Council will take place after the Annual Parish Meeting on Thursday 15th May at the Jubilee Club House starting at 7pm.

Recommendation for Annual Parish Meeting:

To CONSIDER the proposed meeting content, VOLUNTEERS to take responsibility for elements of the Annual Meeting (to include refreshments, display boards and content) and agree that the proposed organisations are invited to provide reports to the meeting.

Members are requested to:

- NOTE the report and CONSIDER volunteering for items on the staff roster

Background

A Working Group has been formed to organise a series of events to commemorate the 80th Anniversary of VE Day between 8th and 10th May 2025. The Working Group consists of LMPC councillors, representatives from the Parish Hall and members of the public.

Current Status

A flyer with a programme of events has been distributed to every house in the parish, and the events programme has been published on our website. The current programme is listed below, although it may be subject to change. The events will mainly take place in the Parish Hall and the Parish Field, with some support from the Sun Inn, bellringing at All Saints Church and involvement from the local Scout group. There will be museum displays in the hall and the field over the three days, along with the Parish Council marquee, although Saturday is expected to be the busiest day. On the Saturday, parking will be provided in a neighbour's field, St John's Ambulance have been asked to attend the event, and there will be outside catering (pizzas and dirty fries) available, as well as a licensed bar, ice creams and light refreshments.

Afternoon tea at the Parish Hall on Thursday 8th is now sold out, with a waiting list. Tickets are now on sale for the Barn Dance on Saturday 10th.

Budget

A budget of £600 was set for the event, to cover items such as the bouncy castle, flyers and banners for the museum. Our current expectation is that we will come in under budget.

The event is intended to be largely self-funded, and will raise money for Royal British Legion and Scotty's Little Soldiers. A risk assessment is being produced and discussions are in progress with our insurance company. A draft roster has been produced, to cover the roles required during the three-day event. This is listed below; please let us know if you can volunteer for any of the slots.

Sally Westwood
March 2025

Programme of Events			
What	Where	When	Comments
Thursday 8th May			
Afternoon tea	Parish Hall	15:00 - 17:00	Bookings are essential. Call 07443 968140 to book your place. There is no charge but donations are welcome
Museum open	Parish Hall	19:30 - 21:30	Return of our popular pop up museum, with new information, displays and audio recordings.
Light refreshments and entertainment	Parish Hall	19:30 - 21:15	40's songs performed by Grace Vocal.
All Saints Bell Ringing	All Saints Church	19:30 - 20:00	
Beacon lighting	Field	21:15 - 21:45	Join communities across the country to light a beacon and pay tribute to the people involved
Event close		21:45	
Friday 9th May			
Museum open	Parish Hall	14:00 - 17:00	
Fish & chips	Sun Inn	12:00 - 14:30 17:30 - 20:00	The nations favourite supper in WW2

Evening entertainment	Sun Inn Marquee	18:30 – 20:30	Jade Young
Saturday 10th May			
WW2 Vehicle Display	Parish Hall and Field	14:00 - 21:00	Come and see a selection of WW2 military and civilian vehicles
Malmesbury Morris Dancers	Parish Hall	14:30 - 15:00	
Food and drink	Parish Hall and Field	14:00 - 21:00	Licensed bar, plus pizza and dirty fries
Museum open	Parish Hall	14:00 - 17:00	Last chance to see the popup museum
Family entertainment	Parish Hall and Field	14:00 - 18:00	Including a bouncy castle, dressing up, children's games, fancy dress and dance troupes
All Saints bell ringing	All Saints Church	14:00 - 14:30	
Bell tower tours	All Saints Church	Time TBC	Take a guided tour of the bell tower at All Saints Church
Dance troupe(s)	Parish Hall	18:00-19:00	
Barn dance	Parish Hall	19:00 - 21:30	Featuring the Black Velvet Ceilidh Band for a brilliant music and dance experience. Ticket price is £12.50, and booking is essential. Contact Imphevents@gmail.com to book your place

