

LYDIARD MILLICENT
ANNUAL MEETING of the PARISH COUNCIL
2 May 2024
held at All Saints Parish Church
at 7.00pm

Councillors Present:

M Allsop	S Chalker	D Coffey	C Hacker	
S Hill-Wheeler	R Selwood	M Sharp	M Suleman	S Westwood

Others in Attendance: 6 members of the public

Meeting Clerk: Tina Jones PSLCC

MINUTES

1. **Election of Chairman**
It was proposed, seconded and carried that Councillor Westwood be appointed as Chairman for the ensuing year. Councillor Westwood accepted the position and signed the Declaration of Office.
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 and signed the Declaration of Office.
3. **Apologies for Absence**
All members were present.
4. **Declarations of Interest and Dispensations**
There were no declarations of interest made or dispensations requested.
5. **Standing Orders**
Members RESOLVED to ADOPT Standing Orders as presented.
6. **Financial Regulations**
Members RESOLVED to ADOPT the Financial Regulations as presented.
7. **Appointment of Members to the Personnel Committee**
Members APPROVED the appointments of Councillors Allsop, Coffey, Hacker, Selwood and Westwood to the Committee.
8. **Appointment of Members to the Footpath Working Party**
Members APPROVED the appointment of Councillors Allsop, Hacker, Hill-Wheeler and Selwood to the Working Party.
9. **Appointment of Members to the Planning Groups**
Members APPROVED the appointment of:
Group A - Councillors Allsop, Coffey, Hacker and Selwood.
Group B - Councillors Chalker, Hill-Wheeler, Suleman and Westwood.
10. **Appointment of Members to the Communications Group**
Members APPROVED the appointment of Councillors Hill-Wheeler, Suleman and Westwood to the Group.
11. **Appointment of Members to the Community Environmental Group**
Members APPROVED the appointment of Councillors Hill-Wheeler, Suleman and Westwood to the Group.
12. **Appointment of Signatories to the Bank Accounts**
Member APPOINTED three signatories to the bank accounts for the ensuing year, Councillors Allsop, Hacker and Westwood.

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

Members NOTED that for the ensuing year PKF Littlejohn LLP is the appointed External Auditors. Members APPROVED the appointment of Auditing Solutions Limited to carry out the internal audit for the ensuing year.

14. **General Power of Competence**

Members NOTED that the Parish Council cannot hold the General Power of Competence as to qualify at least two thirds of its members must hold office, as a result of being declared elected.

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

Members APPROVED the appointments of:

Name of Group	Appointed Councillors
RWB and Cricklade Area Board	Cllrs Westwood & Allsop
Local Highway and Footway Improvement Group	Cllr Suleman
Community Safety Forum	Cllr Hill-Wheeler
Community Carers Group	Cllr Allsop
Parish Hall	Cllr Hacker
Speed Indication Devices	Cllr Chalker

16. **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 7.12pm

LYDIARD MILLICENT PARISH COUNCIL MEETING
2 May 2024
held in the All Saints Church, Lydiard Millicent
at 19:12 hrs

Councillors Present:

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

Others in Attendance: 6 members of the public

Meeting Clerk: Tina Jones

Public Question Time:

- A resident raised concerned for the safety of users on footpath LMIL60. For at least the last ten years the metal gate blocking LMIL60 has been locked shut. This means that those wishing to use the footpath have to clamber over the gate or the adjoining metal bars. The Clerk asked the resident to email her the details and she would contact Wiltshire Council.
- A resident asked if better/additional signage could be placed at the chicane by the car garage as drivers seem to ignore the priority signs, and there have been some near misses. The Chairman said this request would be added on to the next agenda.
- A resident (ex Councillor) advised that a village entry sign had been knocked down and the pole bent, he had reported to the Clerk and told her where she should get it repaired or replaced, he wanted to know why it had not been done. The Clerk advised him that she does have delegated authority and had requested that the Parish Handyman looked at the damage, to see if he could repair it, in the first instance. The function of the Clerk is to find best value, and even with delegated authority there must be a budget to spend against.
- A resident asked what to do when a Speed Indicator Device was not working, who should they report it to. The Chairman said they could email the Parish Clerk; the Council will also add information to the website.

Councillor Question Time:

- Councillor Sharp advised that the mobile bakery will continue coming every second Sunday, the next visit is on 19 May, and they can be found in the Parish Hall car park.
- Councillor Coffey asked if Councillors has seen the Facebook messages asking for the gullies to be cleared in Badgers Brook, as they had contacted Wiltshire Council who had passed to Thames Water. The Clerk asked if someone could send her the residents' details etc. Councillor Westwood said the Council was aware and it had been included in the Flood Plan documents sent to Wiltshire Council.

MINUTES

24.01 Apologies for Absence

All members present.

24.02 Declarations of Interest and Dispensation Requests

Declarations of Interest were made: and.

Name	Min. Ref.	Type	Nature of Interest	Action
Cllr Allsop	24.06	Pecuniary	PL/2024/03222 - Planning application for property	Left the room
Cllr Chalker	24.06	Pecuniary	PL/2024/03222 - Planning application for property	Left the room
Cllr Selwood	24.06	Non-Pecuniary	PL/2024/03183 - Planning application for neighbouring property	Took part in discussions, but did not vote

No requests for dispensations were received

24.03 Chairman's Announcements:

- Sad to announce that Councillor Mike Sharp is retiring from the Council. He has been a valued member of the Council for many years and he will really be missed.

- The current Parish Clerk will be leaving us in the coming months. We hope to advise when the new Clerk will be joining us soon.
- As a result of Councillor Sharp's retirement, the Council now has 3 vacancies, come and join us.
- Pleased to announce the refurbishment of the Jubilee Club House is almost complete, thanks were given to All Saints Church for being so accommodating.
- The Annual Parish Meeting will be held on Thursday 30th May at the Jubilee Club House, starting at 5.30pm with refreshments, everyone welcome.

24.04 Minutes

Members considered the minutes of the Parish meeting held on 4 April 2024. The minutes of the meetings were ADOPTED as a true record and signed by the Chairman.

24.05 Wiltshire Councillor Report

The Chairman reported that WC Councillor Bucknell had contacted Wiltshire Council in respect of planning application PL/2022/00239 - Land East of Restrop Road, he has had no response.

24.06 Planning Applications

Members NOTED the following Wiltshire Council decisions:

Application Ref PL/2024/01674 - Householder Application	Applicant: Mrs Boles
Proposal: Proposed garden room and relocation of existing summer house and pagoda	
Address: 45 Common Platt, Purton, SN5 5LB	Decision: Approved with Conditions
Application Ref PL/2024/01627 - Householder Application	Applicant: Mr Brewser
Proposal: Construct detached garage, workshop with storage music room over	
Address: 23 Greenhill, Greenhill, SN4 8EH	Decision: Refused

Members considered the following applications:

Application: PL/2024/03413 - Householder Application	Applicant: Mrs Baker
Address: 18 Stone Lane, Lydiard Millicent, SN5 3LD	
Proposal: Annexe to replace existing garage	
Members RESOLVED to make NO OBJECTION to this application	

One member of the public left the meeting. Councillors Allsop and Chalker left the room while Application PL/2024/03222 was discussed.

Application: PL/2024/03222 - Householder Application	Applicants: Mr Piedade & Ms Chalker
Address: Maycroft, Common Platt, SN5 5JZ	
Proposal: First Floor extension over existing ground floor and ground floor rear extension	
Members RESOLVED to make NO OBJECTION to this application	

Councillors Allsop and Chalker returned to the room and re-joined the meeting.

Application: PL/2024/03183 - Householder Application	Applicant: Mrs Baker
Address: Lydiard Farm, The Street, SN5 3LU	
Proposal: Extensions and alterations to the existing buildings to include a two-storey side extension, two-storey rear extension, ground floor rear extension to replace a conservatory, new slate roof finish, new pentice roof and stone cladding to frontage and render to external walls. New hipped roof over annexe and new garage with ancillary accommodation over	
Members RESOLVED to SUPPORT this application	

24.07 Financial Accounts

Members APPROVED the:

- Income & Expenditure Report and Payment List to 2 May 2024.
- 2024 -2025 Regular Bank Payments List – attached to final meeting minutes
- Procedure for Payment of Accounts with no changes

Members NOTED the new Procurement Thresholds

Clerks Report

23.179 Jubilee Club House Trees
Members approved the recommendation to have the trees behind the Jubilee Club House professionally assessed. Quotes Requested
23.181 Play Area Inspection
Members noted the inspection and the issues raised. Members approved £400 for surface work and time adjustable gate closers. Concerns were raised regarding the Play Tower Decision was deferred until the Handyman could consider the options available. Quotes requested for replacement of two fence posts.
23.184 Holborn Footpath
There are two specific places along the footpath where the holes are very deep and currently filled with water. After discussions, Members AGREED for contractors to be approached for quotes to fill in the holes and to redress the whole length. Quotes Requested.
23.199 Local Highway & Footway Improvement Group (LHFIG)
Current projects: Common Platt, Greenhill Crossroads, Greatfield and speeding outside the Parish Church. A meeting to take place with Wiltshire Council representatives on 11 April to look at the projects. Members considered and APPROVED two new projects: Lydiard Green Footpath and speeding at Lydiard Plain. Projects to be prioritised at the next meeting for submission to LHFIG by 8 th May. Closed - see Minute Reference: 24.13
23.200 Parish Newsletter
Councillor Westwood gave a verbal report. Following discussions concerning ways of distributing. Members agreed to delegate to Councillor Westwood and Sharp to investigate further. Closed - see Minute Reference: 24.16
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
23.206 D-Day Commemoration
The Beacon will be lit at 21:15hrs on 6 June 2024. There will be a blessing prior to the lighting of the beacon and refreshments will be provided in JCH. There will be a cost for gas for the beacon and refreshments. Members APPROVED a budget of £250. Closed - see Minute Reference: 24.17

Jubilee Club House Improvements

Members NOTED that the alterations were progressing. The two larger windows and double doors, outside steps are in place. Only one window has been put in the Parish Office, there were plans to put two, but on advice from the builder only one was added due to size. The splitting of the Referee Shower Rooms has been completed. The refurbishment of the one showerhead has been successful. There is now no requirement to look at a completely alternative shower system. However, full health and safety checks of the water system is not possible until all of the shower heads are refurbished. Members APPROVED £825.00 (eight hundred and twenty-five pounds) to replace the five remaining cartridges and shower heads and to descale. Costs to be met from Jubilee Club House Ear Marked Reserves.

Ear Marked Reserves and Community Infrastructure Levy

Members:

- NOTED and APPROVED the Ear Marked Reserves (EMR) movements
- NOTED there was no CIL expenditure in 2023-2024
- APPROVED the recommendation to move 2023-2024 Footpath Group funds (£843) and the balance of JCH Building Maintenance (£870) from General Reserves to Ear Marked Reserves.
- APPROVED the moving of CIL Funds (£2,407.93) to Ear Marked Reserves for furniture, blinds and loop system.
- Copies of all movements to be attached to final meeting minutes.

- 24.11 **Correspondence**
Members NOTED the Wiltshire Council Briefing Note regarding the new van and trailer permit scheme at Purton Recycling Centre, more details are on the Parish Council website.
- 24.12 **Wiltshire Association of Local Councils (WALC)**
Members NOTED the report and after consideration RESOLVED to rejoin WALC and NALC (National Association of Local Councils) as a new Secretary/Advisor has been appointed. Members APPROVED the annual membership fee of £594.07 (five hundred and ninety-four pounds, 07p) excluding VAT.
- 24.13 **Local Highway & Footway Improvement Group (LHFIG)**
Members RECEIVED a verbal report from Councillor Suleman based on the presented report. After discussions, Members RESOLVED to prioritise the project list as: 1.Common Platt. 2.Greenhill Crossroads. 3.Bradon Road. 4.Greatfield. 5.Speeding outside the Church. 6.Lydiard Green Footpath Extension. Members AGREED to fund the wildfowl sign outside of the prioritisation list at a maximum cost of £ 200.00 (two hundred pounds) met from LHFIG funds.
- 24.14 **Charges Review**
Members NOTED the report and after discussions, RESOLVED to set a regular user evening rate of £12.00 per hour from 1st June 2024.
- 24.15 **Parish Meetings 2024-2025**
Members NOTED the scheduled meetings: Wednesday 5 June, followed by meetings every first Thursday of the month - 4 July, 1 Aug, 5 Sept, 3 Oct, 7 Nov, 5 Dec 2024 - 6 Feb, 6 Mar and 3 Apr 2025. The January 2025 meeting will be held on the second Thursday of the month, being 9th January.
- 24.16 **Parish Newsletter**
Members NOTED the report, following discussions, Members APPROVED the production of a Lydiards magazine for every household with the parish newsletter inside, and set a budget of £525 (five hundred and twenty-five pounds), costs to be met from the Parish Newsletter budget and the balance from General Reserves.
- 24.17 **D-Day Commemoration**
Members NOTED the report from the Working Group: Members discussed the idea of a “pop up museum” in JCH on D-Day to reflect life in the parish during WW2. Event to include some WW2 artefacts, a copy of the War Book, and some pop-up banners. Each banner would be on a different theme, such as The Parish at War, The Last Line of Defence and Eating for Victory. Members APPROVED the purchase of the banners and Members APPROVED a further budget of £250 (two hundred and fifty pounds), giving a total budget of £500 for the event.
- 24.18 **Council and Community Representatives**
Members RECEIVED the following update:
Speed Indication Devices (SIDS) – Councillor Chalker reported: Vehicles recorded speeding over 30mph in the 30 mph areas were 11.1% in Washpool and 14.4% in Greenhill.
- 24.19 **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.
5 Members of the Public left the meeting
- 24.20 **Land Matters**
Members discussed the correspondence from the Solicitors and the new information obtained from the Wiltshire Archives, after discussions, Members APPROVED the suggested way forward.
- 24.21 **Staff Issues**
Councillors discussed the recommendation from the Personnel Committee. Members APPROVED the appointment of Hayley Graham as the new Parish Clerk, starting in May.

