

Members are requested to NOTE this report and CONSIDER the approval of the request.

Section 85 of the Local Government Act 1972

A Councillor who is absent from all meetings of the Council and any committees of which they are a member for a period of six months automatically ceases to be a member of the Council unless they have been given leave of absence by the Council before the expiry of that six-month period

Request

Councillor Purcell last attended a Council meeting on 4 May 2023. He requests a leave of absence until December 2023, due to current work commitments.

Clerks Recommendation

Members RESOLVE to APPROVE Councillor Purcell's request for a leave of absence from Council meetings until the Council meeting to be held on 7th December 2023.

Tina Jones
May 2023

LYDIARD MILLICENT PARISH COUNCIL MEETING
4 May 2023
held in the All Saints Church Lydiard Millicent
at 7:00pm

Councillors Present:

Cllr S Westwood (Chairman) Cllr S Hill-Wheeler Cllr M Purcell
Cllr R Selwood Cllr M Sharp Cllr M Suleman

Others in Attendance: 2 Members of the Public and Wiltshire Councillor Bucknell

Meeting Clerk: Tina Jones

Public and Councillor Question Time:

- A resident advised that the Speed Indicator Device located at Greatfield was not working. Councillor Sharp advised that the Council were aware and had taken action.
- Councillor Sharp asked if the Clerk was aware of a dead tree located on Council land at the back of the Parish Hall. The Clerk advised that the Council were aware and are in the process of contacting Wiltshire Council for permissions as the tree is located in the Conservation Area.

MINUTES

22.199 Apologies for Absence

Apologies were received and accepted from Councillors Allsop and Hacker.

22.200 Declarations of Interest and Dispensation Requests

There were no declarations of interest and no requests for dispensations received.

22.201 Chairman's Announcements

- The Council has three vacancies, if anyone is interested to contact the Clerk.
- The drying out process at JCH is complete, plastering and redecorating has started.
- Parish Council meetings move back to monthly from April.

22.202 Minutes

Members considered the minutes of the Parish meeting held on 29 March 2023. The minutes of the meeting were ADOPTED as a true record and signed by the Chairman.

22.203 Update from Wiltshire Councillor – Main Points

- There are still delays on important planning decisions, Officers are currently dealing with two planning appeals, once these have been completed, other planning applications will be considered.
- There is no update on the enforcement issue at (19/000506/ENF). The Council has been advised that the owner of the land has applied for pre-application advice
- Request that residents continue to report potholes via the MyWilts app

22.204 Clerk's Report

PQT – 7 April (b) and 22 June 2022 (b)

A resident asked if a footpath could be put at Lydiard Green, drivers are impatient, the resident has been nudged by a car and hit on elbow by a car mirror. UPDATE: The creation of a footpath at this location was originally agreed in 10 phases by CATG. Phases 1 -4 were completed in 2017-2018. The Clerk has contacted WC regarding the instigation of phases 5 – 10, which would connect Lydiard Green to the rest of the village. Further information and details of the scheme to be found, the resident who originally made the request was present and he will look at the information he has. Update: Cllr Hill-Wheeler supplied information from CATG archives and a LMPC report regarding phases 1-4, no information for phases 5-10 has been found. Council minutes of 3 Jan and 4 July 2013 there is mention of the project, further background information is being looked for.

22.41 The Mews

- Solicitors involved in the process have been instructed to apply for title absolute for the Recreation Field and to apply to have the address of current titles updated to the Parish Office.. Land Registry is being chased in respect of the application to upgrade the title.
- Councillors to visit the site, to be arranged, following visit to obtain feedback from residents

22.63 Footpaths Members agreed to have a dedicated Footpath Group page website to show work completed/ planned, and to ask residents to advise the Group of footpath issues. To be actioned by Councillors.
22.82 Footpath Working Party Tree application approved. Members AGREED to CLOSE • WC has been contacted regarding land management and the sowing of seeds. The Head of WC Natural & Historic Environment Department has given advice to be discussed at WP meeting. Members AGREED to CLOSE • Clearer signage and additional signs have been requested from Wiltshire Council. • Working Party to move forward with information for notice board content, feedback requested from residents on Lydiard Millicent WW2 history.
22.106 Unity Account The Unity multi card has been received. Members AGREED to CLOSE
22.107 Community Emergency Plan Members agreed to write a new Community Emergency Plan with all Members contributing to the document, Councillor Hill-Wheeler leading on the updating process.
PQT from 30 November Councillor Allsop asked on behalf of a Parishioner if the light in the telephone box (used as a library) as it is lit 24 hours a day, could it be turned off or time reduced. BT Response unless otherwise instructed, as with the majority of our adopted kiosks, we will continue to pay and be responsible for the power supply to the kiosks, this generally is for the light inside of it . It is a very low voltage. The power supply is unmetered and we have a charge code with the electric company for the operation of an 8 watt lightbulb or similar. Some sort of lighting within the kiosk which is especially useful at nigh time and in the winter months Darker nights/frost .However, higher management are currently reviewing the energy costs of our kiosks. Members AGREED to CLOSE
22.130 - CCTV installed on 17 April. Members AGREED to CLOSE
PQT - 22 Feb and 29 March • A resident asked if anything could be done about the trees opposite the houses in Greatfield, they used to be kept at 6ft, but they are now very high taking out a lot of light to the houses. • A request to know who owns the strip of land where all the cars park was also requested. • A resident asked if the white lining, could be remarked at Greatfield, as the walking area is not clear • A resident asked if the trees opposite the houses in Greatfield could be cut back, as cars are forced into the middle of the road. UPDATE: Wiltshire Council response: a) Hedge and trees form the boundary between private land and the public highway. This boundary is generally the responsibility of the private land owner to maintain. I am not aware that Wiltshire Council will have ever carried out work on this boundary here. b) Again any foliage overhanging the public highway should be removed by the owners of that foliage to avoid obstruction of the public highway. c) Re: White Lining - I will add this to an instruction for our Road Marking Contractors to attend to later this spring when similar works are carried out across the county. Whilst there are public highway rights over the land opposite the properties, the highway authority doesn't own the land. This will be the landowner of the fields to the south of the road. landowners either side of a public highway own the land over which there is a public right of way. Members AGREED to CLOSE, Clerk to contact Resident who raised the issues with WC responses.
22.160 Parish Council Signage Members APPROVED replacement signage at Lydiard Green, Greenhill and to re-site the Lydiard Green signs to a new position the current position makes it prone to damage. Signs replaced 27 April. Members AGREED to CLOSE
22.161 Play Area Inspection Members delegated to the Clerk and Handyman to investigate the cost of replacing the bark with a different surface and to obtain quotes for repair/replacement of equipment.
22.181 Volunteer Footpaths Group 3rd Party Insurance for the group is in place. Members AGREED to CLOSE
22.182 Community Environmental Tool Kit Councillors Suleman and Purcell to review the document, and report on whether an Environmental Plan is required. CLOSED see Minute Reference 22.206
22.192 Dogs on Playing Field and Signage - New signage has been requested.

22.205 **Financial Accounts**

Members:

- a. NOTED and APPROVED the expenditure report from 28 March to 17 April 2023
- b. NOTED and APPROVED the income report to 31 March 2023
- c. NOTED and AUTHORISED the list of payments
- d. NOTED and APPROVED the regular bank payments list (attached to minutes for reference)

22.206 **Community Environmental Tool Kit**

Members NOTED the report and after discussions AGREED to form a Community Environmental Group with residents interested in environmental issues to be invited to join. Councillors Hill-Wheeler, Purcell, Suleman and Westwood were interested in joining the Group. Membership to be ratified at the Annual Meeting of the Council.

The Parish Handyman joined the meeting

22.207 **Community Emergency Contacts**

Members considered the opportunity to help develop a database of emergency contacts in the Wiltshire and Swindon communities. The aim of the scheme is to utilise the expert community knowledge to hand, with a request for at least 3 people to act as an emergency community contacts. The contacts should have sufficient knowledge of their community and be able to give current information about how an emergency affects this area and be available for any problems arising where help may be needed. The main roles (but are not limited to) of the Emergency Community Contacts are:

- To be a first point of contact during emergencies,
- To be a point of liaison with Parish/Town Councils,
- Be able to liaise with local residents with identified roles, i.e., neighbourhood watch, flood wardens etc,
- Be able to identify and pass information about vulnerable residents,
- Identify severe and dangerous road conditions restricting transport,
- Gathering, receiving, and passing information from and to the community,
- To have good communications via access to telephones, email, and internet
- Be available as a point of contact within the community.
- For more information , please visit:

<https://wiltshireandswindonprepared.org.uk/community-emergency-contacts>

Councillors Hill-Wheeler, Purcell, Suleman and Westwood put their names forward. The information and request for volunteers is to be put on the website and in the Lydiards Magazine.

