

LYDIARD MILLICENT PARISH COUNCIL MEETING
12 October 2023
held in the All Saints Church, Lydiard Millicent
at 19:00 hrs

Councillors Present:

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

Others in Attendance: Four members of the public.

Meeting Clerk: Tina Jones

Public Question Time:

- A resident asked for an update regarding planning application PL/2022/00239 - Land East of Restrop Road. As Wiltshire Councillor Bucknell was not present, the Clerk was asked to ensure an update was available for the next meeting.
- On behalf of the Church, Mr Wright advised that due to roof repairs the Church would be closing from September 2024 until Easter 2025.

Councillor Question Time:

- Councillor Allsop announced that a local resident would like to organise an Open Garden event in 2024, and was looking for support from the Parish Council and residents, any proceeds would be donated to the Church Roof Appeal. The Parochial Church Council had previously approached the Parish Council for help with raising funds for the roof, the Council is unable to provide funds via a grant, but it can support in other ways. The Open Garden suggestion is to be a formal agenda item at the next meeting.
- Councillor Sharp announced that the Scout Group using the Parish Hall has offered to help out by volunteering their services for Parish events etc. They are also to formally contact the Parish Council with a view to using the Community Field for activities.
- Councillor Westwood, passed on the concerns of a resident regarding a dangerous and much used crossing at The Willows. The resident pointed out that the traffic safety plans for the road has not been implemented. The Clerk was asked to send the information to the Principal Engineer to the Wiltshire Local Highways Footpath Improvement Group for comment.

MINUTES

23.82 Apologies for Absence

Apologies were received from Councillor Hacker and Wiltshire Councillor Bucknell.

23.83 Declarations of Interest and Dispensation Requests

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

23.84 Chairman's Announcements

- The Council were hoping to co-opt David Rothwell, Landlord of The Sun Inn, but unfortunately, he was unable to attend the meeting.
- Work to the Lydiard Green trees has been completed, waiting on advice from Wiltshire Council regarding replanting.
- The Community Field fence has been repaired.

23.85 Minutes

Members considered the minutes of the Parish meeting held on 7 September 2023. The minutes of the meetings were ADOPTED as a true record and signed by the Vice-Chairman.

23.86 Clerk's Report

22.41 The Mews and Recreation Field

- Solicitors involved in the process have been instructed to apply for title absolute for the Recreation Field. Land Registry is being chased in respect of the application.
- Suggestion for 2 x planters to be taken forward, residents have agreed to maintain – to be considered at a future meeting

22.82 Footpath Working Party WC has been contacted regarding land management and the sowing of seeds. The Head of WC Natural & Historic Environment Department has given advice to be discussed at WP meeting. 23.19 Lydiard Green Trees Clerk is liaising with Wiltshire Council regarding the replacement trees to be planted, replacements for approval by Committee, before the planting season.
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.
29 June – Question Time • A Resident asked if the entrance to the Industrial Estate could be tidied up, recently a large lorry had to unload outside the Estate, causing traffic issues. There is ample parking within the Estate, but unit owners do not encourage it. Resident to send further information to the Clerk. UPDATE: Hedge has been trimmed back. Members AGREED to CLOSE. • A Resident asked if the Council knew what was happening with the land by the car sales area, as it has become very overgrown, with some of the trees having low branches that overhang the bus stop. The Clerk was asked to investigate - A resident has given the Clerk some information • Councillor Allsop asked if the owner of the property on the right of the entrance to the Parish Hall Car Park, could be asked to remove the low branches overhanging the footpath too. The Clerk was asked to write to the property owner - Tree has been trimmed back to boundary. Members AGREED to CLOSE.
22.39/23.52 Play Area Tower Members RESOLVED the repair of the Play Tower. Part on order.
23.55 Grant Application Members considered the grant application from Carer Support Wiltshire. As there were a number of queries with the application, Members AGREED to defer the decision until the next meeting. The Clerk was requested to ask a representative of the organisation to attend to answer questions. Members AGREED to CLOSE.
23.56 Jubilee Club House Members accepted services offered by the Architect, Officers and Working Group to look at the design options. Members AGREED to CLOSE, see minute reference 23.92.
23.57 D-Day 80 Members AGREED to light the beacon on 6th June 2024. A Working Group was formed, Councillors Allsop (also as Parish Hall representative), Chalker, Hacker and Westwood volunteered. The D-Day80 Working Group to contact the school and consider a parish evening event of commemoration.
23.58 Community Field Fencing - Fence repaired. Members AGREED to CLOSE.
23.69 The Mews – Grass Cutting Members AGREED that more research was required into its ownership, Clerk to make enquiries and to find out how much it would be to cut it. Councillors Sharp and Suleman cut the area for the residents. Members AGREED to CLOSE, see minute reference 23.88.
23.72 Lydiard Green Footpath Proposal WC agreed to create a footpath from Lydiard Green to the rest of the village. Phases 1 – 4, were completed in 2017/2018, but Phases 5 – 10 were not completed. Enquires were made with the Local Highway & Footpath Improvement Group (LHFIG), but he could provide no information. Councillor Hill-Wheeler located some CATG archive paperwork. WC has confirmed it does not own the verges from Lydiard Green to the Greenhill Crossroads., WC Councillor Bucknell to investigate.
23.73 Play Area Tree Members APPROVED the removal of the tree for Health and Safety reasons Members AGREED to plant a replacement tree in a more appropriate position in the Community Field. Quotes Requested
Library Telephone Box - Quotes are being obtained to replace the door joint.

- 23.87 **Financial Accounts** – Members:
- APPROVED the expenditure report to 30 September 2023.
 - APPROVED invoices for payment
 - NOTED the income report to 30 September 2023.
- 23.88 **Wiltshire Council – Grass Cutting**
 Recap from last meeting - following a review of land ownership Wiltshire Council has stopped cutting land that does not belong to it, this includes a strip of land at The Mews. Residents of The Mews have asked if the Parish Council can take on the cutting in the interim while ownership is investigated, as it looks very unkept and not in keeping with the neighbourhood.
 Since the last meeting, several other areas have been identified. The Clerk has not been able to obtain a costing for the work, this us to be provided for the next meeting. The Clerk is to contact Wiltshire Council regarding this land and other strips, to request a map/list of Wiltshire Council unadopted areas. A policy is to be drafted, once position decided.
- 23.89 **Common Platt - Local Highways Footpath Improvement Group (LHFIG)**
 Members formally accepted the LHFIG road safety proposals for Common Platt. Members RESOLVED to fund a maximum of 25% of the costs (% is subject to Purton Parish Councils contribution), costs to be met from Ear Marked Reserves budget. Members AGREED to ask for the inclusion of the additional options for roundels and a staggered barrier on the new footpath link from 'The Willows'.
- 23.90 **Local Plan**
 Cllrs Chalker, Hacker and Sharp attended the meeting of the Royal Wootton Bassett (RWB) planning group held on 21 September. Main Points:
- Three of the four developments proposed are along the A3102 on either side of the road near Sally Pussey's Inn and the fourth towards the Rugby Club.
 - Swindon Housing Market Area (SHMA), which includes RWB, Lydiard Tregoze and Lydiard Millicent, need is for 3455 dwellings between 2020-2038.
 - RWB identified need is 1340 homes, approx. 39% of SHMA.
 - The proposal also takes in Lydiard Tregoze (LT) and although Lydiard Millicent does not have any proposed development it would badly affect Lydiard Millicent by the amount of traffic that will divert through the Parish's roads because of the extra congestion on the A3102.
 - The proposed motorway service area at junction16, could also make things worse through the Parish.
 - RWB Planning Committee proposed that the three Parish areas (RWB, LM and LT) should work together on a response.
- Following discussions, Members AGREED to
- Formally respond to the consultation before the deadline of 22 November.
 - Councillors Allsop, Chalker, Hacker, Sharp and Westwood to contact and work with the RWB and LT and prepare a draft response for consideration at the 2 November meeting.
 - Clerk to resend original email to Councillors.
- 23.91 **External Audit 2021-2022**
 Members NOTED the information.
- 23.92 **Jubilee Club House**
 Members APPROVED the draft plans. Clerk to ensure that the chosen windows are of toughened glass. Members APPROVED an initial budget of £1,000 (met from General Reserves) to cover the planning application submission and other sundry items as required to progress the project. Next steps, Clerk to request an update of plans, submit plans to WC and send plans to builders for quotations.
- 23.93 **Correspondence:**
 Members NOTED that the Polling District and Polling Place Review in Wiltshire in taking place, the public consultation is pen until 31 October 2023.

23.94 Planning Applications

Members NOTED the following Wiltshire Council Decisions

Application: PL/2022/08676 – Full Planning Permission	WC Decision: Refused
Address: 8a Greenhill, Royal Wootton Bassett, SN4 8EH	Applicant: Mr Buckland
Proposal: Change of use and retrospective permission for the laying of hardstanding on an area of land previously used for mixed agricultural and equestrian purposes. The applicant has dedicated an area, that was previously a grass yard used for the grazing of horses by the previous owners of the property, for parking his own vehicles and horse trailer	
Application Ref PL/2023/06891 - Proposed Works to Trees in a Conservation Area	
Address: Honeywood Lodge, Church Place, SN5 3LS	Applicant Name: Mr Sharples
Proposal: T1 Hornbeam - 40% crown reduction. T2 Norway Maple - 40% crown reduction. T3 Sycamore - Reduce to previous pruning points at 10 meters.	
	WC Decision: No Objection

Members considered the following applications:

Application: PL/2023/07510 - Householder Application	Applicant: Miss Cannon
Address: 12 Bury Fields, Lydiard Millicent, SN5 3NF	
Proposal: Single Story Rear Extension	
Members RESOLVED to make NO OBJECTION to this application.	
Application: PL/2023/07702 - Householder Application	Applicant: Mr Hayward
Address: 4 Cherry Brier Close, Lydiard Millicent, SN5 3NT	
Proposal: Single Storey Side/Rear Extension	
Members RESOLVED to make NO OBJECTION to this application.	

23.95 Council and Community Representatives - Members RECEIVED the following updates:

Area Board – Councillor Sharp reported on the 27 September meeting. Main Points: Wiltshire Council Tree Planting Office gave a presentation encouraging new tree planting and the availability of grants. The main speaker was the Police and Crime Commissioner, Philip Wilkinson, he gave figures on the improvements in prosecutions and speeding tickets. He will be attending the January 17 Area Board meeting along with the new Chief Constable Catherine Roper.
Local Highways Footpath Improvement Group (LHFIG) – Councillor Suleman reported: • Elms/Washpool – work has been completed – LHFIG to invoice Council for contribution • Greenhill Crossroads – LHFIG looking at ways to improve the road markings • Greatfield – LHFIG looking at possibilities • The new proposed processes were not discussed, but LHFIG considering removing Priorities A and B and replacing with a Priority list instead.
Community Carers Group – Next Meeting 25 October, Pips Café Purton.
Community Safety Group – Next Meeting 13 October – subject is Cybercrime.
Speed Indication Devices (SIDS) – Councillor Chalker reported that results from Stone Lane recorded 2.4% of cars were speeding, the top speed recorded was 95 mph. The Clerk was requested to ask for a copy of the traffic survey from the developers who attended the last Parish meeting.
Speedwatch and Lorry Watch - Cllr Sharp reported: the results of the metro counts have been received, 4 of the 5 requests have been approved. Agenda Item for next meeting.

Four members of the public left the meeting.

23.96 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.

23.97 Land Issues

Councillor Hill-Wheeler reported: Work is ongoing with Surveyors and discussions continue with Solicitors.

Meeting Closed at 20.10

Members are requested to NOTE this report

22.41 The Mews and Recreation Field Solicitors involved in the process have been instructed to apply for title absolute (WT455796) for the Recreation Field. Land Registry is being chased in respect of the application. MEETING UPDATE: Further to the application to upgrade the title for WT455796, the Land Registry have contacted Solicitors to say that they are unable to upgrade the title at this time as the 1983 Conveyance only conveys part of the land in the title. Unless further evidence can be provided by 6 November 2023, they will cancel the application. Information required Legal Conveyance or Transfer showing all of the land in question being transferred to the Council. Clerk to check files. • Suggestion for 2 x planters to be taken forward, residents have agreed to maintain – to be considered at a future meeting
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29 June – Question Time A Resident asked if the Council knew what was happening with the land by the car sales area, as it has become very overgrown, with some of the trees having low branches that overhang the bus stop. The Clerk was asked to investigate - A resident has given the Clerk some information, which did not result in ownership confirmation.
22.39/23.52 Play Area Tower Members RESOLVED the repair of the Play Tower. Part on order.
23.57 D-Day 80 Members AGREED to light the beacon on 6th June 2024. A Working Group was formed, Councillors Allsop (also as Parish Hall representative), Chalker, Hacker and Westwood volunteered. The D-Day80 Working Group to contact the school and consider a parish evening event of commemoration.
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23.73 Play Area Tree Members APPROVED the removal of the tree for Health and Safety reasons Members AGREED to plant a replacement tree in a more appropriate position in the Community Field. Quotes Requested: two received, waiting on third.
23.88 The Mews – Grass Cutting Agenda item – To CLOSE
Library Telephone Box - Quotes are being obtained to replace the door joint.

Handyman's Update

Working around the weather, the Handyman has been undertaking (litter picks, SID batteries, playground checks, alarms, water testing, etc). He has also completely cleared the "safety" footpath at Holborn, strimmed the Meadow Springs footpath which was completely overgrown (70% done), had the usual battle with leaves and tree debris on almost a daily basis (which is usual at this time of the year) around JCH and also footpaths around the village including the pathway up to the school (the blower unit has been very useful), cut back some of the hedges in the village that were growing over footpaths and cleared soil encroachment onto some of the footpaths in The Street, completed repainting the tower unit in the play area apart from the hanging bars. He has also fitted the SID support brackets in place near the Greenhill Crossroads.