Meeting Closed at 20.33 hrs

Finance Report 4 June 2024

Item 7

EXPENDITURE

Supplier	Invoice Number	Date	Description	Net	VAT	Total	Paid	Method
All Saints Church	2024-06	04 Apr 24	Hall Hire - 4 April	30.00	0.00	30.00	16 May 24	BP
Badgemaster	Nov-32	22 May 24	Badge	10.64	2.13	12.77	22 May 24	BP
Betterclean	2692	30 Apr 24	April Cleaning	425.10	85.02	510.12	13 May 24	BP
BOnline	1525089	11 May 24	Broadband	26.69	5.34	32.03	11 May 24	DD
British Gas - Electricity	7671257	16 May 24	April /May Charges	82.20	4.11	86.31	30 May 24	DD
Business Waste	1385659	01 May 24	Cemetery and JCH	75.00	15.00	90.00	15 May 24	DD
Castle Water	2312170	13 May 24	JCH Water and Wastewater	63.11	0.00	63.11	27 May 24	DD
Castle Water	2396536	n.a	Cemetery Water	5.00	0.00	5.00	27 May 24	DD
Corona	18365840	10 May 24	April Charges	110.96	5.55	116.51	13 May 24	BP
EE	553730	13 May 24	May/June Charges	19.42	3.88	23.30	22 May 24	DD
High Speed Training	220510	10 May 24	H & S Training	66.00	13.20	79.20	16 May 24	BP
HMRC	n.a.	30 May 24	Tax and NI - May	824.47		824.47	19 Jun 24	BP
Inception	3038281	15 May 24	April/May Charges	47.42	9.48	56.90	16 May 24	BP
John O'Conner	107945	20 Mar 24	April Maintenance	884.83	176.96	1,061.79	13 May 24	BP
Lloyds Bank	n.a.	26 Apr 24	Debit Card Fees	3.00		3.00	26 Apr 24	DD
Lloyds Bank	n.a.	26 May 24	Debit Card Fees	17.68		17.68	28 May 24	DD
Microshade	19121	07 Apr 24	Quarterly Fees Hosting	201.81	40.36	242.17	13 May 24	BP
Peninsula	4224408	08 May 24	HR	106.64	20.14	126.78	08 May 24	DD
Peninsula	4262254	25 May 24	H&S	138.53	27.71	166.24	25 May 24	DD
Rilatas Business	29787	01 Apr 24	Cem. Annual Support/ Maint	275.00	55.00	330.00	13 May 24	BP
Rilatas Business	29786	01 Apr 24	Alpha Annual Support/ Maint	192.00	38.40	230.40	13 May 24	BP
Rilatas Business	31765	10 May 24	Alpha Annual Support/ Maint	75.63	15.13	90.76	16 May 24	BP
Staff	n.a	30 May 24	Salaries - May	2,333.20	0.00	2,333.20	30 May 24	BP
SLCC	247501-2	06 Feb 24	Annual Membership	12.15	0.00	12.15	13 May 24	DD
SLCC	205357	15 May 24	Ilca Training	120.00	24.00	144.00	16 May 24	BP
Three Business Services		15 May 24	Feb/Mar Charges	8.34	1.67	10.01	15 May 24	DD
Viking	4240861	17 May 24	IT Equipment	33.48	6.70	40.18	20 May 24	BP
Viking	4247786	17 May 24	IT Equipment	38.49	7.70	46.19	20 May 24	BP
Viking	4169216	01 May 24	Paper	49.90	4.95	54.85	13 May 24	BP
X-Net Services Ltd	32674	30 Apr 24	Annual Email Hosting	100.00	20.00	120.00	29 May 24	BP
X-Net Services Ltd	32673	30 Apr 24	Annual Service Charge	432.00	86.40	518.40	29 May 24	BP
WALC	151	01 Apr 24	Annual Membership	594.07	118.81	712.88	13 May 24	BP
Wiltshire Council	n/a	01 Apr 24	Business Rates	99.00	-	99.00	01 May 24	DD
Expenditure				7,501.76	787.64	8,289.40		

Payments for Approval

Auditing Solutions Ltd	A8543	28 May 24	Internal Audit	500.00	100.00	600.00		
Business Service CAS Ltd	CAS044	23 May 24	Annual Insurance	1,573.17	0.00	1,573.17		
H & W Print	52468	29 May 24	War Book - DDay 80	50.00	0.00	50.00		
John O'Conner	109250	23 May 23	May Maintenance	884.83	176.96	1,061.79		
Mr Croucher	87	02 May 24	Annual Rent Holborn Footpath	250.00	0.00	250.00		
Tradeprint	28194876	27 May 24	DDay80 Banners	149.50	29.90	179.40		
Wellers Hedleys	49364	30 Apr 24	Legal	875.00	175.00	1,050.00		
				4,282.50	481.86	4,764.36		

LMPC Income Summary 2024-2025 Received 29 May 2024

Category	Amount
Exclusive Rights	£224.00
Football	£1,785.00
Total	£2,009.00
Precept	£32,075.50
Total	£34,084.50

14 May 2024

Development Services
Wiltshire Council

Tel: 0300 456 0114

www.wiltshire.gov.uk

PlanningAppeals@wiltshire.gov.uk

Dear Sir/Madam,

TOWN AND COUNTRY PLANNING ACT 1990

APPELLANTS NAME:	Mr E Keogh
APPEAL SITE:	Land at Washpool, Swindon, SN5 3PN
PLANNING APPLICATION REF:	PL/2023/00424
PROPOSED DEVELOPMENT:	Demolition of various outbuildings and erection of a 3-bedroom detached dwelling and associated works (Revised resubmission)
INSPECTORATE REFERENCE:	APP/Y3940/W/24/3339090
APPEAL START DATE:	14 May 2024

I am writing to let you know that an appeal has been made to the Planning Inspectorate in respect of the above site.

The appeal is against a Refusal in respect of the above site, and is to be decided on the basis of the Written Representations procedure.

The Planning Inspectorate have introduced an online appeals service which you can use to comment on this appeal. You can find the service through the Appeals area of the Planning Portal – see <https://acp.planninginspectorate.gov.uk>. Alternatively, you can send your comments to The Planning Inspectorate, Temple Quay House, 2 The Square, Bristol BS1 6PN, quoting the Inspectorate reference. Comments should be received by **18 June 2024**.

The Inspectorate may publish details of your comments, on the internet (on the appeals area of the planning portal). Your comments may include your name, address, email address or phone number, please ensure that you only provide information, including personal information belonging to you that you are happy will be made available to others in this way. If you supply information belonging to a third party please ensure you have their permission to do so. More detailed information about data protection and privacy matters is available on the Planning Portal.

Any representations received after the deadline will not normally be seen by the Inspector and will be returned.

Any comments you may have already made following the original application will also be forwarded to the Inspectorate (unless they are expressly confidential) but you may withdraw, modify or amplify them now if you wish. All comments received will be copied to the appellant and will be taken into account by the Inspector in deciding the appeal.

If you wish to receive a copy of the appeal Decision Letter, you should write to the Planning Inspectorate specifically requesting one.

The Planning Inspectorate will not acknowledge your letter unless you specifically ask them to do so. They will, however, ensure that your letter is passed on to the Inspector dealing with the appeal.

Finally, you can get a copy of one of the Planning Inspectorate's "Guide to taking part in planning appeals" booklets free of charge from GOV.UK at <https://www.gov.uk/government/collections/taking-part-in-a-planning-listed-building-or-enforcement-appeal>.

When made, the decision will be published online at <https://acp.planninginspectorate.gov.uk>.

Yours faithfully,

Head of Development Management

23.179 Jubilee

Club House Trees

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

23.181 Play Area Inspection

Members noted the inspection and the issues raised. Members approved £400 for surface work and time adjustable gate closers. Concerns were raised regarding the Play Tower Decision was deferred until the Handyman could consider the options available. Quotes requested for replacement of two fence posts

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23.204 Footpath Working Group

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PQT – 2 May – Updates

- A resident raised concerned for the safety of users on footpath LMIL60. For at least the last ten years the metal gate blocking LMIL60 has been locked shut. This means that those wishing to use the footpath have to clamber over the gate or the adjoining metal bars. The Clerk asked the resident to email her the details and she would contact Wiltshire Council. UPDATE: The Clerk is in communication with WC regarding this issue.
- A resident asked if better/additional signage could be placed at the chicane by the car garage as drivers seem to ignore the priority signs, and there have been some near misses. The Chairman said this request would on to the next agenda. CLOSED.
- A resident (ex Councillor) advised that a village entry sign had been knocked down and the pole bent, he had reported to the Clerk and told her where she should get it repaired or replaced, he wanted to know why it had not been done. The Clerk advised him that she does have delegated authority and had requested that the Parish Handyman looked at the damage, to see if he could repair it, in the first instance. The function of the Clerk is to find best value, and even with delegated authority there must be a budget to spend against. UPDATE: Following discussions with the Parish Handyman a new pole has been purchased under the Clerks delegated powers. CLOSED
- A resident asked what to do when a Speed Indicator Device was not working, who should they report it to. The Chairman said they could email the Parish Clerk; the Council will also add information to the website. Information added to website. CLOSED

Lydiard Millicent Parish Council

Filming, Photography and Recording at Council Meetings

In accordance with the openness of *Local Government Bodies Regulations 2019*, by entering the meeting room, you are consenting to being recorded and to the use of those recordings for broadcasting and/or training purposes.

Whilst no prior permission is required to carry out the activities (in italics above), as a courtesy anyone proposing to do so at any meeting of the Council is requested to advise the Clerk before the start of the meeting and to provide their name and contact details.

At the beginning of the meeting, the Chairman will make an announcement if it is likely that the meeting may be filmed, recorded or photographed.

No part of any meeting can be recorded after members have passed a resolution excluding the press and public because there is likely to be disclosure of exempt or confidential information.

The Chairman of the meeting will have absolute discretion to terminate or suspend any of these activities, if, in their opinion, continuing to do so would prejudice the effective operation of the meeting:

- public disturbance of the meeting or persons undertaking the activities acting in a disruptive manner.
- when it is necessary to exclude the public and the press from the meeting due to the confidential nature of the business being discussed.
- where it is considered that continued recording/photography/filming might impact on the Councils' duty to protect children, the vulnerable and other members of the public who actively object to being filmed, without undermining the broad transparency of the meeting.

In allowing this, the Parish Council expects those recording proceedings:

- to be overt (i.e. clearly visible to anyone at the meeting).
- not to edit the film/record/photographs in a way that could lead to a misinterpretation or misrepresentation of the proceedings. This includes refraining from editing an image or views expressed in a way that might ridicule or show a lack of respect towards those being photographed/filmed/recorded.
- when published or broadcast, recordings should be accompanied by information including when and where the recording was made and the context in which the discussion took place.
- to comply with the request of any member of the public not to be filmed, recorded or photographed.
- not to provide an oral commentary during the meeting as this would be disruptive to the good order of the meeting.
- not seek to 'overview' sensitive information such as close ups of confidential papers or private notes.
- not to use of flash photography or additional lighting

PLEASE NOTE:

Any person or organisation choosing to record or broadcast any meeting is responsible for any claims or other liability from them so doing and by choosing to record or broadcast proceedings they accept that they are required to indemnify the Parish Council, its members and officers in relation to any such claims or liabilities.

Adopted on

To Be Reviewed every 3 years, unless legislation or circumstances change

Procedure for Public Participation at Council Meetings

Pursuant to the Public Bodies (Admission to Meetings) Act 1960, the public have a statutory right to attend meetings of the Parish Council

Meetings of the Parish Council are not public meetings but members of the public have a statutory right to attend meetings of the Council as observers. They have no legal right to speak unless the Parish Council Chairman.

However, as part of its community engagement, Parish Council's can set out a time for public participation at an agreed time when members of the public are invited to speak.

Members of the public should not be involved in the decision-making of the Council. The Parish Council should not make any instant decisions at the behest of members of the public on items that are not included in the agenda. As a matter of best practice, the public forum will be kept separate from the debate of the Councillors. If matters raised are not on the agenda for the meeting these can be used to form part of the agenda for a future meeting at the discretion of the Parish Council.

Members of the public are welcome to stay for the Parish Council meeting after the public session as observers, but will not be able to join in the discussion unless invited to do so by the Chairman.

Members of the public may be excluded by a resolution of the meeting for specific items which need to be discussed in confidence (e.g. staffing matters, tenders for contracts, some legal issues.)

Any member of the public has the opportunity to raise issues of concern at Council meetings.

Who can you ask a Question?

Provided that the required notice is given (see 'How to Register' below), a member of the public may ask questions of the Chairman of the Council or of a Chairman of a Committee at meetings of the Council.

What Question can you ask?

You can ask any question as long as it relates to local issues and affects Lydiard Millicent.

What you cannot ask?

The Chairman of the Council or of a Committee may reject a question if it:

- Is not about a matter that Lydiard Millicent Parish Council is responsible for, or if it does not affect the district
- Is defamatory, frivolous or offensive
- Refers to applications for, or objections to, planning permission or any licence, notice or order issued, served or made by the Parish Council
- Is substantially the same question which has been put at a meeting of the Parish Council in the past six months
- Concerns confidential or exempt information

If your question is rejected, you will be told the reason why

Procedure on the day of the meeting - If you wish to ask a question

1. You must arrive at the meeting at least 10 minutes before the start, and make yourself known to the Clerk present.
2. Public question time at Parish Council meetings should not exceed 10 minutes in duration.

Lydiard Millicent Parish Council
Public Participation at Meetings

3. When it is time to ask your question, the Chairman will invite you to put the question to the Committee. There is a time limit of 2 minutes to ask your question.
4. Questions will be asked in the order that they were received, although the Chairman may group similar questions together.
5. Unless the Chairman decides otherwise, no discussion will take place on any question.
6. You may also ask one supplementary question without notice to the Member that has answered your original question. The supplementary question also has a time limit of 2 minutes and must arise directly from the original question.
7. Some questions cannot be answered during the meeting, every attempt will be made to give accurate answers to all questions. However, on some subject's further research and consultation with the appropriate bodies may be necessary, following which a response will be offered as soon as is possible.
8. A brief record of topics raised at public participation will be included in the minutes of that meeting. But libellous, offensive and discriminatory comments will not be minuted

Adopted On

To be reviewed every 3 years or when legislation or circumstances change

Lydiard Millicent Parish Council

Petitions Policy

1. Introduction

Lydiard Millicent Parish Council (Parish Council) welcomes feedback from its residents. The preferred method is through direct contact either:

- Face to Face at Council meetings
- Through contact with your Parish Councillors
- By telephone to the Parish Clerk on 07999641919
- By email to clerk@lydiardmillicent-pc.gov.uk

These methods allow the Council to answer questions quickly, and if a policy decision needs to be made, it will be placed on the appropriate agenda.

