

MINUTES of the Meeting held by Lydiard Millicent Parish Council on Thursday 14th March 2019, in the Jubilee Club House, Meadow Springs, Lydiard Millicent, commencing at 7.30pm.

PRESENT: Cllrs Sarah Hill Wheeler, Andre Kayani, Alan Pflieger (Chairman), Richard Selwood, Mike Sharp, Phil Shepherd.
Mrs Deborah Bourne, (clerk).

Also Present: Five members of the public.

Public Question Time

Questions and comments raised by residents were answered by the Chairman. Residents were reminded that Highways issues can be reported direct to Wiltshire Council through the "My Wiltshire" app, in addition to the Unitary Councillor.

Community Neighbourhood Watch: Report of a recent burglary, NHW co-ordinator will request more police patrols.
Community Speed Watch: Not active at present, activity will increase as the weather improves; there have been some enquiries from prospective new volunteers.
Neighbourhood Plan SG: Discussion later within this meeting.
Wiltshire Councillor: Cllr Mollie Groom was absent, no report was received.

012/19 Apologies for Absence

Apologies for absence were received by Cllr Dean Cobb.

013/19 Declarations of Interest

There were no Declarations of Interest made regarding items on this agenda.

014/19 Minutes

RESOLVED that under Min Ref 007/19 the paragraph "As discussion continued comments 8.05pm MEETING RESUMED" be deleted and replaced with ***Discussion ensued, and the meeting was briefly adjourned during which Cllr Fletcher resigned.***

The minutes of the meeting held on Thursday 24th January 2019 were then adopted as a true record of the meeting and duly signed by the Chairman.

015/19 Chairman's Announcements

The chairman is still investigating why Holborn is not on the scheduled gritting route, as this is a designated bus route.

016/19 Planning Matters

a) The Council noted the following decisions made by Wiltshire Council since the last meeting:

- 19/00535/TCA – Honeywood Lodge, Church Place, Lydiard Millicent
Fell 1 dead Yew and 1 dead Field Maple (T1&2), reduce 1 Yew by 25% over footpath (T3), crown raise 1 Norway Maple, 4 Sycamores to 6 metres above

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Chairman initials

ground level (T4&5), pollard 3 Limes to 6 metres (T6), Fell 5 small sycamore (T7), 25% crown reduction to Ash (T8), remove overhanging limb from Ash (T9)

Decision : No Objections

- 18/10159/FUL – Oaklands House, Wood Lane, Braydon
Erection of replacement dwelling, new garage with ancillary accommodation above, new stable building and widening access (minor alterations pursuant to extant planning permission 16/12421/FUL)

Decision : Approve with Conditions

b) The Council considered the Planning Working Group comments on the following Planning Applications from Wiltshire Council:

- i. 19/01836/FUL – Brockhurst Farm, Greenhill, Royal Wootton Bassett
Proposed erection of replacement dwelling.

Resident stated the application does not refer to Brockhurst Farm, but possibly Brockhurst Stables; aside from wrong address details there are no objections to this application¹.

RESOLVED to send No Objections to the Planning Department for this application.

- ii. 19/01926/106 – Lydiard Field Stud, The Street, Lydiard Millicent
Modification of Section 106 Agreement associated with 14/04465/OUT.

RESOLVED to send No Objections to this modification; the Council did raise concerns that the original application was not detailed correctly, and requested that appropriate steps are taken to avoid future similar occurrences.

- iii. 19/01118/VAR – Lydiard Field Stud, The Street, Lydiard Millicent
Construction of Equestrian American Barn, Ménage, horse walker and New Access – condition 11 – To include for the use of the site as a Doggy Day Care Facility.

RESOLVED to send No Objections to this application.

c) *Location of Electricity Transformer:* The wayleave officer for SSE contacted the Parish Council by telephone requesting an opinion on the relocation of a transformer.

At present the transformer is situated on a pole within Ridgeway Farm development, the developers have requested SSE re-site the pole on the opposite side of the highway. From initial discussions it was difficult to identify the exact locations; a site meeting was arranged between SSE, Purton Parish Council and Lydiard Millicent Parish Council. Cllrs Sarah Hill Wheeler and Mike Sharp attended on behalf of Lydiard Millicent Parish Council.

Cllrs Hill Wheeler and Sharp gave a verbal report; on site it was clear the suggested location could not accommodate the size needed, several alternatives were considered, each with its own disadvantages. In conclusion, members at the site visit agreed the transformer should be positioned within the Ridgeway Farm development.

¹ Subsequent to meeting address amended on Planning Portal to Brockhurst Farm Stables

RESOLVED that a letter is sent to SSE recording the Councils strong objections to re-siting of this Electricity Transformer; the locations identified as alternatives were either not large enough to accommodate the equipment safely or would be a hazard to pedestrians. Ideally the Parish Council would wish to see the transformer re-sited within the Ridgeway Farm development.

- d) *Working Group Membership:* It was requested that further members join this Working Group; there are currently only three members, Standing Orders state there should be at least four members.

RESOLVED that Cllr Mike Sharp join the Planning Working Group until May 2019 when the Council will re-elect members to all Working Groups.

017/19 **Finance**

- a. *Payments:* Payments, shown below were ratified by the Council. All payments had been scrutinised by two members at the same time as signing accompanying cheques.