Finance Report 25 October 2023

Item 8

EXPENDITURE

Supplier	Invoice Number	Date	Description	Net	VAT	Total	Paid	Method
All Saints Church	2023 17	12 Oct 23	Hall Hire - 12 Oct	28.00	0.00	28.00	12 Oct 23	BP
Badgemaster	1888983	21 Sep 23	2 x Badges	16.55	3.31	19.86	12 Oct 23	BP
Betterclean	2491	30 Sep 23	JCH Cleaning	390.00	78.00	468.00	12 Oct 23	BP
British Gas - Electricity	5860742	16 Oct 23	11..23 - 11.10.23	204.56	10.23	214.79	30 Oct 23	DD
BOnline	1321387	01 Oct 23	Broadband	24.20	4.84	29.04	11 Oct 23	DD
Business Waste	1231180	01 Oct 23	Cemetery and JCH	72.68	14.54	87.22	15 Oct 23	DD
Business Waste	1225381	30/0/23	JCH	0.21	0.04	0.25	14 Oct 23	DD
Business Waste	1242354	20 Oct 23	Cemetery	14.49	2.90	17.39	03 Nov 23	DD
Castle Water	1168701	n.a	JCH Water	59.84	0.00	59.84	28 Oct 23	DD
Castle Water	2396536	n.a	Cemetery Water	5.00	0.00	5.00	28 Oct 23	DD
Corona	17880348	13 Oct 23	September Costs	87.05	4.35	91.40	20 Oct 23	BP
EE	2156132227	13 Oct 23	Oct/Nov Charges	27.79	5.56	33.35	21 Oct 23	DD
Evergreen	40019	27 Sep 23	Secure Bin Removal	33.00	6.60	39.60	12 Oct 23	BP
HMRC	n.a.	05 Oct 23	Tax and NI	497.42	0.00	497.42	19 Oct 23	BP
Inception	3035431	16 Oct 23	Sept/Oct Charges	17.40	3.48	20.88	20 Oct 23	BP
John O'Conner	101411	15 Sep 23	Sept Maintenance	859.15	171.83	1,030.98	20 Oct 23	BP
Marlborough D A	35/2023	12 Sep 23	Cricket Maintenance	225.00	0.00	225.00	20 Oct 23	BP
Microshade	18358	07 Oct 23	Quarterly Hosting Fees	206.31	41.26	247.57	20 Oct 23	BP
Peninsula	3819257	08 Oct 23	HR	106.64	20.14	126.78	08 Oct 23	DD
Peninsula	3842681	25 Oct 23	H&S	138.53	27.71	166.24	25 Oct 23	DD
RAM Fencing	6830	20 Sep 23	Community Field Fencing	1,870.00	374.00	2,244.00	12 Oct 23	BP
Staff	n.a	01 Oct 23	Salaries - September	1,668.56	0.00	1,668.56	12 Oct 23	BP
Three Business Services	744032	14 Oct 23	Sept/October	18.35	1.67	20.02	14 Oct 23	DD
Unity/Lloyds	n.a	09 Aug 23	MultiCard Charge	3.00	0.00	3.00	12 Oct 23	DD
Wiltshire Council	n/a	01 Apr 23	Business Rates	99.00	0.00	99.00	01 Oct 23	DD
Expenditure				6,672.73	770.46	7,443.19		

Payments for Approval

John O'Conner	101411	17 Oct 23	Oct Maintenance	859.15	171.83	1,030.98
Marlbough D A	28/2023	17 Oct 23	Sept Cricket Maintenance	62.50	0.00	62.50
Marlbough D A	48/2023	17 Oct 23	End of Season Maintenance	689.26	0.00	689.26
				1,610.91	171.83	1,782.74

LMPC Income Summary

2023-2024

Income received as at 4.10.23

Category	Amount
Cemetery Burials	£685.00
Cemetery Memorials	£845.00
Cricket	£3,066.00
Defra	£1,063.03
Field Hire	£160.00
Football	£4,890.00
Lydiard Plain	£1,000.00
Misc Income	£2,568.01
Old Cheques	£490.00
PSDF Income	£1,774.46
War Memorial Clock Fund	£2,262.31
Wayleave	£12.00
Total	£18,815.81
Precept	£59,919.40
Vat Refund 22/23	£9,494.98
Total	£88,230.19

Members are requested to NOTE this report and CONSIDER the recommendations

Poppy Appeal

Members to APPROVE the write off of the 2022 Poppy Appeal cheque for the sum of £25.00 sent to RWB Town Council which was not presented.

Members to APPROVE the raising of a cheque for the 2023 Poppy Appeal for the sum of £50.00 (to cover both years – met from Chairman's allowance) – Clerk to deliver cheque to Poppy Organiser who covers Lydiard Millicent.

Training

The Parish Administrator would like to complete the Introduction to Local Council Administration (ILCA) qualification.

The ILCA is an online sector specific learning tool is designed to support all new council officers in England and Wales in their roles in the first few months of employment.

There are 5 modules: The Core Roles, Law and Procedures, Finance, Management and Community. The cost of the qualification is £120.00, the cost to be met from the Training budget.

School Christmas Tree

BACKGROUND:

At the Parish meeting held in October 2022, at min ref. 22.109 - *'Members NOTED the report and after discussion, AGREED to fund a Christmas Tree for the school to a maximum of £100 (one hundred pounds). In future, Members would like the school to opt for a sustainable tree, either permanent, or one with roots that can be re-sited, or an artificial one'*. The school has not yet confirmed which option they would like to opt for in 2023.

RECOMMENDATION: If a request for a tree that meets the 2022 option

Members to CONSIDER approving an amount of up to £100 for a sustainable tree either permanent, or one with roots that can be re-sited, or an artificial one.

The Public Sector Deposit Fund

As at 30 September 2023, the amount held in this account is £79,007.38, this will exceed £80,000 during October, once the September interest has been added.

RECOMMENDATION: To move £10,000 from The Public Sector Deposit Fund to the Unity Account.

Summary Income & Expenditure by Budget Heading 30/09/2023

Cost Centre Report

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
101	General Administration						
	Income	64,799	60,581	(4,218)			107.0%
	Expenditure	20,055	42,878	22,823		22,823	46.8%
	Net Income over Expenditure	44,744	17,703	(27,041)			
	plus Transfer from EMR	0					
	less Transfer to EMR	0					
	Movement to/(from) Gen Reserve	44,744					
102	Grants						
	Expenditure	0	1,000	1,000		1,000	0.0%
201	Cemetery						
	Income	1,845	3,700	1,855			49.9%
	Expenditure	505	1,107	602		602	45.6%
	Movement to/(from) Gen Reserve	1,340					
301	Recreation Field & JCH						
	Income	329	1,600	1,271			20.6%
	Expenditure	12,920	20,872	7,952		7,952	61.9%
	Net Income over Expenditure	(12,591)	(19,272)	(6,681)			
	plus Transfer from EMR	349					
	Movement to/(from) Gen Reserve	(12,242)					
303	Play Area						
	Expenditure	21,614	3,393	(18,221)		(18,221)	637.0%
	plus Transfer from EMR	20,476					
	Movement to/(from) Gen Reserve	(1,138)					
304	Cricket						
	Income	3,066	3,034	(32)			101.1%
	Expenditure	1,369	3,118	1,749		1,749	43.9%
	Movement to/(from) Gen Reserve	1,697					
305	Football						
	Income	2,960	5,500	2,540			53.8%
	Expenditure	0	2,144	2,144		2,144	0.0%
	Movement to/(from) Gen Reserve	2,960					
306	Memorial Clock Fund						
	Income	2,262	0	(2,262)			0.0%
	less Transfer to EMR	2,262					
	Movement to/(from) Gen Reserve	0					
401	Highways & Open Spaces						
	Expenditure	1,106	4,600	3,494		3,494	24.0%
	plus Transfer from EMR	350					
	Movement to/(from) Gen Reserve	(756)					
501	Lydiard Plain						
	Income	2,063	2,000	(63)			103.2%
	Expenditure	310	350	40		40	88.6%
	Movement to/(from) Gen Reserve	1,753					

Summary Income & Expenditure by Budget Heading 30/09/2023

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
Grand Totals:- Income	77,324	76,415	(909)			101.2%
Expenditure	57,880	79,462	21,582	0	21,582	72.8%
Net Income over Expenditure	<u>19,445</u>	<u>(3,047)</u>	<u>(22,492)</u>			
plus Transfer from EMR	21,175					
less Transfer to EMR	2,262					
Movement to/(from) Gen Reserve	<u>38,358</u>					

Detailed Income & Expenditure by Budget Heading 30/09/2023

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
101 General Administration							
1000 Precept	59,919	59,919	0			100.0%	
1015 Interest	1,774	650	(1,124)			273.0%	
1020 Other	3,105	12	(3,093)			25878.7	
General Administration :- Income	64,799	60,581	(4,218)			107.0%	0
4000 Staff Salary	8,221	21,996	13,775		13,775	37.4%	
4001 Mileage	0	100	100		100	0.0%	
4006 Telephones / Broadband	372	500	128		128	74.4%	
4007 Tax & NI	2,810	4,000	1,190		1,190	70.2%	
4008 Home Working Allowance	90	216	126		126	41.7%	
4010 Training / Conferences	535	1,500	965		965	35.7%	
4011 Subscriptions	0	350	350		350	0.0%	
4012 Books & Journals	0	100	100		100	0.0%	
4020 Chairman - Expenses	0	100	100		100	0.0%	
4021 Refreshments	10	24	14		14	41.6%	
4022 Office Equipment	0	750	750		750	0.0%	
4030 Hall Hire	162	400	238		238	40.5%	
4032 Printing and Lease	164	200	36		36	82.2%	
4034 Postage	0	50	50		50	0.0%	
4035 Stationery Sundries	93	250	157		157	37.4%	
4036 Advertising & Parish Magazine	150	150	0		0	100.0%	
4051 Audit Fees	725	900	175		175	80.6%	
4052 Insurance	1,422	1,277	(145)		(145)	111.4%	
4053 Web Hosting & Domain Name	1,119	1,800	681		681	62.1%	
4054 Legal Fees	2,100	2,500	400		400	84.0%	
4055 Professional Fees	1,508	2,810	1,302		1,302	53.7%	
4057 Bank Service Charges	101	120	19		19	84.2%	
4064 Software Packages	402	1,150	748		748	34.9%	
4065 Events	35	1,600	1,565		1,565	2.2%	
4071 Registrations / Licences	35	35	0		0	100.0%	
General Administration :- Indirect Expenditure	20,055	42,878	22,823	0	22,823	46.8%	0
Net Income over Expenditure	44,744	17,703	(27,041)				
102 Grants							
4136 Grants & Donations	0	1,000	1,000		1,000	0.0%	
Grants :- Indirect Expenditure	0	1,000	1,000	0	1,000	0.0%	0
Net Expenditure	0	(1,000)	(1,000)				

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201 Cemetery							
1011 Grants of Right	0	1,000	1,000			0.0%	
1012 Interments	1,000	2,000	1,000			50.0%	
1013 Memorials	845	700	(145)			120.7%	
Cemetery :- Income	1,845	3,700	1,855			49.9%	0
4003 Water	20	50	30		30	40.0%	
4101 Grass Cutting	175	303	128		128	57.8%	
4105 Parish Maintenance	310	600	290		290	51.6%	
4111 Tree / Hedge Works	0	154	154		154	0.0%	
Cemetery :- Indirect Expenditure	505	1,107	602	0	602	45.6%	0
Net Income over Expenditure	1,340	2,593	1,253				
301 Recreation Field & JCH							
1007 Hire	160	1,600	1,440			10.0%	
1020 Other	169	0	(169)			0.0%	
Recreation Field & JCH :- Income	329	1,600	1,271			20.6%	0
4002 Business Rates etc	590	1,200	610		610	49.1%	
4003 Water	130	500	370		370	25.9%	
4004 Electricity	1,403	1,600	197		197	87.7%	
4005 Gas	768	900	132		132	85.4%	
4009 CCTV	4,141	605	(3,536)		(3,536)	684.5%	
4070 Inspections	0	500	500		500	0.0%	
4101 Grass Cutting	2,833	4,958	2,125		2,125	57.1%	
4105 Parish Maintenance	285	600	315		315	47.6%	
4111 Tree / Hedge Works	0	309	309		309	0.0%	
4120 JCH - Cleaning	2,130	6,500	4,370		4,370	32.8%	
4121 Janitorial Supplies	0	950	950		950	0.0%	
4122 Building Maintenance	285	2,000	1,715		1,715	14.3%	
4124 Handyman Requirements	355	250	(105)		(105)	142.1%	349
Recreation Field & JCH :- Indirect Expenditure	12,920	20,872	7,952	0	7,952	61.9%	349
Net Income over Expenditure	(12,591)	(19,272)	(6,681)				
6000 plus Transfer from EMR	349						
Movement to/(from) Gen Reserve	(12,242)						
303 Play Area							
4070 Inspections	0	150	150		150	0.0%	
4101 Grass Cutting	92	243	151		151	37.9%	

Detailed Income & Expenditure by Budget Heading 30/09/2023

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4130 Play Equipment - New	20,476	2,000	(18,476)		(18,476)	1023.8%	20,476
4131 Play Equipment - Maintenance	1,046	1,000	(46)		(46)	104.6%	
Play Area :- Indirect Expenditure	<u>21,614</u>	<u>3,393</u>	<u>(18,221)</u>	<u>0</u>	<u>(18,221)</u>	<u>637.0%</u>	<u>20,476</u>
Net Expenditure	<u>(21,614)</u>	<u>(3,393)</u>	<u>18,221</u>				
6000 plus Transfer from EMR	20,476						
Movement to/(from) Gen Reserve	<u>(1,138)</u>						
<u>304 Cricket</u>							
1007 Hire	3,066	3,034	(32)			101.1%	
Cricket :- Income	<u>3,066</u>	<u>3,034</u>	<u>(32)</u>			<u>101.1%</u>	<u>0</u>
4101 Grass Cutting	0	618	618		618	0.0%	
4312 Maintenance of Cricket Square	1,369	2,500	1,131		1,131	54.8%	
Cricket :- Indirect Expenditure	<u>1,369</u>	<u>3,118</u>	<u>1,749</u>	<u>0</u>	<u>1,749</u>	<u>43.9%</u>	<u>0</u>
Net Income over Expenditure	<u>1,697</u>	<u>(84)</u>	<u>(1,781)</u>				
<u>305 Football</u>							
1007 Hire	2,960	5,500	2,540			53.8%	
Football :- Income	<u>2,960</u>	<u>5,500</u>	<u>2,540</u>			<u>53.8%</u>	<u>0</u>
4101 Grass Cutting	0	1,547	1,547		1,547	0.0%	
4126 Pitch Marking	0	597	597		597	0.0%	
Football :- Indirect Expenditure	<u>0</u>	<u>2,144</u>	<u>2,144</u>	<u>0</u>	<u>2,144</u>	<u>0.0%</u>	<u>0</u>
Net Income over Expenditure	<u>2,960</u>	<u>3,356</u>	<u>396</u>				
<u>306 Memorial Clock Fund</u>							
1014 War Memorial Clock Fund	2,262	0	(2,262)			0.0%	2,262
Memorial Clock Fund :- Income	<u>2,262</u>	<u>0</u>	<u>(2,262)</u>				<u>2,262</u>
Net Income	<u>2,262</u>	<u>0</u>	<u>(2,262)</u>				
6001 less Transfer to EMR	2,262						
Movement to/(from) Gen Reserve	<u>0</u>						
<u>401 Highways & Open Spaces</u>							
4100 Equipment Hire	0	100	100		100	0.0%	
4101 Grass Cutting	336	1,750	1,414		1,414	19.2%	
4105 Parish Maintenance	350	1,000	650		650	35.0%	350