If a resident feels that their concerns have not been satisfactorily met, there is a Complaints Procedure which is covered in a separate policy. However, the Parish Council recognises that petitions are another way in which people can let the Parish Council know of their concerns.

2. Guidelines for submitting a Petition

Petitions must be delivered to the Parish Office located at Jubilee Club House, Meadow Springs, Lydiard Millicent, SN5 3NH - ten working days prior to a Parish Meeting for it to be considered for inclusion on the Agenda.

Petitions submitted to the Parish Council must include:

- A clear and detailed statement covering the subject of the petition. It should state what action the petitioners would like the Council to take.
- The name, address, post code and signature of the Petition Organiser. This is the person that the Parish Council will contact to explain how they will respond to the petition. These details will not be placed on the website.
- Petitions must contain 100 or more names, signatures and post codes of people who either live, work or study in the Parish of Lydiard Millicent. People signing the petition can only sign the petition once.
- Upon receipt, petitions received will be first assessed and verified by the Chairman and Vice-Chairman of the Council and the Clerk, before being accepted.
- If a petition does not meet with the criteria above, the Parish Council may decide not to do anything further with it. In that case, the Clerk will write to the petition organiser to explain the reasons.

3. Exemptions:

The Parish Council reserves the right to reject petitions which:

- Do not relate to a function of the Parish Council
- Relates to a lease, contract or permit
- Are frivolous, vexatious, abusive or otherwise inappropriate
- Relates to the same or substantially similar concern or subject of a petition in the last six months or a decision of the Parish Council in the last six months
- Requests that the Parish Council do something which conflicts with any of its policies

4. What the Parish Council will do when it receives a petition

An acknowledgement of receipt will be sent to the Petition Organiser within ten working days, informing them of what the Parish Council plan to do with the petition and when they can expect to hear from the Parish Council again. The petition will ordinarily be included on the next available / appropriate Parish Council meeting agenda.

Lydiard Millicent Parish Council Petitions Policy

However, a petition will not be tabled if the criteria in Section 2 is not met, and any of the exemptions in section 3 apply.

If the petition is to be tabled, the Clerk will advise the Petition Organiser of the date and time of the meeting that the petition will be tabled. If the petition is not tabled, the Clerk will notify the Petition Organiser within 21 days from receipt, together with the reasons for it not being tabled.

5. Parish Council Meeting Procedure

The Petition Organiser will have the opportunity to make representation during the appropriate agenda item, (adhering to the usual timing set out in the Parish Council's Standing Orders) Suspension of Standing Orders will apply. The Parish Council will decide how to respond to the petition at this meeting.

Council may decide:

- to take the action the petition requests
- not to take the action requested for reasons put forward in the debate
- to commission further investigation into the matter, for example by a relevant Committee/Working Party
- The Petition Organiser will receive written confirmation of the Parish Council's decision within 21 days of the meeting.
- The Parish Council's decision will be final and the petition will be considered closed.

Adopted on

Reviewed every 5 years, unless legislation or circumstances change

Lydiard Millicent Parish Council

Co-option Policy

Introduction

In the event that a Councillor resigns from the Lydiard Millicent Parish Council thus creating a casual vacancy, the Clerk will contact Wiltshire Council Electoral Services (WCES) elections@wiltshire.gov.uk

WCES will produce the Notice of Vacancy for display in the Parish and on website. If no request for an election is received by WCES by the end date on the Notice of Vacancy, WCES will inform the Parish Council that it may co-opt to the casual vacancy.

Co-option is the process by which the Parish Council selects a new Councillor. The Parish Council advertise the vacancy on noticeboards, website and in the Lydiards magazine.

The Parish Council manages the process of co-option by itself and strives to demonstrate that it is fair and equitable by following the procedure set out below:

Procedure

1. The Parish Council invites interested Candidates (who meet the qualification requirements) to write to the Clerk by a specified date. Applications received are circulated to Councillors ahead of the meeting at which a Councillor is to be co-opted. These letters form part of the meeting pack which Councillors receive.
2. The casual vacancy will be included as an agenda item, and will be considered following apologies for absence. Discussion will take place in Council session without intervention from the Candidates or members of the public.
3. Candidates may be invited to say something about themselves, and Councillors have the opportunity to ask questions of the Candidates. Each Candidate will be allocated a maximum of three minutes.
4. Voting will be in accordance with Standing Orders, by secret signed ballot and all Candidates will be considered. Councillors will have one vote per vacancy to be filled.
5. If the number of applications received match the number of vacancies then Council will formally co-opt those applicants. At this stage, the successful Candidates will be declared co-opted
6. If there are more Candidates than vacancies, the applicant with the least number of votes in the first round will be deleted, and the vote taken again until the number of Candidates equals the number of vacancies. At this stage, the successful Candidate will be declared co-opted
7. The successful Candidates will immediately sign their Declaration of Acceptance of Office. The successful candidate is a Councillor in their own right and is no different to any other member; co-option is a legitimate form of election as part of the election process.
8. Candidates will receive a full agenda of the meeting at which they are being considered for co-option, together with the Code of Conduct, Standing Orders and Financial Regulations. The Register of Interest must be completed and given to the Parish Clerk within 28 days.

Adopted by Lydiard Millicent Parish Council on

Lydiard Millicent Parish Council

Lone Working Policy

1. Introduction – Employer Duties

Lydiard Millicent Parish Council (Parish Council) recognises that Employees are sometimes required to work alone. Working alone is not necessarily unsafe however there are circumstances where lone working can increase risk and this policy aims to raise awareness of safety issues relating to lone working.

Lone workers are those who work by themselves without close or direct supervision. Examples include: a person working on their own in a workshop or in the open, home workers, or persons working in an office on their own.

There is no legal prohibition on working alone, however, the duties of the Workplace (Health, Safety and Welfare) Regulations 1992 and the Management of Health and Safety Regulations 1999 still apply. These require identifying hazards at work assessing the risks involved and putting measures in place to reduce those risks as far as is reasonably practical.

2. Aims of the Policy are to:

- Increase Employee awareness of safety issues relating to lone working.
- Ensure the risk of lone working is assessed in a systematic ongoing way and safe methods of working are put in place to reduce risk where practicable.
- Encourage full reporting and recording of incidents relating to lone working.

3. Employer Duties

The Parish Council realise that there may be concerns surrounding lone working, to allay these fears it will: -

- Identify all employees who are lone workers
- Make a suitable and sufficient assessment of the risk to the health and safety of these employees and others who may be affected
- Identify the preventative and protective measures needed, so far as is reasonably practicable
- Provide adequate security for lone workers, e.g. locks, CCTV
- Ensure that mechanisms are in place to account for and trace the whereabouts of employees who work alone and that these systems are regularly checked
- Ensure that training in interpersonal skills, managing aggression and personal safety, that emphasises prevention and the continual assessment of risk is in place and available to employees
- Check that lone workers have no medical conditions, which make them unsuitable for working alone
- Supervision of lone workers will be provided which will be based upon the findings of the risk assessment
- Establish emergency procedures in consultation with employees
- Provision of devices to raise an alarm in the event of an emergency e.g. mobile telephones
- Provide access to first aid facilities as identified by the work activity risk assessment
- Ensure that appropriate support is given to employees following an incident
- Ensure lone workers are covered by the Employer's liability insurance cover.

Lydiard Millicent Parish Council
Lone Working Policy

4. Outside Working - Employee's Duties

- When working alone, Employees should ensure that they have read the relevant risk assessment and are familiar with the expectations placed upon them to ensure their safety.
- Co-operate with the employer by following rules and procedures designed to protect their safety as a lone worker,
- Keep mobile telephone on at all times and fully charged
- Attend personal safety training programmes as directed by the employer
- Provide information on their whereabouts during working hours to the employer
- Report all incidents relating to lone working using the reporting procedure

5. Office Working – Employee's Duties

When working alone, Employees should ensure that they have read the relevant risk assessment and are familiar with the expectations placed upon them to ensure their safety.

- Attend personal safety training programmes as directed by the employer
- Keep mobile telephone on at all times and fully charged, logged into building wi-fi
- Lock building outer doors
- When meeting members of the public, to advise Councillors/other staff members

6. Scope of this Policy

This policy applies to all situations involving lone working arising in connection with the duties and activities of Lydiard Millicent Parish Council.

Adopted On

To be reviewed every 3 years unless legislation or circumstances change

Lydiard Millicent Parish Council

Tree Management Policy

Introduction

Trees and hedges are an important part of rural and urban landscapes. They provide vital habitats and food for wildlife; and in some cases human consumption, windbreaks in open areas, absorb carbon dioxide, help control extremes of temperature next to buildings, provide shade, privacy and can assist with deadening traffic noise. Research also shows they can provide psychological and health benefits, helping to reduce stress.

Lydiard Millicent Parish Council is thus committed to a long-term strategy of planting, protecting, retaining, improving, and developing its stock of trees within the village, for the benefit of current and future generations. This is in line with its recognition of a Climate Emergency and ecological considerations. Where replacement or new planting is required it will encourage the planting of appropriate native, and if appropriate, fruit bearing species.

Where tree felling is necessary the Parish Council will strive to replace two trees for each tree removed, and place them in an appropriate location nearby. There will be similar replacements in relation to hedging whips. English Common and Statute Law states that land/tree owners have a duty of care to visitors, residents and passers-by when on their land and take reasonable steps to reduce the risk of death or injury. In compliance with this the Parish Council is also committed to monitoring the health and safety of its tree stock and taking appropriate action in terms of tree surgery or removal where such risk is identified.

Areas of Responsibility

The Parish Council land areas of responsibility are:

Jubilee Club House and Recreation Field, Land at The Mews, Lydiard Millicent Cemetery, The Community Field, Land at Forge Fields, Lydiard Green and Lydiard Plain.

- The Parish Council's direct responsibility for tree planting and management of trees and hedges is limited to those planted within land owned by the parish.
- However, the Council also wishes to encourage other land and property owners and developers within the Parish to adopt similar principles for the management of trees and hedges, taking into consideration their positive impact on the local environment.
- It should be noted that trees and hedges on other land, not owned by the Parish Council or private owners, come under the authority of Wiltshire Council; the local Highways Authority.
- The responsibility for cutting back trees and hedges that overhang the public highway from neighbouring land, inhibiting pedestrian or road traffic movement or vision rests with the owner/ occupier of that land; whether this is the council or private property owners.
- Legally, the owner of the property also has the responsibility to trim a tree where future growth will bring it into contact with power lines. If this is the case, residents are advised to contact the energy company which operates the power line as they will bring in a Tree surgeon and ensure safe working around power lines and may be willing to cover the associated costs. If they do not the owner will be required to have the tree trimmed, which can be dangerous, so a qualified tree surgeon should always be used.
- Finally it should be noted that a central area of Lydiard Millicent is classified as a Conservation Area and all trees in this area are protected, even if they do not have a Tree Preservation Order (TPO). Wiltshire Council must be given six weeks' notice before any work on trees within this area is undertaken.

Lydiard Millicent Parish Council Tree Management Policy

Tree Management on Land Owned by Lydiard Millicent Parish Council

A Tree Survey will be carried out on a 3-yearly basis by an arboriculture consultant. The initial survey report is to be sourced in January 2024.

This survey will provide a detailed health and safety assessment of all relevant trees Including:

- location mapping and species details of all trees
- identification of age and condition
- remedial tree surgery operation recommendations; classified as urgent, to be undertaken within 12 months or within 18 months
- re-inspection frequency recommendations
- tree planting opportunities

Following on from this survey:

- remedial work will be programmed and carried out as recommended by an agreed tree specialist
- re-inspections will be carried out following the frequency recommendations
- additional inspections will be carried out following storm events and/or on advice or concerns expressed by residents.
- new tree planting opportunities will always be explored
- The Parish Handyman will take a lead role in non -professional inspections, raising any concerns with the Clerk.
- Where works are required, they will be programmed as necessary. All spend will be agreed at Parish Council meetings. If urgent work is required, the Clerk will authorise work and spend inline with the Council's financial regulations.

Concerns and requests by residents in relation to trees on Parish Council

In line with the above tree management policy the Parish Council will try and ensure timely removal of dead, dying or dangerous branches or trees. However, if any member of the public suspects such work is required they should contact the Parish Clerk at clerk@lydiardmillicnet-pc.gov.uk

Occasionally, the Parish Council will receive requests from residents who live adjacent to land owned by the Parish Council to carry out tree work which has not been highlighted as essential for either the health of the tree or the health and safety of the public. The Parish Council will seek advice from a tree specialist.

However, the Parish Council has no obligation to carry out the following tree works:

- cut back branches overhanging private property
- 'top' trees or remove branches to increase daylight or decrease height in relation to property
- remove branches or trees affecting views or interfering with TV reception
- remove branches or trees to prevent falling leaves, honeydew from aphids or other minor debris
- remove roots from drains or repair root damage to structures where the tree has not been proven to be the principal cause.
- remove branches nearly touching buildings, walls, roofs, fences etc.
- remove branches or trees to prevent access by squirrels or other livestock

The Parish Council will not carry out any work on privately owned trees and members of the public wishing for any of the above works, or in relation to trees not owned by the Parish Council should make their own arrangements.

Lydiard Millicent Parish Council Tree Management Policy

Carrying out Tree Works and Pruning Guidance

In Common Law a property owner can cut back overhanging branches to the boundary of their property. The Parish Council would normally have no objection to property owners carrying out tree work or engaging a Contractor at their expense, provided that;

- permission is first sought if work requires access to neighbouring land or to a tree on that land.
- the tree is not situated in a conservation area or protected by a TPO.
- any work done to a tree is not detrimental to its health or stability. For their own protection, members of the public should obtain advice from a qualified Tree Surgeon.
- tree pruning is carried out to an acceptable standard, in accordance with the British Standard Recommendations for tree work.
- where the neighbouring land belongs to the Parish Council, the property owner notifies the Council of the proposed work and commencement date before the work begins

Planting of New Trees

The goal of the Parish Council is to maximise tree planting. However additional tree planting on the Recreation Ground, needs to remain as open ground for recreational activities.