Staff Roster

What	When	How Many	Who
Thursday 8th			
Marquee and tent set up	Anytime before 5pm	8	Steve, Becky, Mike B, Sally
Museum set up	17:00 – 19:30		Becky, Mike B, Keith, Sally, Caralyn
Announcer	19:30 – 21:30	2	Sally
Bar	19:30 – 21:30	2	Hayley, Joey, Becky
“Security” – main hall	19:30 – 21:30	3	Mike B
“Security” – tents	19:30 – 21:30	2	Steve
Friday 9th			
“Security” – main hall	14:00 – 17:00	3	Mike B
“Security” – tents	14:00 – 17:00	2	Steve
Saturday 10th			
Announcer	14:00 – 18:00		
First Aid	14:00 – 18:00		SJA?
“Security” – main hall	14:00 – 16:00 16:00 – 18:00	3	
“Security” – tents	14:00 – 16:00 16:00 – 18:00	3	
Bouncy castle attendant	14:00 – 15:00 15:00 – 16:00 16:00 – 17:00 17:00 – 18:00	1	
Car parking	13:30 – 18:00		Scouts
Raffle			Could we cover this with the refreshments?
Bar	14:00 – 21:30		Sun Inn
Walking guides?			TBC
Litter pickers	15:00 – 17:00 17:00 – 19:00		
Museum setting down	17:00 – 18:00		Becky, Mike B, Keith, Caralyn
Sunday 11th			
Marquee and tent set down			Time TBC

Members are requested to NOTE the report

Findings

The annual play park inspection took place on 15 March. The detailed report has been received and the play area overall was given a rating of LOW RISK.

There were no significant items highlighted, however there are a number of maintenance issues which need attention (for example, sanding of splintered wood and re-painting rusting metal works) which the Parish Handyman will work through over the course of the Summer.

It was noted in the inspection that the gate closing mechanisms do not meet the required safety standards. The Parish Handyman will investigate possible solutions and a report will be brought back to Council to approve the expenditure in due course.

Hayley Graham
March 2025

Cabinet Member for Highways, Street Scene, and Flooding
Cllr Nick Holder

Highways Asset Management and Commissioning

OFFICER CONTACT: Gareth Rogers, email: gareth.rogers@wiltshire.gov.uk

REFERENCE: **HSSF-07-25**

2024-25 Substantive LHFIG Funding Application Results

Purpose of Report

To announce the results of the distribution of the Local Transport Plan (LTP) Area Board 'Substantive Highway Scheme' budget of £250,000 in 2024/25.

Consultation

The Cabinet Member report that outlined and approved the mechanism for applying for Substantive Highway Scheme funding was circulated to all Members and Community Area Managers in July 2011. In addition, informal consultation on the Substantive Highway Scheme funding mechanism and discussion on the opportunity to bid for funding has taken place at the Local Highway & Footway Improvement Group meetings since that time.

Options Considered

Eleven bids were received in this bidding round requesting a total of £441,000. This exceeds the proposed allocation of £250,000 for the Substantive Highway Scheme Fund in 2024/25. All of the bids have been scored using the Substantive Highway Scheme Bid Evaluation Formula which ranks the schemes according to cost-benefit and deliverability. It is proposed that Substantive Highway Scheme funds eight of the bids, totalling £217,000. The results are set out in Appendix 2.

Reason for Decision

There needs to be a mechanism for delivering Area Board transport scheme priorities that exceed the Area Board's available discretionary highway budget and are unable to be implemented in phases over time. The agreed methodology and application of the Substantive Highway Scheme Bid Evaluation Formula has resulted in eleven scheme bids being ranked and eight awarded Substantive Highway Scheme funding in the 2024/25 financial year.

INTENTION TO MAKE DECISION

Following consultation with officers I give notice that I intend to make the decision set out in the attached report. If you would like to make any representations to me on this issue please do so by 31 March 2025.

