

MINUTES of the meeting held by Lydiard Millicent Parish Council on Thursday 7th September 2017, in the Parish Hall Lydiard Millicent, commencing at 7.30pm.

PRESENT: Cllrs Dean Cobb, Sarah Hill Wheeler, Vernon Montgomery, Sian Penning, Alan Pflieger (Vice Chairman), Mike Sharp. Mrs Deborah Bourne (Clerk).

Also Present: Seven members of the public

Public Question Time: Residents raised a number of issues including:

- Noticeboards – renewing and repositioning
- Bus Shelters – refurbishing and cleaning
- Footpaths – maintenance
- Speed Indicator Devices (SIDs) – cost to purchase
- Community Involvement – Whilst the numbers are getting smaller there are still residents who volunteer around the parish. The flower beds in front of the Church are completely maintained by two lady volunteers, including planting out, watering, and generally keeping the area tidy. The area between The Beeches and the Church has a weekly litter pick thanks to another volunteer resident. Many residents within Greenhill all get together to keep verges mowed. Footpaths throughout the parish are being improved by two hard working volunteers. Councillors requested that letters of thanks be sent to those who volunteer.

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

Community Speed Watch: An update was given by Alan Pflieger, as co-ordinator of the scheme.

Due to the absence of Cllr Harris this meeting's chairman was Cllr Pflieger.

106/17 Apologies for Absence

Apologies were received from Cllrs Andrew Harris (Chairman), Andre Kayani and Richard Selwood.

107/17 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.

108/17 Minutes

The minutes of the meeting held Thursday 3rd August 2017 were adopted as a true record of the meeting and duly signed by the Chairman.

109/17 Chairman's Announcements

Cllr Pflieger reminded everyone present that there are two vacant seats on the Council which can now be filled by co-option. Anyone interested should contact the Clerk, or any current Councillor, in the first instance.

110/17 Planning Matters

a) *Determinations*

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

- 17/06420/TCA – Church Farm, Church Place, Lydiard Millicent
Fell 1 Elm Tree

Decision : No Objections

- 17/05990/FUL – 4 Meadow Springs, Lydiard Millicent
Proposed single storey rear extension and two storey side extension.
Decision : Approve with Conditions

- 17/06922/TCA – Old Stone Cottage, 2 The Butts, Lydiard Millicent
Fell one Conifer.
Decision : No Objections

- 17/04235/FUL – 3 Church Place, Lydiard Millicent
Part-retrospective permission sought for Detached Annex to Rear, Front Porch and Storm Water Harvesting System to Main Property and Erection of Potting/Bike Shed to the Front of the Property
Decision : Approve with conditions

b) *Applications*

- 17/07708/FUL – 13 Chestnut Springs, Lydiard Millicent
Erection of single storey side and rear extensions

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 recommendation for this application was to defer any comment until the October meeting. At present the WG are unable to comment further as plans are not available for viewing, there is a technical fault with the Wiltshire Council website. It is hoped the fault will be repaired soon, especially as planning applications can only be viewed on the website.

RESOLVED to write to Wiltshire Council advising that application will be commented on in October, if plans are available to view at that time.

- S/16/1832 – Land at Brook Cottage, Hay Lane, Grange Park, Swindon
Erection of 4no. dwellings and associated works

This application is within the Swindon Planning Authority, but is close to Lydiard Millicent parish boundary. It will have an impact on the parish; accordingly the Planning WG recommended sending comments to Swindon Borough Council.

RESOLVED to send a letter of objection to Swindon Planning Authority, referencing the adverse impact this application will have on surrounding area.

111/17 **Finance**

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

Westlea Landscaping Aug	546.00	Supreme Contractors – April	134.40
LM Parish Hall Aug	26.00	Salary Costs	781.92
Datacenta E-Mails	60.00	SBC – Grass Cutting July	60.76
BEST - Sockets in JCH	176.32	Supreme Contractors July	134.40
Supreme Contractors June	134.40	BT – Purchase of Phone Box	1.00
Consortium - Stationery	79.46		

112/17 Working Groups – Terms of Reference

The Clerk has reviewed the Terms of Reference document affecting the Council Working Groups. At this review the document re-designed allowing terms to apply to all Groups; individual Working Group considerations are contained within the Annex to the document.

