

MINUTES of the meeting of Lydiard Millicent Parish Council held on Thursday 1<sup>st</sup> October 2015 in Lydiard Millicent Parish Hall commencing at 7.30pm.

PRESENT: Councillors Annamaria Beswick-Edwards, Dean Cobb, Roland Dodge, Mollie Groom, Andrew Harris (Chairman), Steve Mowbray, Tom Pepperall, David Rees, Mike Sharp. Mrs Deborah Bourne (Clerk)

Also Present: Lydia Fowler (Youth Representative), 7 members of the public.

At the start of the meeting a minutes silence was held in memory of John Bennett, who passed away recently. Mr Bennett had been Chairman of the Parish Council until May this year. Councillors and members of the public paid tribute to the work Mr Bennett carried out for the community.

### **Public Question Time**

Mr Ricketts asked if the Jubilee Club House (JCH) and recreation ground could be better used, it did not seem to be used very much at present, is it possible for residents to have more use from it, as this was the intention when it was first built? Chairman responded this was being addressed by the Council.

Mr Tapscott requested an update on the Councils intentions to build a car park next to the Parish Hall. The chairman had given a presentation in August about this and Mr Tapscott was concerned that residents he had spoken to did not want this area used as a car park but would prefer to see the area used as a Play Area and Village Green area. Chairman responded that no firm decision has yet been made, once all the cost implications have been worked out residents will be consulted as to what they wish to see happen.

Miss Lydia Fowler (Youth Rep) reported that she had asked the youths in the area, via Facebook, how they would like to spend their free time in the parish. She had been unable to meet with the Landlord of The Sun Inn to arrange use of the marquee for a youth evening. Several young people had commented to her that they felt unsafe at the end of the school day due to the volume of traffic. Parents park inconsiderately along The Street whilst collecting children from the Primary School, meaning buses bringing older pupils back to the village are finding it difficult to navigate; there can be as many as four coaches travelling through Lydiard Millicent at this time.

### **Wiltshire Council Report**

Cllr Mollie Groom reported that Wiltshire Council will be holding a series of meetings to explain about the budget cuts that must be made next year. She has had meetings with the Fire and Police Services; there are no problems in either service.

#### **81/15 Apologies for Absence**

Apologies were received from Cllrs Alan Pflieger and Alison Mclean-Crawford.

#### **82/15 Declarations of Interest**

There were no declarations of interest in matters to be discussed at this meeting.

#### **83/15 Minutes**

The Minutes of the Meeting held on Thursday 3<sup>rd</sup> September 2015 were confirmed and signed by the Chairman as a true record.

84/15 **Planning Matters**

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

15/07020/FUL – November House, Lydiard Green, Lydiard Millicent

Proposed : Rear single storey extension.

*Decision : Approve with Conditions*

- b. The Council RESOLVED to send the following comments regarding the Planning Applications listed to Wiltshire Council:

- i. *15/08696/FUL – Land to the rear of Greatfield House, 22 Greatfield  
Proposal: Erection of two detached dwellings with attached garages and associated works, following demolition of existing buildings*

The Council wish to object to this development as it they consider it to be over development. The building of these two proposed dwellings would mean a widening, and increase in the density of the ribbon development of this area.

- ii. *15/08756/FUL – 2 The Crescent, Common Platt  
Proposal: Side and rear single storey extension*

No Objections

- iii. *15/09036/FUL – 3 The Beeches, Lydiard Millicent  
Proposal: Demolition of existing house and construction of new detached dwelling and detached double garage*

The layout of buildings suggested in the Planning Application, with the double garage in front of the dwelling, will have a detrimental effect on the street scene. Neighbouring properties all have garages to the side, or behind the front edge of the property. On examination of the plans provided, the garage roof appears to be higher than existing dwellings surrounding it.

The Council wished it noted they had no objections concerning the house; it was the layout and height of the garage that caused concerns.

85/15 **Reports from Attendees on Outside Bodies**

- a. *Parish Hall Committee*  
It was reported that the Parish Hall Committee has given a grant of £5,000 towards the Car Park project.
- b. *NEW-V Neighbourhood Planning Group*  
The next meeting will be held on 7 October. It was noted that John Bennett had been the Community Representative on this group. Cllr Pepperall, as the PC Rep, will enquire if a replacement for Mr Bennett is needed as the project is nearing completion.
- c. *Wiltshire Council RWB&C Area Board*  
A written report was noted; there were no questions.

86/15 **Highways and Road Safety Working Group**

The Highways and Road Safety Working Group report was noted by the Council.

All four phases of the Lydiard Green Footpath are to be completed by Wiltshire Council. An e-mail confirming the Parish Council agreement to this has been sent to the Highways Department. This action was ratified by the Council.

87/15 **Freight Management Request**

Wiltshire Council has requested that Parish Councils review Freight Management request within their area for relevance.

There is currently one request in the Lydiard Millicent parish, Wood Lane Brinkworth. Cllr Pflieger will be asked to liaise with local residents.

RESOLVED to support this request, especially as the road is in a poor state of repair and residents are concerned.

88/15 **Cemetery and Open Spaces Working Group**

No meeting had been held this month.