Detailed Income & Expenditure by Budget Heading 30/09/2023

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4111 Tree / Hedge Works	0	500	500		500	0.0%	
4127 Holborn Footpath	263	250	(13)		(13)	105.1%	
4128 Footpath Group	157	1,000	843		843	15.7%	
Highways & Open Spaces :- Indirect Expenditure	<u>1,106</u>	<u>4,600</u>	<u>3,494</u>	<u>0</u>	<u>3,494</u>	<u>24.0%</u>	<u>350</u>
Net Expenditure	<u>(1,106)</u>	<u>(4,600)</u>	<u>(3,494)</u>				
6000 plus Transfer from EMR	350						
Movement to/(from) Gen Reserve	<u>(756)</u>						
<u>501 Lydiard Plain</u>							
1002 Rental	1,000	1,000	0			100.0%	
1003 Grants	1,063	1,000	(63)			106.3%	
Lydiard Plain :- Income	<u>2,063</u>	<u>2,000</u>	<u>(63)</u>			<u>103.2%</u>	<u>0</u>
4055 Professional Fees	310	350	40		40	88.6%	
Lydiard Plain :- Indirect Expenditure	<u>310</u>	<u>350</u>	<u>40</u>	<u>0</u>	<u>40</u>	<u>88.6%</u>	<u>0</u>
Net Income over Expenditure	<u>1,753</u>	<u>1,650</u>	<u>(103)</u>				
Grand Totals:- Income	77,324	76,415	(909)			101.2%	
Expenditure	57,880	79,462	21,582	0	21,582	72.8%	
Net Income over Expenditure	<u>19,445</u>	<u>(3,047)</u>	<u>(22,492)</u>				
plus Transfer from EMR	21,175						
less Transfer to EMR	2,262						
Movement to/(from) Gen Reserve	<u>38,358</u>						

Bank Reconciliation Statement as at 30/09/2023
for Cashbook 2 - Investment A/C

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
The Public Sector Deposit Fund	30/09/2023	6	79,007.38
			<u>79,007.38</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			79,007.38
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			79,007.38
		Balance per Cash Book is :-	79,007.38
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

**Bank Reconciliation Statement as at 30/09/2023
for Cashbook 3 - Unity Bank**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Unity Bank **873	30/09/2023	72	74,266.06
			<u>74,266.06</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
03/01/2023 CHEQUE RBL Poppy Appeal		25.00	
12/09/2023 CARD Walfins Limited		419.00	
			<u>444.00</u>
			73,822.06
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			73,822.06
		Balance per Cash Book is :-	73,822.06
		Difference Excluding Adjustments is :-	0.00
<u>Adjustments to Reconciliation</u>			
09/12/2021 DD Peninsula		0.00	
			<u>0.00</u>
		Unreconciled Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

Members are requested to:

- NOTE the traffic survey results – by email only
- NOTE the information received (as below) from Wiltshire Council Transport Team.
- RECEIVE an update from Councillor Sharp.

Background

Minute Reference 23. 58 October meeting

Speedwatch and Lorry Watch - Cllr Sharp reported: the results of the metro counts have been received, 4 of the 5 requests have been approved. Agenda Item for next meeting

WC Information Received with Traffic Survey Results

Further to your traffic survey request for various surveys in Lydiard Millicent, please find attached the results for your records along with details of the criteria that we follow for intervention.

The survey results demonstrate that the combined 85%ile as **36 mph** on C414 Greatfield (outside of Walfin) and meets the criteria for a Community Speed Watch scheme

30.1 mph on C28 Holborn

37.4 mph on C28 Lydiard Green and meets the criteria for a Community Speed Watch scheme

38 mph on C16 Stone Lane

36.5 mph on C28 The Street and meets the criteria for a Community Speed Watch scheme

38.3 mph on C414 (south of Lydiard Green) and meets the criteria for a Community Speed Watch scheme

Where sites do not meet the eligibility criteria for Community Speed Watch, there may be other engineering solutions which can help mitigate against concerns or further reinforce the current speed limit. If there is a desire to consider this, you are encouraged to discuss with your local Town and Parish Council in the first instance, ahead of seeking advice from the Local Highway Footway Improvement Group (LHFIG). To submit a request for consideration by the LHFIG, please complete the relevant form which is available here along with guidance on these groups [Local Highway and Footway Improvement Groups - Wiltshire Council](#).

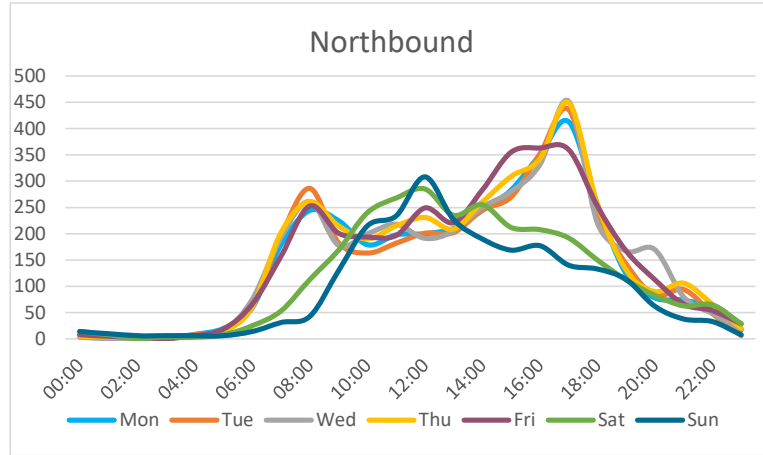
Please Note - forms can only be submitted where they have support from your Town or Parish Council.



TRAFFIC DATA

Transport Data Collection and Analytics

Client: Wiltshire Council
Project: 4476-MID Wiltshire Batch 046
Site: 21 - Greatfield
Start Date: 11/09/2023
Speed Limit: 30
Lat/Long: 51.56856, -1.88955



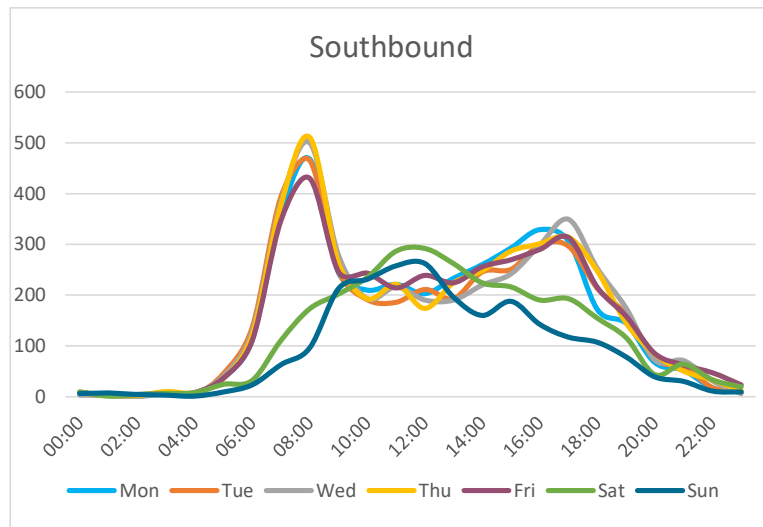
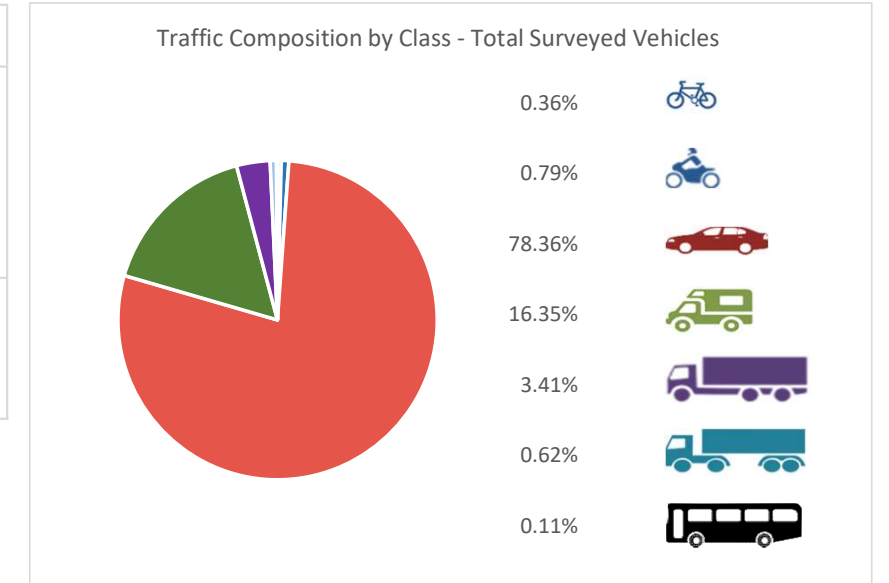
Direction	7-Day Average Speed	7-Day 85th %ile Speed
Northbound	30.2	35.1
Southbound	32.1	36.8
Combined	31.2	36.0

mph

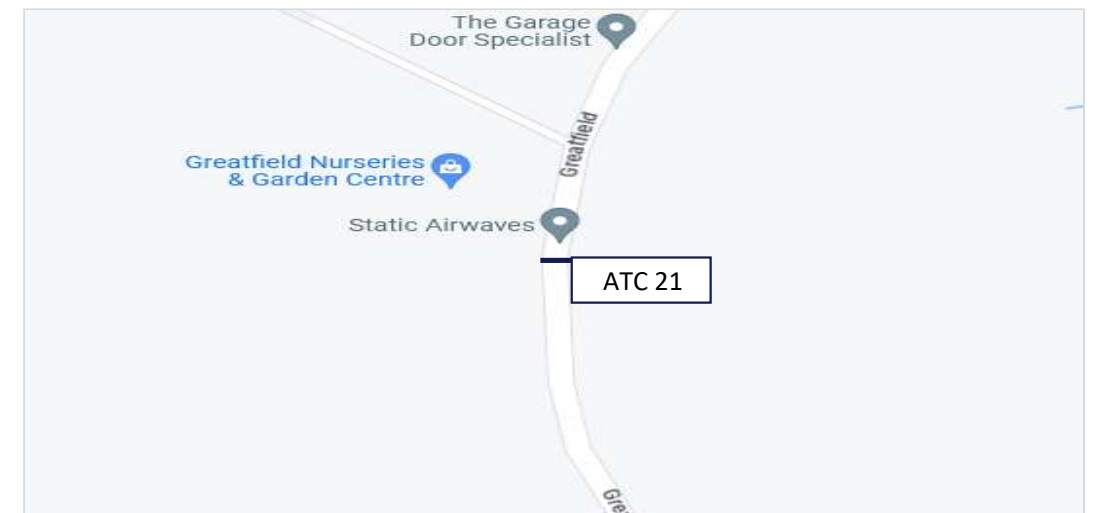
mph

30

On a 7-day average		
54.3%	15.3%	0.4%
69.7%	24.5%	1.4%
62.2%	20.0%	0.9%
of vehicles are travelling over posted speed limit (PSL)	of vehicles are traveling 10% +2 over PSL (35mph)	of vehicles are 15mph over PSL (45mph)

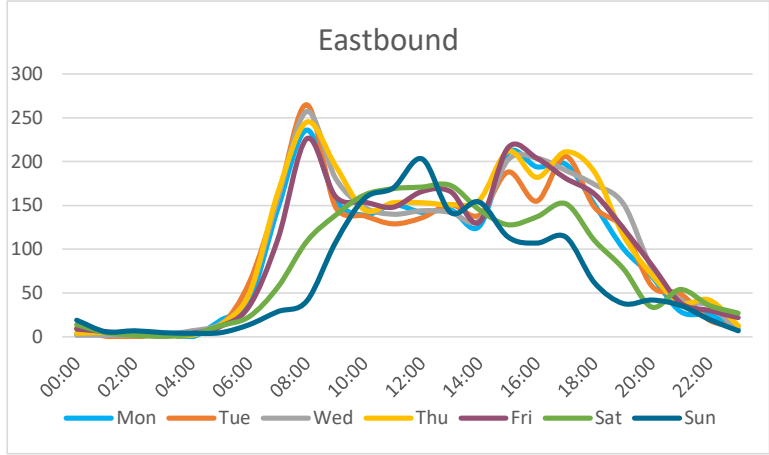


Direction	Weekday Average Total Traffic	7-Day Average Traffic	Weekly Traffic Total
Northbound	3538	3257	22797
Southbound	3810	3457	24199
Combined	7347	6714	46996



Data annotated with '*' denotes when a given time period has been affected by data loss. For a full breakdown of data loss please refer to the Data Quality tab.

Tracsis will retain all personal data relating to this project, including all video images, for a period of 3 months after receipt of this report and all other data files for one year. If you would like a copy of the personal data or wish for us to retain for a longer period, please do not hesitate to contact us.



