

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 5th October 2017 in the Parish Hall, Lydiard Millicent,
commencing at 7.30pm.**

Deborah Bourne

DEBORAH BOURNE
Parish Clerk

29 September 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 7th September 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:

- 17/07708/FUL – 13 Chestnut Springs, Lydiard Millicent
Erection of single storey side and rear extensions. Erection of porch
Decision : Approve with Conditions

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

- 17/09091/FUL – Lydcot, 3 The Close, Lydiard Millicent
Second storey extension over existing single storey porch to front of property. Two storey rear extension. Additional windows to existing property
- 17/08070/FUL – The Glen, Wood Lane, Braydon
Replace existing timber shed with detached garage
- 17/08091/FUL – 22 Stone Lane, Lydiard Millicent
Remove rear conservatory and construct a large extension
- 17/08525/FUL – Land adjacent to 2 The Butts, Lydiard Millicent
Erection of two storey dwelling & garage access and parking (amendment to 16/11952/FUL to include Additional rooms in roofspace in dwelling and garage, installation of rooflights to dwelling installation of external stairs, doorway and window to garage)
- 17/08523/FUL – 25 Stone Lane, Lydiard Millicent
Erection of residential 1 bedroomed annex
- 17/08004/FUL – Plain Farm, Lydiard Plain
Construction of portal framed cattle building
- 17/08735/FUL - Land at Church Place, Lydiard Millicent
Provision of new public open space, footpath, play area, nine houses and associated infrastructure.

6. **Finance**

Appendix A

a) *Report:*

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

b) *Acquisition of a Council Credit or Debit Card:*

At its March meeting, whilst adopting updated Financial Regulations the Council resolved not to acquire a Debit or Credit card (min ref: 025/17); there was a feeling at that time one was not necessary.

Since that time, there have been a number of occasions when having such a card would have benefitted the Council. Purchasing stationery is easier with the use of a debit/credit card rather than finding a company who will invoice after delivery, arranging for low cost maintenance works to be carried out increasingly will accept debit/credit cards rather than cheques.

The Council is asked, firstly if it would like to reconsider its decision from March 2017 and now authorise the Clerk to use a Council Credit/Debit card. If the Council is minded to authorise the above a further decision should be taken as to whether it should be a Credit Card or a Debit Card.

It is possible to apply for a Credit Card that is attached to the main bank account. This card **must** have all outstanding monies paid each month, and especially at the end of March, when any outstanding Credit Card transactions will be considered unauthorised borrowing by the Auditors. If the Council wishes to authorise a Debit Card, an Impressed Account should be arranged with the bank, in this way limiting the level of expenditure on authority of the Clerk and at the same time there is added protection for the Councils finances.

The Councils instructions are sought.

7. **External Audit Report** Appendix B
The Auditors have reported that under the legislation members of the public have 30 working days in which to exercise their rights. LMPC allowed an extra day, Saturday 1st July, to be included in this period. Report attached.

The Council is asked to note the External Auditors findings for 2016/17.

8. **Neighbourhood Plan – Request for funding**
The Neighbourhood Plan Steering Group has requested release of funding in order to progress this project further. It is their intention to submit the draft plan to an organisation that will review and comment giving an indication if progression is in the right direction. The organisation is recognised by DCLG, and other national professional bodies. The cost would be £350 per day and take approximately two and a half days to complete the report. The draft plan is also in need of further consultations; previously authority had been given to the Clerk to allow expenditure up to £50 on this project. With the expenditure increasing as the plan develops it will be necessary to authorise expenditure above that amount for publicity, (in the form of leaflets, posters) hire of venues (Parish Hall, tables at local events).

It is recommended that the Clerk be authorised to spend up to £5,000 from the Neighbourhood Plan budget, and to also be authorised to apply for grant funding. In this way the Neighbourhood Plan Steering Group will be able to progress more quickly rather than waiting for monthly Council meetings to get authorisation to spend.

The Councils instructions are sought.

9. **Council Charges**
The Open Spaces WG is reminded that Cemetery Fees, Hall and Recreation Field hire charges are due to be reviewed. At the same time, consideration should be given to opening hours of the Recreation Field.

Towards the end of last season LMJFC requested use of the pitches on a Saturday morning in addition to Sundays; it was agreed that one match only each week be allowed for a trial period. Now that the football season has started again the

Council is asked to consider authorising use of the pitches at other times than a Sunday. It is also asked to consider hiring to casual users (with the co-operation of LMJFC for use of the goals).

The Council's instructions are sought.

10. **Discussion points from Communications WG**

At its Working Group meeting members discussed various ways in which to raise the Council's profile within the parish. They have asked that the following ideas be discussed with a view to progression.

- Parishioners Issues Page on new Council website
- Campaign support – Walk to School week / Dementia Awareness / Trees for WW1 etc.
- Phone Box – whilst it is noted that the Bell Ringing Group have very kindly agreed to maintain this; the Comms WG ask if as holders of the lease, the Council can ensure it is a book exchange, preferably for children.

The Council is asked to discuss, and suggest a way forward. The Council is asked to note the External Auditors findings for 2016/17.

11. **Working Groups (WG) and Reps for Outside Bodies** Appendix C
Members are reminded that Working Groups can only recommend to the Council, under the Council's 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 – report attached
- b) Open Spaces WG
- c) Highways WG
- d) Communications WG – report attached
- e) Planning WG
- f) Reps to Outside Bodies

12. **Clerks Report**

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

13. **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.

14. **Date of Next Meeting**

The next ordinary meeting of Lydiard Millicent Parish Council will take place on Thursday 2nd November 2017 at Lydiard Millicent Parish Hall, commencing at 7.30pm.