Similarly, the option of planting additional trees on Lydiard Plain and Lydiard Should not be implemented as this land should always be kept and maintained as open common and grassland.

Where there are opportunities for additional planting, this will be carried out on the advice of the Arborist who has carried out the most recent Tree Survey. Local residents' views will also be sought on the species, where appropriate.

Hedge Management

Hedge management on Parish Council land is integral to grounds maintenance work and the Council will liaise with residents where such work is necessary on boundary land between private and Council land.

Regardless of ownership the Wildlife and Countryside Act states that a hedge should not be cut or trimmed if the action damages active birds' nests. This period normally runs between March and August.

Lydiard Millicent Parish Council

Investment Policy

1. Introduction

1.1 At any one time Lydiard Millicent Parish Council is holding significant amounts of funds consisting of the General and Ear Marked Reserves together with unspent precept monies. The amounts held fluctuate over the course of the year, peaking in April and October when the precept funds are paid across by Wiltshire Council. An Investment Policy is required to ensure that the responsibility of LMPC for the stewardship of council taxpayers money is properly exercised.

1.2 A Policy is required to comply with "Guidance on Local Government Investments" issued by the Department for Communities and Local Government (DCLG). That document was originally published in 2004, revised in 2010 following the banking crisis during which a number of local authorities were found to have placed funds with high risk financial institutions. The 3rd edition (issued under section 15(1)(a) of the Local Government Act 2003) was effective for financial years commencing on or after 1 April 2018.

1.3 The essence of the Guidance is to ensure the **prudent** investment of the funds held on behalf of the community. A prudent policy is defined as having two objectives, firstly **security** (protecting the capital sum from loss) and then **liquidity** (keeping the money readily available for expenditure when needed). The generation of investment income is distinct from these prudential objectives but once the appropriate levels of security and liquidity are determined then it will be reasonable to consider what **yield** can be obtained that is consistent with those priorities. When entering into other types of investments local authorities should consider the balance between security, liquidity and yield based on their risk appetite and the contribution(s) of that investment activity.

2. Policy

2.1 All investments shall be held in the name of Lydiard Millicent Parish Council.

2.2 All investments will be denominated in sterling.

2.3 All fixed term investments will be short term and not exceed a twelve-month term.

2.4 Fixed term investments will only be made after an analysis of future cash flow requirements over the investment period clearly demonstrates that the funds can be tied up without risk.

2.5 Investments will only be made in Current and Deposit Accounts of banks that are covered by the Financial Services Compensation Scheme (FSCS).

2.6 The approval of the Parish Council will be required before any new investment account is opened.

2.7 In the interests of prudence Lydiard Millicent Parish Council will not make any "non-specified investments" (as defined by the DCLG Guidance) and so there will be no requirement for using the services of treasury management advisers or undertaking specific staff training.

2.8 The amount invested in any one institution (or group of institutions that share a FSCS registration) shall not exceed the maximum sum guaranteed under the FSCS scheme (currently £85,000).

2.9 To comply with 2.8 above, steps will be taken to allocate funds as soon as reasonably practical after receipt from Wiltshire Council of the twice-yearly precept payment as this will exceed the FSCS limit.

2.10 Investment balances shall be taken to the Parish Council each quarter, with an annual review of investment balances together with interest accumulated and the interest rate.

2.12 This Policy shall be approved and reviewed every 2 years by the Parish Council unless required sooner.

Adopted by Lydiard Millicent Parish Council on

Members are requested to:

- NOTE this report and CONSIDER the quote received
- NOTE and CONSIDER the Clerk's recommendation.

Current Position

The new Police and Crime Commissioner (PCC) for Wiltshire set Speeding as one of his priorities on taking office and ordered a survey of all the SIDs in Wiltshire. A database was set up linked to the Police National Computer to record information from these SIDs. The database went live at the beginning of 2023 and all parishes were invited to submit their information. It was discovered that the make of SID that we were using (Viasis) was the only one of its type in Wiltshire and recorded information on a different system to the others. Therefore, the Parish's information could not be included on the Wiltshire database and means that Traffic Police will not be able to see any problems in the Parish.

Solution

Members RESOLVED to purchase a compatible SID and mounting bars to use with the new Wiltshire Scheme at a maximum of cost of £3,000 which was included as a budget line in the 2024-2025 Precept (minute reference 23.129). Purchase options are as follows:

- Purchase 1no. SID and 6 additional mounting bars at a cost of £2,350 ex. VAT
- Purchase 2no. SIDs and 6 additional mounting bars at a cost of £4,149 ex. VAT.

Clerk's Recommendation

Members are asked to CONSIDER the Clerk's recommendation to purchase 2.no SIDS and 6 additional mounting bars to enable the Parish Council to take part in the scheme. It will ensure maximum data can be captured, and alleviate much of the effort required in keeping the current SIDs operational due to diminished battery life.

Additional funds of £1,149 required for this recommendation to be met from CIL Funds. The current EMR CIL balance is £10,889.97.

Hayley Graham
March 2024

Newsletter Highlights

CEO Message

Let's Talk About: Offline
and Overlooked

Charity Shops

Organisation News and
Updates

Carers Together Wiltshire

Meet the Trustee

Join our team - vacancies

AGE UK WILTSHIRE

News and Views

CEO Message - Providing Support, Encouraging Independence

Welcome to the fifth edition of our external newsletter. Sarah Cardy, CEO, gives an update on our services.

“Nothing stands still for long in Age UK Wiltshire. We are continuing to find new ways to deliver services and strengthen our income to ensure we are a sustainable charity.

Having opened our Salisbury charity shop with an information point at the end of last year, it has been fantastic to open in two further locations in Bradford on Avon and Marlborough. You can read more about these brilliant shops and information points on page 3 of this newsletter. We are working hard behind the scenes on our next location, so watch this space.

Since our last newsletter I am delighted to announce our new partnership with working in partnership with Community First, Alzheimer's Support, Wiltshire Service Users Network, Citizens Advice Wiltshire and Wessex Community Action, under the umbrella, 'Carers Together Wiltshire'. This partnership will allow us to provide tailored support to the thousands of unpaid carers across Wiltshire.

There are currently thousands of people identified as unpaid carers in Wiltshire, we wish to ensure that these individuals can achieve a healthy balance between their caring responsibilities and their own interests and wellbeing.”

You can find out more about Carers Together Wiltshire on page 6 of this newsletter.



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Visit our [website](#)



Let's talk about: Offline and Overlooked – Age UK's new report on Digital Exclusion

Age UK has released a new report – 'Offline and Overlooked – Digital Exclusion and its impact on older people' – written to continue raising awareness of digital exclusion with MPs, local councils and service providers.

Age UK has been campaigning to highlight the impact on older people that the rush to go digital is having.

The report sets out how prioritising digital routes to accessing essential services like banking, NHS and GP appointments, parking, local council services and social security is disproportionately impacting older people. It highlights the important support being provided by local Age UKs to increase digital skills.

The report highlights that:

- 4.7 million people aged 65+ don't have the basic skills needed to use the internet successfully.
- 2.3 million people aged 65+ don't use the internet at all.
- 3.3 million people aged 65+ don't use a smartphone.

The report's recommendations are:

- All public services must offer and promote an affordable, easy to access, offline way of reaching and using them.
- The Government must make sure local government receives enough funding to provide offline services.
- More funding and support provided to enable people who are not internet users, but would like to be, to get online.
- The Government should lead on the development of a long-term, fully-funded national Digital Inclusion Strategy.
- The Government should change the law to require banks to maintain face-to-face services.
- Banks must accelerate the roll-out of Shared Banking Hubs.

To find out more, or to see how you can get involved, read more [here](#).

News and updates.

Charity Shops and Information Points

Following the success of our Salisbury Shop with Information Point, which opened in December, we have now opened in Bradford on Avon and Marlborough! Our charity shops are not just a retail space, but a place for people to come to us for information, help and access to advice.

These locations can only work with the support of our amazing volunteers and with the generous donations received. Each donation made, and purchase bought makes a real difference in the lives of older people living in Wiltshire.

Our shops are looking for more donations of clean, secondhand clothing and quality homeware.

What can you donate?

Clothes

Good quality and clean:

- Men's clothes
- Woman's clothes
- Kid's clothes
- Bags
- Shoes (paired)
- Jewellery
- Accessories

Homeware

In good condition:

- Vases, ornaments, glassware
- Soft furnishings (if new)
- Small pieces of furniture
- Toys and games
- Books



“Supporting an Older Person, One Donation at a Time”

Organisation News and Updates: Living Well

Through our Living Well service we have a team of Age UK Wiltshire staff, based within GP surgeries, providing a wide range of support to older patients. Alongside visiting people at home, we also go to local events spreading the news of our services.

On social prescribing day, the Living Well team visited Chippenham Community Hub to raise awareness in the community about the work of social prescribers. Information was shared about social groups, support services and relevant benefits.

The team had a mixture of people stop by from professionals, parliamentary candidates, and patients from the local surgeries. .



“Age UK have been brilliant, you've done so much for me, I don't know what I'd have done without you.”

Organisation News and Updates:

Our 'Wellbeing Checks with Meals' service is much more than just a hot meal delivered to your door, it is also:

- ✓ A wellbeing check for an older relative
- ✓ Peace of mind for a relative or carer
- ✓ The ability to remain independent, at home

"Thank you again for everything you do, your drivers are amazing, and it is because of you that mum can stay in her own home. So it is such a gift for us, thank you."

Socials

You can stay up to date with our latest news by following our social media accounts:



<https://www.facebook.com/ageukwiltshire/>



<https://twitter.com/AgeUKWiltshire>



<https://www.instagram.com/ageukwiltshire/>

Following our accounts and engaging with what is shared is a fantastic free way to help increase the reach of our services.

Organisation News and Updates:



Age UK Wiltshire is working in partnership with Community First, Alzheimer's Support, Wiltshire Service Users Network, Citizens Advice Wiltshire and Wessex Community Action, under the umbrella, 'Carers Together Wiltshire'.

This partnership will allow us to provide tailored support to the thousands of unpaid carers across Wiltshire.

There are currently thousands of people identified as unpaid carers in Wiltshire, we wish to ensure that these individuals can achieve a healthy balance between their caring responsibilities and their own interests and wellbeing. Caring for another person can be challenging. We work closely with Wiltshire Council to offer Carers Assessments, to enable unpaid carers to take regular time away from their caring responsibilities, and we also offer practical and emotional support.

We will work together with our partnership organisations to provide support to individuals providing informal unpaid care to another person through a range of support services.

We can provide:

- Activities
- Carer breaks
- Information
- Advice
- Information of Carer ID cards
- Counselling
- Coaching
- Training and support (including peer-support) for carers.

We are here to support carers, offer a listening ear and practical help and support. You can contact us on 01380 710300 or email

enquiries@carerstogetherwiltshire.org.uk

Organisation News and Updates: Fitness & Friendship

Our Fitness & Friendship Clubs are social clubs for older people with an emphasis on keeping active.

Sessions include gentle exercises, games, quizzes, Tai Chi, with plenty of time for a friendly chat over refreshments.

Our brand-new Fitness & Friendship Club has opened in Devizes at Northgate Gardens Retirement Housing and meets alternate Wednesday's 10.30am-12.30pm.

To find out more, you can contact: fitnessandfriendship@ageukwiltshire.org.uk

Happy birthday George!

George, a member of our Salisbury Fitness & Friendship Club, recently celebrated his 100th birthday with the club!



Information & Advice

Information & Advice received an exciting visit from some of Age UK National staff working on the Building Resilience project. They visited the team in Salisbury to see how they operate, as well as taking the opportunity to chat with volunteers and staff about the service. They were very complimentary and could see how much everyone put into the service.

Organisation News and Updates: Local Energy Grant



Local energy Grant

Could you be entitled to £100s off your fuel bills?

£200 Wiltshire Energy Grant

You could be eligible if you:

- **Are over State Pension age**
- **Receive a means-tested benefit (core) *or* income below £366pw (single) person) / £527pw (couple or household) (discretionary)**
- **Worry about the cost of heating**

We also advise on other benefits and schemes

Contact Age UK Wiltshire

0808 196 2424

www.ageukwiltshire.org.uk



www.ageukwiltshire.org.uk



Registered Charity No. 800912

Organisation News and Updates: Padwell Road Day Centre

Padwell Road Day Centre recently celebrated its 40th Birthday!

A fantastic time was had by all.



With plants kindly donated by B&Q, Padwell Day Centre guests were able to start potting. The plants are now in the Day Centre Garden and we are delighted to share that the strawberry plants are coming along brilliantly!



Organisation News and Updates: Supportive Independence



Supportive Independence

more connected more resilient more mobile

We can provide information, guidance and support to help older people in Swindon stay active and connected.

Would you be interested in discovering local events and socialising?

Do you feel a bit unsteady on your feet and would like to know how you can prevent falls?

Do you feel, with a little support, you could be more active?

Want to make sure you are getting all the income you're entitled to?

Struggling to get around town?

Interested in learning about aids and adaptations to make your home more comfortable?



If you answered "YES" to any of these, feel free to get in touch with Dani Gibbs at 07933513209 for a friendly chat.

Organisation News and Updates: Melksham Community Support

The Melksham Community Support service is commissioned by Melksham Town Council and Melksham Without Parish Council, to improve the wellbeing of older people living in the area, by offering support, access to information and practical help.

Funding for the second year of the project has recently been confirmed and we're busy promoting the support we can offer.

Melksham Community Support

- Would you like to go out and socialise if you had some information about what's going on, or someone to go along with?
- Do you feel, with a little support, you could be more active?
- Would you like to check you're receiving all the income you're entitled to?
- Do you find it difficult to get the things you need from the shops or chemist?
- Would you like information about aids and adaptations for your home?
- Maybe you just need a few things sorting at home to make it a happier place to be?

If you said YES to any of these, and would like to discuss a home visit, please call 01225 809265.



Organisation News and Updates:

Meet the trustee



Working hard behind the scenes are our amazing Trustee Board who provide a strategic lead and oversight for the direction of Age UK Wiltshire.