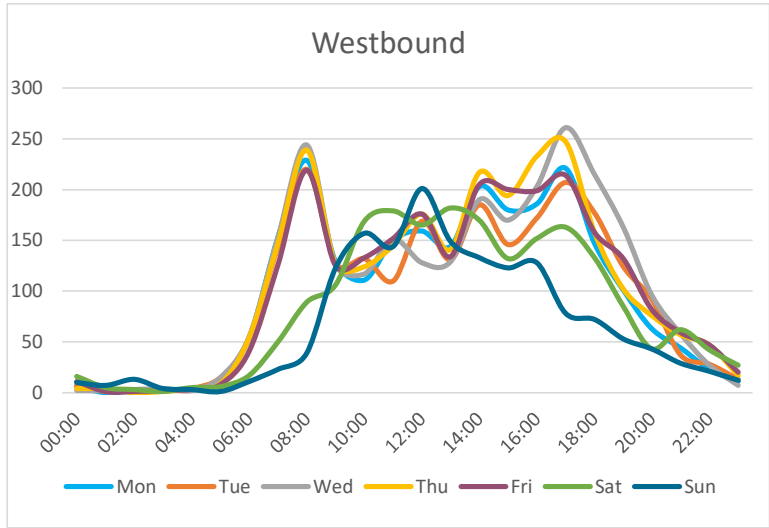
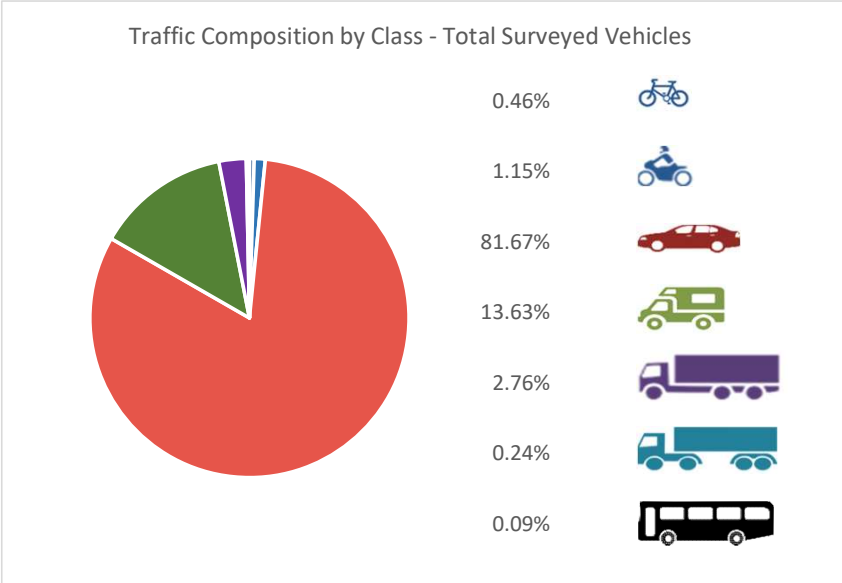
Direction	7-Day Average Speed	7-Day 85th %ile Speed
Eastbound	26.9	30.9
Westbound	25.7	29.3
Combined	26.3	30.1

mph

mph

30

On a 7-day average		
20.8%	2.5%	0.1%
10.6%	0.7%	0.0%
15.7%	1.6%	0.0%
of vehicles are travelling over posted speed limit (PSL)	of vehicles are traveling 10% +2 over PSL (35mph)	of vehicles are 15mph over PSL (45mph)



Direction	Weekday Average Total Traffic	7-Day Average Traffic	Weekly Traffic Total
Eastbound	2400	2221	15545
Westbound	2425	2244	15706
Combined	4825	4464	31251



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TRAFFIC DATA

Transport Data Collection and Analytics

Client:

Project:

Site:

Start Date:

Speed Limit:

Lat/Long:

Wiltshire Council

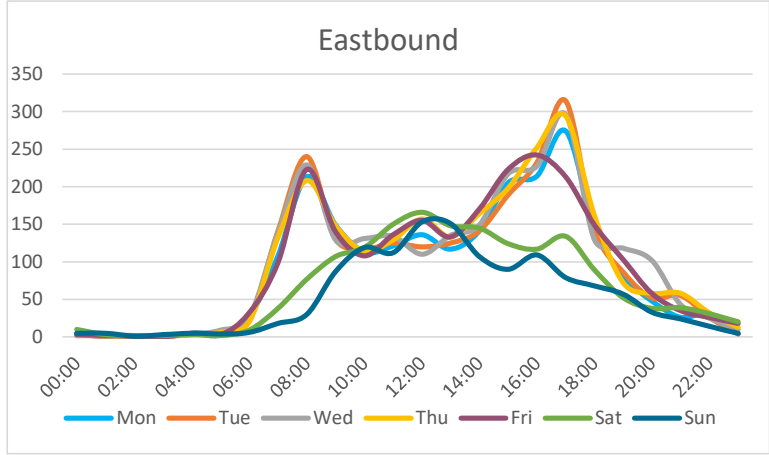
4476-MID Wiltshire Batch 046

23 - Lydiard Green

11/09/2023

30

51.57297, -1.88452



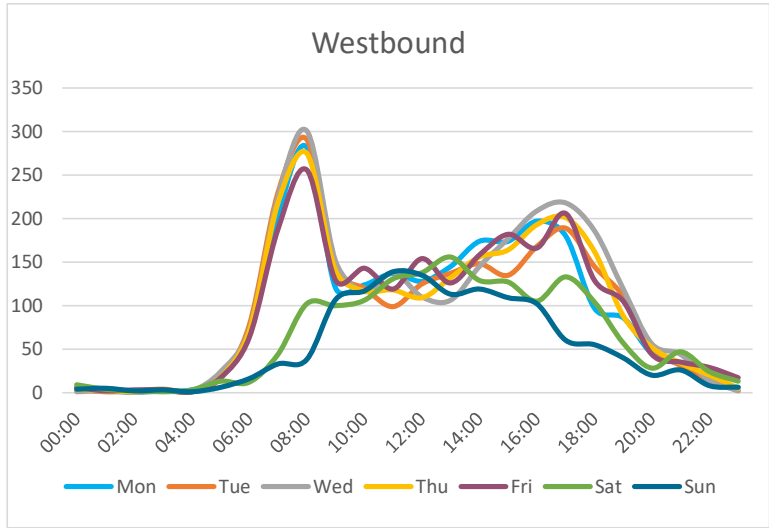
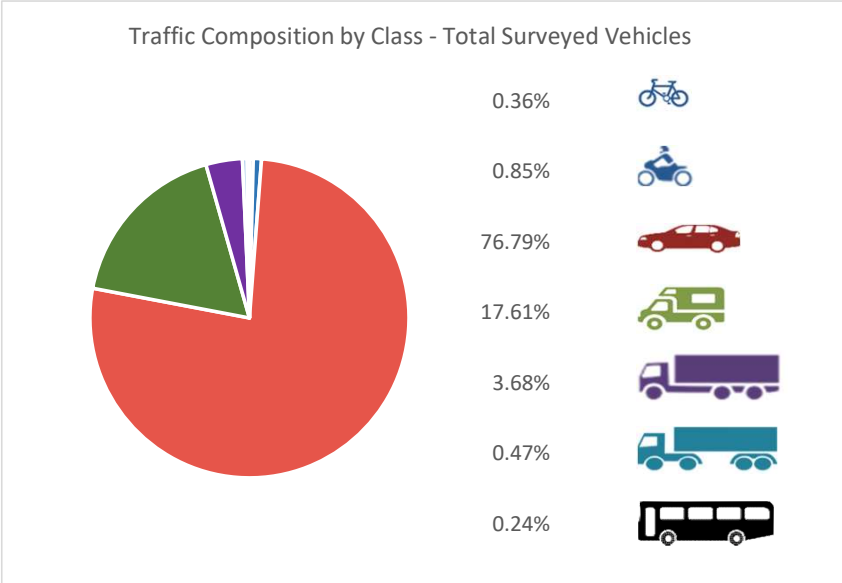
Direction	7-Day Average Speed	7-Day 85th %ile Speed
Eastbound	32.2	36.5
Westbound	33.4	38.4
Combined	32.8	37.4

mph

mph

30

On a 7-day average		
69.2%	22.9%	0.9%
75.4%	34.1%	2.6%
72.3%	28.5%	1.7%
of vehicles are travelling over posted speed limit (PSL)	of vehicles are traveling 10% +2 over PSL (35mph)	of vehicles are 15mph over PSL (45mph)



Direction	Weekday Average Total Traffic	7-Day Average Traffic	Weekly Traffic Total
Eastbound	2290	2051	14359
Westbound	2294	2046	14320
Combined	4583	4097	28679



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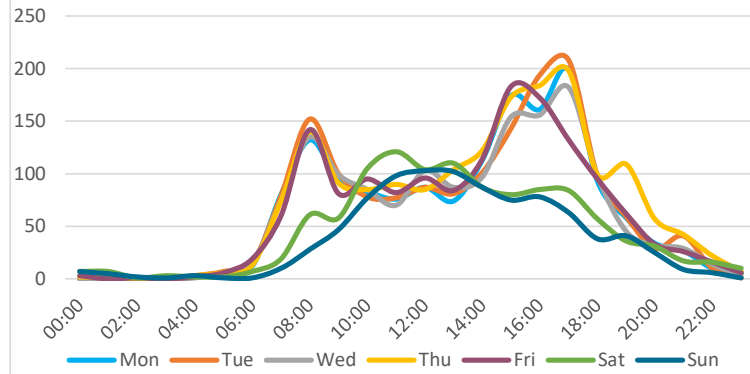


TRAFFIC DATA

Transport Data Collection and Analytics

Client: Wiltshire Council
Project: 4476-MID Wiltshire Batch 046
Site: 24 - Stone Lane
Start Date: 20/09/2023
Speed Limit: 40
Lat/Long: 51.57559, -1.85816

Eastbound



Direction	7-Day Average Speed	7-Day 85th %ile Speed
Eastbound	32.2	37.6
Westbound	32.7	38.4
Combined	32.4	38.0

mph

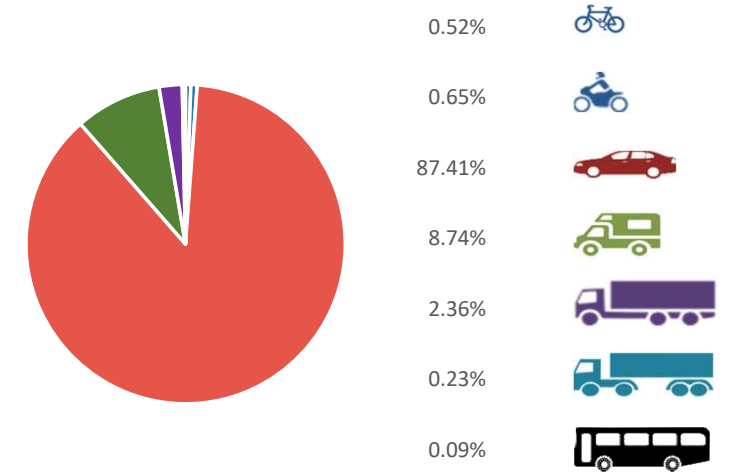
mph

40

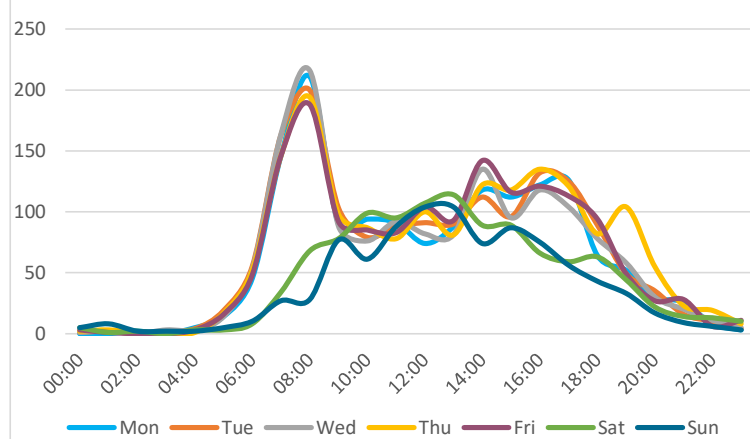
On a 7-day average

6.8%	1.2%	0.2%
9.2%	1.6%	0.1%
8.0%	1.4%	0.1%
of vehicles are travelling over posted speed limit (PSL)	of vehicles are traveling 10% +2 over PSL (46mph)	of vehicles are 15mph over PSL (55mph)

Traffic Composition by Class - Total Surveyed Vehicles



Westbound



Direction	Weekday Average Total Traffic	7-Day Average Traffic	Weekly Traffic Total
Eastbound	1558	1401	9808
Westbound	1566	1406	9843
Combined	3124	2807	19651



Data annotated with '*' denotes when a given time period has been affected by data loss. For a full breakdown of data loss please refer to the Data Quality tab.