22.208 **Hills Recovery Centre**

Members NOTED the invitation to visit to Hills Waste Management Facility Purton on 6 June 2023. Councillors Purcell, Suleman and Westwood wished to attend. Councillors Allsop and Hacker to be asked if they wish to attend

22.209 **Annual Parish Meeting**

Members NOTED the programme for the meeting that is taking place on 11 May 2023. .

22.210 Planning Applications

Members NOTED the Planning Inspectorate Decision

Planning Inspectorate Decision Re: 3 The Butts, Lydiard Millicent, SN5 3LR - I have identified that, notwithstanding the poor quality and condition of the existing building, the proposal would neither preserve or enhance the character and appearance of the Conservation Area and this would conflict with policies 57 and 58 of the WLP. I have also concluded that the accommodation for which permission is sought would not provide satisfactory living accommodation in conflict with Policy 57 of the WLP. These conflicts are not outweighed by other considerations and, therefore, for the reasons given and taking all matters raised into account I conclude the proposal conflicts with the Development Plan as a whole, such that the appeal cannot succeed.

Members NOTED the following Wiltshire Council Decisions

Application Ref PL/2023/02061 - Proposed Works to Trees in a Conservation Area
Address: Lydiard Farm, The Street, Lydiard Millicent, SN5 3LU **Applicant Name:** Mr A Hornby
Proposal: Trim for a height of 3-4 meters- prune Willow trees that run down the boundary. Remove the 4 Conifer trees to the front that are large and close to house. **Decision:** No Objection

Application Ref: PL/2023/01544 - Proposed Works to Trees in a Conservation Area
Proposal: Ash tree - Remove & Grind Out. Leylandii - Remove & Grind Out. Horse Chestnut - Remove & Grind Out. Lime - Remove & Grind Out. Goat Willow - Pollard by 50%. Goat Willow – Remove. **Applicant Name:** LMPC **Address:** Lydiard Green, Lydiard Millicent, SN5 3L
Decision: No Objection

Application Ref PL/2022/08003 - Full Planning Permission **Applicant Name:** Mr & Mrs M Wason
Address: Brockhurst Stables, Greenhill, SN4 8EH. **Proposal:** Erection of replacement dwelling in lieu of existing sanctioned replacement dwelling and residential conversion.
Decision: Approved with Conditions

Application Ref PL/2023/00181 - Householder Application **Applicant Name:** Mr K Thomas
Address: 3 The Orchard, Lydiard Millicent, SN5 3NR **Proposal:** Single storey rear extension.
Decision: Approve with Conditions

Application Ref PL/2023/00853 - Lawful Development Certificate for a Proposed Use
Address: 86 Chestnut Springs, Lydiard Millicent, SN5 3NB **Applicant Name:** Mr P Preston
Proposal: Single storey rear extension from existing bedroom, single storey rear flat roof extension from kitchen dining area
Decision: Refused

Members RECEIVED a report from Rota Group B and CONSIDERED the following applications:

Application: PL/2023/02933 - Householder planning permission **Applicant Name:** Mr P Preston
Address: 86 Chestnut Springs, Lydiard Millicent, SN5 3NB **Proposal:** Single storey rear extension from existing bedroom, single storey rear flat roof extension from kitchen dining area.

Members RESOLVED to make NO OBJECTION

Application: PL/2023/02797 - Householder planning permission **Applicant Name:** Mr M Kerslake
Address: 38 Stone Lane, Lydiard Millicent, SN5 3LD **Proposal:** Proposed solar panels on south elevation of garage.

Members RESOLVED to make NO OBJECTION

Application: PL/2023/02061 - Full planning permission **Applicant Name:** Ski's Trees
Address: Ski's Trees Compound & Yard, Adj. to Blackfords Industrial Estate, Greenhill, SN4 8EH
Proposal: Erection of Security Lodge & Associated Works

Members RESOLVED to make NO OBJECTION

Members NOTED From Purton Parish Council - Application Ref PL/2023/02576 - Approval of Reserved Matters. Applicant Name Cala Homes (Cotswolds) Limited.
Address: Land at Restrop Road, Purton, SN5 4BP. **Proposal:** Reserved Matters application including discharge of Conditions 7, 9, 10, 11, 12,13 and 14 pursuant to Outline planning permission 21/01155/OUT for appearance, landscaping, layout and scale for a development of 47 dwellings along with associated public open space and associated highways works

22.211 Jubilee Club House

Members NOTED the reponse from the Football Federation: Football Federation funded projects for large capital investment will normally be tied into terms and conditions for a 10 or 21-year period. As this project was supported in 2001, it is technically now outside the terms and conditions threshold.

Members DELEGATED to the Clerk to contact all the users of the Building requesting their feedback on the proposals. The Clerk is also to contact the Wiltshire Football Association.

22.212 **Local Highway and Footpath Improvement Group (LHFIG)**
 Members considered the request from LHFIG for a contribution towards the 2nd Priority request - The Elms, Lydiard Millicent – Ref 11-22-2. Members unanimously RESOLVED to make a contribution of £400 (four hundred pounds) met from the LHFIG project budget towards new signage. Clerk to follow up on the other part of the request relating to surface water in the same area.

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

Parish Hall – Councillor Sharp: The recent Soup and Sweet event was very successful with 50 people attending, he gave thanks to all the organisers. There are 70 people attending the Coronation Tea on Monday 8 th May. The new defibrillator is in place, thanks to the closed Luncheon Club who have covered the costs of the defibrillator for the next four years. A training session on how to use it has been arranged for 3 rd June at the Parish Hall.
Speed Indication Devices (SIDs) – Councillor Sharp: The Parish Handyman has had battery issues at Greatfield and The Beeches.
Speedwatch and Lorry Watch - Cllr Sharp: Waiting on metro counts

Two members of the Public and Wiltshire Councillor Bucknell left the meeting.

22.214 **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.

22.215 **Land Issues**

- Members NOTED information relating to a new agreement for Holborn footpath, Members RESOLVED to accept the proposal from the owner for a five year agreement at a cost of £250 (two hundred and fifty pounds) per year. Member RESOLVED to instruct Solicitors to draw up the agreement as a cost of £650 (Six Hundred and Fifty pounds) met from General Reserves
- Members AGREED to request that the Footpath Working Group investigate the extension of the footpath from the existing Holborn footpath to the bus stop (Tewkesbury Way to The Elms)
- The Solicitor dealing with Lydiard Green has contacted the other parties solicitors twice since the last Parish meeting.
- In principle the owners of the access point to the Community field have given permission, the agreement would be similar to the Holborn agreement

Meeting Closed at 8.11pm

**LYDIARD MILLICENT
PARISH COUNCIL MEETING
11 May 2023
held in the Parish Hall, Lydiard Millicent
at 8.20pm**

Councillors Present:

S Westwood (Chairman)	C Hacker	S Hill-Wheeler	R Selwood
M Allsop (Vice-Chairman)	M Sharp	M Suleman	

Others in Attendance: 7 members of the public, Andrew Roberts (Parish Administrator) and Wiltshire Councillor Bucknell

Meeting Clerk: Tina Jones PSLCC

MINUTES

23.1 Apologies for Absence

Members RECEIVED no apologies.

23.2 Declarations of Interest and Dispensations

There were no declarations of interest made or dispensations requested.

23.3 Cricket Sightscreens

Members considered the request from Swindon Cricket Club (SCC) to provide sightscreens at the recreation field, as one of the sides playing is in a league that stipulates the grounds should have sightscreens. SCC would insure under their policy. When not in use the screens would be chained and left next to the hedge on the far side, ready to be pushed back into position for the next game. For Winter storage, they would be placed by the top hedge next to the covers, the frames would be down so not visible to the houses on the other side of the hedge. SCC has no problem with other teams using the screens, once they have been trained on how to wind them down and up. After discussions, Members AGREED with the proposal to place sightscreens on the field. Clerk to request that the covers are removed from the frames when not in use.