Oneill Homer Planning Consultants (RCOH Ltd)	2,820.00
BEST Electricals	57.16
Lydiard Millicent Parish Hall	52.00
Westlea Landscaping Ltd	810.00
The Consortium	115.53
Deborah Bourne Salary (Dec 2018)	775.15
Mike Sharp (NPI Postage)	16.08
Mr Colin Croucher Rental for Footpath	250.00
Mrs Deborah Bourne Salary January 2019	775.15
Mrs Deborah Bourne Expenses Min Ref: 049/18	1,536.84
RWB Town Council Removal of Christmas Tree	20.00
Microshade Business Consults	138.96
Lydiard Millicent Parish Hall	26.00
Supreme Contractors o/s works Oct/Nov/Dec	1,158.00
Butchers Electrical Replacement of hallway lights	175.14
Kimcell Ltd (Datacenta) Renewal Domain Names	198.00
Lydiards Magazine Annual Subscription	6.00
Mrs D Bourne – Exps	46.21
Mrs D Bourne – Salary Feb 19	775.15
Society of Local Council Clerks Annual membership	136.00
Cats Solutions Ltd	137.13
GeoXphere Ltd	120.00
RCOH Ltd (Oneill Homer)	2,100.00
Westlea Landscaping Feb 2019	738.00
Total	£12,982.50

- b. *Replacement Equipment:* The Council is asked to authorise the purchase of a Microwave Oven, costing £44.99, for use in the Jubilee Club House kitchen. This will be to replace the faulty cooker which is unable to be repaired. RESOLVED to authorise Cllr Pflieger's expenditure of £44.99 for purchase of a microwave oven to be used in the Jubilee Club House kitchen.

018/19 **Project Procedure Documentation**

The Council considered adoption of a procedure document. By adoption and use of this document the Council will present a more professional image to residents and partner organisations as well as being more efficient when undertaking projects.

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On discussion some minor amendments were made.

RESOLVED that the document is adopted. Each member to be issued with the amended project procedure document.

019/19 **Staff Establishment**

At a meeting of the Council in November 2018 members were asked to consider a report prepared by the Clerk detailing the staff establishment of the Council. After careful consideration decision on the report was deferred, instead issuing instruction to the Finance Working Group to study the report carefully and report back to a future meeting.

The Working Group sought advice from Katie Fielding, County Secretary, Wiltshire Association of Local Councils. Advice was that two Councillors should investigate and report their findings on:

- Whether the current Clerk Job Description is fit for purpose for the Councils on-going needs
- The actual work being undertaken by the Clerk
- Whether additional resource is necessary to facilitate effective delivery of the Clerk's workload
- Any recommendations which would improve the way in which the Council manages its resources and which would make it a better, more effective employer.

To aid their work, the nominated Councillors will read the diary kept by the clerk, hold discussions with Councillors, Chairman and Clerk and study any other documentation they consider appropriate. It is anticipated that a progress report will be brought before the Council at its September meeting. Clerk advised there are training courses available explaining how staff establishment can be reviewed, with regard to relevant legislation and guidance, in addition there are also courses aimed at explaining what the role of the Proper Officer and RFO are within Local Councils. The Finance WG chairman did not feel this type of training was necessary at this time, as the Councillors being asked to conduct the review were experienced.

RESOLVED that Cllr Hill Wheeler and Cllr Selwood be instructed to carry out this review as indicated above and to report their progress at the September meeting.

020/19 **Lydiard Millicent Parish Neighbourhood Plan**

The Lydiard Millicent Neighbourhood Plan Steering Group made a presentation to the Council in order that their plan could be adopted by the Parish Council and passed to Wiltshire Council to initiate the next steps in its journey to becoming part of Wiltshire Councils Planning Policy.

The Neighbourhood Planning (General) Regulations 2012 Regulation 14 consultations have recently been completed, and comments noted by the Steering Group. As a result of the comments small alterations were made and the document is now ready for Wiltshire Council, as Planning Authority, to undertake the final stages before referendum and hopefully addition to the planning policy for Wiltshire.

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The Steering Group is currently making very minor alterations to the layout and correcting typing errors, in order for the plan to progress smoothly to completion.

RESOLVED that the Parish Council, as the named qualifying body, will submit this Neighbourhood Plan to Wiltshire Council in order that they can continue with their statutory requirements prior to the plan being formally made in accordance with the regulations cited above.

021/19 Annual Litter Pick

Members noted that the Annual Litter Pick was due to take place on Saturday 16th March during the morning. Litter picking equipment can be collected from Cllr Pfleger at The Sun Inn car park from 9.30am, and refreshments are available at the Jubilee Club House until 12noon.

Volunteer details will need to be collected for insurance purposes; each volunteer should be advised on how to manage their personal safety whilst taking part in the event, and who to contact if there is an emergency during the event. A map of the areas cleaned will also be kept. Help will be required at the Jubilee Club House to serve refreshments for all volunteers.

022/19 Working Groups

Written reports from the Communications Working Group and Highways Working Group were noted.

023/19 Replacement Street Signs

Residents of The Elms area of the parish contacted the Parish Council requesting their street signs be repaired. A proposal was presented for the Councils consideration by the Highways Working Group.

RESOLVED that Street signage highlighted in the Highways WG recommendation be replaced. A total budget for this project to be set at £500, with delegated authority being given to the clerk for this to be completed, as detailed in the Highways WG proposal.

024/19 Date of Next Meeting

It was noted that the next ordinary meeting of Lydiard Millicent Parish Council will take place on Thursday 4th April 2019 in Lydiard Millicent Parish Hall, commencing at 7.30pm.

Members also noted that the September meeting can now be held on its usual date of Thursday 5th September.

The meeting closed at 8.25pm

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Cllr Alan Pfleger

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