Chair of our Trustee board is Richard Purchase and we thought this newsletter was a perfect opportunity to find out a bit more about him.

1. Why did you decide to become a trustee of Age UK Wiltshire?

“I applied for the role as Chair and went through a rigorous selection process! Professionally I have worked in health and through my companies' provided services to the health, housing and social care sectors. It made sense therefore to continue supporting an organisation whose services are already great but could become more widely available utilising my commercial skills to help others.”

2. What difference do you feel the charity is making?

“In the last two years, and with a new strategic plan, we have seen growth and expansion with more people able to access our services whilst at the same time we have been striving to become more financially self-sufficient.”

3. What are you most excited about for the charity?

“We have a fantastic and forward thinking Exec Team led by a brilliant Chief Executive - there will be increasing need for our services as the population ages, other charities falter and government/council requirements expand. We are very well placed and are excited to step into this space.”

4. Outside of your role with our charity, what do you enjoy doing in your free time?

“I have a number of commercial interests; however, I am a great rugby supporter, Vice Chair of Marlborough RFC, I play golf badly, have young grandchildren and I enjoy travel.”

5. What book, film, or song has had a significant impact on you and why?

“I am not sure you can pick one and it becomes an accumulation of experiences over the years. However I would encourage everyone in business to read the books by Michael Heppell and particularly "How to be Brilliant" - he has other books and all are worth a read!”

Join our team

Age UK Wiltshire is a local independent charity with around 60 members of staff, mostly part-time. We help over 1500 local older people every year, offering activities, events, social contact and information. It's a great place to work if you really want to make a difference in people's lives.

Our website is regularly updated with all of our latest vacancies.



You can find out more [here](#)

Volunteer with us

We rely on volunteers to support the services we deliver. We welcome applications and support from all parts of the community and will work with people so they get the best experience possible from working with us.



If you are ready to volunteer with us then the first step is to read about our volunteer roles on our [website](#) and complete our application form. This is how we first get to know you and understand what you want to get out of volunteering.

Visit our website for more information about our services
www.ageukwiltshire.org.uk
www.ageuk.org.uk/southampton/

Defra – Simpler Recycling update Briefing Note No. 24 - 09

Service : Waste Management

Further Enquiries to: Martin Litherland

email: martin.litherland@wiltshire.gov.uk

Date Prepared: 14/05/24

As you may have seen last week, Defra has published information on its future approach to recycling with the aim of simplifying collections. You can read the update at [Simpler bin collections for England to boost recycling - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/news/simpler-bin-collections-for-england-to-boost-recycling).

To summarise, Defra has said it will provide exemptions to councils to allow for the collection of all dry recyclables (paper and card, plastic, metal, glass) together in one container, and food and garden waste together in another container. Defra has confirmed that it is aiming to introduce regulations on these changes before the summer recess for Government, with statutory guidance to follow thereafter. Prior to this, the prevailing guidance for councils looking to design new recycling services was to collect materials separately from one another to avoid contamination between different material types, unless there was strong evidence to demonstrate that collecting materials separately from one another was not necessary. This focus on separate collection of materials was intended to maximise the amount of material successfully recycled. We had no advance notice of an update being made on the Simpler Recycling policy and until we have more information, we are unable to confirm how this may influence how our waste and recycling collection services are delivered locally in the future.

Defra has said that by 31 March 2026, local authorities will be required to collect all six recyclable waste streams (excluding plastic film), from all households. Wiltshire Council's current kerbside recycling services already comply with this requirement. Local authorities must also collect food waste weekly from March 2026 (except where a transitional arrangement applies, affected local authorities will have a later implementation date set in regulations). As we confirmed in February, due to our existing contractual commitments, we have agreed with Defra that separate weekly collections of food waste will commence in the Wiltshire local authority area from 1 August 2027. Defra will provide some capital funding to councils to support the transition to this new service. We await confirmation of when this funding will be made available, together with confirmation of additional revenue funding support through the New Burdens scheme.

In the meantime, we continue to review our waste services to ensure we are giving people the best opportunities to recycle as much as possible and we will keep you updated on any future developments and changes. The work through our Recycling: Let's Sort It campaign has proven to be a successful and effective way to get our waste minimisation and recycling messages and aims across, and we'll continue to use creative ways to engage with people.

Defra also recently confirmed that its national Deposit Return Scheme for all drinks containers (excluding glass) has been delayed from 2025 to 2027. When brought in, this means customers would be charged an additional deposit fee when purchasing a drink in a single-use container which is then redeemed when the consumer returns the empty container to a return point.

We will share any significant updates with you in due course.

End

Management of Council business and publicity during the pre-election period

Briefing Note No. 24-11

Service: Legal and Governance
Further Enquires to: Perry Holmes (Director Legal and Governance and Monitoring Officer)
Date Prepared: 28 May 2024

This note provides general guidance for Members and Officers on the management of council business and publicity in the run-up to the General Election on 4 July 2024. It supplements the Council's Code of Conduct for Councillors and the Media Relations Protocol, included at Part 12 and Protocol 7 of the Constitution respectively. **The pre-election period begins when the Notice of Election is published (which we anticipate to be 3 June 2024) and runs until 5 July 2024.**

1. The principle point is set out in section 2 of the Local Government Act 1986, which expressly prohibits local authority publicity of a party political nature. The Council must not publish (or assist others to publish) material which, in whole or in part, appears to be designed to affect public support for a political party. Publicity is defined in section 6(4) of the 1986 Act as 'any communication, in whatever form, addressed to the public at large or a section of the public.'

2. This is reinforced by the Council's Code of Conduct for Members which states:

7.1 I do not misuse council resources.

7.2 I will, when using the resources of the local authority or authorising their use by others:

7.2.1 act in accordance with the local authority's requirements; and

7.2.2 ensure that such resources are not used for political purposes unless that use could reasonably be regarded as likely to facilitate, or be conducive to, the discharge of the functions of the local authority or of the office to which I have been elected or appointed.

3. The Code of Recommended Practice on Local Authority Publicity 2011 (included as Appendix 1 to the Council's Media Relations Protocol) sets out seven key principles local authorities should apply when making decisions on publicity. Publicity by local authorities should be:

- Lawful
- Cost effective
- Objective
- Even-handed
- Appropriate
- Consistent with the council's equality and diversity responsibilities
- Issued with care during periods of heightened sensitivity

4. Paragraphs 33 - 35 of the 2011 Code state:

33. Local authorities should pay particular regard to the legislation governing publicity during the period of heightened sensitivity before elections. It may be necessary to suspend the hosting of material produced by third parties, or to close public forums during this period to avoid breaching any legal restrictions.

34. During the period between the notice of an election and the election itself, local authorities should not publish any publicity on controversial issues or report views or proposals in such a way that identifies them with any individual members or groups of members. Publicity relating to individuals involved directly in the election should not be published by local authorities during this period unless expressly authorised by or under statute. It is permissible for local authorities to publish factual information which identifies the names, wards and parties of candidates at elections.

35. In general local authorities should not issue any publicity which seeks to influence voters.

5. The Council's approach is consistent with this guidance, and particular care will be taken during the period of heightened sensitivity (the pre-election period) leading up to the General Election on 4 July 2024.
6. Generally, with regard to decision making within the Council the position remains that it is 'business as usual' unless there are very good reasons why this should not be the case. In most cases the pre-election period will have no impact on normal council business, including the determination of planning applications. Proposals or issues which may be controversial and likely to arise during the critical period should be identified and a common sense view taken in each case as to how the matter is to be handled. In cases where time is not critical it may be sensible to defer the matter until after the election. In other cases, this will not be possible because of statutory, contractual or other constraints.
7. The nature of the General Election, as compared to local elections in Wiltshire, mean that there needs to be consideration whether the decision or proposal is in any sense closely related to central Government or the role of local Members of Parliament or prospective candidates. Some council services are more likely to be aligned and should seek advice if unclear how to proceed. Where there is no obvious link council business can and should continue as usual
8. Councillors should note that the display of election campaign material on council land and property, including highway land, is not permitted and action will be taken to remove any offending material.

9. The LGA has produced a short-guide on publicity in the pre-election period, available at: <https://www.local.gov.uk/publications/short-guide-publicity-during-pre-election-period>

10. Further advice may be obtained from:
Perry Holmes – Director of Legal and Governance/Monitoring Officer
email perry.holmes@wiltshire.gov.uk

And on the handling of publicity:

Ceri Tocock – Head of Communications
email communications@wiltshire.gov.uk

Dear City/Town/Parish Councils

Last year the council invited the Planning Advisory Service to carry out a full Peer Review of our Planning Service. Their review was extremely thorough and made lots of really helpful recommendations. This has helped to pave the way for establishing an ambitious and exciting transformation programme, which involves a full-scale review of everything we do across the planning service, based around five themes: Strong Workforce; Effective Governance; Customer Service; Innovation and Processes; and Place-Shaping.

A critical element of this programme is looking at how we engage with our stakeholders. As part of our commitment to improve communication we would like to set up regular meetings with you so that we can share what's happening across the planning service, and also to get your feedback on your experiences.

The first of these meetings will be held on **Tuesday 25th June at County Hall, Bythesea Road, Trowbridge, Wiltshire, BA14 8JQ**. The meeting will start at 6.15pm and end no later than 8pm. As this is the first meeting, this will be held as in-person only, but depending on feedback we may consider virtual sessions in future. The agenda has not yet been finalised, but we are intending to include the following:

- Update on planning service transformation
- Planning Enforcement
- Neighbourhood Planning
- Interactive feedback session

If you would like to attend this meeting, please book your place with julie.kelly@wiltshire.gov.uk before Monday 17th June 2024. Capacity in the room has a limit and therefore booking is essential for this event.

Lydiard Millicent Parish Council

Internal Audit Report FY2023-24

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 2023-24 financial year which took place on the 15th of May 2024.

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 no recommendations for improvement, during the 2023-24 financial year.

We take this opportunity to commend the Clerk/RFO for her continued efforts to bring the Council's governance, finance and administration functions back into good order. We note that, once again 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.

We would also like to commend the Clerk/RFO and the Council Members for their meticulous approach to the Council's Financial Management, and the continued quality of the Internal Control measures.

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 2023-24 financial year the Council retained its funds in two bank accounts and an investment fund as follows:

- Cashbook 2 – CCLA Public Sector Deposit Fund
- Cashbook 3 – Unity Trust Bank

We have noted the following: -

- Agreed the opening Trial Balance in the accounting software for 2023-24 financial year to the closing Trial Balance for the 2022-23 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 and 3) is of a high quality with no input errors in the samples tested;
- Checked and verified the detail of the transactions recorded on the CCLA PSDF account (Cashbook 2) and the Unity Trust Bank account (Cashbook 3) to the supporting bank statements for April, June and December 2023 and March 2024;
- Checked and verified the detail on the 31st of March 2024 bank reconciliations on the CCLA PSDF account (Cashbook 2) and the Unity Trust Bank account (Cashbook 3);
- 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 a Qualified External Auditor's report for the 2022-23 financial year;
- Noted that although the Clerk/RFO is CiLCA qualified, 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 2024 to ensure that no issues affecting the Council's financial stability either in the short, medium or long term exist, noting the high quality of the Council's published Agenda and Minute;
- Noted that the Parish Council last reviewed and re-adopted its Standing Orders and Financial Regulations at its 11th of May 2023 Annual Meeting under Minute Reference 23.06, and 23.07 respectively. Both documents are based on NALC model documents;

- 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 2022-23 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 FY2022-23 'Finance' hyperlink: <https://www.lydiardmillicent-pc.gov.uk/Finance.aspx> and was displayed on the Council's noticeboards. The published Notice records a period of Monday the 19th of June to the Friday the 28th of July 2023, a period of exactly 30 days including the first 10 working days in July.
- Noted that the Notice of Conclusion of Audit, dated the 19th September 2023 has been published on the Council's website under the FY2022-23 'Finance' hyperlink: <https://www.lydiardmillicent-pc.gov.uk/Finance.aspx> 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

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

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 21 payment documents, with a total

value of £38,598.43, and equating to approximately 44% 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.

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 2023-24 financial year, in the amount of £12,696.75 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 FY2023-24 Accounting Statements.

Conclusions

There are no matters arising in this area of review warranting formal comment or recommendation. However, we take this opportunity to advise the Clerk/RFO and Members, once again, that the Tender Threshold has altered. The previous Tender Threshold required to trigger a formal Tender Process was £25,000 exclusive of VAT. The Tender Threshold as of the 1st of January 2023 was changed to £30,000 INCLUDING VAT, the Council's Standing Orders and Financial Regulations should be amended accordingly.

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 7th of March 2024 meeting of the Full Parish Council.

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 2023 to the 31st of May 2024. 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. We note that the Council's current Health & Safety Risk Assessment could be expanded to incorporate Risk Management protocols in respect of these facilities.

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 Adopted by Members during the 2022-23 financial year. 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. We commend the Clerk/RFO and Members their continued robust and proportionate approach to the Council's assessment and management of Risk.

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 2024-25 financial year. The Council's Minutes confirm that a series of budget and reserves reviews were undertaken during the Council's November and December 2023 meetings. Subsequently Members Resolved to establish the Precept for the 2024-25 financial year, in the amount of £64,151 (£59,919 prior-year), at the 11th of January 2024 meeting of the Full Parish Council, under Minute reference 23.147. This increase equates to a Band 'D' charge of £80.31; an increase of £3.99 above the prior year equivalent to 5.12%.

We note that the Council held nine formally established Earmarked Reserves (EMRs) as at the 31st March 2024. We have reviewed the level of these reserves noting an opening balance of £77,484.90, net in-year transfers of -£15,918.29 resulting in a closing balance of £61,566.61. 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 2024-25 financial year.

We have checked and verified the closing balances for the 2023-24 financial year, noting that the Council held total reserves as at the 31st March 2024, in the amount of £112,224 (£131,778 *prior-year*), of which £61,566.61 (£77,232.92 *prior-year*) were held in Earmarked leaving a residual General Reserve fund of £50,657 (£54,294 *prior-year*) equating to approximately 6 months' reserve based on the average monthly 2023-24 level of expenditure, sitting slightly at the upper limit 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 2024-25 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 2023 and March 2024 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.