23.4 Exclusion of the Public and Press

Members RESOLVED – That the Press and Public be excluded from the meeting during the consideration of the item 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.

7 Members of the Public and Wiltshire Councillor Bucknell left the meeting

23.5 Play Area Equipment

Members NOTED the report and CONSIDERED the visuals on display and quotes received. Following discussions, Members RESOLVED to accept Quote A, replacing the old equipment with an adventure trail and a new surface for the swing area at a cost of £20,048 (twenty thousand and forty-eight pounds), met from Play Area Ear Marked Reserves. Members delegated to the Clerk to contact the suppliers of the damaged tower to arrange a repair and suppliers for top up of the existing bark.

Meeting Closed at 8.40pm

**LYDIARD MILLICENT
ANNUAL MEETING of the PARISH COUNCIL
11 May 2023
held in the Parish Hall, Lydiard Millicent
at 8.10pm**

Councillors Present:

S Westwood (Chairman)	C Hacker	S Hill-Wheeler	R Selwood
M Allsop (Vice-Chairman)	M Sharp	M Suleman	

Others in Attendance: 7 members of the public, Andrew Roberts (Parish Administrator) and Wiltshire Councillor Bucknell.

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 following the meeting.
2. **Election of Vice-Chairman**
It was proposed, seconded and carried that Councillor Allsop be appointed as the Vice-Chairman for the ensuing year.
3. **Apologies for Absence**
Members RECEIVED no apologies. The Chairman reported that Councillor Purcell had submitted a resignation letter.
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 presented Financial Regulations as presented.
7. **Appointment of Members to the Personnel Committee**
Members APPROVED the appointments of Councillors Allsop, Hacker, Suleman 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, Hacker, Selwood and Sharp.
Group B - Councillors 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 Audit 2023 - 2024**

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. **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 Sharp
Environmental Forum	Cllr Suleman
Community Carers Group	Cllr Hacker
Neighbourhood Watch	Cllr Sharp
Parish Hall	Cllr Allsop
Speed Indication Devices, Speedwatch and Lorry Watch	Cllr Sharp

15. **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 8.20pm

PQT – 7 April (b) and 22 June 2022 (b) A resident asked if a footpath could be put at Lydiard Green, drivers are impatient, the resident has been nudged by a car and hit on elbow by a car mirror. UPDATE: The creation of a footpath at this location was originally agreed in 10 phases by CATG. Phases 1 -4 were completed in 2017-2018. The Clerk has contacted WC regarding the instigation of phases 5 – 10, which would connect Lydiard Green to the rest of the village. Further information and details of the scheme to be found, the resident who originally made the request was present and he will look at the information he has. Update: Cllr Hill-Wheeler supplied information from CATG archives and a LMPC report regarding phases 1-4, no information for phases 5-10 has been found. Council minutes of 3 Jan and 4 July 2013 there is mention of the project, further background information is being looked for.
22.41 The Mews • Solicitors involved in the process have been instructed to apply for title absolute for the Recreation Field and to apply to have the address of current titles updated to the Parish Office. Land Registry is being chased in respect of the application to upgrade the title. • Councillors to visit the site, to be arranged, following visit to obtain feedback from residents. Feedback requested in spring 2023 newsletter.
22.63 Footpaths Members agreed to have a dedicated Footpath Group page website to show work completed/ planned, and to ask residents to advise the Group of footpath issues. To be actioned by Councillors. Footpaths page on Website CLOSED
22.82 Footpath Working Party WC was been contacted regarding land management and the sowing of seeds. The Head of WC Natural & Historic Environment Department has given advice to be discussed at WP meeting. Clearer signage and additional signs have been requested– WC to drop off at JCH w.c.29 May. Working Party to move forward with information for notice board content, feedback requested from residents on Lydiard Millicent WW2 history.
22.107 Community Emergency Plan Members agreed to write a new Community Emergency Plan with all Members contributing to the document, Councillor Hill-Wheeler leading on the updating process.
22.192 Dogs on Playing Field and Signage - New signage ins in place - CLOSED
22.206 Community Environmental Tool Kit Members AGREED to form a Community Environmental Group with residents interested in environmental issues to be invited to join. Councillors Hill-Wheeler, Purcell, Suleman and Westwood joined the group. CLOSED.
22.207 Emergency Contracts – Cllrs names submitted Hill-Wheeler, Purcell, Suleman and Westwood – CLOSED
22.208 Hills Recovery Centre – Cllrs names submitted for visit – Allsop, Purcell, Suleman, Westwood – CLOSED
22.211 Jubilee Club House Members DELEGATED to the Clerk to contact all the users of the Building requesting their feedback on the proposals. The Clerk is also to contact the Wiltshire Football Association. Users contacted and WFA, WFA to discuss at a meeting to be held on 26 May.
23.2 Cricket Sightscreens – Swindon Cricket Club advised of Council decision – CLOSED
23.4 Play Area – Contract signed, approximate installation date of 19 June, a pre- installation survey is taking place on 31 May. Clerk to contact multi use company – contacted manufacturers, but need to source original play company installers. Enquiries made with local company and a Council re a bark
Residents Complaint Rubbish dumped (mainly garden waste) behind The Crescent, Common Platt, causing an obstruction to the ineffective drainage system in the area. Reported to WC for Parish Steward to investigate. CLOSED.

Finance Report 1 June 2023

Item 8

EXPENDITURE

Supplier	Invoice Number	Date	Description	Net	VAT	Total	Paid	Method
All Saints Church	2023-09	29 Mar 23	Hall Hire - 4th May	28.00	0.00	28.00	11 May 23	BP
A J Stone	2915	28 Feb 23	Interment Fees	385.00	0.00	385.00	03 May 23	BP
Asda	n.a.	11 May 23	Annual Parish Meeting	13.55		13.55	26 May 23	BP
Badgemaster	Jan-85	17 May 23	Badge	10.05	2.01	12.06	26 May 23	BP
Betterclean	May-06	31 Mar 23	JCH Cleaning	180.00	36.00	216.00	11 May 23	BP
Betterclean	2358	40/4/23	April Cleaning	390.00	78.00	468.00	26 May 23	BP
Booker C & C	Aug-05	28 Apr 23	Coronation Teas	9.99		9.99	26 May 23	BP
British Gas	4732875	16 May 23	11.4.23 - 11.5.23	241.01	12.05	253.06	30 May 23	DD
BOOnline		16 May 23	Broadband	25.10	5.02	30.12	16 May 23	DD
Business Waste	1127705	30 Apr 23	Cemetery and JCH	6.40	1.28	7.68	02 May 23	DD
Business Waste	1127706	01 May 23	Cemetery and JCH	90.75	18.14	108.89	15 May 23	DD
Castle Water	556662	23 May 23	JCH Water & Waste Water	5.00	0.00	5.00	28 May 23	DD
Castle Water	55661	19 May 23	Cemetery Water	5.00		5.00	28 Jun 23	DD
Corona	17552906	11 May 23	April /May Charges	239.75	11.99	251.74	26 May 23	BP
Datacenta	31927	27 Apr 23	Email accs 13.5.23 - 12.5.24	100.00	20.00	120.00	11 May 23	BP
EE	2107499039	13 May 23	May/June Charges	27.79	5.56	33.35	22 May 23	DD
HMRC	n.a.	01 Apr 23	Tax and NI	499.22	0.00	499.22	19 May 23	BP
HMRC	n.a.	31 Mar 23	Tax and NI	322.55	0.00	322.55	11 May 23	BP
Inception	3033295	18 Apr 23	March/April Charges	20.52	4.11	24.63	26 May 23	BP
Inception	3033619	16 May 23	April/May Charges	20.71	4.14	24.85	26 May 23	BP
John O'Conner	96893	12 Apr 23	April Invoice	859.15	171.83	1,030.98	11 May 23	BP
Peninsula	3561659	25 May 23	H&S	129.47	25.89	155.36	25 May 23	DD
Peninsula	3533160	08 May 23	HR	106.64	20.14	126.78	10 May 23	DD
Staff	n.a	01 May 23	Salaries - April	1,563.21	0.00	1,563.21	03 May 23	BP
Tradepoint	27	06 Apr 23	Col Lay Macadam Repair	26.25	5.25	31.50	03 May 23	BP
Unity/Lloyds	n.a	10 May 23	MultiCard Charge	3.00	0.00	3.00	10 May 23	DD
Waitrose	n.a.	05 May 23	Coronation Teas	21.85		21.85	26 May 23	BP
Wiltshire Council	n/a	01 Apr 23	Business Rates	99.00	0.00	99.00	02 May 23	DD
Expenditure				5,428.96	421.41	5,850.37		