Original Wording	Change Made	Reason
4.1 One member, usually the chairman, will take notes	Remove words “usually the chairman”	Difficult for Chairman to take notes and control meeting
7.1 These Terms of Reference form part of LMPCs Standing Orders	Remove 7.1 completely. Then re-number	Standing Orders (+ legislation) forms over arching Policy of PC
Highways e: Following PC approval, to raise AB issues Sheets for proposal & forward the Issue Sheet & Council Minute to the AB Manager	Change Highways e: Review any Highways issues reported to AB and make recommendation to next Full Council meeting	Issues Reporting is for use by all members of the public in Wiltshire. Parish Clerk will be notified of issue by Community Area Manager.
Annex A Working Group Areas of Attention	It was brought to the Councils attention that some actions are Administrative responsibilities, whilst carrying out these tasks members must consider themselves <i>volunteers</i> under the supervision of the Clerk, and not Councillors at that time – ie All instructions come from The Council or Clerk (under delegated authority) for the WG duties.	

RESOLVED to instruct the Clerk to make changes to document as detailed above and to adopt the changed document immediately. Once changes have been made the document will be provided to each Councillor and a copy placed on the Council website for public information.

113/17 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.

- a) *Finance & Admin WG*
No Meeting was held in the previous month.
- b) *Open Spaces WG*
Meeting held 22 August, Cllr Pflieger gave an update on progress of the team’s research on a number of items.
- c) *Highways WG*
Meetings held 22 August and 31 August, Cllr Cobb gave an update on current projects.
- d) *Communications WG*
No meeting was held in the previous month. Cllr Penning gave an update on training for herself and the Clerk to upload content to the new website.
- e) *Reps to Outside Bodies*
There were no meetings with any Outside Bodies in the last month.

114/17 Clerks Report

The Clerk gave an update on work during the last month. Details of when the Clerk will be absent during the next two months was also noted. This being:

Wednesday 20 th September	One Day – contactable via phone
Friday 6 th to Tuesday 17 th October	One Week - unavailable 8 th to 15 th inclusive

Friday 3 rd November	One Day – contactable via phone
Friday 17 th November	One Day – contactable via phone

115/17 CPD Training, Regional Conferences and Extended Training

General discussion was held regarding Continuous Professional Development, attendance at conferences to ensure procedures are up to date, and the possibility of an extended training programme for the Clerk.

CPD Training: RESOLVED that Clerk should attend courses on Cemetery Management and Data Protection, with members of the Communications WG also taking part in a Data Protection webinar.

Regional Conference: RESOLVED that the Clerk should attend the SLCC Regional Conference being held in Bristol on 22 November 2017 and that full details of the day should be circulated to all Councillors who may then wish to attend dependent on content.

Extended Training: In order for both the Council and Clerk to progress extended training will be necessary. Clerks and Councillors can extend their knowledge in stages, basic level is ILCA, intermediate is CiLCA (aimed at “O” Level standard), higher level is a degree in Community Governance, taking six years to complete part time. Whilst it is not essential for Councillors to embark on this type of study it is essential for a Council Clerk to hold at least the CiLCA qualification if the Council wishes to progress and use general power of competence legislation. The Clerk has previously completed ILCA with high percentage marks, and has discussed with course tutors progressing straight to the Community Governance degree.

RESOLVED that, in principle, the Council would support the Clerk in this extended training programme; they will provide a financial contribution towards training with the proviso that certain conditions are applied. The conditions will include a minimum length of time Clerk stays in post with LMPC and a clawback ratio if the Clerk leaves earlier.

116/17 Comments/Observations from Social Media

There were no issues relating to Lydiard Millicent Parish Council on social media that Councillors wished to be discussed.

117/17 Date of Next Meeting

The next ordinary meeting of Lydiard Millicent Parish Council will take place on Thursday 5th October 2017 at Lydiard Millicent Parish Hall, commencing at 7.30pm.

The Meeting closed at 9.25pm

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 Cllr Andrew Harris
 Chairman