

MINUTES of the Lydiard Millicent Parish Council meeting held Thursday, 9 March 2017 in Jubilee Club House, Chestnut Springs, commencing at 7.30pm.

PRESENT: Cllrs Dean Cobb, Andrew Harris (Chairman), Andre Kayani,  
Vernon Montgomery, Alan Pflieger, Mike Sharp.  
Mrs Deborah Bourne (Clerk)

Also Present: Four members of the public.

### **Public Question Time**

A resident enquired if the Council had, or was intending to have, a three year budget plan; if this was appropriate could residents be invited to an Open Meeting to help with prioritising projects. The Chairman responded this was something to be investigated after the Parish Council elections in May this year.

It was noted that six of the seven noticeboards around the parish are open to the elements, and notices become “tatty” very quickly. The main noticeboard is glazed but the lock sticks, making it almost impossible to use. To be investigated and reported back to a future meeting.

*LMaP Neighbourhood Plan:* Report given by Mrs Sarah Wheeler on recent meetings held to progress this plan; it is hoped that the Steering Group will be ready to present a draft plan to the Community by May, for their further informal input. The Council can not proceed with a Reg. 14 formal consultation because Wiltshire Council is not yet in a position to grant the Area Designation for Lydiard Millicent. There has been some difficulty as previously Lydiard Millicent was part of a larger Neighbourhood Plan area.

*Neighbourhood Watch:* Very quiet at the moment, vehicle thefts mainly in Royal Wootton Bassett, although there may have been an attempted one in Lydiard Millicent that was connected.

**Wiltshire Council:** Wilts Cllr Mollie Groom sent her apologies as she had a meeting in Trowbridge earlier in the afternoon. There was no written report.

### 020/17 **Apologies for Absence**

Apologies were received from Cllrs Roland Dodge and Jonathan Hearn.

### 021/17 **Declarations of Interest**

Members were reminded that it is their personal responsibility to make sure their entry on the Register of Interests shown on the Wiltshire Council website contains up to date information. There were no declarations of interest in items on this agenda.

### 022/17 **Minutes**

Cllr Cobb stated that minute 018/17 was not accurate, in that a bollard was to be investigated, not purchased but that a banner was resolved to be purchased. After a vote it was:

RESOLVED that minute 018/17 should read:

RESOLVED **to investigate** fixture of a removable bollard on LMIL 101, subject to agreement with the Rights of Way Officer and Highways Department at Wiltshire Council.....

..... **RESOLVED** that a “No Parking” Banner be purchased to encourage safe use of the roads around the school.

**023/17 Attendance at Meetings with Outside Bodies**

There were no attendances on behalf of the Council in the last month with outside bodies.

**024/17 Planning Matters**

*a. Determinations*

The Council noted the following planning decisions made by Wiltshire Council during the last month that affected the parish of Lydiard Millicent.

- 16/12421/FUL – Oaklands, Wood Lane, Braydon  
Erection of replacement dwelling, new garage with ancillary accommodation above, new stable building and widened access  
*Decision : Approve with Conditions*
- 16/12386/FUL – Hillview, Stone Lane, Lydiard Millicent  
Creation of new vehicular access in association with new dwelling (revision to 16/09171/FUL)  
*Decision : Approve with Conditions*
- 17/00007/TCA – The Vicarage, The Butts, Lydiard Millicent  
2 Metre reduction to 3 Ash Trees and 3 Prunus  
*Decision : No Objections*

*b. Applications*

Planning Applications have previously been discussed with members of the Planning Working Group. Their recommendations were discussed and ratified as below.

*No Planning Applications have been received this month.*

**025/17 Review of the Councils Financial Regulations**

The Council was asked at the last meeting to review the suggested amendments to its Financial Regulations; and to forward any comments to the Clerk prior to this meeting.

After discussion it was **RESOLVED** that the changes identified in Appendix A were made to the Financial Regulations. The Clerk will make the necessary changes and publish the completed document.

Further **RESOLVED** that these Financial Regulations, as amended, be adopted by Lydiard Millicent Parish Council as of today's date (9 March 2017).

**026/17 Finance**

The Clerk will e-mail an up to date schedule of payments and bank balances to all members.