Payments for Approval

ASF Signs	48425	04 May 23	Village Signs	350.00	70.00	420.00	
Auditing Solutions	A8003	05 May 23	Internal Audit	410.00	82.00	492.00	
eMango	31948	29 Apr 23	Annual Host/Support/Backup	432.00	86.40	518.40	
John O'Conner	97784	16 May 23	May Maintenance	859.15	171.83	1,030.98	On Hold
RedHand	855	28 Apr 23	CCTV Installation	3,536.00	707.20	4,243.20	Min Ref 22.133
Rialtas	SM28317	28 Apr 23	23/24 Alpha Support/ Maint	147.06	29.41	176.47	
Webbpaton	19236	11 May 23	BPS Application - LP	310.00	20.00	330.00	
				6,044.21	1,166.84	7,211.05	

LMPC Income Summary 2023-2024

Income received as at 30.04.23

Category	Amount
Cemetery	£0.00
Football	£705.00
Cricket	£0.00
Defra	£0.00
Hall Hire	£0.00
Wayleave	£0.00
VAT Refund 22/23	£0.00
Misc Income	£1,236.84
PSDF Income	£261.25
Cil Funding	£0.00
Lydiard Plain Rental	£0.00
War Memorial Clock Fund	£0.00
Total	£2,203.09
Precept	£29,959.90
Total	£32,162.99

Outstanding invoices (not cleared bank as 30.4.23)

Category	Amount	Paid
Cemetery	£175.00	
Insurance Refund	£1,774.18	
Total	£1,949.18	

Members are requested to NOTE this report and CONSIDER the offers and recommendation.

Background

The Council receives its electricity supply for the Jubilee Club House from British Gas Lite. Last year, due to the sudden increase in charges, the Council opted to stay with British Gas Lite because utility companies were only offering one-year contracts, until the market steadied. This contract is due to expire on 1st December 2023.

The current contracted rate is:

Standing Charge: 40p per day

Unit Rate: 86.68/kwh

New Contract Offers available**Engie - 78p per day standing charge and 47.7 p/kwh**

(contract 1 December 2023 to 31 August 2028)

By moving the account to Engie in December, it will save the Council over £2200 per year compared to the existing set up with British Gas Lite. Rates will be fully fixed to March 2028, bringing the end dates for both Gas and Electricity within a few months of each other.

In addition, this includes the Blend and Extend clause from Engie, meaning should market rates take a significant drop during the contract period, the Council can take advantage of this, and flex the rates to bring them down and extend them out further - the rate will never go higher for that period.

Engie are the only ones offering contracts to March 2028 giving the Council's alignment with the other meter. Also, Engie is the only one offering the Blend & Extend clause, which is proving very popular in the current climate.

Quotes were obtained on our behalf by TUS Ltd Commercial Utilities.

The figures above are as at 23rd May, there may have been a slight change by 2 June

Members are requested to:

- NOTE this report
- CONSIDER the recommendation to move to Engie, as they offering the Blend and Extend Clause.

Tina Jones

May 2023

Lydiard Millicent Parish Council

Internal Audit Report FY2022-23

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 2022-23 financial year which took place on the 25th April 2023.

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 have reviewed the Parish Council's responses to the recommendations made in our 2021-22 financial year Internal Audit reports and have noted that the Members have noted and considered the recommendations made during their deliberations and working closely with the Clerk/RFO have implemented these.

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 2022-23 financial year.

We take this opportunity to commend the Clerk/RFO for her strenuous efforts to bring the administration of the Council's finance and governance functions back into good order, which has evidently been no small task. 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 her meticulous approach to the Council's Financial Management, the quality of the Council's the robust Internal Control measures, which she and the Members have implemented during her short tenure. We now consider that the Council is back on a firm footing moving forward into the new financial year.

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 2022-23 financial year the Council retained its funds in two bank accounts and an investment fund as follows:

- Cashbook 1 – Lloyds Bank Plc
- Cashbook 2 – CCLA Public Sector Deposit Fund
- Cashbook 3 – Unity Trust Bank

We have noted the following: -

- The Lloyds Bank (Clerk's Imprest) Account, Cashbook 1, was closed on the 22nd March 2023, and the residual balance of £18,794.20 was transferred to the Unity Trust Bank, Cashbook 3, as confirmed with reference to the Council's prime documentation;
- Agreed the opening Trial Balance in the accounting software for 2022-23 financial year to the closing Trial Balance for the 2021-22 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, (1,2 and 3) was of a high quality with no input errors in the samples tested;
- Checked and verified the detail of all transactions recorded on the Lloyds Bank Clerk's Imprest account (Cashbook 1), the CCLA PSDF account (Cashbook 2) and the Unity Trust Bank account (Cashbook 3) to the supporting bank statements for the 2022-23 financial year for the months of April and July 2022, and March 2023;
- Checked and verified the Closing Balance of zero pounds on the Lloyds Bank Clerk's Imprest Account (Cashbook 1) as at the 22nd March 2023, and confirmed the residual balance of £18,794.20 was transferred to the Unity Trust Bank account (Cashbook 3);
- Checked and verified the detail on the 31st March 2023 bank reconciliations on the CCLA PSDF account (Cashbook 2) and the Unity Trust Bank account (Cashbook 3);
- Noted that the Members, as recommended in our prior-year Internal Audit report, have established 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. We take this opportunity to commend the Clerk/RFO on the vast improvement over the prior year position when she had assumed the role, for the Council, on a Locum basis.

Review of Corporate Governance

- Noted that Council received a Qualified External Auditor's report for the 2021-22 financial year, which recorded the Conclusion: *The smaller authority has confirmed that it has not*

complied with the governance assertions in Section 1, Boxes 2, 3 and 4, but it has provided the appointed auditor with an adequate explanation for non-compliance and details of the actions necessary to address weaknesses identified. The internal auditor has also made reference to these issues in the completion of the Annual Internal Audit Report.';

- 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 March 2023 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 06th May 2022 Annual Meeting under Minute Reference 22.05, and 22.06 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 FY2021-22 '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 the 24th June 2022 to the 04th August 2022, a period of exactly 30 days including the first 10 working days in July.
- Noted that the Notice of Conclusion of Audit, dated the 28th September 2022 has been published on the Council's website under the FY2021-22 'Finance' hyperlink: <https://www.lydiardmillicent-pc.gov.uk/Finance.aspx> and was displayed on the Council's noticeboards;
- Noted that the Council has retained 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 2022-23 financial year, with the selection criteria of every payment in excess of £1,000 and every 20th payment irrespective of value. A total of 35 payment documents, with a total value of £34,626.21, and equating to approximately 47% 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 reclaim for the 2021-22 financial year was duly submitted and received to the Unity Trust Bank account on the 12th August 2022, in the amount of £6,610.32. The VAT reclaim prepared for the 2022-23 financial year, in the amount of £9,494.98 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 FY2022-23 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 that the Tender Threshold has altered. The previous Tender Threshold required to trigger a formal Tender Process was £25,000 exclusive of VAT. The new Tender Threshold is £30,000 INCLUDING VAT. A separate advisory note has been provided with this report for the attention of the Clerk/RFO and Council Members.

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 at the 29th March 2023 meeting of the Full Parish Council, under Minute reference 22.183d of that date.

The Council placed its insurance requirements with Ansvar Insurance, a business division of Ecclesiastical Insurance Office plc (*requirements previously serviced by Axa Insurance UK Ltd*). The new policy, number ACY 2381667 has a period of cover of the 1st June 2022 to the 31st May 2023.

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. We note that Members adopted a Play Area Management Policy at its 22nd February 2023 meeting of the Full Council, under Minute reference 22.161, and also responded to the most recent independent play area annual inspection report, 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 of their robust and proportionate approach to the 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 2023-24 financial year. The Council's Minutes confirm that a series of budget and reserves reviews were undertaken during the Council's November and December 2022 meetings. Subsequently Members Resolved to establish the Precept for the 2023-24 financial year, in the amount of £59,919 (£55,865 *prior-year*), at the 11th January 2023 meeting of the Full Parish Council, under Minute reference 22.145. This increase equates to a Band 'D' charge of £76.32; an increase of £4.17 above the prior year equivalent to 5.78%.

