

Lydiard Millicent Parish Council

Notice of Meeting and Summons to Attend

To: ALL MEMBERS OF LYDIARD MILLICENT PARISH COUNCIL:

Councillors : Dean Cobb, Andrew Fletcher, Andre Kayani, Vernon Montgomery, Sian Penning, Alan Pflieger (Chairman), Richard Selwood, Mike Sharp, Phil Shepherd, Sarah Hill Wheeler.

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 July 2018 in Lydiard Millicent Parish Hall, Lydiard Millicent, commencing at 7.30pm.

Deborah Bourne

DEBORAH BOURNE
Parish Clerk

29 June 2018

Public Question Time: Members of the public are invited to make representations to Lydiard Millicent Parish Council on *matters relating to items on this Agenda* (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 Watch Representative, Community Speed Watch Co-ordinator, Neighbourhood Plan Steering Group Representative and Unitary Councillor will be invited to address the Council at this time if they wish.

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 make sure the Register of Interests contains up to date information. If changes are needed please contact the Clerk, who can arrange for the changes to be carried out.
3. **Minutes:** To confirm and sign as a true record Minutes of the Full Council Meeting held Thursday 7 June 2018 and Minutes of the Extra Ordinary meeting held on Thursday 28th June 2018.
4. **Chairman's Announcements:** General updates and information not requiring a formal decision from the Council will be relayed at this point.

5. **Planning Matters:**

- a. The Council is asked to note the following decisions made by Wiltshire Council since the last meeting:
- 18/04026/FUL – Balinrait Farm House, Stone Lane, Lydiard Millicent
Proposed erection of single storey extension to rear and side over site of existing conservatory. Erection of new roof to existing utility room.
Associated internal works.
Decision : Approve (with conditions)
- b. The Council is asked to confirm the Planning Working Group comments on the following Planning Applications from Wiltshire Council.
- i. 18/05164/106 – Annex, Greenhill Nurseries, Lydiard Millicent
Modification of Legal Agreement attached to N/03/02959/COU.
 - ii. 18/05422/FUL – Casa Paolo, Common Platt, Purton
Erection of 2no dwellings and conversion of existing restaurant premises to provide separate self-contained dwelling house.
 - iii. 18/04798/FUL – Longhouse, 1 Lydiard Green, Swindon
Proposed single storey rear extension and conversion of existing garage to habitable space.

6. **Finance**

Appendix A

- a. To note payment of regular monthly and standard accounts; which have previously been reviewed and signed by two Councillors as required under the Council's Financial Regulations.
- b. To authorise any non standard payments, highlighted on the Finance Report.
- c. The Council is asked to re-authorise the investment of up to £50,000 with CCLA. The original authorisation was given in February 2017 (016d/17). Signatories will be the Chairman, Vice Chairman, Finance Working Group Chairman and RFO. As money from this account can only be transferred to the Councils main bank account, required signatures will be RFO and one Councillor.
- d. The Clerk has received a request from the Art Club for a grant to help with the cost of their recent exhibition in the Parish Hall. There is no monetary value attached to the request, the Parish Hall was booked for three days:
Fri 15 June 6pm - 9pm, Sat 16 June 10am - 5pm Sun 17 June 10am - 4pm.

The Council is asked to consider the above request, and if minded, to authorise an amount of money to this organisation.

7. **Internal Auditors Report**

Appendix B

The Internal Auditors completed their inspection of the Councils accounts at the end of May. They have now provided a full written report of their findings, which is attached for members' information. This Report has already been passed to the Finance & Administration WG for their comments.

The Council is asked to:

- consider this report,
- note any observations requiring attention, and
- formally adopt the Report

8. **Council Debit or Credit Card**

At a meeting on 5th October 2017 the Council discussed the merits of having a Debit or Credit Card in the Councils name. This was agreed in principle, so that individuals do not have to use their own personal bank accounts for Council business and ask for reimbursements at a later date. It was resolved that the Clerk should obtain a Debit Card for this use (min ref: 123b/17).

Whilst investigating options with various banks it has been brought to the Clerks attention that the use of a Credit Card would be a safer option as these cards have additional protection when making purchases, especially through the internet, which would be its main use.

The Council is asked to consider whether it wishes the Clerk to continue with obtaining a Debit Card, or to reconsider the advantages and disadvantages of a Council Credit Card.

9. **Training / Updating Session**

At the start of this administration the Clerk provided Training and Updating sessions for members. These sessions were aimed at an explanation of the role and bringing Councillors up to date, advising in terms of the latest legislation, the impact this will have. Some members have requested that further sessions be arranged.

Training will help the Council to keep up to date with changes, and allow for reflection on their roles within the Community. The Councils Insurance Company has agreed to give a presentation to members; a local retired Town Clerk is also available to lead training sessions on Finance, Law, and Community Governance. Other training is available from the Wiltshire Association of Local Councils, which can be either bespoke or as part of general sessions with other parishes within Wiltshire.

The Council is asked to consider these training opportunities and provide the Clerk with suggested dates for this to be arranged. In doing this, members should also consider what type of training they require to enable the Clerk to arrange this in a timely fashion.

10. **Annual Parish Meeting**

Appendix C

The Minutes from the Annual Parish Meeting, held on Thursday 24th May 2018, are attached. An Annual Parish Meeting must be held each year between 1st March and 1st June inclusive, when residents attend to discuss “parish business”. A date for next years meeting has yet to be arranged; it had been suggested that it could be held earlier, to avoid the busier Parish Council time in May.

The Council is asked to:

- i. Note the Annual Parish Meeting Minutes, which will be adopted and signed at the next Parish Meeting, and
- ii. Set a date in 2019 when a Parish Meeting can be called by the Chairman of the Council.

11. **Date of Next Meeting**

The next meeting of Lydiard Millicent Parish Council will take place on Thursday, 2 August 2018, meeting at **7.15pm** in Lydiard Millicent Parish Hall, before visiting sites around the parish. After the completed tour around the parish, members will return to the Parish Hall or Jubilee Club House for discussion. Definitive details will be shown on the August Agenda, which will be published at the end of July.