**027/17 Cricket Square**

Purton Cricket Club has been in communication with the Parish Council over a number of months requesting reinstatement of the Cricket Square on the Recreation Field in Chestnut Springs. It had been anticipated that this Council would pay for

any materials needed and Purton Cricket Club would provide volunteers to carry out the necessary work; in return for reduced fees in the first year.

Clerk advised that it could be expensive to maintain the cricket square on an on-going basis; grants can be applied for to off set any capital costs incurred but will not cover general maintenance costs. The members who met with Purton Cricket Club were advised by Purton Cricket Club that the Council could raise possibly £4,000 per season; the Cricket Club felt this was enough to break even.

Purton Cricket Club have contacted a specialist grounds man to cost remedial works, in order for play to begin in July; and for more permanent works to be carried out in the autumn. This quote was received by the Clerk at lunch-time on 9 March 2017. The costs were £2,400 immediately and £12,000 in the autumn.

Members wished for cricket to be played as quickly as possible, and for the square to be of a decent village quality. The chairman and vice chairman will speak again with Purton Cricket Club to formalise this project, and ask if the Cricket Club would be willing to contribute money towards the initial works.

It was RESOLVED to take £400 from General Reserves, adding it to the already allocated budget of £2,000, making a total of £2,400. It will be necessary to budget for purchasing and fitting a garage door to replace the doors on the Equipment Store.

#### 028/17 Website

	Company A	Company B
Initial Design	£300	£1200
Annual Charge 1 <sup>st</sup> year	£480	Included in design charge
Annual Charge	£480	£200
Email	£50 – 10 email address	£15 per account
Domain Name 1 <sup>st</sup> 2 year	£125	£105
Domain Name (2 year)	£125	£55
3 Year Total	£2140	£1850
4 Year Total	£2670	£2065

The Clerk had obtained five quotations to update the Councils website. On consultation with Cllr Dodge three company's were not suitable, as they did not appear to meet the standard being looked for, leaving two, as shown in the table above. Although cheaper, it was felt company B may not be able to support the Councils growth in the future.

RESOLVED to appoint company A to provide a new website and .gov domain name. This should be arranged as quickly as possible and the existing website host informed of the Councils wish to cease with their hosting.

#### 029/17 Communications

At this time, when Parish Council elections are due to take place, the Council should consider how it engages with its residents. One of the most important tools in good Community Engagement is positive two way communication. It was suggested that a drop in session encouraging residents to take an active role in the Local Elections on 4<sup>th</sup> May be held.

RESOLVED to hold a drop in session for residents who may wish to consider standing for election, or who wish to find out a little more about local government in Lydiard Millicent parish. The session will be arranged for Monday 20 March 2017 between 7.30pm and 9.00pm in the Jubilee Club House, Chestnut Springs.

It was noted that election nomination papers will be available at this meeting, they are also available from the Parish Clerk or via the Wiltshire Council website. Closing date for nominations is 4.00pm on Tuesday 4<sup>th</sup> April 2017.

#### 030/17 **Working Group (WG) Updates**

There were no Working Group meetings this month, and so the reports below were from the respective chairmen for information only.

##### *a. Highways & Footpaths*

There is no further update on the restricted parking or provision of bollards on The Street.

Subsequent to last months meeting, a resident forwarded more details about using bollards in Bridleways and the regulations that needed to be followed. This additional information was suggesting a Bridleway Gate, which is specifically designed for this use, would be a safer option. The Rights of Way Officer will now be approached for his advice concerning the safe fitting of this gate. The approximate cost will be £200 plus posts. One landowner has agreed with the Chairman to pay half of this cost.

##### *b. Open Spaces & Jubilee Club House*

The Annual Litter Pick took place on Sunday 5<sup>th</sup> March, with one group at 10.00am and a second group in the afternoon at 1.30pm. There were 12 volunteers in total, collecting 18 bags of litter around the village of Lydiard Millicent, along Stone Lane, Holbourn, Washpool, Common Platt and towards Lydiard Green.

An enquiry has been made to the Church for use of an outside tap to allow for watering of the Flowerbeds on the grass verge in front of the building.