We note that the Council held ten formally established Earmarked Reserves (EMRs) as at the 31st March 2023. We have reviewed the level of these reserves noting an opening balance of £72,167, net in-year transfers of -£5,217.90 resulting in a closing balance of £77,48472,167. The EMRs have now been implemented in the Rialtas Alpha accounting software and that all the Council's payments are now being 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 2023-24 financial year. Unfortunately, this action could not take place prior to the 31st March 2023 due to time constraints, and will now take place at the May meeting of the Full Council.

We have checked and verified the closing balances for the 2022-23 financial year, noting that the Council held total reserves as at the 31st March 2023, in the amount of £131,778 (£126,250 *prior-year*), of which £77,232.92 (£72,167 *prior-year*) were held in Earmarked leaving a residual General Reserve fund of £54,294 (£58,083 *prior-year*) equating to approximately 7 months' reserve based on the average monthly 2022-23 level of expenditure, sitting slightly above 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 2023-24 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 our 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 General and Cemetery fees for the 2023-24 financial year at the 30th November 2022 meeting of the Full Parish Council under Minute reference 22.125 and 22.127 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 and July 2022 and March 2023 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 2022/23 financial year and report as follows: We have confirmed all receipts for the 2022-23 financial year have been recorded correctly, and the charges were levied correctly with eighteen interments being recorded in the Register.

Finally, in this area of our review, we have noted that the Clerk/RFO has continued to make all possible efforts to recover the outstanding income that had not been correctly collected under the tenure of her predecessor. We are advised that only one long-term debt remains outstanding, and the management of recovery of this amount is due to be discussed at Full Council in May.

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

Conclusions

There are no matters arising in this area of review warranting formal comment or recommendation. We take this opportunity to commend the Clerk/RFO and Members on their sensitive and proportionate management of this debt recovery situation.

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 new Clerk/RFO has advised us that she is in the process of applying for a multi-card, from the Unity Trust Bank, to enable the Council to make online purchases.

Conclusion

There are no matters arising in this area of our 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 have been no staff changes during the 2022-23 financial year to the 31st March 2023;
- 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 April 2022 to the 31st March 2023 with no matters arising;
- Noted that Tax and NI deductions have been paid to HMRC in a timely manner, monthly in arrears;
- Noted that the Council now permits variable pay for overtime by the Clerk/RFO which must, in all cases, be approved by Members prior to the payroll figures being submitted to DM Payroll Services for processing; and,
- Noted that the Council is properly enrolled in the NEST Pension Scheme, but that both employees have 'opted out'.

Conclusion

There are no matters arising in this area of our 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 Register which could be improved upon. 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 2022-23 financial year, in the amount of £278,299 (*Prior-year £261,914*) has been correctly reported in the Accounting Statements at Box 9 of Section 2.

Finally, in this area of review we are advised by the Clerk/RFO that the Council's Fixed Asset Register will be updated and upgraded during the 2023-24 financial year to include photographic images of the Council's Assets. A task which is due to be assigned to the new Administration officer who will be joining the Council team shortly.

Conclusion

There are no matters arising in this area of our 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 March 2023 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 March 2023 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 2022-23 financial year’s transactions. The software also generates the detail for inclusion in the year’s Annual Return, which we have also verified as being consistent with the accounting and other relevant supporting records.

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

Conclusion

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

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NOTE TO REPORT

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

Action Plan 2021-22 financial year

Rec. No.	Recommendation	Response
Review of Corporate Governance		
R1	The Chairman and Clerk/RFO must ensure that henceforth the Council completes the Notice for the Exercise of Public Rights correctly for a period of exactly 30 working days to include the first 10 days of July and records in its Minutes the Resolution to publishes it, both on its website, and its public notice board(s).	Noted and implemented.
Review of Expenditure		
R2	All payment documents must have the certification stamp applied to it. The Clerk/RFO should then record the date that the document was received, validate the document as being authentic and assign an analysis heading to be used in the preparation of the monthly and Annual Accounting Statement and for budgetary purposes.	Noted and implemented.
R3	The RFO should ensure that each Schedule of Payments/Receipts is uniquely referenced, and that reference recorded in the Full Parish Council's Minutes, to ensure that each Schedule of Payments approved may be easily identified for the purposes of scrutiny, internal and external audit.	Noted and implemented.
R4	The original payment/receipts documents that are recorded on the Schedule of Payments/Receipts circulated with the meeting Agenda should be scrutinised by Members during the corresponding meeting of the Full Parish Council, and two Members of the Council should initial the payment document/receipt advice, in the field identified, to confirm the authorisation of payment after the Members have resolved to make the payments.	Noted and implemented.
R5	We request that the Clerk/RFO and a designated Member, or Members, undertake a Manual check of the Council's Cashbook and corresponding payment document to ensure that all records in the Cashbook have been processed correctly, making any required adjustments prior to the submission of the AGAR to the External Auditor, and provide us with a copy of the adjusted accounting statements.	Noted and implemented.
R6	The Clerk/RFO and Members should consider appointing a Member, on a quarterly basis, to undertake a detailed internal review of the income and expenditure, bank account reconciliations, cashbooks and earmarked reserves as an additional financial control.	Noted and implemented.
R7	To Clerk/RFO must ensure that all Council Procurements undertaken under the Resolved instruction of Members, are undertaken in accordance with the Council's Standing Orders and Financial Regulations and that the formal Tender process, including the registration of all procurements for contracts in excess of £25,000 excluding VAT, on the Government's Contracts Finder portal.	Noted and implemented.

Action Plan 2021-22 financial year

R8	The Clerk/RFO and Members should ensure that VAT reclaims are processed on a routine basis, either quarterly or annually and submitted directly from the Rialtas Alpha accounting software using the HMRC Making Tax Digital portal. (The Clerk/RFO should refer to RBS if this facility is not yet in use).	Noted and implemented.
Review of Assessment & Management of Risk		
R9	The Clerk/RFO and Members should consider the acquisition of the Local Council Risk Management software system (LCRS) for its Risk Management requirements.	Noted, professional advice concerning Risk Management is not being received from Peninsula.
R10	The Clerk/RFO and Members should consider expanding its Health & Safety Risk Registers to incorporate full Risk Mitigation protocols for its playground and recreation facilities.	Noted and implemented.
R11	The Clerk/RFO should develop a Playground Management Policy, to be Reviewed and Adopted by Members. (An example of such a document may be found via the following link: https://tidworthtowncouncil.gov.uk/wp-content/uploads/2020/11/Playground-Risk-Management-v1.pdf)	Noted and implemented.
R12	The Clerk/RFO and Members should consider providing appropriate playground inspectors training to persons responsible for conducting playground inspections on behalf of the Council.	Noted and implemented.
Review of Expenditure		
R13	The Clerk/RFO should keep an Income spreadsheet register to record all received by non-electronic transfer, i.e. cheques and cash. The Register should record the date of receipt, client details, service details, amount paid, the date the income has been banked and the paying-in slip reference number. Alternatively, The Clerk/RFO and Members should consider purchasing the Rialtas Sales Ledger module.	Noted.
R14	Banking should ideally take place on a weekly basis, which with the Unity Trust Bank may be undertaken by post for non-cash items.	Noted and implemented.
R15	The Clerk/RFO must enter all non-electronically transferred income onto the Rialtas Alpha accounting system on the date that it is paid into the bank.	Noted and implemented.
R16	The Clerk/RFO must reconcile all income via the corresponding Rialtas cashbook reconciliation.	Noted and implemented.
R17	The Clerk/RFO must produce invoices/receipts for each receipt of Sales Income and produce a monthly sales report listing all sales income received / invoiced in that month.	Noted and implemented.

Action Plan 2021-22 financial year

R18	The Clerk/RFO should produce a Monthly Schedule of Receipts, to include the detail of all income received by the Council during the month, identifying any outstanding invoiced items and present this for Member scrutiny and Approval under the Financial Matters.	Noted and implemented.
R19	The Clerk/RFO should draft a Credit Control and Debt Collection policy for Approval and Adoption by Members.	Noted.
Review of Staff Salaries		
R20	The Clerk/RFO should investigate the payments which have been made during the 2021-22 financial year and identify what overpayments have been made, and how these came to be approved.	Noted and implemented.
R21	The Clerk/RFO and Members must decide whether it is appropriate to attempt to recover the overpayments.	Noted and implemented.
R22	The DM Payroll Services report detailing the salary details for each employee along with the corresponding deductions and contributions should be recorded in the Schedule of Payments and produced for scrutiny and subsequent Authorisation by Members at the Monthly meeting of the Full Parish Council.	Noted and implemented.
R23	The Clerk/RFO must ensure that all payments owed to HMRC (and the Council's Pension Scheme if and when this becomes appropriate) are made in a timely manner.	Noted and implemented.

