

Lydiard Millicent Parish Council

Notice of Meeting and Summons to Attend

To : ALL MEMBERS OF LYDIARD MILLICENT PARISH COUNCIL
Councillors Dean Cobb, Andrew Harris (Chairman), Sarah Hill-Wheeler,
Andre Kayani, Vernon Montgomery, Sian Penning, Alan Pflieger,
Richard Selwood, Mike Sharp.

**In accordance with schedule 12, para 10(2) of the Local Government Act 1972
Notice is hereby given that a meeting of Lydiard Millicent Parish Council will be
held on Thursday 7th September 2017 in the Parish Hall, Lydiard Millicent,
commencing at 7.30pm.**

Deborah Bourne

DEBORAH BOURNE
Parish Clerk

31 August 2017

Public Question Time: Members of the public are invited to make representations to Lydiard Millicent Parish Council on any matters relating to the work of the Council (Public Bodies [admission to meetings] Act 1960), before the meeting commences (limited to 10 minutes). Every effort will be made to give accurate answers to all questions, but in some cases further research may be necessary when an answer will be given by the Chairman or Clerk as soon as possible.

Neighbourhood Planning Steering Group, Neighbourhood Watch and Community Speed Watch Co-Ordinators will be invited to address the Council at this time.

Report from Wiltshire Council: An opportunity to receive information from, or put questions to, the local Unitary Councillor Mollie Groom.

AGENDA

1. **Apologies for Absence:** The Council is asked to note any apologies and to accept reasons they consider to be appropriate.
2. **Declarations of Interest:** To receive Declarations of Interest in accordance with the Code of Conduct adopted by this Council in July 2012. Members are reminded that it is their personal responsibility to keep entries in the Register of Interests up to date; please contact the clerk, if in need of updating.
3. **Minutes:** To confirm, adopt and sign as a true record, Minutes of the Meeting held on Thursday 3rd August 2017.
4. **Chairman's Announcements**
The Chairman will give a brief update on issues from the last month that does not require Lydiard Millicent Parish Council to make a formal decision.
5. **Planning Matters**
 - a) The Council is asked to note the following decisions made by Wiltshire Council since the last meeting:

- 17/06420/TCA – Church Farm, Church Place, Lydiard Millicent
Fell 1 Elm Tree

Decision : No Objections

- 17/05990/FUL – 4 Meadow Springs, Lydiard Millicent
Proposed single storey rear extension and two storey side extension.

Decision : Approve with Conditions

- 17/06922/TCA – Old Stone Cottage, 2 The Butts, Lydiard Millicent
Fell one Conifer.

Decision : No Objections

- 17/04235/FUL – 3 Church Place, Lydiard Millicent
Part-retrospective permission sought for Detached Annex to Rear,
Front Porch and Storm Water Harvesting System to Main Property
and Erection of Potting/Bike Shed to the Front of the Property

Decision : Approve with conditions

- b) The Council is asked to confirm the Planning Working Group comments on the following Planning Applications from Wiltshire Council.

- 17/07708/FUL – 13 Chestnut Springs, Lydiard Millicent
Erection of single storey side and rear extensions

- 17/08070/FUL – The Glen, Wood Lane, Braydon
Replace existing timber shed with detached garage

6. **Finance**

Appendix A

- a) The Council is asked to ratify the payments contained in the Finance Report for August. Two Councillors have previously scrutinised and signed cheques for these accounts.

7. **Working Groups – Terms of Reference**

Appendix B

In May 2013 a number of Working Groups were formed so that all Councillors could be more involved with forming strategies and putting forward ideas for consideration. At that time Terms of Reference were also drawn up for each Working Group, amounting to some 10 pages in length.

The Clerk has now reviewed this document and produced a general Terms of Reference document for all Working Groups. The document is very similar in content to the original, without the repetition although the layout has been changed. The Clerk is concerned with some points contained in Annex A. There are some executive functions listed, that should be carried out by employees and not Councillors; although in very small parishes Councillors do sometimes carry out these tasks.

The Council is asked to review this document and consider its adoption.

8. **Working Groups (WG) and Reps for Outside Bodies**

Appendix C

Members are reminded that Working Groups can only recommend to the Council, under the Councils current Standing Orders decisions must be made by the Full Council. For a legally binding decision to be made Councillors, and members of

the public, must be aware of the decision about to be taken, ie details must be included on an agenda, and notified at least three days prior to a meeting.

Chairmen of the WGs will present their reports in turn.

- a) Finance & Admin WG
- b) Open Spaces WG – Report to follow
- c) Highways WG – Report attached
- d) Communications WG
- e) Planning WG
- f) Reps to Outside Bodies

9. **Clerks Report**

The Clerk will give an update on projects or work carried out between meetings.

10. **CPD Training, Regional Conferences and Extended Training**

In recent times, there have been a number of changes affecting the public sector; Parish Councils especially have undergone a number of legislative changes. There are new laws governing Cemetery management, some of which are currently not being adhered to by this Council; rules on Data Protection are being considerably changed from next May. The Clerk asks that the Council consider attendance at conferences and on courses that update in these areas.

A Cemetery Management course will be arranged later in the year locally, there are no firm details yet. Updates on the new Data Protection regulations can be either through a 90 minute webinar at a cost of £30 plus VAT, which would ensure Council is compliant, or a full day, with more detail, at £165 plus VAT. Prices are per person, and they are open to both Clerks and Councillors.

The Council is asked to consider these opportunities for updating and put forward people to attend.

The Clerk is also currently investigating some extended training, which will benefit both Clerk and Council. This would be over a number of years, leading to a degree in Community Governance.

The Council is asked if, in principle, it would support the Clerk in this venture both in time to study and a financial contribution.

11. **Comments / Observations from Social Media sites**

Members requested that an item be added to the Agenda to acknowledge comments made on Social Media sites or via e-mail. This item is for information sharing only; if individual Members wish an issue be considered further they should make contact with the resident for further discussion in the first instance.

12. **Date of Next Meeting**

The next ordinary meeting of Lydiard Millicent Parish Council will take place on Thursday 5th October 2017 at Lydiard Millicent Parish Hall, commencing at 7.30pm.