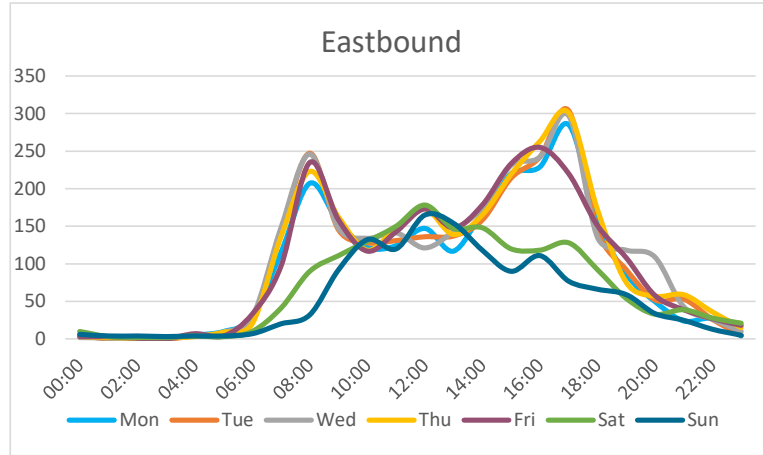
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TRAFFIC DATA

Transport Data Collection and Analytics

Client: Wiltshire Council
Project: 4476-MID Wiltshire Batch 046
Site: 25 - Lydiard Green
Start Date: 11/09/2023
Speed Limit: 30
Lat/Long: 51.57289, -1.87176



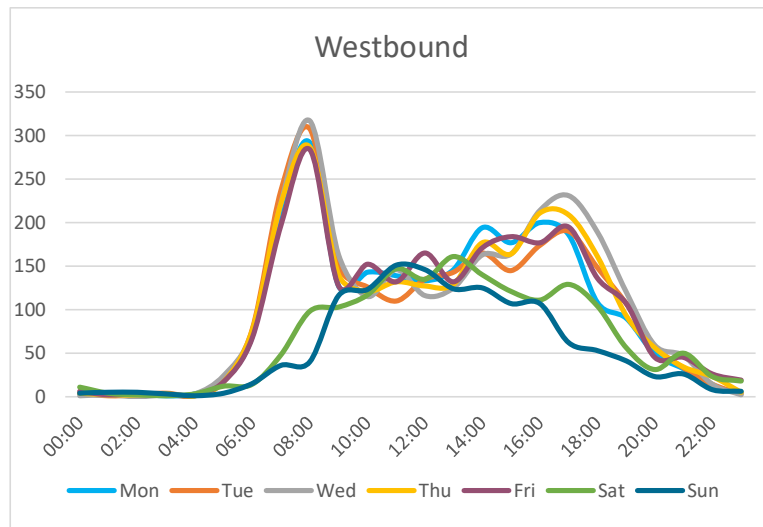
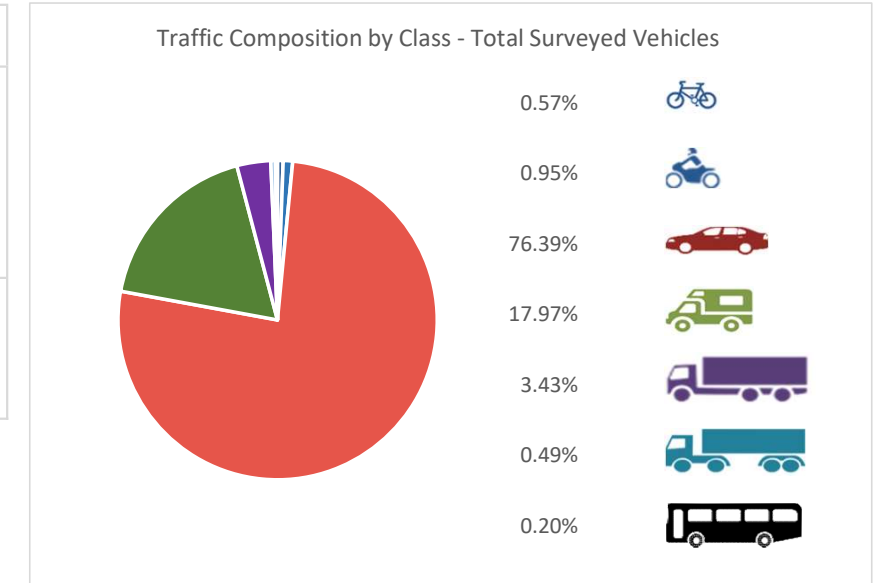
Direction	7-Day Average Speed	7-Day 85th %ile Speed
Eastbound	31.1	36.3
Westbound	31.3	36.6
Combined	31.2	36.5

mph

mph

30

On a 7-day average		
62.0%	21.2%	1.4%
59.5%	21.9%	1.6%
60.8%	21.5%	1.5%
of vehicles are travelling over posted speed limit (PSL)	of vehicles are traveling 10% +2 over PSL (35mph)	of vehicles are 15mph over PSL (45mph)

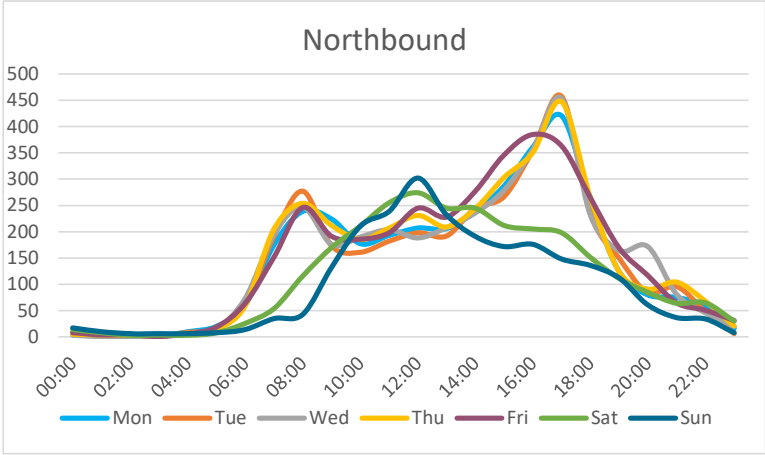


Direction	Weekday Average Total Traffic	7-Day Average Traffic	Weekly Traffic Total
Eastbound	2422	2160	15117
Westbound	2400	2139	14970
Combined	4822	4298	30087



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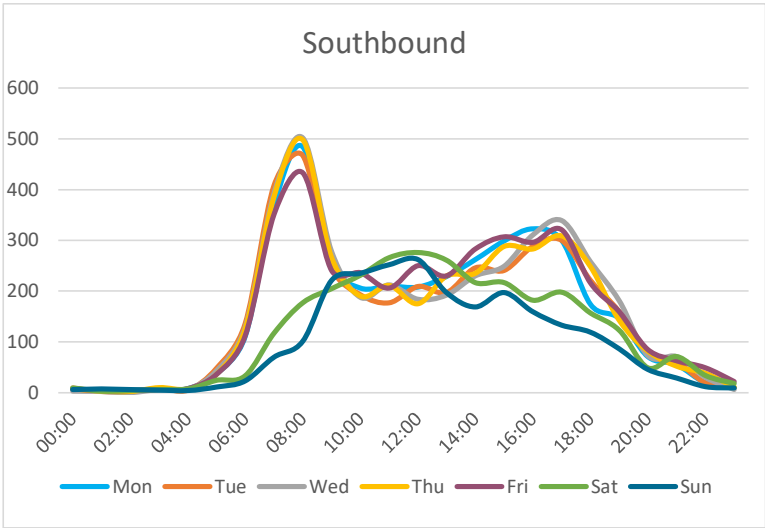
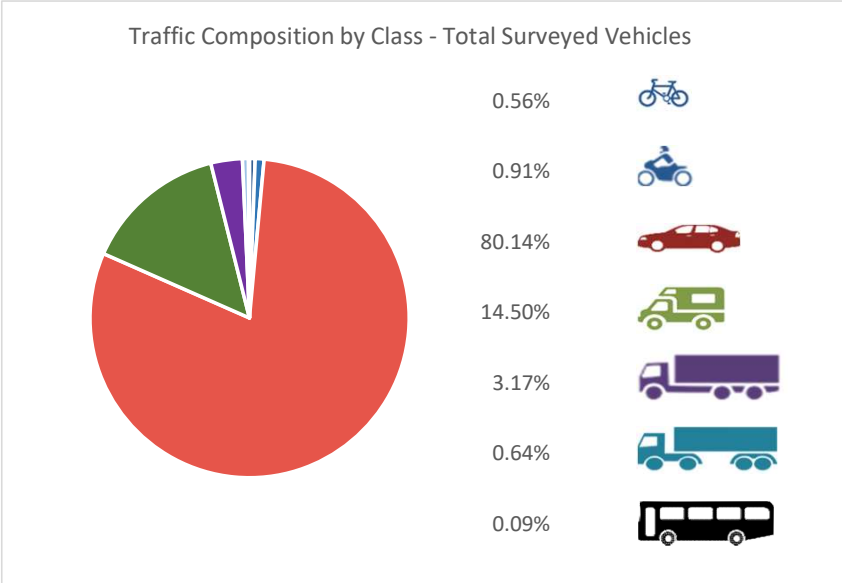
Direction	7-Day Average Speed	7-Day 85th %ile Speed
Northbound	33.6	37.6
Southbound	34.6	38.9
Combined	34.1	38.3

mph

mph

30

On a 7-day average		
84.5%	34.5%	0.9%
86.9%	43.3%	1.8%
85.7%	39.1%	1.4%
of vehicles are travelling over posted speed limit (PSL)	of vehicles are traveling 10% +2 over PSL (35mph)	of vehicles are 15mph over PSL (45mph)



Direction	Weekday Average Total Traffic	7-Day Average Traffic	Weekly Traffic Total
Northbound	3527	3247	22728
Southbound	3833	3487	24409
Combined	7360	6734	47137



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Members are requested to NOTE this information

Background

Parish Council Meeting 12 October – Public Question Time

Councillor Westwood, passed on the concerns of a resident regarding a dangerous and much used crossing at The Willows. The resident pointed out that the traffic safety plans for the road has not been implemented. The Clerk was asked to send the information to the Principal Engineer to the Wiltshire Local Highways Footpath Improvement Group for comment.

Parish Council Meeting 12 October - Minute Reference 23.89

Common Platt - Local Highways Footpath Improvement Group (LHFIG)

Members formally accepted the LHFIG road safety proposals for Common Platt. Members RESOLVED to fund a maximum of 25% of the costs (% is subject to Purton Parish Councils contribution), costs to be met from Ear Marked Reserves budget. Members AGREED to ask for the inclusion of the additional options for roundels and a staggered barrier on the new footpath link from 'The Willows'

Feedback from LHFIG regarding Resident Enquiry

Section 106 monies were deposited as part of the Ridgeway Farm development for 'amenity' improvements in the area, including Purton Road / Swinley Drive and Purton Road / Washpool junction.. The largest proportion of the Section 106 monies went to Swindon Borough Council, with £57k placed on deposit with Wiltshire Council to undertake work, including the traffic proposals for Common Platt. The Section 106 monies did cover the length of Common Platt for which the current new issues relates.

The monies were held on deposit for some time, however the subsequent instruction from Development Control to the Traffic Engineering team to design up a scheme was received late and amidst the Covid 19 pandemic. It appears the scheme was simply not deliverable within the remaining timeframe and the deadline for the monies to be spent expired on 14/09/20. Development Control made a request to Taylor Wimpey for an extension of the deadline, citing the extenuating circumstances (i.e. covid), but it was refused. The monies were subsequently returned to the developer.

Essentially the LHFIG now has to treat the issue like it would for any other highway request, and fund it from their own monies (less the agreed PC contribution). It's a real shame as the S106 monies would more than covered the cost of the current proposal.

Recommendation:

Members to NOTE this information, Clerk to advise Resident.

Members are requested to NOTE this report and CONSIDER the recommendations

Background to Report

At the Parish Meeting held on 12th October, Councillor Allsop announced that a local resident would like to organise an Open Garden event in 2024, and was looking for support from the Parish Council and residents, any proceeds would be donated to the Church Roof Appeal.

In September, the Council had received a request from the Head of the All Saints Church Nave Re-Roofing Committee. The Re-roofing Committee is seeking the necessary funding to repair the Nave roof by applying for grants, asking for donations and arranging fund-raising events. Prices have risen considerably since the Chancel was re-roofed in 2019 and the total cost is estimated to be over £250,000. However, the Parish Council is unable to provide funds for the maintenance of the building, but it can support the project in other ways.

Recommendations**Members to CONSIDER:**

- Supporting the Event
- Promoting the Event
- Producing the Posters and Programmes
- Setting a Budget of £500.00 met from General Reserves.

Members are requested to NOTE the background information.

Background from October Minutes**23.88 The Mews – Grass Cutting**

Recap from last meeting - following a review of land ownership Wiltshire Council has stopped cutting land that does not belong to it, this includes a strip of land at The Mews. Residents of The Mews have asked if the Parish Council can take on the cutting in the interim while ownership is investigated, as it looks very unkept and not in keeping with the neighbourhood.

Since the last meeting, several other areas have been identified. The Clerk has not been able to obtain a costing for the work, this us to be provided for the next meeting. The Clerk is to contact Wiltshire Council regarding this land and other strips, to request a map/list of Wiltshire Council unadopted areas. A policy is to be drafted, once position decided.

Wiltshire Council Action

The Mews: This area has been added back on to WC schedule and was cut on the 24 October.

The Butts: This area is not maintained by the same team – different machinery etc. Therefore, this has been reported via the Parish Steward Scheme.

Clerks Update

The Clerk has requested maps from Wilshire Council.

Members are requested to:

- NOTE this report
- CONSIDER the recommendations to increase Cemetery Fees by 2%
- CONSIDER the introduction of admin fees
- CONSIDER the amendments to the Cemetery Regulations

Background

Exclusive Rights for Full Burial Plot for 80 year at £328 – equates to £4.10 per year towards the maintenance and upkeep of the plot and Cemetery, by increasing to £335.00 = £4.18.

Exclusive Rights for a Cremated Remains Plot for 80 year at £224 – equates to £2.80 per year towards the maintenance and upkeep of the plot and Cemetery, by increasing to £229.00 = £2.86.

Description	Proposed New Fee	LMPC 2023	Cricklade 2023	Purton 2023
Full Burials	2%			
Grant of Exclusive Rights – 80 yrs	335.00	328.00	No PP*	217.00
Interment over 18 years	316.00	310.00	517.00	385.00
Cremated Remains				
Grant of Exclusive Rights – 80 yrs	229.00	224.00	No PP*	132.00
Interment over 18 years	214.00	210.00	396.00	319.00
Interment in Full Grave	214.00	210.00	512.00	319.00
Memorials				
Right to Erect a Headstone or Flat Memorial	189.00	185.00	219.00	171.00
Replacement	127.50	125.00	219.00	67.00
Additional Inscription	107.00	105.00	119.00	67.00
Cleaning/Re-leading and Repairs	107.00	105.00	103.00	67.00

*PP = Pre-Purchase -Cricklade is proposing a 10% increase for 2024-2025

Administration Fees

2023

	Proposed	Purton	Cricklade
Search of Burial Records			
Initial period – up to 1 hour	£35.00	£35.00	n/k
Each additional 30 mins	£25.00	£25.00	
Copy of information found	£1.50 per copy	£1.50 per copy	
Copy of Register Information (When full information supplied)	£1.50 per copy	£1.50 per copy	n/k
Copy of Deeds	No Charge	No Charge	£20.00
Transfer of Deeds	No Charge	No Charge	£30.00

In 1987, the Parish Council charged £1.00 for searches per hour and £2.00 for a certified copy of an entry in the burial book.

Cemetery Regulations

Following a review, amendments have been recommended at:

- Schedule 2. Part 1. Exercise of Rights - points 2 and 3.
- 1. Rules and Regulations - point 1.17 – part a and b
- 3. Interments / Burials - point 3.4.b
- 6. Materials and on-going placement, point 6.3

Tina Jones
October 2023

Lydiard Millicent Parish Council

Cemetery Regulations

Introduction

The Council welcomes all visitors to their Cemetery

- Visitors are asked to respect the peace, dignity and reverence of these facilities.
- All persons shall conduct themselves in a decent, quiet and orderly manner, especially when burials are taking place.