Annual Internal Audit Report 2022/23

Lydiard Millicent Parish Council

Lydiard Millicent-pc.gov.uk

During the financial year ended 31 March 2023, 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 2022/23 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 2021/22, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2021/22 AGAR tick "not covered")			✓
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 (during the 2022-23 AGAR period, were public rights in relation to the 2021-22 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2021/22 AGAR (see AGAR Page 1 Guidance Notes).	✓		

* LMPC DOES NOT OPERATE A PETTY CASH SYSTEM

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

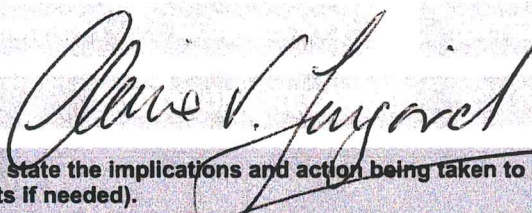
For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

25/04/2023

Name of person who carried out the internal audit
C V Lingard for and on behalf of
Auditing Solutions Ltd

Signature of person who carried out the internal audit



Date

25/04/2023

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

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

Section 1 – Annual Governance Statement 2022/23

We acknowledge as the members of:

Lydiard Millicent Parish Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2023, that:

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

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

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

DD/MM/YYYY

and recorded as minute reference:

MINUTE REFERENCE

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

Chairman

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

ENTER PUBLICLY AVAILABLE WEBSITE ADDRESS Lydiard Millicent-pc.gov.uk

Section 2 – Accounting Statements 2022/23 for

Lydiard Millicent Parish Council

	Year ending		Notes and guidance
	31 March 2022 £	31 March 2023 £	
1. Balances brought forward	119,166	131,622	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	55,540	55,865	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	26,469	41,474	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	26,706	22,258	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	42,847	65,167	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	131,622	141,536	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	126,250	131,778	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	265,914	278,299	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)				The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.
11b. Disclosure note re Trust funds (including charitable)			✓	The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2023 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

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

[Signature] **SIGNATURE REQUIRED**

Date

24/05/2023

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

DD/MM/YYYY

as recorded in minute reference:

MINUTE REFERENCE

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

SIGNATURE REQUIRED

Members are requested to NOTE and APPROVE the Ear Marked Reserves movements

From Ear Marked Reserves to General Reserves

CIL Funds	£5,951.07	Noticeboards, height restrictor and bollards
Footpaths	£2,680.00	Lydiard green project
JCH	£3,006.00	Legionella work, safe

From General Reserves to Ear Marked Reserves

Wiltshire Council CIL payment of	£10,889.97
LHFIG Projects (not spent)	£ 3,000.00
Office Equipment	£ 100.00
Play equipment (not spent)	£ 2,965.00

Code	Ear Marked Reserves	Balance as at 1 April 2022	From General to EMR	From EMR to General	Balance as at 31 March 2023	Notes
330	CIL	8,359	10,889.97	5,951.07	13,297.90	Ring Fenced Cil Funds
320	Footpaths	7,000		2,680.00	4,320.00	Min Ref 249.21 allocated to Lydiard Green
321	Handyman Equipment	7,281			7,281.00	New Equipment
322	Highways (LHFIG)	3,000	3,000		6,000.00	Ring Fenced for matched funded LHFIG Projects
323	JCH Repairs	3,006		3,006.00	0.00	
324	Office Equipment	2,580	100		2,680.00	New Computer and Office Equipment - Min. Ref. 39.21
325	Parish Projects	22,641			22,641.00	
326	Street Furniture/Play Equipment	18,300	2,965		21,265.00	Unspent Play Equipment Maintenance for repair and or new equipment
		72,167	16,955	11,637.07	77,484.90	

Tina Jones
May 2023

Asset Register

LYDIARD MILLICENT PARISH COUNCIL- ASSET REGISTER

At 31 March 2023 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	£ 170,000.00
Jubilee Clubhouse 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	"	"	
Metal Storage Cabinet	Meadow Springs	2021	£ 103.00
Cutlery, Bowls, Mugs, Plates, Cups & Saucers	Meadow Springs	2021	£ 283.00

SUBTOTAL

£ 265,921.00

TOTAL VALUE OF ASSETS DISPOSED OF DURING 2022-2023

£ -

TOTAL VALUE OF ASSETS PURCHASED DURING 2022-2023

Phoenix FS1913K Fire Safe/Caninet	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

£ 12,378.00

TOTAL

£ 278,299.00

Members are requested to NOTE this report and CONSIDER the recommendations

Background

In March 2022, the Footpaths Working Party presented a report to the Parish Council, which was approved, with plans for the enhancement of the Green. The removal of the bramble over the pillbox and the work to the footpath have been completed. Councillor Allsop and the Clerk met with a Tree Surgeon at Lydiard Green, to discuss the condition and management of the trees on the Green.

Advice Received

As previously reported – the trees are in a poor state

Ash – it has been cut badly in the past resulted in the growth of two new trunks and various shoots, as the tree will eventually get ash die back disease it is recommended to remove before it grows any further.

Leylandii – this tree is leaning and is over the pillbox – originally thought to be a Yew

Horse Chestnut – this has been badly cut in the past, on one side all of the trees the branches have been removed, and the top chopped off only has branches on the right side

Lime – is planted in the wrong place and is too close to the overhead wires.

Goat Willows - one of the Goat Willows have a split and rotten trunk and is leaning over and is classed as dead, dying, dangerous, this is to be removed. The Other Goat Willow requires pollarding.

Action Taken

A planning application was made to Wiltshire Council giving the details for each tree.

Wiltshire Council agreed with the proposals and granted permission for their removal on

30 March 2023 for: Ash tree - Remove & Grind Out the Ash, Leylandii, Horse Chestnut and Lime
To pollard by 50% one Goat Willow and remove the other.

Future Plans

Wiltshire Council accepted the proposal to replace the Horse Chestnut and Lime with possibly flowering Cherry trees and to plant a specimen tree between these and the remaining Goat Willow.

Removal of Trees

The Tree Surgeon has been sent a copy of the WC planning decision. He has advised that the trees can be removed in the next few weeks. Nesting birds should not be a problem as they are only small trees and the Tree Surgeons can see through them unlike a hedge. The trees would be checked for nests before any work was undertaken.

Clerks Recommendation

Members to CONSIDER the quote received for the tree surgery at a cost of £1500 + VAT.

To liaise with Wiltshire Council on the most suitable types of replacement trees to be planted.

Cost met from Highways/Open Space -Tree/Hedge Budget £500 with the balance from EMR Parish Projects.

The costs for the replacement trees to be brought to Committee in the autumn for planned planting between November and March.

Tina Jones
May 2023

Members to NOTE and CONSIDER this opportunity

Taking place virtually on **Wednesday 5 July, 9:45am - 4:10pm.**

The society of Local Clerks is offering a one-day, virtual summit for an opportunity to engage with the latest advice and guidance relating to planning.

Sector experts will lead the themed sessions encouraging in-depth discussion and debate on town planning, neighbourhood plans, local renewables and more, all from the comfort of your home or office.

Open to clerks, deputy clerks, responsible financial officers from councils of any size across England and Wales, and anyone with an interest in the local council sector.

Discover how to:

- have the greatest impact on town planning
- ensure meaningful community participation to put your community at the heart of renewable energy planning
- use the community toolkit to create neighbourhood planning policies and community actions to decarbonise travel choices and local transport infrastructure
- interpret the “radical” and “far-reaching” reforms to the planning system in England

For full agenda: <https://www.slcc.co.uk/planning-summit-agenda/>

Clerks Comment

The cost of the training is £60.00 for members, costs would be met from the Training Budget

New kerbside recycling service



From Monday 05 June 2023 we will be collecting small rechargeable electricals, such as:



MP3 players



Electric toothbrushes



Shavers/trimmers



All vapes and e-cigarettes



Smart watches



Mobile phones



Digital cameras



Charging devices/power banks



Wireless earphones

Put your small rechargeable electricals in a carrier bag, alongside your blue-lidded recycling bin for collection.