We have also, with the assistance of the Clerk/RFO, reviewed the cemetery income for the 2023-24 financial year and report as follows: We have confirmed all receipts for the 2023-24 financial year have been recorded correctly, and the charges were levied correctly with two 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 (debit) card, from the Unity Trust Bank, to enable the Council to make online purchases has been in use from July 2023.

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 2023-24 financial year to the 31st of March 2024 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 2023 to the 31st of March 2024 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 three employees have 'opted out'.

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 note that the Council is currently using a basic Fixed Asset. We have checked the existing Fixed Asset Register and verified, as far as it is possible to do so, that the Fixed Asset Register Value declared for the 2023-24 financial year, in the amount of £307,170 (*Prior-year £278,299*) has been correctly reported in the Accounting Statements at Box 9 of Section 2.

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 2024 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 2024 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.

-o0o-

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.

Annual Internal Audit Report 2023/24

ENTER NAME OF AUTHORITY
Lydiard Millicent Parish Council

ENTER PUBLIC WEBSITE ADDRESS
<https://www.lydiardmillicent-pc.gov.uk/>

During the financial year ended 31 March 2024, 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 2023/24 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 2022/23, it met the exemption criteria and correctly declared itself exempt. <i>(If the authority had a limited assurance review of its 2022/23 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 2023-24 AGAR period, were public rights in relation to the 2022-23 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 2022/23 AGAR <i>(see AGAR Page 1 Guidance Notes)</i> .	✓		

O. (For local councils only)	Yes	No	Not applicable
Trust funds (including charitable) – The council met its responsibilities as a trustee.			✓

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

15/05/2024 / DD/MM/YYYY DD/MM/YYYY

Name of person who carried out the internal audit

CV Lingard for Auditing Solutions Ltd

Signature of person who carried out the internal audit

Claire V Lingard

Date 25/05/2024 /

***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).

Asset Register

LYDIARD MILLICENT PARISH COUNCIL- ASSET REGISTER

At 31 March 2024 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	1,500.00
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
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 Sorage 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
SUBTOTAL			438,903.00
TOTAL VALUE OF ASSETS DISPOSED OF DURING 2023-2024			-
TOTAL VALUE OF ASSETS PURCHASED DURING 2023-2024			
Bonsai Heavy Duty Paper Shredder	Meadow Springs	2024	158.00
Defibrillator - Donated by Football Association	Meadow Springs	2023	1.00
4 Drawer Filing Cabinet, 4 Metal Cabinets	Meadow Springs	2023	784.00
EGO LB5800E 56v Leaf Blower, Battery, Charger	Meadow Springs	2023	349.00
Play Area Equipment	Meadow Springs	2023	21,548.00
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
SUBTOTAL			£ 28,871.00
TOTAL			467,774.00

MEETING NOTES FOR 22nd MAY 2024 MEETING

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

Date of meeting: **Wednesday 22nd May 2024.**

6pm Upper Function Room at Lime Kiln Leisure Centre, Royal Wootton Bassett SN4 7HG.

<https://www.google.com/maps/>

Chair – Councillor Allison Bucknell, Highways Officer – Martin Rose

Notes taken by - Martin Rose

	Item	Update	Actions and recommendations	Who
1.	Attendees and Apologies			
	Attendees:	Cllr Allison Bucknell, Cllr Jacqui Lay, Cllr Steve Bucknell, Cllr Mary Champion, Cllr Nick Dye, Cathy Limbrick (Cricklade TC) John Coole (Cricklade TC) Jim Gunter (Broad Hinton & Winterbourne Bassett), Nic Hughes (RWB TC), Steve Walls (RWB TC), Geoff Greenaway (Purton PC), Kevin Woolnough (Tockenham PC) Rose Love (Lydiard Tregoze PC), Rupert Pearce (Broad Town PC), Samantha Chalker (Lydiard Millicent PC), Shendie Green (Lyneham and Bradenstoke PC)		
	Apologies			

2.	Notes of Previous Meeting																															
		The notes and recommendations of the previous LHFIG meeting held on 10/01/24 were presented to the Area Board at its 13/03/24 meeting and agreed. The meeting minutes can be found: https://cms.wiltshire.gov.uk/ieListDocuments.aspx?CId=174&MId=14993&Ver=4																														
3.	Financial Position																															
		The closing balance for 2023/24 is confirmed at £65,541.95 (see APPENDIX 1 -End of Year Account). This figure is carried forward to the 24/25 financial year. Note: The closing balance for 23/24 includes a number of committed schemes that we not completed, totalling £76.029.87, less estimated 3rd party contributions of £19,007.47. These have been carried over to 24/25. The current balance and budget for 24/25 is £38,705.55 (see below) <table><tr><td>LHFIG 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>£65,541.95</td><td>(Underspend)</td></tr><tr><td>Total Budget for 24/25</td><td>C</td><td>£95,727.95</td><td>(A+B)</td></tr><tr><td>Committed Spend 24/25</td><td>D</td><td>£76,029.87</td><td></td></tr><tr><td>less 3rd Party Contributions (Estimate)</td><td>E</td><td>£19,007.47</td><td></td></tr><tr><td></td><td>F</td><td>£57,022.40</td><td>(D-E)</td></tr><tr><td>Balance</td><td></td><td>£38,705.55</td><td>(C-F)</td></tr></table>	LHFIG Budget 24/25	A	£30,186.00		Carryover from 23/24	B	£65,541.95	(Underspend)	Total Budget for 24/25	C	£95,727.95	(A+B)	Committed Spend 24/25	D	£76,029.87		less 3rd Party Contributions (Estimate)	E	£19,007.47			F	£57,022.40	(D-E)	Balance		£38,705.55	(C-F)	Closing figure now includes removal of contribution from Cricklade TC for 11-23-3 Swindon Road Cricklade. Final Account now received.	
LHFIG Budget 24/25	A	£30,186.00																														
Carryover from 23/24	B	£65,541.95	(Underspend)																													
Total Budget for 24/25	C	£95,727.95	(A+B)																													
Committed Spend 24/25	D	£76,029.87																														
less 3rd Party Contributions (Estimate)	E	£19,007.47																														
	F	£57,022.40	(D-E)																													
Balance		£38,705.55	(C-F)																													

		Refer to APPENDIX 2 UPDATE for latest finance sheet.		
	Item	Latest Update	Actions and recommendations	Who
4.	Priority Schemes for 23/24			
a)	11-22-16 Cricklade Chelworth X-roads Submitted 03/08/22	New sign and road markings installed wk. commencing 09/10/23. 11/10/23 - Concern raised that the work undertaken will fail to address the longer-term problems and suggested that alter the geometric layout of the crossroads is required. Future consideration to be given to traffic study at junction funded by LHFIG with a view to making a bid for a substantive scheme. Suggestion was made re, a reduction in current speed limit from 60mph (de-restricted) to 50 / 40mph. MJR to discuss in first instance with David Thomas (Head of asset management & commissioning) and report back to members. https://www.google.com/maps/ 10/01/24 MJR discussion with David Thomas re. Chelworth crossroads. Identified cluster site (#12) prior to recent sign / line changes. Extension of existing 50mph speed limit from Leigh to cover crossroads is unlikely, but formal assessment not ruled out. Significant geometric changes to the junction would be difficult and require land purchase. Short term option to remove nearside National speed limit terminal signs on side roads which are currently placed underneath the Give way signs.	22/05/24 – De-restriction signs located underneath existing give way signs at crossroads removed. Site remains on collision cluster site list for 24/25, but data does not reflect recent changes. Site visit to look at issues May / June. CTC have agreed that site will need monitoring but have asked for a review at 6 months / 12 months. Remove from next tracker	To Note

		MJR to remove national speed limit sign on nearside on side road approaches to the crossroads to encourage lower speed. No cost to group.		
b)	11-21-8 C34 Purton, Manor Hill Submitted 23/06/21	Request for speed reduction. PC 25% contribution agreed. 11/10/23 - Purton Parish council unhappy following the speed limit assessment undertaken by Atkins and recommendation for a 40mph limit. Geoff Greenway expressed the PCs safety concerns and set out the reasons (email dated 21/09/23) why the existing 30mph (by the cemetery entrance) should be extended to cover the Church End junction (distance of 218m) shown as Section 1 on the assessment plan to link up with the proposed 40mph from the Church Lane junction to Lydiard Millicent (section 2 on the assessment plan). 10/01/24 MR discussed issue with David Thomas who indicated he would not wish to change the recommendations in the Atkins report (40mph limit) Email sent to Cllr Greenaway 24/10 to confirm. Email (22/11/23) sent by Cllr Jacqui Lay to Cllr Caroline Thomas (Cabinet member for highways & Transport) requesting site meeting to discuss Manor Hill speed limit and agree a way forward. Meeting date not yet agreed. Cllr Jacqui Lay and Cllr Greenway (Purton PC) reiterated wish for on-site meeting with Cabinet Member and David Thomas. Cllr Bucknell suggested a cutoff date and 40mph limit implemented if matter isn't resolved by next meeting in May. MJR to speak to David Thomas again to try and move issue forward.	22/05/24 – Purton Parish Council and Cllr Lay requested a meeting with new Cabinet member for Highways and Transport Cllr Holder, however meeting was not agreed. MJR met with Geoff Greenaway and Cllr Lay on 02/05/24 to discuss and look at issues of concern. To move issue forward it is suggested the speed limit proposal is formally advertised as per the recommendation (40mph) and objections reported via Cabinet member who will make a final decision. Purton Pc have agreed to proceed with advertisement of the 40mph limit. MJR to inform Purton PC of date for formal advertisement	MR

c)	11-23-08 Lydiard Millicent Common Platt safety Submitted 14/02/23	11/10/23 . Members agreed to develop proposal towards implementation, subject to agreement on 3rd party contribution. https://www.google.com/maps/ Provisional Budget allocation up to £10k agreed at 11/10/23 meeting. 25% contribution from parish council(s) Email received from Purton Parish Council 14/11/23 re. the steps/pathway on north side leading to the proposed crossing point which constitutes a breach of the planning permission as granted by Wiltshire Council in respect of access from Ridgeway Farm onto the highway. Concern the access from Little Ground as constructed does not form part of the permission granted and should be removed/permanent barrier/hedgerow installed. 10/01/24 - MJR presented draft proposal to improve crossing by means of nearside buildout and priority scheme. Initial support to proposal indicated by LMPC and PPC. MJR to send copy of outline proposal to PCC. Topo survey required. Estimate £1800 Recommendation – MJR to arrange for topo and prepare formal design and costing at next meeting. Topo to be funded from £10,000 already allocated to project.	22/05/24 – Topo survey completed. Outline design completed and civils element costed at £14,000 (less street lighting) Issue with availability of electrical supply as street light in The Willows is not maintained by Wiltshire Council highways but maintained by Swindon under a local agreement. (Common Platt was the same until recently) Supply has to come from further afield increasing overall cost of Street lighting which is now estimated to be in the region of £20,000. Total scheme cost likely to be £34,000 Group has agreed to consider submitting project for funding as a '<i>substantive scheme</i>' in 24/25 and maintain current allocation of £8,550. (£10,000 - £1,450)	MR
d)	11-22-3 Cricklade, Swindon Rd Submitted 09/02/22 Speed limit on approach to	Existing traffic order information obtained but nothing available to determine the speed limit within the street lit area. https://www.google.com/maps/ Site visit undertaken with Cllr Jones. Length of road under WC control not NH. Extension of 30mph limit can be achieved as part of restricted roads order (Street lighting system in place)	22/05/24 – Works complete. Awaiting billing from contractor. CTC contribution £0.00 as agreed by chair due to original speed limit anomaly. Remove from next tracker	MR

	Cricklade from the east.	Proposal Plan agreed by Cricklade TC. Cost estimate £2632.84. 11/10/23 - Proposal presented to group who agreed to move to Priority 1 and implementation. Cricklade TC 25% contribution (£675) 10/01/24 Works programmed for week commencing 15th Jan 24. Town council to be invoiced upon completion of works.		
e)	11-23-12 B4533 Purton Stoke, speed reduction Submitted 02/09/22	Signing and road marking scheme being developed and to be shared when complete. https://www.google.com/maps/ Sign Proposal prepared. Issued to Purton PC and John Crawford (Purton Stoke Traffic Action group) for comments. No response to date. Cost estimated at £4,710.00. Meeting 11/10/23 - Discussion took place re. hedges obscuring visibility at common Lane junction. Geoff Greenway indicated would still like to the 50mph speed limit reduced. It was agreed by members to proceed with the current signing and lining scheme to review the speed limit issue once the changes have had time to bed in i.e., 6-12 months MJR met owner of Meadow Farm 27/11/23 to speak about the need to substantially reduce the overall extent of the hedge on the east side (running alongside his land) to erect the proposed signs W1 and ADS1 on the B4553	22/05/24. Sign and road marking work complete. Awaiting billing from contractor. Geoff Greenaway (PPC) has asked if there is potential to move give way line on Stoke Common Way further out into main carriageway with single white line either side of give way line/junction to try and improve visibility. MJR to look and report back. Extra road markings would need to be funded separately. A single new sign is partially obscured by hedge leading to reduced forward visibility to sign on approach to junction from the north. MJR to speak to Martin Cook to see if Parish Steward can undertake work. MJR to take a further look as moving the existing give way line forward and if possible combine with other road marking work to reduce overall cost	MR