There are tyres to the rear of the Jubilee Club House that need removing. These had been previously used by one of the hirers of the building.

#### 031/17 **Correspondence Received**

The following items of correspondence were brought to the Councils attention at this meeting. Other items of correspondence had been noted by e-mail between meetings.

- Letter from Webb Paton asking if the Council will be requiring them to apply for the Basic Payments grant which is claimed by the Council against land on Lydiard Plain.
  - The Clerk advised this grant is not familiar to her and she would welcome support to claim the allowance. Chairman advised that his wife claims the same grant for her land and so would be able to help in the process.

- Election Notifications from Wiltshire Council and Wiltshire Association of Local Councils (WALC). This contained posters and nomination forms to stand for election as a Local Councillor.
  - Copies of the Nomination Papers will be given to each current Councillor and further copies will be available from the Parish Clerk or Wiltshire Council for members of the public who wish to stand.
- E-Mail from a Resident expressing concern that Parish Council finances will be used for supplying a bollard on a Bridleway that is the landowners responsibility to keep in good order.
  - Members noted this, and will consider these comments as further research is undertaken.
- E-Mail from a Resident concerning School Transport arrangements. Currently a taxi is provided by Wiltshire Council to transport her two children to and from school, Wiltshire Council now wish to cease this provision; other children in the Parish use a bus to get to and from the same school and the residents children must now use that mode of transport. Resident had stated that the Parish Council was in full support of her children using a taxi instead of the usual school transport.
  - Members had not been aware of this issue before the meeting and were not aware they had made comments on this issue. School transportation is a matter for Wiltshire Council and is not a duty of the Parish Council. The Chairman will write to Wiltshire Council stating this had not previously been discussed by the Parish Council.

**032/17 Annual Parish Meeting**

The Annual Parish Meeting date had previously been set as Thursday 25<sup>th</sup> May 2017. Members were asked, in view of it being an Election year, if the date is still suitable.

It was RESOLVED that the date of the Annual Parish Meeting should be Thursday 25<sup>th</sup> May 2017 (as previously set), in the Lydiard Millicent Parish Hall commencing at 7.30pm. Local groups and organisations should be invited as last year and residents should be invited to make suggestions and comment on future projects for the Parish.

**019/17 Date of Next Meeting**

The next meeting of Lydiard Millicent Parish Council will be held on Thursday 6<sup>th</sup> April 2017, commencing at 7.30pm in Lydiard Millicent Parish Hall.

The meeting closed at 9.30pm

.....  
 Cllr Andrew Harris  
 Chairman

## List of Agreed Changes to Financial Regulations

Regulation No.	Change	Comments
4.1	<ul style="list-style-type: none"> <li>The Council for all items over <b>£1,000</b></li> <li>The Clerk, in conjunction with Chairman or Chairman of appropriate Working Group for <b>any items below £1,000</b></li> </ul>	This corrects an anomaly, in that there was no procedure for dealing with amounts between £501 and £1,999.
4.5	In cases of extreme risk to the delivery of Council services, the Clerk, <b>after discussion with the chairman or vice chairman</b> , may authorise.....	Council requested that Chairman or Vice Chairman be contacted before any decision as extreme risk is subjective.
4.5	.....subject to a limit of £1,000	Lots of discussion on whether this should be £0 as it was felt any risks should be covered by insurance. Members were concerned that the Council should not bare any costs under this regulation. Agreed to keep £1,000 limit
8.3	Delete this part of the regulation	Members can ask to see a copy of the Bank Statements at the time of signing cheques etc.
6.10	Delete this part of the regulation	The Council is not yet in a position to carry out Internet Banking
6.18	Delete this part of the regulation	Cllrs were happy to continue to use their own Credit or Debit cards to purchase items on behalf of the Council.
6.19 & 6.20	Delete this part of the regulation	Members felt that if only the Clerk/RFO was able to use a Credit/Debit card this would cause a delay. Clerk advised that Council Credit/Debit cards could not be issued for individual Councillors use.
13	Stores and Equipment <b>A list of the Councils assets and equipment to be listed here</b>	Members requested that a list of the Councils assets be placed within the Fin. Regs. at this point. Clerk advised that Council assets were already listed separately in the Asset Register.