Sign up now to
receive email
updates on all our
services:
wiltshire.gov.uk/waste



Wiltshire Council

We'll soon be collecting small rechargeable electricals at the kerbside for recycling.

Why these items?

Many rechargeable items contain lithium-ion batteries. These can cause fires if not disposed of properly.

Your unwanted electricals contain valuable materials including metals such as gold, copper, steel, and aluminium. These materials can be recovered and become valuable commodities to the UK economy. They are then re-processed into new products – from bicycles to life-saving equipment.

How will we collect these items?

Place your old rechargeable items and their chargers into a carrier bag and put this alongside your blue-lidded bin or bag on your collection day. We have limited space on the collection vehicles, so make sure that no single item is bigger than a shoe box.

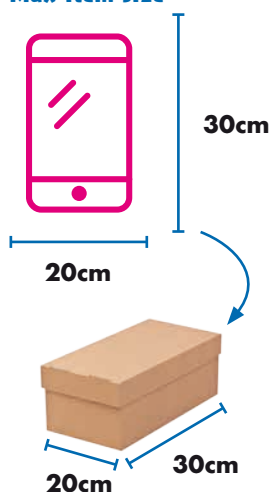
Please ensure that you remove any personal information or data. We cannot accept liability for the security of data or personal information contained on any devices placed out for collection.



Rechargeable electricals collected at the kerbside will be sent for recycling. If your item is reusable, consider donating it for someone else to benefit. Ideas can be found on our website.



Max item size



What about recycling batteries?

Thank you for recycling your batteries. In the first three months of the new kerbside service, we collected 15 tonnes of your used batteries for recycling.

Please ensure that batteries are presented separately to your rechargeable items. When using the kerbside collection service: batteries should be put in a transparent sandwich bag placed on top of your bin; rechargeable items in a supermarket carrier bag placed beside the bin.



Textiles and shredded paper

From Monday 05 June 2023, we will **no longer be collecting textiles for recycling at the kerbside.**

Successfully recycling textiles collected at the kerbside has become increasingly difficult. They tend to be of a lower quality than those taken to charity shops or textile banks and can become rain damaged when left out for collection.

Textiles and clothing that is not suitable for resale or reuse should be put in your general waste bin for energy recovery. Good quality reusable clothing and textiles can be taken to a charity shop, household recycling centre, or clothing bank.

We will make use of the space on the collection vehicles previously used for textiles, for the collection of your unwanted small rechargeable electricals.

From Monday 05 June 2023, we will also **no longer collect shredded paper** in kerbside recycling bins. You can compost this at home or take it to a household recycling centre. Otherwise, please put it in your general household waste bin, for energy recovery.

Shredded paper should not be put in your chargeable garden waste bin, as is unsuitable for the large-scale composting process.



Improving the quality of our recycling

We are working hard to improve the quality of the materials we collect for recycling. You can help us by ensuring only the right things are put into your blue-lidded bin.

The most up to date information can be found on our website.

www.wiltshire.gov.uk/recycling



Did you know that you can add the following items to your blue-lidded bin?

- ✓ **Empty aerosol cans** – please fully empty them first before adding to the bin.
- ✓ **Plastic pots, tubs, and trays** – please always remove the plastic films on the top (pots go in the blue-lidded recycling bins, plastic film in the general waste bin).
- ✓ **Metal jar lids** – put them back on the jar and put this in your black box.
- ✓ **Clean aluminium foil** – after use, please give it a quick rinse, scrunch it, and pop it in your blue-lidded bin. Ideally, keep adding foil until it is at least the size of a tennis ball.



- ✓ **Plastic bottles**
- ✓ **Drinks cartons**
- ✓ **Food and drinks cans**
- ✓ **Tin foil trays**
- ✓ **Paper**
- ✓ **Cardboard**



*Information source: Recycle Now "Good to Know User Guide"

✗ **NEVER put gas cannisters in any household waste bin,** instead they should be taken your local household recycling centre.

We do not accept carrier bags or plastic films in the blue-lidded bin.



NEW! Changes at Household Recycling Centres

Please sort it before you bring it

To help you recycle as much as possible and reduce time on site, please sort and separate your unwanted items into different materials, such as wood, metals, batteries, green waste, and electricals, before visiting the recycling centres.

A third of the items put in the general rubbish skips at Wiltshire's recycling sites could have been recycled, with many items mixed together in black bags. Check the council's website for details of what you can recycle at your local site.



Arrangements for paint

Paint reuse - If you have leftover usable paint and the tin is at least half full, this can be brought to our recycling centres, and set aside for reuse. You can also take away donated paint for free.

Paint disposal – Unusable liquid paint should be hardened before taking it to a recycling centre for disposal. Remove the lid and allow the paint to dry completely or to speed up the process, mix the paint with soil, pet litter, sawdust, or sand. Paint hardening products are also available from DIY stores or online.



Donating reusable items

You can now donate good quality reusable items at all our recycling centres to support local charities and good causes.

Items suitable for reuse can include:

- ✓ Furniture
- ✓ Bric-a-brac
- ✓ Bicycles



* Remember, there are local reuse charities who collect unwanted good quality furniture for free, or a small donation.

Check the council's website for details of your local reuse charity.*



Way Forward Programme:

Decant begins this week for urgent and emergency care development

This week, the decant will begin for the urgent and emergency care development which is under construction at Great Western Hospital, Swindon. Full details of the development, alongside other Trust's development plans, can be found here:

<https://www.gwh.nhs.uk/wfp/>

To support this construction work, some service locations are moving and we wanted to provide the following update for upcoming moves.

From Wednesday 24 May, the Paediatric Emergency Department is moving temporarily to the children's area in the Urgent Treatment Centre and in June, the ED Observation Unit will move into the 'old' Paediatric ED, which will have been repurposed to ensure it is suitable for these patients.

Other service moves will follow.

The public should continue to use services as usual. Any patients needing urgent or emergency care as a walk-in will continue to arrive at the Urgent Treatment Centre and be signposted to the right place for their care needs by the Clinical Navigator.

The Trust's website has been updated to reflect these moves, and social media will be updated later today.

If you have any questions, please email gwh.wayforward@nhs.net

AGE UK WILTSHIRE

News and Views

CEO Message - Sarah Cardy

Welcome to our very first external newsletter, highlighting the latest news and updates from Age UK Wiltshire.

Each quarter, we will be sharing updates, advice, and success stories from older adults who have benefited from our services. We will also be showcasing our dedicated volunteers and community partners who make our work possible.

At Age UK Wiltshire, we believe in the power of community and are committed to building strong partnerships with local organisations and stakeholders to create a supportive network for older adults in the community.

We're grateful for your continued support as we promote the well-being and independence of older adults and help them to love later life. We hope you enjoy our newsletter and connecting with us and we'd like to thank you for being a part of our community.

I also want to take this opportunity to highlight the amazing work done last year, with some stats on how we made a huge impact on people's lives:



Newsletter Highlights

CEO Welcome and a review of the past year

Age UK Southampton Merger

Future development plans

Service Spotlight - F&F

Partnership Working - WASP

Volunteers

Volunteer Story

Grants and Awards

Lets Talk About: Benefits



[Follow us on Facebook](#)



[@AgeUKWiltshire](#)

[Visit our website](#)

News and updates

Age UK Southampton Merger

We are excited to confirm that Age UK Wiltshire and Age UK Southampton have joined forces to continue to offer much needed support to older people in their local areas!

Our organisations have a long history of providing vital services and support to older people to help improve their quality of later life. By combining our resources and expertise, we believe we can have an even greater impact on the lives of our clients. This expansion enables a strengthened service provision, shared learning, and the potential to develop new and important services, identified by older people within their local communities. The collaboration will ensure that the rising demand for frontline services and support will be met, not only in the Wiltshire and Swindon area but across the Southampton area.

We are committed to ensuring a smooth transition and to keeping all stakeholders informed throughout the process. We believe this merger will create new opportunities for growth and collaboration, and we are excited to embark on this new chapter together.

The Merger took place on the 1st April 2023 and our gratitude goes to all our supporters, volunteers, and staff who have helped make this merger possible. We look forward to continuing to work together to make a positive impact in the lives of older adults.