		Owner objected in the strongest terms. He explained the hedge provided important screening to his field and cattle and reducing its size would have a massive impact on the wellbeing of his animals. Signing Plan amended to remove requirement to cut back hedge on east side. ADS1 moved to offside and W1 moved further north with a distance plate, rather than 'reduce speed now'. Amended proposal plan emailed to Purton PC on 28/11/23. To be discussed at Jan 24 meeting. 10/01/24 - PCC have agreed to amended proposal via email dated 8th Jan. Scheme will now move to implementation and be monitored for residual issues upon completion		
f)	11-23-14 Review of disabled parking bays High Street Cricklade (duplicate of 11-23-7)	11/10/23 - Request to review update disabled bay signs on High Street Cricklade. 10/01/24 Work complete. Cost £300. Awaiting final account. Cricklade Town Council to be invoiced for 25% contribution (£65). Remove from next tracker	22/05/24 – Final cost £211.28. CTC invoiced for 25% contribution. Remove from next tracker.	MR
g)	11-21-10 Broad Hinton Submitted 14/08/21 Extension to 50mph from Elm Cross to beyond Winterbourne Bassett turning.	Investigation being undertaken regarding signage and road marking improvements. These have been shared with the Parish Council. It was noted that there may be surfacing work planned at this spot soon. Officers to liaise further to establish most cost-effective approach to implementation. Signing completed. However, road markings not implemented because the maintenance surfacing work was not undertaken at this location. It is understood that maintenance surfacing work was undertaken, and the road marking	22/05/24 Update – Road marking work programmed in June. Cost now covered by Marlborough LHFIF. £3,404.24 Cost removed from finance sheet.	MR

		amendments were overlooked by the organiser. Revised road markings will now have to be undertaken from April under the Milestone contract. Road markings on Milestone programme for end of June. Confirmation of completion required. Works Estimate £3404.24 10/01/24 - Sign work completed however road markings (centre lines) remain outstanding due to the weather. Issue to remain on priority list to chase work in early spring 24. Final account to be agreed. PC to be invoiced for 25% contribution once work complete.		
h)	11-22-01 Greenhill Crossroads, Lydiard Millicent Submitted 04/02/22 Resubmitted as 11-24-16 12/042/23	Greenhill Crossroads speed reduction https://www.google.com/maps/ Replacement sign post ready for SID has been installed by Martin Cook. No cost to LHFIG. 11/10/23 Mo Suleman (LMPC) raised his continuing concerns about the crossroads and asked if another examination could take place with a view to identify further possible improvements. MR to prepare outline proposal and report back to next LHFIG meeting. No financial commitment made at this stage. Site visit taken place 04/01/24. Options for improvement to be discussed at Jan 24 meeting. including. 1. Tidy up / rationalising signs at junction. 2. Additional warning sign - 'Crossroads Ahead' with 'Reduce speed now' plate on northern approach. Possibility of moving existing 30mph terminal point further north away from x-roads with full gateway treatment.	22/05/24 - further site meeting has taken place with Mo Suleman to discuss options for improvement including: 1. Additional Warning signs (cross road – reduce speed now) on both approaches. (Est £1,000) 2. Re-introducing rumble strips (Purton direction only) (Est £500) 3. Moving give way lines forward on Greenhill side. Note - Area approx. 20m x 1.0m will require surface repairs first. Refresh road markings (Est £3,500) 4. Relocating 30mph terminal point and village gates further north on Restrop Road (approx. 30m). Note this requires amendment to TRO (Est. £5,000)	MR

		10/01/24 – issue around junction safety discussed by group. MJR to prepare options for improvement and present to next meeting. MJR to arrange for site meeting with rep from LMPC. Issue with damaged sign raised by Cllr Lay. MJR to resolve as part of routine sign works.	5. Coloured gateway treatment with 30mph roundel. (Est. £4,000) 6. Reinstating coloured surface across junction (£6,000) Group agreed for MJR to undertake further design work with firm costing information to report back to Sept 25 meeting. Martin Cook to give consideration to surface maintenance issues at junction.	
j)	11-21-01 Lyneham Visibility at Tesco Submitted 19/02/21	Being assessed. Possible low-cost lining scheme, removing edge line and including H bar in front of access. https://www.google.com/maps/ Meeting 11/10/23 Options provided to Cllr Bucknell who will issue to PC for comment. Update at next meeting. No financial commitment currently. 10/01/24 Awaiting feedback from parish council on presented options. Cllr Allison Bucknell to chase	22/05/24 - Awaiting feedback from Lyneham & Bradenstoke parish council before agreeing way forward. Shendie Green (Lyneham and Bradenstoke PC) agreed this site is less of priority and is happy that no further action takes place. Remove from next tracker	To note
k)	11-22-14 Broad Hinton Junction signing Submitted 22/08/22	Give way sign obscured by hedge growth at the junction of Broad Hinton / B4041. Maintenance required to cut hedge which is encroaching into the carriageway. Give Way sign can be relocated up to 12m from the give way lines. https://www.google.com/maps/ Local highways to issue Section 154 letter to property owner requesting hedge cut back.	22/05/24- Order issued M2/000185. Awaiting implementation.	MR

		11/10/23 Members agreed to consider Advance Give Way sign (possibly on offside) and SLOW marking to provide additional warning of junction to drivers. MR to prepare plan / cost and report back to group. Option to install advanced give way sign and accompanying SLOW marking. Refer to plan. Estimated cost £750.00 ('SLOW' marking to be combined with other lining works to avoid establishment fee). To be discussed 10/01/24 – Proposal presented to group and support received from PC. Recommendation – Agree funding of £750 (25% from PC) to implement.		
I)	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 Site meeting held with Kevin Woolnough. Topo survey required for further design work to take place. Topo Cost -£1800.00. Estimate of works cost £7,000 - £10,000. Recommendation - Proceed with topo survey £1800 (25% contribution from TPC) and present outline design and costs to next meeting.	22/05/24 Update - Topo received, and outline design prepared. Option 1 - Replicates the current visible vehicle over run area and is approx. 5.5m at its widest point. Estimated Cost = £14,500.00 Option 2 - is a more formal passing bay with a width of approx. 6.0m. Estimated Cost = £12,000 Both options will take 5-8 days under temporary road closure. Plans issued to TPC who have expressed their preference for Option 2 Agreed - proceed with implementation of Option 2 at a cost of £12,000. Tockenham PC contribution 25% - £3,000	

m)	11-23-19 Tockenham Passing Bay signs Submitted 17/09/23.	Request for no parking / Passing place signs at several locations. Site meeting held with Kevin Woolnough. Site 1 - https://www.google.com/maps/ 1 sign Site 2 - https://www.google.com/maps/ 1 sign Site 3 - https://www.google.com/maps/ 2 signs Site 4 - https://www.google.com/maps/ 1 sign Estimated Cost £992.00 Recommendation - Proceed with implementation Cost £992.00 (25% contribution from TPC)	22/05/24 - Order issued M2/00078. £893.24. Works complete awaiting billing. Remove from next tracker.	
n)	11-23-17 Greatfield near Lydiard Millicent Topo Survey	Request for reduction in speed limit on Greatfield to improve pedestrian safety. 10/01/24 - Group discussed submission and agreed that consideration is to be given to improved pedestrian provision along the section between Greatfield Garden Centre and #20 Greatfield Recommendation – Allocate £1900 for topo survey to enable design to be prepared.	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 <u>Reduced cost option</u> – 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	
5.	Dropped Kerb Requests			
	Community Dropped Kerb requests 2023/24	Group agreed to allocate £30,000 for the provision of dropped kerbs. 11/10/23 - Group agreed that further work is required to prioritise dropped kerbs sites. Purton PC have 5 no. sites which they wish to submit for consideration which missed 29/09/23 deadline.	22/05/24 - Work commenced in Mid-April on dropped kerb sites. At the time of preparation of this report 4 of the 19 sites are <u>uncompleted</u> They are as follows: RWB – 1 site (Stoneover Ln / Shakespeare Rd) Purton - 2 sites (Church Street , Restrop)	MR

	MR to meet with Steve Walls to agree priority sites for RWB incl. Fairfield & Showfield MR to prepare outline cost estimates for sites and report back to Jan 24 meeting for final agreement & prioritisation. Site meeting held on 16/11/23 with Steve Walls (RWB TC) to look at potential dropped kerb sites for Fairfield / Showfield in addition to 6 sites already identified for RWB <u>Confirmed sites for prioritisation. Note- cost shown includes 10% contingency</u> RWB (12 sites) 1. <u>Betjemen Avenue / Coleridge Close</u> = £1,114.47 2. <u>Stoneover Ln / Shakespeare Rd</u> = £3,442.83 3. <u>Longleaze / Queens Road</u> = £3,868.50 4. <u>Queens Road / Eveleigh Road (North)</u> £3,426.35 5. <u>Queens Road / Eveleigh Road (South)</u> £3,426.35 6. <u>Queens Road / Rylands Way</u> £3,426.35 Total £18,704.85 (25% = £4,676.21) RWB - Fairfield / Showfield 7. <u>Lime Kiln / Fairfield</u> = £2,567.84 8. <u>Fairfield (link to footpath by #29)</u> = £2,964.41 9. <u>Fairfield (by #37)</u> = £5,090.76 10. <u>Fairfield (by #84)</u>= £3,987.95 11. <u>Laburnum Drive / Briars Close</u> £2,470.32 12. <u>Laburnum Drive / Maple Dr</u> = £4,403.51 Total = £21,484.79 (25% = £5,371.20) PURTON (5 sites) 13. <u>Restrop Rd / Highridge Close</u> = £5,772.10 14. <u>Restrop Road (1)</u> = £1,297.52	Hook – 1 site (Bollingbrook Close) Cricklade – 1 site (Purton Road by Dance Court). Awaiting billing from contractor. Some remedial work required at Reids Piece, Purton.	
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	15. <u>Reid's Piece</u> (2) = £2,293.04 16. <u>Reids Piece/ Access Rd</u> (2) £1,733.31 17. <u>Church St</u> (1) = £1,997.16 Total = £13,093.13 (25% = £3,273.28) CRICKLADE (1 site) 18. <u>B4553 (opposite Dance Court)</u> = £1,230.86 Total £1,230.86 (25% = £307.15) LYDIARD TREGOZE (1 site) 19. <u>Bolingbroke Close</u> = £4,838.00 Total = £4838.00 (25% = £1209.50) 10/01/24 – Discussion took place between members on sites indicated and costing. Agreement to remove site at War Memorial Lydiard Tregoze . LTPC to look at funding with CIL monies. Recommendation – To increase budget allocation to cover the sites indicated, remove site 19. and move towards implementation. Total cost £59,351.63, less 3rd party contributions totalling £14,837.91. Net cost to LHFIG = £44,513.72																				
6.	Prioritisation of other issues To agree prioritisation of new and previously submitted issues for 2024/25																				
	<u>The following schemes require further Investigation, outline design & cost information. Refer to Spreadsheet at APPENDIX 3</u>																				
	<table><tr><td>1.</td><td>Cricklade</td><td>Purton Road 20mph extension / investigation into traffic calming measures</td></tr><tr><td>2.</td><td>Royal Wootton Bassett</td><td>Noremarsch Primary School & St Bartholomew's Primary School – Waiting restriction review.</td></tr><tr><td>3.</td><td>Lyneham & Bradenstoke</td><td>A3102 Calne Road / Preston lane Mini RDBT</td></tr><tr><td>4.</td><td>Purton</td><td>Manor Hill (north of Manor Hill Farm) Drainage issue / kerbing/ signing</td></tr><tr><td>5.</td><td>Purton</td><td>Cricklade Road / Widham bridge – Signs / Road Markings</td></tr><tr><td>6.</td><td>Lydiard Millicent</td><td>B4696 Braydon Road – Review of Signs / Road Markings</td></tr></table>	1.	Cricklade	Purton Road 20mph extension / investigation into traffic calming measures	2.	Royal Wootton Bassett	Noremarsch Primary School & St Bartholomew's Primary School – Waiting restriction review.	3.	Lyneham & Bradenstoke	A3102 Calne Road / Preston lane Mini RDBT	4.	Purton	Manor Hill (north of Manor Hill Farm) Drainage issue / kerbing/ signing	5.	Purton	Cricklade Road / Widham bridge – Signs / Road Markings	6.	Lydiard Millicent	B4696 Braydon Road – Review of Signs / Road Markings		
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6.	Lydiard Millicent	B4696 Braydon Road – Review of Signs / Road Markings																			

	7. Lydiard Millicent 8. Broad Hinton 9. Lydiard Tregoze 10. Latton	Greenhill crossroads A4361 – Speed limit review on sections recommended as ‘no change’ following 2019 assessment C414 Hook St by Village Hall – Signs / Road markings Water Eaton – Investigation into additional calming measures for 40/50 mph limit	
7.	Minor Signing schemes to be paid for by Town/ Parish Councils		
	A – Directional & Misc signs in Cricklade - B – Hoggs Lane Purton – Unsuitable for HGV signs -	Refer to issue Ref 11-24-22, APPENDIX 3 Sign options considered and discussed with Geoff Greenaway. MJR to progress and invoice Purton PC upon completion	MR
8.	Any Other Business		
	Submitting LHFIF Requests / Deadline for requests	Requests to be sent to the following email address. LHFIFrequests@wiltshire.gov.uk Please note new highway requests commitments for 2024/25 have now been agreed. Subsequent requests received by Town / Parish councils will be logged and considered at the LHFIF meeting to be held during Spring 2025.	To note
9.	Date of Next Meeting		
	6pm Wednesday 11th September 2024 (Online via Microsoft Teams)		To note

Royal Wootton Bassett & Cricklade Local Highways & Footway Improvement Group

Highways 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: **£22,238.85**
Refer to APPENDIX 2 UPDATED.

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

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

16. Safeguarding implications

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

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

- **11-23-10** A3102 Wootton Bassett Infants School (School Keep Clear). Allocate **£1,500.00** (RWB TC 25% - £375.00)
- **11-24-22** Cricklade Town centre Sign review. Allocate **£3,855.59** (Cricklade TC 25% - £963.00)
- **11-23-19** Tockenham Passing Bay. Allocate **£12,000.00** (Tockenham PC 25% - £3,000)
- **11-24-11** Broad Town Speed Limit Assessment. Allocate **£3,100.00** (Broad Town PC 25% - £775.00)
- **11-24-04** High Street (East of Willis Way) Bus stop Clearway x 2 Allocate **£1,500.00** (Purton PC 25% - £375.00)

ROYAL WOOTTON BASSETT AND CRICKLADE LHFIG - NEW HIGHWAY ISSUES 2024/25 - APPENDIX 3 UPDATE

Item 16b

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)	LHFIG Recommendation from 22/05/24 meeting
11-23-09	09/03/2023	Lydiard Millicent	Church Place / The Street (towards Lydiard Green)	google.com/maps	<i>Request for improved speed reduction measures and pedestrian safety for pedestrians accessing all saints church</i>	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	No further action at this time,
11-24-18	17/04/2024	Lydiard Millicent	Lydiard Green footway	google.com/map	<i>Request to complete footway links along Lydiard Green to connect with footway south of Greenhill xroads</i>	1. Sections along length not possible due to restricted road width (virtual pavement possible). 2. Majority of verge areas along length are privately owned and would require free dedication of land.	Parish council to undertake consultation with residents to establish willingness for free dedication. Longer term strategy required for project delivery	N/A	5	Parish council to discuss issue of free dedication of privately owned verges with residents. No further action at this time,
11-24-19	17/04/2024	Lydiard Millicent	Church Place / The Street	google.com/maps	<i>Request for Wild fowl warning signs Diagram 551.2 following recent incident with speeding vehicle</i>	LMPC have indicated they will fund 100% of cost	Sign location(s) to be agreed	£350	1	MJR to progress with LMPC outside of LHFIG
11-24-17	17/04/2024	Lydiard Millcent	B4696 Braydon Road (Includes Lydiard Millicent & Purton Parishes)	google.co.uk/map	<i>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</i>	Current speed limit is 60mph. SIDs cannot be deployed where speed limit > 40mph. Criteria for solid double lines to prohibit overtaking not met. Existing centre lines in good condition, but warning signs along length in need of improvement / upgrade.	Upgrade / improve existing warning signs, SLOW markings, road markings where there are accesses with B4696	£4,000 (Sign / road markings upgrade)	2	MJR to undertake signs and road marking review along length and report back to group.