89/15 **Finance and Administration Working Group (F&AWG)**

- a. The Council noted Cllr Beswick-Edwards report which contained the following recommendations.
- b. It was noted that Working Group Chairmen will need to supply their expenditure for 2016-17 to the F&AWG by the end of November. The Council must set its precept by the January meeting.
- c. It was noted that the F&AWG will be preparing a detailed Asset Register for the Council. Cllr Beswick-Edwards will liaise with other WG Chairmen.

90/15 **Jubilee Club House and Recreation Field Working Group**

- a. Report from Cllr Pepperall as chairman of the Working Group was noted, including the following recommendations.
- b. A recommendation was received to increase the fees charged at the Jubilee Club House and Recreation Field as detailed in the table below.

	Current Charge	Increase Charge
Casual Pitch Hire	Not hired out on a Casual Basis	
LMJFC Pitch Hire	5 & 7 a side £30 9 & 11 a side £35	5 & 7 a side £35 9 & 11 a side £40
Room Hire	Parish £3.50/hr Non-parish £5.50/hr	This rate to be discontinued
Room Hire with Kitchen	Parish £5.50/hr (min charge £10.00) Non-parish £8.00/hr (min charge £12.50)	Parish £10/hr  Non-parish £15/hr
Room Hire LMJFC	£4.00/hr	As Parish Rate

Discussion took place, increasing the Pitch Hire would bring this facility in line with others in the area. It was noted that LMJFC will need to be consulted and it may be necessary to enter into a memorandum of understanding with the club. It was felt the Council needed more information before making a decision on the room hire.

RESOLVED to increase pitch hire as above and for the Clerk and Cllr Pepperall to consult with LMJFC; and for the room hire to be reassessed more carefully before the Council makes a decision.

- c. A recommendation was received that the storeroom in the Jubilee Club House could be converted into an office for the Clerk. At present LMJFC store some of its equipment in this room.

RESOLVED that the Clerk and Cllr Pepperall meet with the football club to discuss this change of use.

#### 91/15 **Finance**

The Council noted the Finance Report and RESOLVED to authorise payments as listed below.

Payee	Amount
Cllr T Pepperall Reimbursements	60.98
Grant Thornton (External Audit)	270.00
Lydiard Millicent Parish Hall	25.50
Clerks Salary	308.90
Grass Cutting (Sept)	450.00
Cleaning JCH (Sept)	84.00

#### 92/15 **Annual Return**

The Clerk presented a report detailing concerns the External Auditor had whilst carrying out the annual audit.

Grant Thornton (the nominated External Auditor) received the Annual Return on 23<sup>rd</sup> June 2015 following approval by the Council at its meeting on 4<sup>th</sup> June 2015. Throughout August and early September various concerns were raised by Grant Thornton and they were anticipating qualifying the Audit stating that the Council had not provided the information requested.

Discrepancies included:

- *Bank Reconciliation*  
In the bank reconciliation provided by the council box E did not match box 8 on the Annual Return.
- *Variance explanations*  
In the variance explanations provided by the council there were no numerical breakdowns of boxes 3 and 6.
- *Difference between boxes 7 & 8*  
The reconciliation provided by the council did not add up.
- *Variance explanation*

An explanation was required as to why the precept for 2014/15 was increased.

The Annual Accounts have now been signed and returned to LMPC with no qualifying comments or comments which need to be brought to the Councils attention.

As a result of the above Officer recommendations were as follows:

- Council agrees an opening balance of £50,413
- The historic debt of £250 be written off by the Council, as it is not clear where this has originated from.
- Stock of £70 be written off as this refers to unsold maps from Millennium Celebrations.
- Opening Balance is further split as follows:
  - Ear-marked Reserves £24,000
    - Footpath £3,000 (min ref Dec 13 14)
    - Chicane £1,000 (min ref Jan 15 166(c))
    - Car Park £20,000 (no min ref available)
  - General Reserve £26,093
- Members inform RFO if they are aware of any other promised funding that has not been mentioned above, as this will have an effect on the General Reserve.
- General Reserves should be kept broadly in line with Accounts and Audit Recommendations, which is not higher than 12 months expenditure.

The Council RESOLVED to accept Officer Recommendations as above, with the exception of writing off Stock worth £70. This stock is currently stored by Cllr Peperall, he will bring to the next meeting when members will reconsider.

**93/15 Publication Scheme**

The Council is required periodically, to review its publication scheme in line with recommended practise from the Governments Information Commissioner.

RESOLVED to adopt the publication scheme schedule as presented by the Clerk. This will be placed on the Lydiard Millicent Website and replace the version currently being shown.

**94/15 Correspondence Received**

There was no outstanding correspondence for members to note.

**95/15 Date of Next Meeting**

The next meeting of Lydiard Millicent Parish Council will take place on Thursday, 5<sup>th</sup> November 2015 at Lydiard Millicent Parish Hall commencing at 7.30pm. Due to the unavailability of the Clerk, December's meeting will take place on Thursday 10<sup>th</sup> at 7.30pm.

The meeting closed at 9.05pm

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Cllr Andrew Harris

Chairman

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