Although these Regulations are a requirement for the Management of the Cemetery, every effort has been made to avoid restricting the rights choices of the individual.

Therefore, these Regulations have been made with a balance between individual rights and the need to regulate for tidy and safe grounds.

- Anyone visiting the Cemetery must follow these Regulations
- These Regulations are under the Provisions of the Local Authorities Cemeteries Order 1977
- Any enquiries or complaints must be made to the Parish Clerk: Tel: 07999641919 or email: clerk@lydiardmillicent-pc.gov.uk

Terms

- "The Council means Lydiard Millicent Parish Council.
- "Cemetery" means the Cemetery which has been provided and belongs to Lydiard Millicent Parish Council, located behind the Parish Hall.
- "burial" within the Cemetery identified above is a coffin within an earthen grave the term will also include (a) and (b) of the order
 - (a) the interment of cremated remains
 - (b) the interment of the bodies of stillborn children or the cremated remains thereof.

Article 18 (1)

No person shall;

- (a) Wilfully create any disturbance in the Cemetery.
- (b) Commit any nuisance in the Cemetery
- (c) Wilfully interfere with any burial taking place in the Cemetery
- (d) Wilfully interfere with any grave or vault, any tombstone or other memorial, or any flowers or plants on any such matter
- (e) Play at any game or sport in the Cemetery

Article 19. Penalties

Any person who contravenes article 18.1(above) or Schedule 2, Part 1:

Shall be liable on summary conviction to a fine not exceeding £100 and in the case of a continuing offence, to a fine not exceeding £10 for each day during which the offence continues after conviction therefore.

Admission Times and General Information

- a. The Cemetery is open to the public every day of the year.
- b. The Council reserves the right to close the Cemetery without notice, if considered necessary.
- c. No person shall canvas or solicit "orders" in the Cemetery.
- d. Interments shall not take place on Saturdays, Sundays, and UK Public Holidays.
- e. Interments must take place between the hours of 10.00am and 2.00pm and graveside services must take place 30 minutes prior to the last interment time.
- f. The Cemetery is open for Full Interments and Cremated Remains.
- g. Provision is made for the maximum of two cremated interments caskets in one cremated remains plot, two deep.
- h. Provision is made for the maximum of eight cremated interments in caskets in a full burial plot – as long as the Council is informed at time of plot purchase
- i. Provision is made for a maximum of two coffins in a burial plot
- j. Provision is made for a maximum of eight cremated remains interments in a full burial plot, after the permitted number of full burial interments has been made. The Council must be informed prior to the first cremated remains interment.

- k. The Council will not be held responsible if, due to factors outside its control, the full number of interments cannot be achieved.
- l. Cremated remains can be poured into a plot, but it will then be closed to all future interments.
- m. The scattering of cremated remains is not allowed.
- n. Selection of Grave Plots – The Council will allocate the next available Plot.
- o. All grave plots will be dug to the required depth, and cannot be deepened after the first interment.

SCHEDULE 2. Part 1. EXERCISE OF RIGHTS

- 1. No burial shall take place, no cremated remains be scattered and no memorial shall be placed in the Cemetery and no additional inscription shall be made on any memorial without the permission of the Clerk, appointed for that purpose by Lydiard Millicent Parish Council.
- 2. ~~No body shall be buried in a grave in such a manner that any part of the coffin is less than 3 feet (91cm) below the level of any ground adjoining the grave.~~
- 3. No body shall be buried in a grave unless the coffin is effectively separated from any coffin interred in the grave on a previous occasion. ~~by means of a layer of earth not less than 6 inches (16cm) thick.~~
- 4. When any grave is re-opened for the purpose of making another burial therein, no person shall disturb any human remains interred therein or remove any soil therefrom which is offensive.
- 5. Permission must be sought prior to erecting any memorial. It is recommended not to plant, or erect memorials, on graves for twelve months to allow settlement of the ground.

1. RULES AND REGULATIONS APPLYING TO LYDIARD MILLICENT CEMETERY

- 1.1 These Rules and Regulations apply to the Cemetery, The Butts, Lydiard Millicent SN5 3LR; it is situated to the rear of the Parish Hall.
- 1.2 Lydiard Millicent Parish Council manage the open Cemetery. The closed Cemetery (adjacent) is the responsibility of Wiltshire Council.
- 1.3 A Register of Burials shall be kept at the Parish Council Office.
- 1.4 All communications should be directed to the Parish Clerk, who is delegated to act on behalf of the Council.
- 1.5 New Burial or Cremated remains plots are reserved for residents only.
- 1.6 The owner of a grave space shall not set out and plant the grave space, but this prohibition shall not apply where permission was granted prior to the coming into operation of these Regulations.
- 1.7 The Council reserve the right to cut back or remove any tree, plant or shrub or other form of decoration planted in or placed on the grave space.
- 1.8 The Council do not permit artificial trees, plants or shrubs, flowers or other forms of decoration to be placed on any grave space. The Council will not accept any liability for any theft or damage of any such items.
- 1.9 A person moving out of the Parish due to ill health within the past three years will be considered “a resident” for these Regulations. (The deceased’s name must appear on the Electoral Roll within the last three years or proof of residency provided)
- 1.10 Notice of interment will be accepted by telephone or email, but must be confirmed by submission of a printed Interment Form obtained from the Clerk. If the documents are not received the burial or cremation may be delayed. Responsibility for any error or omission shall rest with the person signing the notice.
- 1.11 All fees must be paid at time of submitting applications.
- 1.12 If the Council does not receive a completed Notice of Interment by the required time, the Council may decide to delay or postpone the funeral.
- 1.13 Account details for the Council are given at the bottom of the Interment forms. Cheques are accepted, but payment via internet banking is preferred.
- 1.14 The fees shown exclude the charge for grave digging which will be arranged by the Funeral Director separately.
- 1.15 Responsibility for the safety of the Grave Digger is with the Funeral Director, including use of equipment, adequate shuttering and personal protective clothing.

1.16 It is usual for a Funeral Director to liaise with the Clerk on behalf of the deceased and their family.

1.17 Size of Plots

- a. ~~Grave plots are to be no larger than 7ft x 3ft 6in (approx. 210cm x 105cm)~~
- b. A cremated remains plot being no larger than 1.5 feet square
- c. Depth is dependent on number of caskets to be interred.
- d. This Cemetery will only allow two coffins per burial plot.
- e. A grave plot can contain cremated remains in addition to coffins, **only after all full burials have taken place.**
- f. No American Style caskets are permitted

2. Purchase of Exclusive Rights to Burial

- 2.1 Residents of the Parish (over the age of 18 years) may purchase one plot per household
- 2.2 Residents may pre-purchase the Exclusive Right of Burial in advance.
- 2.3 The representative of a deceased resident who does not have a pre-purchased Grant of Exclusive Right, may for that deceased resident, purchase an Exclusive Right of Burial for the interment of the resident.
- 2.4 The Owner of the Exclusive Right of Burial shall be entitled to be interred in the plot, even if at the time of death, they resided elsewhere, double fees will apply.
- 2.5 A Grant for Exclusive Right of Burial in a purchased grave for a period of eighty years will be issued to the purchaser and such person will be registered in the records of the Cemetery as the owner of the Right of Burial in that grave space. The full name and address of the purchaser must be supplied to the Clerk at the time of purchase.
- 2.6 A purchaser or owner for the time being of the Exclusive Right of Burial in a grave shall not dispose of such right without the consent of the Council, and every transfer of such right shall be prepared by the Council at the expense of the applicant.
- 2.7 A certificate of Exclusive Right to Burial can only be issued to one person.
- 2.8 Children's graves must be registered in parents'/guardians' names. The Clerk will add two names when a child has two parents/guardians.
- 2.9 Authority to exercise Exclusive Rights of Burial must be with the consent in writing of the owner and must include their signature.
- 2.10 In the case of a purchased grave to be re-opened, the Grant of Right of Burial must be produced, or other authority of the owner to open given.

3. Interments / Burials

- 3.1 Non-residents can only be interred, provided there is sufficient space within a plot already occupied by family members. Details of the Grant of Right to Burial will be needed in these circumstances.
- 3.2 Burial of a spouse/partner of previous parishioners (who have not appeared on the electoral roll within the last three years) is at the Clerks discretion.
- 3.3 Where it is necessary to remove a headstone or memorial on a purchased grave where such a grave is to be re-opened, arrangements shall be made with a monumental mason who shall remove it from the Cemetery. The Grant of Right Holder will be liable for the expense incurred and will also be responsible for the replacement of the memorial at their own expense.
- 3.4 Five clear days' notice, exclusive of weekends and bank holidays, is required for an Interment, this will allow for:
 - a. Identification and marking of the plot by the Council
 - b. Funeral Directors to ~~source suitable grave diggers~~ **use gravedigger as recommended by the Parish Council**
 - c. The Clerk, or Council representative, to be available at the time of interment.
- 3.5 In exceptional circumstances 3.4 above can be modified at the discretion of the Clerk. Exceptional circumstances will include, but not limited to:
 - a. Religious beliefs;
 - b. Family, usually residing abroad, visiting at the time of demise;
 - c. Other illness within the immediate family

- 3.6 The Clerk (or representative) will attend the Cemetery to collect the original Registrar's Certificate (Green Form) and/or the Coroner's Order for burial, if not already received by the Clerk. If a certificate is not provided the burial will not take place. An exception is in the situation where the certificate has been issued, but forgotten by the Funeral Directors. If this happens, the Funeral Director must sign a declaration in accordance with the Births and Deaths Registration Act 1926 before the funeral can take place. This declaration must explain why the certificate has not been delivered, with a promise to deliver it to the Clerk as soon as possible, preferably on the same day as the burial or, in exceptional circumstances, the next day.
- 3.7. Certificate of Cremation – Before the Council can authorise the interment of cremated remains of any person, a certificate must be produced.
- 3.8. Certificate for Stillborn Children - The Registrar's Certificate must be produced in respect for every stillborn child brought for burial. If the birth does not come within the definition of still-born/still-birth, a certificate from the responsible person in attendance at birth, stating that the birth took place before the 24th week of pregnancy.
- 3.9. All interments must be contained within a suitable casket. It is not permitted to scatter ashes.

4. Memorials - Permission to Erect Memorials

- 4.1 No memorial shall be erected or placed on a grave until the owner of the grave space has been granted permission to do so. Such permission shall not be granted until the requisite fees and charges have been paid.
- 4.2 Application for permission to erect or place a memorial on a grave shall be made in writing to the Clerk, accompanied by the requisite fee by the Memorial Mason. Drawings and specifications of all memorials or alterations shall be submitted at the time of application.
- 4.3 Once the memorial has been erected, the plot owner will be held to be responsible for the future maintenance.
- 4.4 The Council, as part of its memorial management scheme, will routinely inspect memorials and identify work required on memorials that are in a dangerous or dilapidated state.
- 4.5 The Council reserves the right, after notice to the Owner, and their failure to take the necessary action, remove any memorial that infringes these Regulations or is deemed unsafe.
- 4.6 The Council strongly recommends that the plot owner obtains appropriate insurance cover against all risks for the memorial.
- 4.7 No work must be carried out before the Council has granted permission, and the appropriate fee paid – this includes fixing, re-lettering and cleaning.
- 4.8 Details of any desired wording must also accompany the application. The Council takes no responsibility for errors or omissions; wording is submitted to confirm appropriateness for this Cemetery.
- 4.9 No memorial can be erected within 12 months of a full burial taking place, to allow settlement of the ground.
- 4.10 Monumental Masons will be admitted into the Cemetery during normal working hours. Twenty-four hours' notice must be given to the Clerk before attendance at the Cemetery.
- 4.11 Only Accredited Masons are able to fix memorials or carry out works on memorials in our Cemeteries, and they must have a BRAMM Business Registration Certificate which indicates that they employ staff with a fixer's licence. This is to ensure the installation of memorials is carried out in a safe manner and to national standards.
- 4.12 Memorial Masons working in the Cemetery must give a Guarantee of Workmanship of a minimum of 10 years.
- 4.13 Monumental masons must remove to a place directed by the Clerk, all surplus earth, refuse and materials after fixing a memorial leaving everything in a clean and tidy condition.

5. Permitted Maximum Sizes

- 5.1 Maximum height of 3 feet (91cm), on a plinth of 3 feet 5 inches by, 1 foot 6 inches (106.68cm x 46cm), total size. Memorials must be made of hard natural stone of a

design approved by the Council and must conform with the following dimensions: 91.5cm (36") in height, 60.9cm (24") in width and 5.08cm (2") in thickness in depth and 7.62cm (3") thickness.

- 5.2 Plot owners must have the Plot number inscribed on the memorial and make sure that the number can be seen.
- 5.3 The memorial and plot not to exceed 7 feet by 3 feet 6 inches (approx. 210cm x 105cm).
- 5.4 Plaques only are permitted within the Cremated Remains area; their size being 12 inches square (300mm x 300mm).
- 5.5 Applications for permission to place photographs on headstones must be made to the Clerk together with a copy of the intended photograph. Two photographs only are allowed on a headstone.
- 5.6 The sizing of each plaque shall remain universal at 5 inches by 3 inches (12cm x 8cm). Surrounds are not permitted.

6. Materials and on-going placement

- 6.1 Memorials, any vases and bases associated with them, must be of reasonable material; in keeping with the surroundings. Memorials may not be of wood, metal, concrete or synthetic material and shall not be painted.
- 6.2 All memorials shall be kept in repair by the owner and if not so kept may be repaired or removed by the Council at its discretion and at the expense of the owner
- 6.3 No hewing or dressing of memorials will be permitted within the Cemetery (**this includes edgings**); all materials shall be conveyed in such a manner as will avoid annoyance to persons or damage to the grounds, walkways or surrounding memorials.
- 6.4 All dead flowers and wreaths, garden refuse and litter must be conveyed to the nearest waste disposal bin.
- 6.5 Floral tributes, bouquets, loose flowers and artificial flowers not removed, will be removed by a Parish Council representative when they fade, die or are damaged.
- 6.6 All Christmas decorations will be cleared by 31 January.

