

## LYDIARD MILLICENT PARISH COUNCIL

### FULL COUNCIL MEETING

Wednesday 25<sup>th</sup> March 2015

**TO: ALL MEMBERS OF LYDIARD MILLICENT PARISH COUNCIL:** Councillors John Bennett (Chair), Alan Pflieger (Vice Chair), Annamarie Beswick-Edwards, Dean Cobb, Mollie Groom, Andrew Harris, Alison McLean-Crawford, Steve Mowbray, Tom Pepperall and David Rees.

### NOTICE OF MEETING

You are hereby summoned to attend the Meeting of Lydiard Millicent Parish Council which will be held at the Lydiard Millicent Parish Hall, Church Place, Lydiard Millicent, Swindon SN5 3LS on Thursday 2<sup>nd</sup> April 2015 commencing at 7:30pm at which your attendance is required.

Paul Russell  
CLERK TO THE COUNCIL

### AGENDA

1. **APOLOGIES**
2. **SAFETY BRIEFING**
3. **DECLARATION OF INTEREST**  
Members are reminded that at the start of the meeting they should declare any known interests in any matter to be considered, and also during the meeting if it becomes apparent that they have an interest in the matters being discussed.
4. **MINUTES**  
The Minutes of the Full Council meeting held on Thursday 5<sup>th</sup> February 2015 need to be agreed and signed as a correct record (Appendix One)
5. **CO-OPTION OF A NEW COUNCILLOR**  
Formally consider co-option a new Councillor on to Lydiard Millicent Parish Council.
6. **MATTERS ARISING**  
To consider the following matters arising from the minutes of the previous meeting held on Thursday 5<sup>th</sup> February 2015.
  - M157 - Lydiard Plain Hedge – Webb-Paton have been contacted. The charge to register and complete the RPA application will be £300 + VAT.

Terms of engagement have been signed as the new scheme is extremely complicated and failure to register will result in no grant being made.

- M181a – Village Spring Clean Equipment – Confirmation has been received regarding the whereabouts of the litter pickers which just need collecting
- M194 Skills Audit – A skills audit form will be available at the meeting for Councillors to collect and complete.
- M197 Holborn Footpath – This has been checked recently and footing is firm.

**7. POLICE/NEIGHBOURHOOD WATCH REPORT**

To receive a Police/Neighbourhood Watch Report, if available.

**8. WILTSHIRE COUNCIL REPORT**

To receive a Wiltshire Council Report, if available.

**9. PUBLIC RECESS**

Members of the public are invited to make representations to the Lydiard Millicent Parish Council on any matters relating to the work of the Council or to raise any issues of concern. (Public Bodies (admission to meetings) Act 1960)

**10. ITEMS OF LATE BUSINESS**

To consider any items of late business which need to be moved, seconded and approved, the special circumstances being that it would be unreasonable to delay any decision by the Parish Council until its next ordinary meeting on Thursday 5<sup>th</sup> March 2015.

**11. PARISH HALL**

To receive a report from the Parish Hall Committee.

**12. PLAYGROUND INSPECTION REPORTS**

- (a) **Play Inspection Report** – To receive the Playground Inspection Report for March 2015.
- (b) **Annual Play Inspection** – These have now been received. Council is requested to delegate the consideration of the reports to the Recreation Working Group. Council is also requested to consider requesting the Play Inspection Company to carry out an inspection of the play areas in 2016 at a cost of £130.00 + VAT.
- (c) **Play Ground Improvements** – To consider an initial design to update the play area behind the Jubilee Club House using S106 funding from Mant Leisure based in Bath. Council is requested to delegate consideration of these plans to the Recreation Working Group for further development.
- (d) **Jubilee Club House Electrical Test** – To receive an update from Cllr Pepperall regarding quotations obtained to carry out an electrical inspection of the Clubhouse

- (e) **Complaint Regarding Recreation Field ditches** – to discuss a complaint received regarding this matter.

### 13. PLANNING MATTERS

- (a) **North East Wiltshire Villages (NEW-V) Neighbourhood Plan** – To receive an update if available.
- (b) **Planning Applications** – The following planning applications have been received from Wiltshire Council for consideration.

**Application:** 15/01980/FUL  
**Site:** 41 Chestnut Springs Lydiard Millicent Wiltshire SN5 3NA  
**Proposal:** Raise Existing Bungalow Roof Ridge & Re-Construction of Roof to Increase Space for Conversion to Habitable Accommodation. Erection of Single Story Rear Extension.

**Application:** 15/02053/FUL  
**Site:** 14 Greenhill Royal Wootton Bassett Wiltshire SN4 8EH  
**Proposal:** Erection of Detached Garage

**Application:** 15/02432/FUL  
**Site:** 24 The Street, Lydiard Millicent  
**Proposal:** Side extension

**Application:** 15/02264/PNCOU  
**Site:** Lydiard Green  
**Proposal:** Prior Notification of Conversion of Use - 3 Agricultural Buildings to Dwellings.

- (c) **GRANTS & REFUSALS** – The following grants & refusals have been received for noting.