The following report and appendices are attached:

HSSF-07-25 Substantive LHFIG Funding Application Results - Report
Appendix 1 – Substantive Highway Scheme Bid Evaluation Formula
Appendix 2 – Substantive Highway Scheme Bid Scoring

The following supporting documents are available from the officer named above:

None

Signed.....

Cllr Nick Holder

Cabinet Member for Highways, Street Scene, and Flooding

Date: 24 March 2025.....

APPENDIX 1

Substantive Highway Scheme Bid Evaluation Formula

Cost/Benefit

Scheme Name	Total Cost of Scheme (£000s)	Contribution (from CATG or other party) (£000s)	Cost to Wiltshire Council (£000s)	Benefit Score (from Scheme Assessment Framework)	Cost to Benefit Ratio
	A	B	A-B	0-90	A-B/Benefit Score
Example Scheme X	60	30	30	50	0.60
Example Scheme Y	60	0	60	50	1.20

0 = no risk
1 = low risk
2 = medium risk
3 = high risk

Deliverability

Technical	From a technical standpoint, what is the level of confidence in our ability to implement the proposal? Are there any likely departures from standards involved in developing or implementing the proposal? Is there sufficient land to implement a scheme that meets standards?	<i>x</i>
Legal/Procedural	Are there any statutory procedures that are likely to prove a barrier to delivery? What is the level of confidence that they can be dealt with?	<i>x</i>
Operational	Are there any aspects of the proposals which would result in the Council incurring significant additional costs over its projected life?	<i>x</i>
Financial:	Evidence from past transport projects illustrates that there is a systematic tendency for project appraisers to be overly optimistic when estimating costs. This assessment should appraise the likelihood of the project being delivered within the estimated cost.	<i>x</i>
Public	Has the proposal been made public? If so, how acceptable is the proposal? Are there likely to be objections from particular sections of the community or from particular areas?	<i>x</i>
Deliverability Score		$\sum x \div 5$

Overall Score = Cost/Benefit x Deliverability

Appendix 2 - Substantive Highway Scheme Bid Scoring

Name of Scheme Bid	Total Cost of Scheme (£000s)	Contributions (£000s)	Cost to WC (£000s)	Benefit Score (from Scheme Assessment Framework)	Cost to Benefit Ratio	Deliverability Score	Overall Score	Proposed Financial Allocation (£)
Sunnyhill Lane bus and pedestrian Infrastructure, Oare	27.3	11.3	16.0	31	0.52	1.0	0.52	16,000
Pedestrian build-out and priority working, Common Platt	38.0	8.7	29.3	36	0.81	0.8	0.65	29,300
Marshfield Road, Chippenham - Pedestrian build-outs	37.0	12.0	25.0	50	0.50	1.6	0.80	25,000
Derry Hill Traffic Management Measures	61.4	30.7	30.7	39	0.79	1.2	0.94	30,700
Junction of A30 / High Street, Fovant - Footway Improvements	35.4	13.7	21.7	26	0.83	1.2	1.00	21,700
Easton Gray Bridge, carriageway improvements	48.0	20.0	28.0	11	2.55	0.4	1.02	28,000
A365 Atworth - Pedestrian safety improvements	31.0	7.0	24.0	41	0.59	1.8	1.05	24,000
A342 Devizes Road, Rushall - Elm Row Footway Phase 3	52.3	10.0	42.3	34	1.24	1.0	1.24	42,300
Derry Hill to Studley Shared Use Path	71.6	21.5	50.1	41	1.22	1.4	1.71	0
A338/A346 junction alteration Collingbourne Ducis	67.8	7.4	60.4	39	1.55	1.2	1.86	0
A4 Bath Road, Pickwick, Corsham - Pedestrian Improvements	121.0	6.9	114.1	49	2.33	1.4	3.26	0
Total Allocation of Funding	590.8		441.6					217,000