7. Extra Ordinary Considerations

- 7.1 Lydiard Millicent Parish Council considers all interments in the Cemetery to be extra ordinary, each being unique to that family and set of friends.
- 7.2 The Clerk must be notified as soon as possible if a large number of persons are expected to attend a funeral.
- 7.3 The arrangement for any ceremonies of a special or unusual nature shall be subject to the prior approval in writing from the Clerk.
- 7.4 The person making funeral arrangements shall notify the Clerk in all cases where the deceased suffered from an infectious disease or was exposed to radiation.
- 7.5 If, in the interest of public health, the Clerk so decides and directs, a body shall be taken direct to the grave.
- 7.6 It shall remain the responsibility of the Funeral Director to ensure adequate provision is made to carry and lower the coffin to the said grave. Should the family decide to carry the coffin the Funeral Director must lower the coffin. The Council shall not accept any liability of injury whilst carrying out that duty.
- 7.7 The permission of the Clerk must be obtained before photographing a funeral procession or graveside proceedings in the Cemetery. No photographs for commercial purposes may be carried out.
- 7.8 Any exhumation of (part of) a body, or ashes must first have permission from the Ministry of Justice.
- 7.9 The provision for up to eight cremated remains interments, may not be possible in plots where cremated remains have already been interred
- 7.10 A copy of these Regulations will be placed in the Noticeboard located at the entrance to the Cemetery.

Adopted by Lydiard Millicent Parish Council on 3 March 2022



**Wiltshire Police and Crime Panel
Briefing Note No. 23-28**

Service: Legal and Governance
Further Enquiries to: committee@wiltshire.gov.uk
Date Prepared: October 2023

1. The purpose of this briefing note is to explain the role of Wiltshire's Police and Crime Panel ('the Panel') and to reflect on the Panel's challenges and achievements over the past year.

The Role of the Panel

2. The Panel is a joint committee of Wiltshire Council and Swindon Borough Council, serving the Wiltshire Police Force Area. The Panel consists of seven Wiltshire Councillors and four Swindon Borough Councillors together with two Co-opted Independent Members. It is funded by, and directly accountable to, the Home Office.
3. By acting as a critical friend to Police and Crime Commissioner (PCC) the Panel plays a key role in supporting and scrutinising his work. The PCC is elected by the public to hold the Chief Constable of Wiltshire Police to account, making the police answerable to local communities for the services they deliver. As such, the PCC has responsibility for engaging in the community and bringing different stakeholders together. He has responsibility to set the precept and sets the strategic objectives of the force through a Police and Crime Plan.
4. The main role of the Panel is to review and make recommendations about the Police and Crime Plan and the Annual Report. As part of this role the Panel receives regular updates and questions the PCC about his proposals. The Panel also helps to provide financial oversight and has the power to block the PCC's precept.

2022/23 – Challenges and Achievements

5. In January 2023, the Panel held a confirmatory hearing during which they put questions to the PCC's preferred candidate, Commander Catherine Roper, to be Wiltshire's next Chief Constable. The Panel is able to veto the appointment of the PCC's preferred candidate but were impressed by Commander Roper and endorsed the Commissioner's view that she had the qualities to drive the force forward. They also analysed and approved the PCC's proposed precept for the forthcoming year after considering the findings of a public consultation on his proposals.
6. The support that the Panel provides is more important than ever, as in July 2022 Wiltshire Police received a report from Her Majesty's Inspector of Constabulary and Fire and Rescue Services grading the force as inadequate. As Wiltshire Police take the necessary steps to address the issues identified, the Panel has closely monitored how the PCC is overseeing Wiltshire's new Chief Constable. By supporting the PCC with the implementation of his Crime Plan, and providing challenge and robust scrutiny, the Panel aims to play a part in driving sustained improvements in policing across the county.

Community Engagement Manager Report

6 Month Review March-August

Contract name- Community Engagement – Wiltshire

Community Engagement Manager Role

The CEM shall produce monthly reports, with photos, on the performance of the services in this contract in an approved format (in compliance with the Public Body Accessibility Regulations 2018) to allow publishing on the council's website.

The CEM shall produce a three-monthly schedule of services for the council to share information and illustrate the good works via its Twitter feed and Facebook social media channels. On a weekly basis, different topics with photos highlighting special activities will be issued to the council for publishing.

The CEM will produce a weekly draft press release on different subjects in this contract to promote good works and public engagement.

On an ongoing basis, the contractor shall provide loan equipment and undertake the collection of bagged waste from community events undertaken on Wiltshire Council land. The council expects the loan equipment to be held in the 3 depots:

- 50 litter pickers
- 50 litter picking hoops
- Gloves
- Bags – appropriate number
- Branded Hi-Viz Class 3 vests

The CEM shall provide an email and contact number for event organisers to use, with the provision and collection all being undertaken by the contractor. This is to be linked with the promotion and communication. Each year the CEM will be expected to increase the number of community litter picking loan equipment opportunities, by promoting the scheme and engaging the local community. Historically the council has offered 52 activities each year, this will be the baseline.

Further information with regards to the CEM objectives can be found in the idverde Business Plan Social objectives.

Brief report

- Great British Spring Clean and Great Big School Clean 2023.
- We started off the year with Great British Spring Clean and Great Big School Clean 2023 which took place from 17 March to 2 April, back for its eighth year, the Great British Spring Clean is the nation's biggest mass-action environmental campaign.
- Number of collections completed during the above period 42 number.
- Total number of bags collected 392 number.
- Total number of 2352 kg.
- Total number of volunteer hours 420.

Fit for a King



CORONATION CLEAN-UP

28 March to 6 April

Let's get Marlborough fit for a king

- In the lead up to King Charles III's Coronation, Marlborough Town Council has launched its own 'Coronation Clean Up' campaign which idverde in partnership with Wiltshire Council helped to support, by providing both labour resources and machinery on the 28th March and 4th April.
- idverde in partnership with Wiltshire Council supported the event as detailed below
- Number of collections completed during the above period 19 number.
- Total number of bags collected 243 number.
- Total number of 1458 kg.
- Total number of volunteer hours 190.

Litter collection carried out by Parish Councils and Community Groups that idverde have supported 2023- 2024

Proposed for 2023/2024

- Proposed collections 52 number.
- Estimated number of bags collected 596 number.
- Estimated number of KG 4278 kg.
- Estimated number of volunteer hours 970.

Actual for March – August 2023

- Number of collections completed during the above period 97 number.
- Total number of bags collected 1270 number.
- Total number of 7620kg.
- Total number of volunteer hours 970.

Community groups volunteers supplied 970 hours of free labour

- Tracking at 123 litter collections as of 30th August 2023.
- Total requests for loan of equipment to date 36 as of the 30th August 2023.
- We are working with or are in communication with 82 Parish Councils.
- We are working with 23 Community groups on a regular basis.

Community litter picking groups

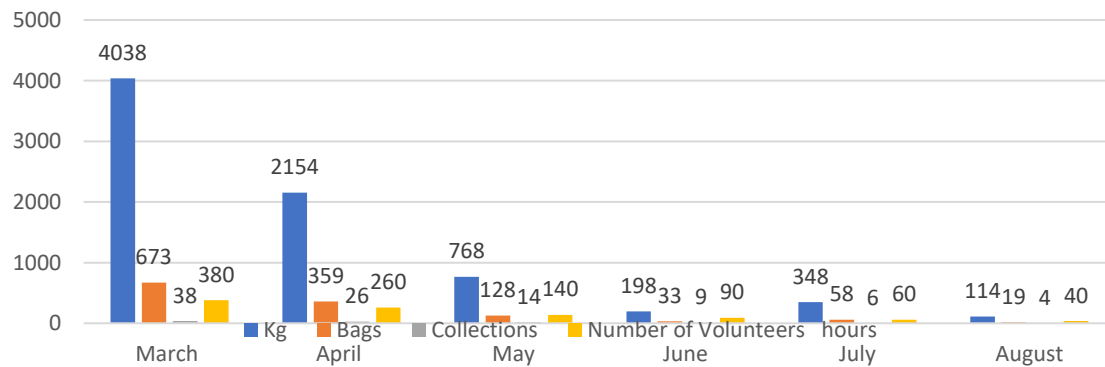
The following Community Groups have completed 1 no litter collection per month over the last 6 months.

- **Rudloe** Womble Litter Pick 1st Sunday of each month.
- **Jubilee Meadow** Clearance group 2nd Saturday of each month.
- **Paxcroft Community Group** 2nd Saturday of the month.
- **Calne Clean-up Crew** a member of the group emails when they require bags to be collected as agreed with Wiltshire Council.

Monthly litter collections for Parish Councils & Community Groups

Month	Kg	Bags	Collections	Number of Volunteer hours
March	6730	673	38	380
April	3590	359	26	260
May	1280	128	14	140
June	330	33	9	90
July	580	58	6	60
August	190	19	4	40
September	0	0	0	0
October	0	0	0	0
November	0	0	0	0
December	0	0	0	0
January	0	0	0	0
February	0	0	0	0
Total	12700	1270	97	970

Community Litter Collections
March- August 2023



idverde Community Fund

The following groups have benefited/allocated from the above fund.

- Men's Shed Trowbridge
- Grow Food Not Grass, Bemerton Heath, Salisbury
- Box Hill Community Group
- Wiltshire Wildlife Trust

The following press releases have been sent, for Wiltshire Council Social Media sites (to David Perret and or Jack Holdaway)

- Bedwyn Footpaths Group
- Great British Spring Clean 2023
- Everleigh Spring Litter Pick
- Woodbrough litter collection
- Steeple Langford Parish Great British Spring Clean - 11 March 2023
- A day in the life of Gary Dougherty, who is a qualified Outdoor Operational Playground Inspector
- Litter Pick in Kington St Michael
- Dilton Marsh litter pick - April 2023
- Transport Day at Step Ahead Nursery Trowbridge
- St John's Catholic School litter collection
- idverde to support Wiltshire Council in 'Wiltshire Fit for the King Litter Pick'
- Rudloe Womble - Great British Spring Clean
- Old Sarum & Longhedge Litter Awareness Campaign
- Litter collection at Meiyume
- Men's Shed Trowbridge
- Community club meeting at Norfolk Road with idverde's Community Engagement Manager Paul

Example of an article produced for the CEM weekly report supplied to Wiltshire Council

- Photos: Litter collection completed week ending 1st and 2nd April
- Kington St Michael "The Great British Spring Clean"



We had a productive but wet morning on Saturday. The bags are behind the bus shelter on the Ridings in Kington St Michael SN14 6JG. Hopefully they can be picked up on Monday (3rd April). My team reported that there was some fly-tipping of car parts along the road to the motorway on the left hand side just over a small bridge. We have left these insitu as they were too heavy to move. "Members of Kington St Michael WI" with assistance from the Down Gospel Trust braved the elements to collect litter through and particularly at either end of the village. Here's hoping the Kington St Michael can remain litter free for the forthcoming Coronation celebration"

Thank you Paul for your assistance and the equipment will be returned to Churchfields on Monday

Ongoing project/links

- Men's Shed Trowbridge
- St John's Catholic School Trowbridge
- Grow Food Not Grass, Bemerton Heath Salisbury
- Bath Rugby Farleigh House
- Box Hill Community Group
- Wiltshire Wildlife Trust
- Youth Justice Service Wiltshire
- North Bradley Peace Memorial Trust (Charity)
- Lackham College
- International Green Keepers
- Chiesi Ltd, Chippenham
- Meiyume Ltd Westbury

In supporting Wiltshire Wildlife (Proposed)

Traineeships (Apprenticeships), *idverde* will be at the forefront of conservation delivery at popular Trowbridge Nature Reserves. *idverde* will be providing the foundation that supports the prioritisation of our natural spaces for biodiversity and sustainability, as well as inclusion and engagement for individuals, communities, and wildlife.

With the support of Wiltshire Council, *idverde's* support of Wiltshire Wildlife Trust Traineeships can deliver excellent opportunities for positive communications and an enhancing of reputation, delivering positive messaging through social media channels and the press.

The further resource that Trainees offers, will enable us to maintain popular local nature reserves at Green Lane Wood and Biss Wood. Over 3000 people visit the woods each month, with lots of different groups, including local schools and walkers, partaking in projects and community tasks, such as Get Wiltshire Walking (a Wiltshire Council funded project).

Trainees will qualify in the use a chainsaw, meaning that our Estates Teams have the necessary resource to carry out essential works safely and efficiently; without Trainees, works can be delayed or overly reliant on volunteers.

Trainees are given practical support and advice, to learn independence, specific skills, confidence and to develop their own passions throughout the conservation and ecological projects they get to work on. Any Trainees go on from these roles into careers in the environmental and ecological sector. The impact of *idverde's* support of these Trainees will be significant, as they go on to further their work in bringing communities and natural spaces together for the benefit of wildlife and people.

Supplied bird boxes to the following Community Groups/schools

- All Canning Primary School x 1
- Castlemead Primary school x 1
- Box Hill Community Group x 2
- Sheltered Housing, Norfolk Road and Philips Court, Salisbury x2
- Katherine Park, Corsham. x 2
- St Nicholas Primary School Broham x 1
- Lavington Pre-School x 1

Box Hill Lower Common restoration



As part of our own ongoing work to restore the Box Hill Lower Common to a limestone grassland, the community team had another work party. This includes installing 2 bird boxes which were kindly provided by *idverde* working in partnership with Wiltshire Council. The boxes, the first on the lower common, were fitted to a Silver Birch and Ash tree and look great. The team also scythed one area of grassland in an effort to collect some wildflower seeds for spreading in other areas of the common.

We have 10 bug hotels

- These are to be allocated on a first come basis when schools return in September.

