

MINUTES of the Meeting held by Lydiard Millicent Parish Council on Thursday 5<sup>th</sup> April 2018, in the Lydiard Millicent Parish Hall, commencing at 7.30pm.

PRESENT: Cllrs Dean Cobb (vice chairman), Sarah Hill Wheeler, Vernon Montgomery, Richard Selwood, Mike Sharp, Phil Shepherd.  
Mrs Deborah Bourne (Clerk).

Also Present: Six members of the public.

*Due to the absence of the chairman this meeting was led by the vice chairman.*

### **Public Question Time**

Various questions were asked and comments made by residents. Cllr Sarah Hill Wheeler volunteered to write a summary of these for the website.

#### **039/18 Apologies for Absence**

Apologies for absence were noted from Cllrs Andre Kayani, Sian Penning, Alan Pflieger (chairman) and the unitary member, Mollie Groom.

#### **040/18 Declarations of Interest**

There were no Declarations of Interest from Councillors regarding this agenda.

#### **041/18 Minutes of the Previous Meeting**

The Minutes of the Meeting held on Thursday 8<sup>th</sup> March 2018 were adopted by the Council and signed by Cllr Cobb as a true record of the meeting.

#### **042/18 Chairman's Announcements**

There were no Chairman's Announcements this month.

#### **043/18 Planning Matters**

- a. The Council noted the following decisions made by Wiltshire Council since the last meeting.
  - 18/00647/FUL –24 The Street, Lydiard Millicent  
A detached timber oak framed double garage to the rear of the property, to occupy a small part of the current parking area. Approx external dimensions 6m wide x 5.5m deep x 3.8m high.  
*Decision : Approve with Conditions*
  - 18/01377/FUL – Echo Lodge, Wood Lane, Brinkworth  
Single storey extension with balcony  
*Decision : Approve with Conditions*
- b. The Planning WG recommended there should be no objections to the following application.
  - i. 18/02925/TCA – The Vicarage, The Butts, Lydiard Millicent  
Fell 1 x Bay, 1 x Holly, 1 x Cypress, 2 x Elm trees; Crown lift 1 x Cherry tree 3m from ground level.

RESOLVED to send No Objections to the above application.

044/18 **Finance Matters**

The Chairman announced a change in order; as part d is concerning a staff member that discussion will be at the end of the meeting in private.

- a. The Council noted monthly payments that had previously been circulated.
- b. Clerk requested authorisation to purchase a publication for the Council, at a cost of £73.60+p&p from the Society of Local Council Clerks. The recommended price from the publisher is £103.

RESOLVED that the Clerk purchase the 10<sup>th</sup> Edition of Arnold-Baker on Local Council Administration, as this is the recognised publication that should be owned by all Parish Councils. The cost being no greater than £73.60+p&p

c. *Financial Risk Assessment*

At last months meeting Members requested this item be deferred to this month. The Register was discussed; members wished an extra column to show the adjusted risk.

RESOLVED to adopt this register and for the Finance & Admin WG to have oversight, bringing it before Council periodically. It was noted this is a live document and should be considered regularly. Clerk advised this is a statutory document and must be considered and adopted annually.

045/18 **Footpath LMIL 70**

Members were updated on the changes to this project following a meeting with the Rights of Way Warden from Wiltshire Council.

RESOLVED that the project should continue to move forward and a tender document be drawn up for contractors to quote against. Once quotations are received, an application for a Path Improvement Grant should be sent to the Area Board for their consideration.

046/18 **Parish Identity Signs / White Gates**

Members were updated on progress, and changes needed after meeting with Highways Engineers at Wiltshire Council. As a result of meeting it was recommended there should be less general Parish signs. All Hamlet signs will be installed, although they may need to be varied in shape, with some being squarer, to fit locations. Road markings will be used to give illusion of narrowing of carriageway, slowing traffic speeds.

RESOLVED to continue with this project, the next stage being to set up a contract to manage the project, which will include all H&S requirements and various other legal considerations. A Senior Highways Engineer, from Wiltshire Council, must visit each location to confirm its suitability.

047/18 **Consideration of Changes to Parish Council Meetings**

Following discussions with some members the Clerk presented a report to discuss the advantages and disadvantages of changing the frequency of meetings.

Ideas were debated after Chairman summarized the previously circulated report.

RESOLVED to keep the calendar of meetings the same, which is to hold a full Council meeting on the first Thursday of every month; further resolved that consideration should be given to improving communications.

050/18 **Removal of Press and Public**

The Chairman requested that members of the press and public be asked to leave the room in order that the deferred matter under Finance could be discussed.

RESOLVED to remove press and public from meeting to discuss a staff issue. It was requested that the Clerk also leave the meeting while discussions took place.

051/18 **Clerks Extended Training**

RESOLVED to support Clerk in her extended training; the Council will provide 50% of the cost for this two year course. The contribution will be paid in equal payments, one in this financial year and one in the 2019/20 financial year.

052/18 **Re-Admission of Press and Public**

RESOLVED that the press and public re-enter the meeting room as confidential discussions had concluded.

053/18 **Date of Next Meeting**

The next meeting of Lydiard Millicent Parish Council will be its Annual Meeting, which will take place on Thursday 17<sup>th</sup> May 2018 commencing at 7.30pm in Lydiard Millicent Parish Hall.

The meeting closed at 9.20pm.

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Cllr Alan Pflieger  
Chairman