

MINUTES of the meeting held by Lydiard Millicent Parish Council on Thursday 5th October 2017, in the Parish Hall Lydiard Millicent, commencing at 7.30pm.

PRESENT: Cllrs Dean Cobb, Andrew Harris (Chairman), Sarah Hill Wheeler, Andre Kayani, Sian Penning, Richard Selwood, Mike Sharp.
Mrs Deborah Bourne (Clerk).

Also Present: WCllr Mollie Groom, and six members of the public

Public Question Time: Residents raised a number of issues including some which required answers from Wiltshire Council; which the Chairman suggested should be asked at the next Area Board meeting to be held in November at the REME museum in Lyneham. Specific date and time will be published on the Council website.

A presentation was given by Mrs Jo Smith and her daughter on how to use a defibrillator. Councillor Hill Wheeler will follow up after the meeting.

Wiltshire Council Report: WCllr Mollie Groom gave an update for Wiltshire Council.

Neighbourhood Planning Steering Group: Mike Sharp, as chairman of the Steering Group, gave an update.

Community Neighbourhood Watch: An update was given by Mike Sharp, as co-ordinator of the scheme. It was noted there had been a burglary on Tuesday evening.

118/17 **Apologies for Absence**

Apologies were received from Cllrs Alan Pflieger (Vice Chairman), and Vernon Montgomery. There are still two Casual Vacancies on this Council

119/17 **Declarations of Interest**

There were no declarations of interest in items on this agenda. Members were reminded of their personal responsibility to ensure entries in the Register of Interests are up to date.

120/17 **Minutes**

The minutes of the meeting held 7th September 2017 were challenged at min ref : 115/17, members wished it noted that no resolution had been made about extended training it had been a discussion.

RESOLVED that the words “Resolved that” be struck from the minute and replaced with the word DISCUSSION in principle

Further RESOLVED to adopt the amended minutes of the last meeting as a true record. They were duly signed by the Chairman.

121/17 **Chairman’s Announcements**

All members were reminded that Remembrance Sunday this year was 12th November; a wreath will be laid on behalf of the Council by the Chairman. Attendance by all members would be appreciated.

122/17 **Planning Matters**

a) *Determinations*

The following decisions made by Wiltshire Council Planning Department were noted:

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

b) *Applications*

- 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

The Planning WG recommended that there should be No Objections to this application. RESOLVED to send No Objections to Wiltshire Council.

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

The Planning WG recommended that there should be No Objections to this application. RESOLVED to send No Objections to Wiltshire Council.

- 17/08091/FUL – 22 Stone Lane, Lydiard Millicent
Remove rear conservatory and construct a large extension

The Planning WG recommended that there should be No Objections to this application. RESOLVED to send No Objections to Wiltshire Council.

- 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)

The Planning WG were concerned as it appeared work had already commenced on the amendments currently being put forward for consideration. This would make it the second retrospective application on this property. Members are aware there have been concerns raised by the school as vehicles are parking on the pavement making it difficult when children are being dropped off or collected each day.

RESOLVED to send objections to this application as it appears to be another retrospective application. Request that conditions be set that care must be taken when parking, leaving pavements for pedestrians. A request will also be sent to the Wiltshire Councillor requesting this application is “called in” to be considered by the Planning Committee.

- 17/08523/FUL – 25 Stone Lane, Lydiard Millicent
Erection of residential 1 bedroomed annex

The Planning WG recommended that there should be No Objections to this application. RESOLVED to send No Objections to Wiltshire Council.

- 17/08004/FUL – Plain Farm, Lydiard Plain
Construction of portal framed cattle building

The Planning WG recommended that there should be No Objections to this application. RESOLVED to send No Objections to Wiltshire Council.

- 17/08735/FUL - Land at Church Place, Lydiard Millicent
Provision of new public open space, footpath, play area, nine houses and associated infrastructure.

After discussion and reflection, Councillors were of the opinion they did not, at this present time, have enough information to make a decision. They would like more time to discuss the options and will defer making a decision to a later meeting.

123/17 Finance

a) *Monthly Report*

RESOLVED to ratify Accounts for payment previously authorised and signed by two Councillors.

Payee	Amount
Castle Water	930.54
NALC Publications	19.99
Supreme Cleaning Aug	168.00
ASF Signs	288.00
Westlea - Comm Field + Cricket + white lines	420.00
EJC Plumbing	60.00
LMPH – Sept	26.00
Salary Costs	781.92

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

At its March meeting the Council resolved not to acquire a Debit or Credit Card (min ref: 025/17) as it was felt at that time one was not necessary. There have been a number of occasions recently when it would have been advantageous to use such a card. Purchasing via the Internet needs the use of a Credit or Debit Card, there are some added discounts if payment it made via a card rather than a cheque. As the decision had been made for six months the Council is now able to reconsider.