Daffodils bulbs

We have purchased 250 kg of bulbs to be allocated to Parish Councils, Community Groups and schools on a first come basis (10kg bags)

- Corsham open space (freestone)
- North Bradley Peace Memorial Trust (Charity)
- All Canning School
- Box Hill Lower Common
- St Nicholas VC Primary
- Norfolk Road Community Club meeting
- Phillip Court Community Club meeting
- Lavington Pre-School

idverde have/will be supporting the following event in 2023

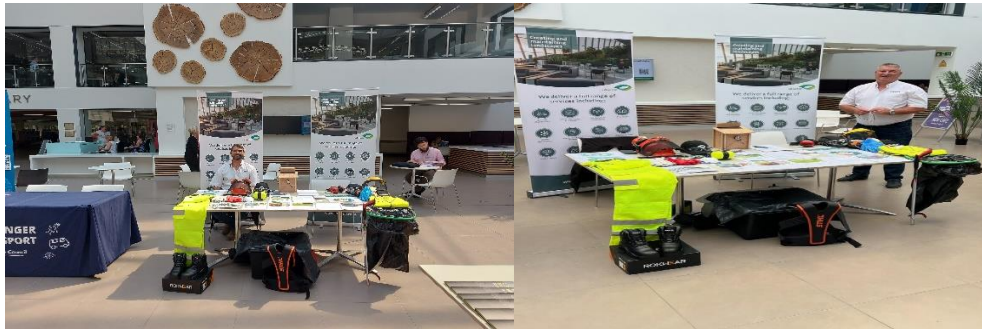
- Wiltshire Council Highways and Transport Career Fair 16th August 2023
- Society of Local Council Clerks (SLCC) 15th September 2023.

idverde attended the Wiltshire Highways and Transport Career Fair hosted by Wiltshire Council

The intention was for the council, its contractors, and suppliers to meet each other. Allowing idverde to meet with local people who were able to learn more about the exciting career opportunities available in Wiltshire's essential Highways and Transport services.

To date, we have had 2 completed application forms back from clients from the Wiltshire Employment Support Team & Supported Internships Employment & Community Skills.

We have also arranged further meetings with Wiltshire Council Armed Forces Network who made contact during the fair.



idverde Charity for 2023

June's recent trip to Greece to support Vaso Animal Shelter



They say that under the greatest adversity, there exists the greatest potential for doing good, for oneself and others. June Cooke- Contract Administrator (Wiltshire) is living this out in real time, calling for support of Vaso Animal Shelter located in Gargalianoi Messinia, Greece. With over one million stray cats and dogs, Greece has no funded animal shelters, leaving many unwanted animals at the hands of private citizens like Vaso Animal Shelter owner, Vaso Aggelopoulou. For over 20 years, Vaso has dedicated her life to rescuing over 65 dogs and 30 cats at the shelter, but now, finds herself facing her own battle with cancer.

June will have travelled to Greece this August, to help out at the shelter while Vaso receives the necessary medical care she requires.

As the shelter relies on the generosity of others through donations, There is a [GoFundMe page](#) to raise funds for Vaso and ensure the shelter can be properly maintained during her treatment.

idverde to attend community club meeting at Norfolk Road and Philip Court

- Kate Darbyshire Senior Resident Engagement Officer for Wiltshire asked if idverde would be willing to attend Norfolk Road and Philip Court community club meeting in the month of August.

Today's community club meeting at Norfolk Road with idverde Community Engagement Manager Paul



Paul, it was super to have you come along to our community club meeting at Norfolk Road today. Our customers really enjoyed your talk and are delighted with the bird box and bird identification charts. Thank you so much!

We look forward to seeing you at our November meeting to plant the daffodil bulbs! Residents at our Norfolk and Suffolk Road sheltered schemes were in for a treat at their monthly community club meeting hosted by their Resident Engagement Officer this summer. Attendees had the chance to meet Community Engagement Manager Paul from idverde who gave a talk on the work he is undertaking in the county including work involving nature, birds and bugs. Paul provided identification charts showing 20 of the most common British garden birds for residents to take home and use at their leisure and even provided a bird box to install in the Norfolk Road communal garden. Residents have invited Paul to join their November community club meeting and will look forward to it greatly as he will be providing daffodil bulbs for the group to plant not to mention their very own bug hotel!

Philip Court clearance of planters in the entrance way



Community Engagement Manager attended Philip Court for the second community club meetings and delivered a talk on the CEM work including nature, bird identification cards (more to follow) for tenants, the gifting of a bird box which the CEM will install in due course with tenants. The CEM will be attending our November Community Club meeting and will bring daffodil bulbs that can be planted in the border along the left-hand gable end boundary where tenants plan to plant wildflower seeds as part of SIB application. REO organising a community clear up day with tenants with the CEM / idverde to carry out the re location of the unwanted planters in the entrance area. One of the planters will be used to create a bug hotel in the communal garden and the other one will be used to create an herb garden. REO, Following the above talk Kate Darbyshire organised a community clear up day with the CEM for the 24th August, Kerry Hurst and David Rogers of idverde carried out the re location of the unwanted planter/compost in the entrance area.

Positive Feedback: Box Parish Council/ Rudloe Wombles

Hi Martin,

Could you pass on thanks to Paul Ashman and his team in idverde – see below

We really need to pass positive feedback to these teams as they have a difficult job keeping everyone happy

Regards
Derek
Cllr Derek Walters

Hi Craig,

I think this one is probably one for you, rather than us in waste services?

Please could you pass on the thanks for Cllr Walters and others to Paul Ashman at idverde.

Thanks
Martin
**Head of Waste Management
Environment**

CEM list of event/publication for 2024

Promotional material is to be supplied by idverde.

- Hedgehog awareness week
- Top 10 beginners trees
- Great British Spring Clean
- Bird watch
- Butterfly Conservation
- Wildflower meadows
- Top 10 beginners trees
- Common UK insect identification

Consultation on potential changes to Wiltshire Council Tax Reduction Scheme for working-age people Briefing Note No. 23-30

Service: Revenue and Benefits

Further Enquiries to: benefits@wiltshire.gov.uk

Date Prepared: 12/10/23

Direct Line: 0300 456 0110

Introduction

We want to provide you with more information on an upcoming consultation, the purpose of which is to gather feedback on proposed changes to our Council Tax Reduction Scheme for working-aged people.

Background

For the last decade, we have operated two Council Tax Reduction schemes. For the first time in four years, the council is currently in the process of developing plans to significantly update the scheme that specifically supports working age people only. The scheme that supports people of pensionable age is a national one and there are no changes planned for that.

Our Council Tax Reduction (CTR) Scheme started in April 2013 and helps people on a low income to pay their council tax. Depending on individual circumstances, it could help to cover up to 100% of peoples' council tax costs.

The scheme replaced the Council Tax Benefit Scheme and is different because it works by calculating a reduction to the council tax bill, instead of awarding a benefit payment to the relevant council tax account.

Our current scheme retains the main elements of the former Council tax benefit scheme with the following exceptions:

- All working age recipients, unless classified as protected (see bullet point below), are required to pay at least 20% of their council tax liability.
- Certain protected groups can receive up to 100% reduction in their council tax. Protected groups include people in receipt of Disability Living Allowance (DLA), Personal Independence Payment (PIP), War Disablement Pension or War Widows/War Widowers pension.
- When calculating entitlement to Council Tax Reduction, the applicable amount of customers in receipt of Universal Credit is calculated differently from other working age customers. This is because Universal Credit recipients may have a housing element included in their applicable amount to assist with their rent.
- We currently assess CTR based on the recipient's actual council tax band.
- Currently, for those customers in receipt of Universal Credit, we accept the notification of the award of Universal Credit from the Department for Work and

Pensions as an application for council tax reduction.

Working-aged people claiming council tax reduction in 2023:

Number of households claiming	Cost of scheme as at August 2023
16,000	£18,000,000

Why we are consulting

Each year we review how much reduction in council tax is given to working age people, and publish it in a council tax reduction scheme.

From 1 April 2024 we are proposing to change the scheme which was first introduced in 2013.

If agreed, the potential changes will:

- Improve the customer experience when claiming council tax reduction
- Create administration efficiencies

Changes to the scheme should result in it being more generous to those who receive support and that in turn should help to reduce the overall council tax debt written off each year due to those unable to pay it. This would have an impact on the police, fire and rescue and all towns and parish councils, but particularly the large towns and Salisbury City Council who set precepts, so it is important they provide their feedback during the consultation process.

Changes are also needed because the process of how our Council Tax Reduction Scheme is administered has been made complex due to the Universal Credit scheme, and this can delay support to those who need it quickly.

Therefore, we are looking to make some changes which should result in better support being provided to those who need it and will help us run the scheme as efficiently as possible. We currently assess council tax reduction for customers in receipt of Universal Credit differently to other working age customers. In the interest of fairness, we are proposing to change the way we deal with Universal Credit customers and bring them more in line with other working age customers.

Who this will affect

If agreed, the potential changes will affect working age households in Wiltshire who receive or apply for council tax reduction from 1 April 2024. Each of the proposed changes may affect working age households claiming under the scheme in different ways. Households of State Pension age have their scheme set by central government so are not directly impacted by our proposals.

The potential changes would have an impact on the police and fire services as major preceptors, it will also affect town and parishes, particularly the bigger towns and parishes, and Salisbury City Council, which all set precepts, and so feedback will be sought from them

during the consultation process.

The proposals

We are proposing to make five changes to our Council Tax Reduction Scheme from 1 April 2024, as detailed below.

Raise the maximum amount of council tax reduction from 80% up to 90%:

We propose to raise the maximum amount of council tax reduction from 80% up to 90% of the claimant's council tax liability for working age customers who do not fall within the protected scheme.

Disregard of Universal Credit income:

Where a customer is in receipt of an award of Universal Credit, we propose to disregard the amount of that award in the calculation of their council tax reduction. This means we will only use other income such as earnings, pensions, capital, etc, to calculate their entitlement to council tax reduction.

Applicable amounts for council tax reduction:

We propose to change the Council Tax Reduction Scheme so that the applicable amount for those in receipt of Universal Credit is calculated in the same way as all other working age customers.

Explanatory note

The applicable amount is the amount that the Government says a household needs to live on each week. It is made up of either personal allowances, or a combination of personal allowances and premiums. Which of these apply depend on the age and circumstances of people in the household. When the applicable amount has been calculated, it is then compared with the household income to work out how much council tax reduction a household may receive.

Restrict council tax reduction entitlement to a Band D (non-protected customers only):

We propose to restrict council tax reduction to the maximum liability of a Band D property after any discount(s) has been applied.

Application to claim council tax reduction:

We propose to only accept new applications for council tax reduction directly from the customer (or their representative), via a completed online or paper application form.

Consultation details

Our consultation to gather feedback on the proposals gets under way from 16 October 2023 and runs until 27 November 2023.

A link to the survey will be available at <https://www.wiltshire.gov.uk/benefits-council-tax-reduction> from 16 October and there will also be a hard copy version available in Wiltshire Council libraries and hubs. We would appreciate you sharing details of the consultation with relevant local community and contact groups.

More information and next steps

- More information will be available at <https://www.wiltshire.gov.uk/benefits-council-tax-reduction>.
- The full Cabinet report on this issue, which was discussed on 12 September 2023, can be found at [Agenda for Cabinet on Tuesday 12 September 2023, 10.00 am | Wiltshire Council](#) (item number 72).
- You can watch a video replay of the discussion at [Cabinet, 12 September 2023, 10:00am - YouTube](#).

We have also enclosed a background information document with this briefing note.

When the consultation has concluded all responses will be considered and analysed. It is planned that the findings of the consultation will be presented at a future Cabinet meeting before the end of the calendar year, with a view of the agreed changes being introduced from 1 April 2024.

If you have any questions not covered in this briefing, please don't hesitate to email benefits@wiltshire.gov.uk.

Wiltshire Council Council Tax Reduction Scheme consultation: background information

Why are we consulting on possible changes?

Each year the council reviews how much reduction in council tax is given to working-aged people and publishes it in a Council Tax Reduction Scheme.

From 1 April 2024 we are proposing to change the scheme which was first introduced in 2013. The possible changes will:

- Improve the customer experience when claiming Council Tax Reduction
- Create administration efficiencies
- Provide an updated scheme that minimises the impact of increasing number of changes to entitlement reported to the council by the Department of Work and Pensions for those customers in receipt of Universal Credit

If changes are made, who will this affect?

If proposed changes are made it will affect working age households in Wiltshire who receive or apply for council tax reduction from 1 April 2024. Each of the proposed changes may affect working age households claiming under the scheme in different ways.

This would have an impact on the police and fire services as major preceptors, it will also affect town and parishes, particularly the bigger towns and parishes, and Salisbury City Council, which all set precepts, and so feedback will be sought from them during the consultation process.

Households of State Pension age have their scheme set by central government so would not directly impacted by these proposals if changes are made.

Current Council Tax Reduction Scheme

Wiltshire Council's current scheme retains the main elements of the former Council Tax Benefit Scheme with the following exceptions:

- All working age recipients unless classified as protected (see bullet point below) are required to pay at least 20% of their council tax liability.
- Certain protected groups can receive up to 100% reduction in their council tax. Protected groups include people in receipt of Disability Living Allowance (DLA), Personal Independence Payment (PIP), War Disablement Pension or War Widows/War Widowers pension.

- When calculating entitlement to council tax reduction, the applicable amount for customers in receipt of Universal Credit is calculated differently from other working age customers. This is because Universal Credit recipients may have a housing element included in their applicable amount to assist with their rent.
- We currently assess CTR based on the recipients' actual council tax band.
- Currently, for those customers in receipt of Universal Credit, we accept the notification of the award of Universal Credit from the Department for Work and Pensions as an application for council tax reduction.

Current scheme figures

Working-aged people claiming council tax reduction as at August 2023	
Number of households claiming	Cost of scheme
16,000	£18,000,000

What is being proposed?

We are proposing to make five changes to our Council Tax Reduction Scheme from 1 April 2024:

1. Raise the maximum amount of council tax reduction from 80% up to 90%

We propose to raise the maximum amount of council tax reduction from 80% up to 90% of the claimant's council tax liability for working age customers who do not fall within the protected scheme.

2. Disregard of Universal Credit income

Where a customer is in receipt of an award of Universal Credit, we propose to disregard the amount of that award in the calculation of their Council Tax Reduction. This means we will only use other income such as earnings, pensions, capital, etc, to calculate their entitlement to Council Tax Reduction.

3. Applicable amounts for council tax reduction

We propose to change the Council Tax Reduction Scheme so that the applicable amount for those in receipt of Universal Credit is calculated in the same way as all other working

age customers. (For more information about applicable amounts please see the notes below.

Explanatory note

The applicable amount is the amount that the Government says a household needs to live on each week. It is made up of either personal allowances, or a combination of personal allowances and premiums. Which of these apply depend on the age and circumstances of people in the household. When the applicable amount has been calculated, it is then compared with the household income to work out how much council tax reduction a household may receive.

4. Restrict council tax reduction entitlement to a Band D (non-protected customers only)

We propose to restrict council tax reduction to the maximum liability of a Band D property after any discount(s) has been applied.

5. Application to claim council tax reduction

We propose to only accept new applications for council tax reduction directly from the customer (or their representative), via a completed online or paper application form.