**Application:** 14/12180/FUL  
**Site:** 38 Chestnut Springs Lydiard Millicent Wiltshire SN5 3NA  
**Proposal:** Demolition of Utility, Garage & W.C. Areas & Erection of Single Storey Extension  
**Decision:** Approve with Conditions

### 14. HIGHWAY MATTERS

- (a) **Lydiard Green Footpath** – To receive an update regarding progress from Cllr Cobb.
- (b) **Butts Bus Stop Traffic Regulation Order** – Cllr Cobb to advise Council of the Area Board Issue number. Chairman to contact and advise the new headmistress of the village school and invite her to seek the support of Wiltshire Council Education Services in obtaining the TRO.
- (c) **Rectory Cottage Bollard** – Cllr Cobb to advise Council regarding the Area Board Issue number.

- (d) **Wheelchair Accessibility** – To consider submitting a request for a wheelchair accessible bus stop at The Beeches.
- (e) **Community Speedwatch Update** – To receive an update from this initiative.
- (f) **Lorry Watch Update** – To receive an update from this initiative.

## 15. CEMETERY & PUBLIC SPACES

- (a) **Dog Bag Dispenser** – An application for a grant of £150 had been made to the Area Board.
- (b) **Community Field Car Park** – Request approval from the Council to appoint JVT Consulting Engineers Ltd as Design Engineers for the new car park at a cost of up to £3,000 to cover fees.
- (c) **Re-tendering of the Grounds Maintenance Contract** – To request the formal ratification of Council regarding the award of the Grounds Maintenance contract for 3 years from 1<sup>st</sup> April 2015 to Westlea Landscaping Ltd, Royal Wootton Bassett at a fixed monthly cost of £375, a saving of £45 per month or £1,620 over the life of the contract.
- (d) **New Sign for Chestnut Springs** – To note that the Chestnut Springs sign has recently been erected. The invoice is included in the monthly expenditure under Item 16.
- (e) **Flower Beds Opposite the Parish Hall** – To note that Mr & Mrs N Stuckey of the Lodge, Honeywood House, have volunteered to look after the beds as have Mrs Ambrose from Forge Fields; Mr & Mrs Cooper, who have previously supplied plants, advised that they hope to still to be able to procure plants at advantageous prices. Mr & Mrs Cooper are moving into the village and we thank them for their continuing support

## 16. FINANCIAL MATTERS

- (a) **Monthly Expenditures** – To consider ratifying of the following expenditure:

PAYEE	ITEM	NET	VAT	TOTAL
R Leckie	Salary	£40.00	£0.00	£40.00
P Russell	Salary	£293.90	£0.00	£293.90
HMRC	PAYE Tax	£73.40	£0.00	£73.40
LMP Hall	Hire of Hall Feb 15	£25.50	£0.00	£25.00
Enlan Ltd	Grounds Contract	£420.00	£84.00	£504.00
C Richens	Mar 15 Cleaning	£84.00	£0.00	£84.00
Mrs Mundy	White Lining	£100.00	£0.00	£100.00
ICO	Data Protection	£35.00	£0.00	£35.00
Wiltshire Council	Chestnut Springs Sign	£85.20	£0.00	£85.20
Play Inspection Co. Ltd	Play area inspections	£130.00	£26.00	£156.00
Webb-Paton	RPA advice/support	£300.00	£60.00	£360.00
	<b>TOTAL</b>	<b>£1,534.80</b>	<b>£170.00</b>	<b>£1,704.80</b>

Please note that with regard to the Chestnut Springs sign the total invoice received amounts to £235.20. Donations of £140 have been received. Council agreed additional funding of £32 (£6 and £25)

## 17. OTHER MATTERS

- (a) **Discussions with the Clerk** – To note that the Clerk will be available in the Jubilee Clubhouse from 3:00pm to 3.45pm on Thursday 2<sup>nd</sup> April 2015. However, he has to attend a meeting at Webb-Paton at 4pm in Wootton Bassett.
- (b) **Working Groups and Terms of Reference** – Approval of Parish Council Working Groups, their Terms of Reference and election of their chairs – discussion paper to be circulated by the Chairman prior to the meeting.
- (c) **Election Costs** – Council is requested to note the following statement from Wiltshire Council and consider making a decision regarding polling cards in the future:

As part of the 2015/16 budget-making process, the council has resolved to recharge the cost of parish council elections back to parish councils. The precise cost to each council is hard to estimate, as it depends on a number of variable factors such as electorate size, the number of postal voters and the number of polling stations.

An election in a large town ward, for example, could easily cost £5,000 upwards, but in a small rural parish it could be very much less. Officers are currently preparing a matrix to illustrate a number of theoretical scenarios, which may help with the estimating. Election fees are limited by a scale of fees approved by the council, and this was last reviewed in 2013.

Where parishes pay for elections, there is the option to not have poll cards. It has become the norm to send poll cards for all elections, but this may be an area for you to consider if and when a vacancy occurs. The new arrangements will apply for vacancies occurring on or after 1 April 2015.

## 18. DATE OF NEXT MEETING

The next ordinary Parish Council meeting will take place on Thursday 14<sup>th</sup> May 2015 at 7.30pm.

The Annual Parish Meeting and the Annual Parish Council meeting will take place on 28<sup>th</sup> May 2015. The Annual Parish meeting will commence at 7.00pm and the Annual Parish Council meeting will commence at 7.30pm.