Clerk advised that any card obtained in the Councils name could only be authorised for use by the Clerk/RFO. There would not be individual cards for Councillors. If it was decided to opt for a Credit Card, this would be a form of unauthorised borrowing, and all money must be repaid each month, there must be no outstanding monies at 31st March each year, as this would need to be recorded on the Annual Accounts as unauthorised borrowing and separately reported to the External Auditors. The acquisition of a Debit Card would necessitate the setting up of an additional bank account specifically for use by

the Clerk/RFO. The Account should have limits set on expenditure; in this way the Council is able to have tighter control of its financial situation.

RESOLVED to obtain a Debit Card and an impressed account be set up, in the Councils name for use by the Clerk/RFO.

124/17 **External Auditors Report**

The Auditors (Grant Thornton UK LLP) have certified and returned the Councils Annual Accounts for March 2017. There were no matters brought to their attention giving cause for concern that relevant legislative and regulatory requirements have not been met.

They did draw to the Councils attention that the Local Audit and Accountability Act 2014, s26, s27 and the Accounts and Audit Regulations 2015 s 14, s15 sets out the period for the exercise of public rights of objection, inspection and questioning of the External Auditor. The set period of time is 30 working days, the notice advising this single time period was dated 1st July to 11 August, it therefore gave longer than the specified 30 working days.

The Auditors comments were NOTED by the Council. Notice of Conclusion of Audit will be published on the Council website.

125/17 **Neighbourhood Plan – Request for Funding**

The Neighbourhood Plan Steering Group requested that an amount of money be released from the Neighbourhood Plan budget to progress this project. The money will enable a “Health Check” to be carried out on the draft plan to ensure it is compliant and in accordance with the Wiltshire Core Strategy. It will also be necessary to arrange some detailed consultation events within the Parish to move the Plan on to the next stages. Previously the Clerk has had delegated authority to spend up to £50.00 (Fifty Pounds) against consultation costs; for the next consultation events a higher limit will be needed to cover printing, promotion and venue hire.

RESOLVED to release up to £5,000 (Five Thousand Pounds) under the delegated authority of the Clerk, to the Neighbourhood Plan Steering Group; This was conditional on the Neighbourhood Plan Steering Group also applying for grant funding to support this project. Again delegated authority was given to the Clerk to sign on behalf of the Council.

126/17 **Council Charges**

It was NOTED that the Councils Fees and Charges are due to be reviewed shortly. The Council currently has a schedule of fees in respect to the Cemetery and charges for some activities within the Jubilee Club House and Recreation Field.

It was also noted that towards the end of last season the Football Club requested use of one pitch on a Saturday morning in addition to Sunday use. There had been no adverse comments or complaints when this was implemented. The Club have asked if this can continue in the current season, with possibly two pitches being used on a Saturday morning in addition to the Sunday use.

RESOLVED that Lydiard Millicent Junior Football Club could increase their usage to include up to two matches on a Saturday morning. The usual rules and restrictions will continue to apply (respect for neighbours, JCH, pitches etc), with Clerk and Councillors monitoring carefully.

127/17 **Discussion points from Communications WG**

Communications Working Group (WG) recommended taking part in the following initiatives as a way of promoting a positive image for the Council.

- Issues page on the Council website to inform residents of progress on the larger projects
- Support of National Campaigns, ie Walk to School Week, Dementia Awareness, Trees for WW1 etc; although these campaigns will be organised by other community groups, the Parish Council could become involved as a partner.
- Old Phone Box could be used as a Children's Book Exchange, further encouraging children to walk to school

The above ideas were NOTED by the Council.

128/17 **Reports from Working Groups (WG) and Reps for Outside Bodies**

Members were reminded that WGs can only recommend, they have no power to decide. Any decision that is required must be forwarded to the Clerk prior to the publication of the Agenda.

Brief verbal updates were given on behalf of each Working Group.

129/17 **Clerks Report**

The Clerk gave an update on work during the last month; including an update on loose horses in the Recreation Field.

130/17 **Comments/Observations from Social Media**

It was noted that some residents are commenting on the proposed Parking Restrictions.

131/17 **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.

The Meeting closed at 9.10pm

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Cllr Andrew Harris
Chairman