Our future development plans for this year

We have ambitious plans to open **three charity retail shops**, which will become hubs across Wiltshire! We're working in partnership with another charity to use their expertise as consultants to help us build a sustainable model.

The Information & Advice service is busy helping many older people combat the cost of living with grants, advice, and benefits information, including making Surviving Winter grants. We're looking at how we can develop new I&A services across Wiltshire and Swindon, including more face-to-face information and advice.

"I couldn't have done this without you, I felt so dejected when the lady said I wasn't entitled and I'm glad you helped me see that I was. Thanks for helping with the phone call, it felt so reassuring."

The Meals+ Service is currently expanding and building on routes in Melksham, Corsham, and Chippenham. Having provided a nutritious meals service to clients in Wiltshire and Swindon, including some routes in Bath & North East Somerset for many years, we are now expanding into the South Cotswolds as a natural next step in the growth of the service.

We have also been working hard to help the NHS by providing meals for those coming home from hospital, as part of their discharge plans.

"We would like to take this opportunity to thank you for all the assistance that you have given us. It has allowed our dad to stay in his home for a great deal longer than we thought, which was his wish. Your staff have kept his spirits up and I know he has really enjoyed having a visitor each lunch time."

We started a pilot **Travel Friends service** last year which has been a great success. Volunteers have worked 1:1 with older people who needed more confidence to travel independently and have been able to support them on their journeys to shops, appointments, visiting groups and getting out and about.

We hope the pilot has shown the value of such a service and are excited about future possibilities!

"What a wonderful service. The volunteer who helped me was just great and so very helpful. I am now confident to travel on my own."

We're now working with Melksham Town Council and Melksham Without Parish Council, and are leading the Melksham Community Support service, who have a number of volunteers and are already supporting a group of older people.

We have recruited a new Melksham Community Support Senior Project Worker and can't wait to see what we can do in this area!

Last year, our **Big Knit** campaign was incredibly successful and our knitting warriors knitted an amazing 40,000 hats! We hit our target and were given £10,000 from Innocent Smoothies. We will be running another campaign this year, and will be updating our social media channels with more information soon.

If you have any questions about our services, please just get in touch.

Sarah Cardy, CEO: sarah.cardy@ageukwiltshire.org.uk

Kate Brooks, Operations Manager: kate.brooks@ageukwiltshire.org.uk



Service Spotlight - Fitness & Friendship Clubs

We were delighted to welcome so many new volunteers to the Fitness & Friendship team in 2022 and our local clubs are increasing!

We have introduced a **F&F club to Marlborough** and to **Bradford-on Avon**. The Fitness & Friendship team will also be starting some new work providing classes to sheltered housing schemes.

Watch [Jenny](#) and [Colin](#) talk about how attending their local club has helped them make new friends and improve their mobility!



Partnership working

WASP - Wiltshire and Swindon Sport

Age UK Wiltshire and WASP enjoy a collaborative relationship, and work in partnership for the shaping, resourcing, delivery and monitoring of agreed joint projects, primarily our popular Fitness & Friendship Clubs.

Working together, we encourage the sustainable growth and impact of the AUKW Fitness and Friendship Clubs, while also promoting the aims and priorities of WASP in relation to inactive and less active older people.

WASP also supports the cost of staffing/venues for these local clubs and both organisations publicise each-other's ongoing campaigns.

You can read our guest blog written for their #5WaysToBeWell campaign on how our Fitness & Friendship Clubs help older people stay active and connect with others in their community [HERE](#).



Invaluable Volunteers!

We are so grateful to all our volunteers (**almost 100 of them!**) who dedicate their valuable time to Age UK Wiltshire and our clients.

Without them, we couldn't do as much as we are doing! If you are looking for a volunteering opportunity and want to support **a local charity, helping older people in Wiltshire, Swindon and Southampton**, then please get in touch via our website and complete a volunteer application form. We would love to have you on board!

Volunteer Story

"My name is Sue England, aged 71 years young. I have been attending Age UK Fitness and friendship club in Amesbury. Within six months I was invited to become a volunteer. I was thrilled to be asked and was very keen to help out. I enjoy the gentle exercises which keep my muscles moving. It's a nice friendly atmosphere.

I like volunteering because it gives me the opportunity to meet new friends and the club gives me purpose and self worth. I enjoy the gentle exercises and the tai chi that help keep me moving. I would recommend anyone to join our club and see what fun we have."



Grants and Awards

We would like to acknowledge the generous support received from Town and Parish Councils, that have contributed to the continued running of our Information & Advice service or our Fitness & Friendship Clubs. Thank you to the following:

Amesbury Town Council
Calne Town Council
Chippenham Town Council
Corsham Town Council

Devizes Town Council
Marlborough Town Council
Malmesbury Town Council
Melksham Town Council

Melksham Without Parish Council
Tidworth Town Council
Trowbridge Town Council
Warminster Town Council

Thanks also go to the Asda Foundation for their generous donation to use towards funding the Meals+ service in Melksham, allowing us to reach older people in the Melksham community who are able to maintain their independence with the support of our meals service. We would like to thank Emma Scott, ASDA Community Champion for her help with the application.

Let's talk about: Benefits

Our I&A team do an amazing job of helping older people find out what extra income they're entitled to and what support is available to them, which is especially important with the rising costs of living. We are able to support clients in applying for benefits, including Attendance Allowance, which often have long and complex forms to complete.

We also have a Benefits Calculator that can be found [HERE](#)

Those who are in receipt of benefits may have noticed a change in rates for this new financial year. More information on the new rates can be found [HERE](#)

If you'd like to signpost anyone to our Information & Advice Team, please refer them to our website where a request form can be completed.





The countryside charity
Wiltshire

We would like to invite you, your colleagues and friends to attend CPRE Wiltshire's Annual General Meeting, which is to be held on 13th of July at 18:30 at the Corn Exchange, Devizes.

This year's AGM includes two very interesting speakers as outlined below, who will speak after the business meeting at 19:00 hours:

David Holroyd, Head of Water Quality, Wiltshire Fisheries Association

A talk on the special attributes of the river Avon and the urgent action needed to stop the falling trends in water quality.

Alan Maryon-Davis, Chair of Nadder Community Energy

A talk about the Nadder Valley Community Energy Project. Community energy is a growing movement in which energy generation is owned not by large industrial companies but by local communities, with the profits invested back into the community.

Typical ways to generate renewable energy are wind turbines, heat pumps, biomass boilers, anaerobic digesters, hydro schemes and PV (solar) panels on roofs or mounted on the ground.

AGM Agenda and documents

The agenda for the AGM is shown below, all other information relating to the 2023 AGM can be found on the website from 7th of June at the following link: <https://www.cprewiltshire.org.uk/resources/>, This includes the minutes of the 2022 AGM, Chairmans Report, Treasurers Report and 2022 – 2023 Accounts.

A short description regarding current Trustees/staff etc., can be found at the following link: <https://www.cprewiltshire.org.uk/meet-the-team/>

Should you require a paper copy of any of the above please contact admin@cprewiltshire.org.uk or telephone 01380722157.

Please see agenda for the business meeting on the next page.



Agenda for the CPRE Wiltshire Annual General Meeting – 2023

1. Welcome and apologies for absence.
2. Minutes of the AGM held online (Zoom) on 22nd of September 2022.
 - 2.1 Accuracy.
 - 2.2 Matters arising.
3. President's address
4. Chairman's Report
5. Confirmation of co-opted trustees during 2022 – 2023: Anthony Cohen (Treasurer)
6. Election and Confirmation of Trustees.

In accordance with the Company/Charity's Articles of Association, one third of the elected Trustees/ Directors must retire.

The following have elected to retire: John Eaton and Andrew Longland.

The Trustees who will continue in 2023-2024 will be: Elected: Anne Henshaw, Michael Hodges, Annabelle Sanderson, Kate Fielden and Nick Stokes

The following have offered themselves for re-election/election as Trustees/ Directors: John Eaton.

Any other nominations to be submitted to the office by Monday the 1st of June 2023

7. Appointment of independent examiner of accounts - P. Chow CPFA BSc (Hons)
8. Other motions for consideration at the AGM. All motions to be discussed at the AGM must have been provided in writing to the Board of Directors at least 42 days prior to the AGM. Failure to meet this condition may result in the motion being ruled out of order.
9. Any other business