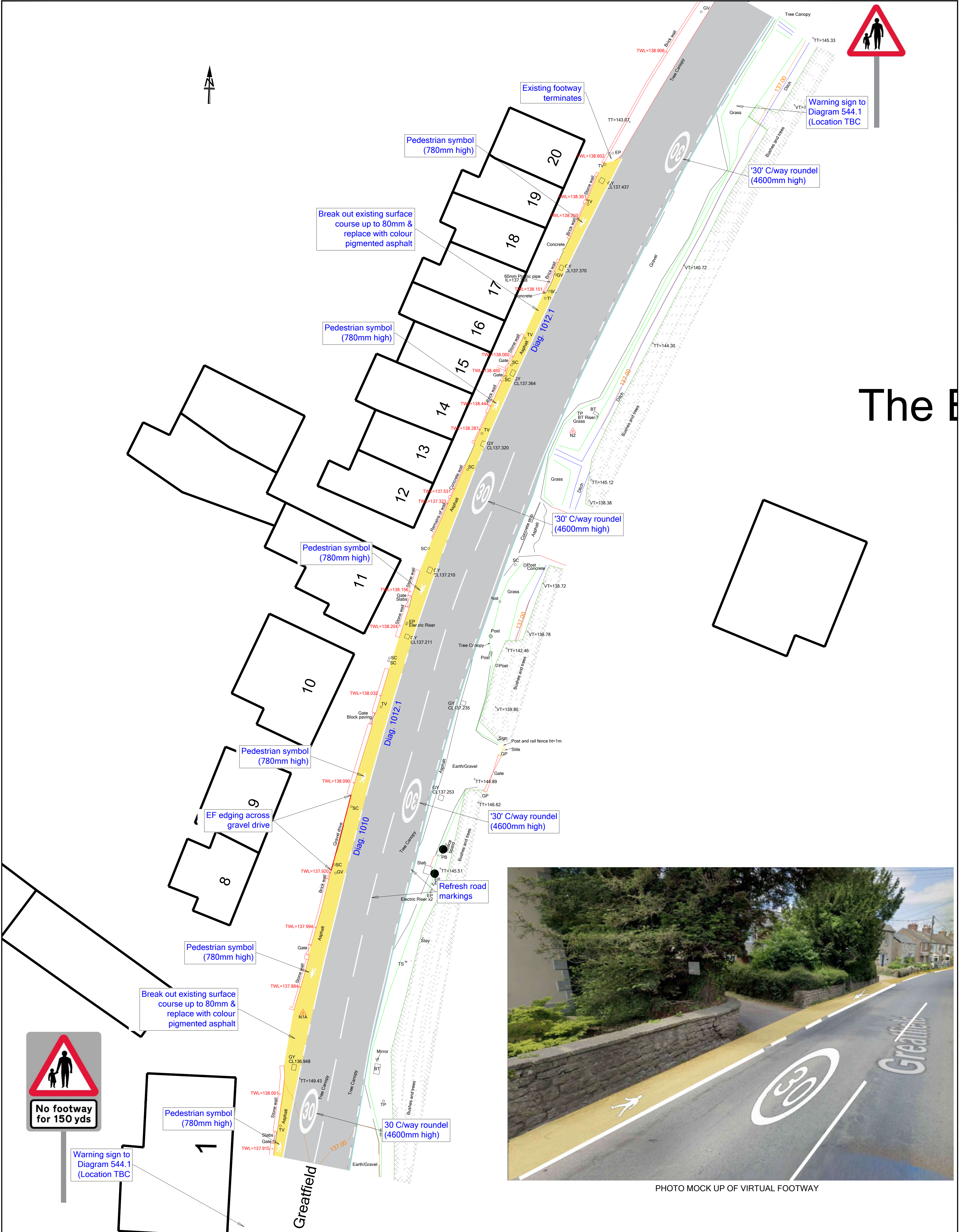


PHOTO MOCK UP OF VIRTUAL FOOTWAY

Wiltshire Council Traffic Engineering Team County Hall, Bythesa Road, Trowbridge Wiltshire, BA14 8JD Tel: 0300 4560100 Website: www.wiltshire.gov.uk This map is reproduced from Ordnance Survey material with the permission of Ordnance Survey on behalf of the Controller of Her Majesty's Stationary Office © Crown copyright. Unauthorised reproduction infringes Crown Copyright and may lead to prosecution or Civil Proceedings. Wiltshire Council (100049050) 2024		F					PROJECT:			
		E					RWB & CRICKLADE LHFIG GREATFIELD - LYDIARD MILLICENT			
		D					DRAWING TITLE:			
		C					PROPOSED VIRTUAL FOOTWAY GENERAL ARRANGEMENT			
		B					SCALES:			
		A					NOT TO SCALE			
		O					DRAWING No.			
		REV					2024-084-GTFIELD-MR-0001			
		DATE					REVISION:			
		DRAWN					FILE REF:			
		CHECK								
		APPROV								
		DESCRIPTION								
		DRAWING PURPOSE:					A1			
		DRAFT								

11-23-08 Lydiard Millicent Common Platt safety Submitted 14/02/23	11/10/23 . Members agreed to develop proposal towards implementation, subject to agreement on 3rd party contribution. https://www.google.com/maps/ Provisional Budget allocation up to £10k agreed at 11/10/23 meeting. 25% contribution from parish council(s) Email received from Purton Parish Council 14/11/23 re. the steps/pathway on north side leading to the proposed crossing point which constitutes a breach of the planning permission <u>as</u> granted by Wiltshire Council in respect of access from Ridgeway Farm onto the highway. Concern the access from Little Ground as constructed does not form part of the permission granted and should be removed/permanent barrier/hedgerow installed. 10/01/24 - MJR presented draft proposal to improve crossing by means of nearside buildout and priority scheme. Initial support to proposal indicated by LMPC and PPC. MJR to send copy of outline proposal to PCC. Topo survey required. Estimate £1800 <u>Recommendation</u> – MJR to arrange for topo and prepare formal design and costing at next meeting. Topo to be funded from £10,000 already allocated to project.	22/05/24 – Topo survey completed. Outline design completed and civils element costed at £14,000 (less street lighting) Issue with availability of electrical supply as street light in The Willows is not maintained by Wiltshire Council highways but maintained by Swindon under a local agreement. (Common Platt was the same until recently) Supply has to come from further afield increasing overall cost of Street lighting which is now estimated to be in the region of £20,000. Total scheme cost likely to be £34,000 Group has agreed to consider submitting project for funding as a '<i>substantive scheme</i>' in 24/25 and maintain current allocation of £8,550. (£10,000 - £1,450)	MR
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11-23-17**Greatfield near
Lydiard Millicent
Topo Survey**

Request for reduction in speed limit on Greatfield to improve pedestrian safety.

10/01/24 - Group discussed submission and agreed that consideration is to be given to improved pedestrian provision along the section between Greatfield Garden Centre and #20 Greatfield

Recommendation – Allocate £1900 for topo survey to enable design to be prepared.

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

h)	11-22-01 Greenhill Crossroads, Lydiard Millicent Submitted 04/02/22 Resubmitted as 11-24-16 12/04/23	Greenhill Crossroads speed reduction https://www.google.com/maps/ Replacement sign post ready for SID has been installed by Martin Cook. No cost to LHFIG. 11/10/23 Mo Suleman (LMPC) raised his continuing concerns about the crossroads and asked if another examination could take place with a view to identify further possible improvements. MR to prepare outline proposal and report back to next LHFIG meeting. No financial commitment made at this stage. Site visit taken place 04/01/24. Options for improvement to be discussed at Jan 24 meeting. including. 1. Tidy up / rationalising signs at junction. 2. Additional warning sign - 'Crossroads Ahead' with 'Reduce speed now' plate on northern approach. Possibility of moving existing 30mph terminal point further north away from x-roads with full gateway treatment.	22/05/24 - further site meeting has taken place with Mo Suleman to discuss options for improvement including: 1. Additional Warning signs (cross road – reduce speed now) on both approaches. (Est £1,000) 2. Re-introducing rumble strips (Purton direction only) (Est £500) 3. Moving give way lines forward on Greenhill side. Note - Area approx. 20m x 1.0m will require surface repairs first. Refresh road markings (Est £3,500) 4. Relocating 30mph terminal point and village gates further north on Restrop Road (approx. 30m). Note this requires amendment to TRO (Est. £5,000)	MR
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Page 8 of 16


Wiltshire Council

		10/01/24 – issue around junction safety discussed by group. MJR to prepare options for improvement and present to next meeting. MJR to arrange for site meeting with rep from LMPC. Issue with damaged sign raised by Cllr Lay. MJR to resolve as part of routine sign works.	5. Coloured gateway treatment with 30mph roundel. (Est. £4,000) 6. Reinstating coloured surface across junction (£6,000) Group agreed for MJR to undertake further design work with firm costing information to report back to Sept 25 meeting. Martin Cook to give consideration to surface maintenance issues at junction.	
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Members are requested to NOTE this report and CONSIDER the quote received

Background

A complain has been received that the village bus stops (five in total) could do with a good clean. Whist the Parish Handyman is able to sweep them, he does not have the equipment or access to water to wash them

Way Forward

A window cleaner has been contacted, who already does window cleaning in Lydiard Millicent and the surrounding Area, he also works for other Councils cleaning their bus stops. The cost to wash the five bus stops would cost £125.00.

Clerks Recommendation

Members to APPROVE the cleaning of the five bus stops at a cost of £125.00 per visit, with bus stops being cleaned twice a year at a total cost of £250.00.

For financial year 2024-2025, the cost would be met from General Reserves. A budget line to be included in the 2025-2025 precept to cover future costs.

Tina Jones
May 2024

Members are requested to:

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

Building Works

Building works in the main hall are now complete. The radiators and new pipework will be completed on 4 June. The double wall socket in the Parish Office needed to accommodate the CCTV system is now in place and the defibrillator has now been reinstalled. Quotes have been requested for the hearing loop system.

Showers

Work to replace the cartridges and showerheads and descaling of the other five showers is scheduled for 31 May. Tiling and painting of the Referee's shower room on target for completion by 31st May.

Furniture - Blinds

Blind quotes received are as below:

- Company A – Supply and install 2no. vertical window blinds at a cost of £258.34 exc. VAT. Quote for door blinds was not provided.
- Company B – Supply and install 2no. vertical window blinds and 2no. vertical door blinds at a cost of £555 exc. VAT. Company B is not VAT registered.
- Company C(a) – Supply and install 2no. vertical window blinds and 2no. vertical door blinds in 89mm width louvre at a cost of £452 exc. VAT.
- Company C(b) – Supply and install 2no. vertical window blinds and 2no. vertical door blinds in 127mm width louvre at a cost of £397 exc. VAT.

Members are asked to CONSIDER the Clerk's recommendation to accept Company C(b) quote as most cost effective and the increase in louvre width is aesthetically immaterial.

Furniture – Tables

8 folding tables (1830mm x 760mm) and a storage trolley are available at a cost of £775 exc. VAT. Additional smaller tables (1530mm x 760mm) are available to enable different set up configurations at a cost of £65 exc. VAT each and the trolley mentioned above can accommodate 10 tables in total.

Members are asked to CONSIDER the Clerk's recommendation to purchase 8no. 1830mm x 760mm folding tables, trolley and 2no. 1530mm x 760mm folding tables at a cost of £905.

Furniture – Chairs

There are currently 29 mixed type chairs currently in JCH. 2 options are as follows:

- 28 folding plastic seat / back chairs with trolley for storage - £925 exc. VAT.
- 28 steel framed padded seat / back stackable chairs - £656.60 exc. VAT.

Members are asked to CONSIDER the Clerk's recommendation to purchase 28 steel framed padded seat / back stackable chairs at a cost of £656.60.

Furniture – Noticeboards

Members are asked to CONSIDER the purchase of noticeboards for the main meeting room, for display purposes and for noise reduction. Further investigation and purchase delegated to Clerk, Chairman and Vice Chairman. Set a maximum budget of £150.00.

Quotes for furniture to be covered by Ear Marked Reserves JCH Refurbishment (minute ref. 24.19)

Hayley Graham
May 2024

Notes from Councillor Hill –Wheeler following the Community Safety Forum meeting held on Friday 10 May.

As interesting talk from Gareth Snoad - DS in burglary team - which has been reformed by Wiltshire Police last August. Team is split between Swindon and rest of Wiltshire. Detection rate up from 10% to 14%, concentrating on home invasions and any gang related burglaries, aim to attend these (sheds, businesses, farms etc lower priority - unless there is evidence of a link). Excluding Swindon, does not seem to be a lot of gang-related activity in Wilts. Rates generally lower than rest of country. Wants to encourage people to report - either through 101 or Crime Stoppers anonymously ([Independent UK charity taking crime information anonymously | Crimestoppers \(crimestoppers-uk.org\)](https://www.crimestoppers-uk.org/)).

Useful info on how to protect yourself from burglary.

[Protecting your home from crime | Crime prevention | Wiltshire Police](#)