

MINUTES of the Meeting held by Lydiard Millicent Parish Council on Thursday 4th October 2018, in the Parish Hall, Lydiard Millicent, commencing at 7.30pm.

PRESENT : Cllrs Dean Cobb, Andrew Fletcher, Sarah Hill-Wheeler, Alan Pflieger (Chairman), Richard Selwood, Mike Sharp, Phil Shepherd.
Mrs Deborah Bourne.

Also Present : Cllr Mollie Groom and eight members of the public.

Public Question Time

Residents made various statements, as summarised below.

- The old part of the Cemetery seems to be more cared for than the open part. Spoil heap looks unsightly.
- Request for PC to reconsider Community Defibrillators.
- Various hedgerows around the parish are encroaching onto highways.
- The previously proposed car park adjacent to the Parish Hall is still desperately needed as the school numbers are falling.

Neighbourhood Planning Steering Group: Verbal update to members.

Community Neighbourhood Watch: Verbal update, police are patrolling area.

Community Speed Watch: Co-ordinator had no update at this time.

Wiltshire Council update: Cllr Groom gave a verbal report, which included updates on progression of the consultation for division changes within Wiltshire Council. There will also need to be financial savings in all departments.

114/18 Apologies for Absence

Apologies for absence were received from Cllrs Andre Kayani, Sian Penning, and Vernon Montgomery, all due to work commitments.

115/18 Declarations of Interest

There were no Declarations of Interest made regarding items on this agenda.

116/18 Minutes

The Minutes of the Full Council meeting held Thursday 13th September 2018 were adopted as a true record of the meetings and duly signed by the Chairman.

117/18 Chairman's Announcements

The chairman advised members that PKF Littlejohn have written regarding the Councils annual accounts with a statement that they are still being reviewed. This has happened to a number of Councils throughout the Country, there had been a problem within the Auditors office.

118/18 Working Group Reports

Verbal updates were given by chairmen of the Working Groups. There was no update from the Communications WG as the Chairman was absent.

119/18 **Planning Matters**

- a) The Council noted the following decisions made by Wiltshire Council since the last meeting:
- 18/06794/FUL – 41 Chestnut Springs, Lydiard Millicent
Erection of Timber Decking and Timber Outbuilding (Retrospective)
Decision : Approve with conditions
- b) The Council noted the following Planning Appeal made to the Planning Inspectors affecting this parish in the last month.
- APP/Y3940/W/18/3205367 – 17/08735/FUL Land at Church Place, Lydiard Millicent
Proposed provision of new public open space, footpath, play area, nine homes (4 Affordable Units) and associated infrastructure
- RESOLVED to take no further action. Clerk will resubmit original comments regarding the Planning Application.
- c) The Council considered the Planning Working Group comments on the following Planning Applications from Wiltshire Council.
- 18/08392/FUL – Plain Farm, Lydiard Plain
Construction of extension to silage clamp

The Planning WG had no objections to the above application.

RESOLVED to send No Objections to the Planning Department for application number 18/08392/FUL.

- 18/08802/PNCOU – Land at Lydiard Green, Royal Wootton Bassett
Notification for Prior Approval under Class Q for a Proposed Conversion of Agricultural Buildings to Create 3x New Dwellings.

Members' discussion included:

- Access for construction vehicles
- Some residents raised concerns
- Application is to determine whether prior approval is necessary under Class Q of the GPDO¹
- Reflection on previous planning application 15/02264/PNCOU, now expired.

RESOLVED to write to Wiltshire Council Planning Department stating:

We understand that this effectively replaces the expired approval of application 15/02264/PNCOU. We raised several concerns in relation to that application, and this is still the position, with residents expressing concerns about the proposals for the site, particularly given the insubstantial nature of the permitted development under this class.

¹ Town & Country Planning (General Permitted Development) Order 2015 schedule 2 part 3

We note that further detail was supplied in relation to 15/02264/PNCOU, which does not appear to be replicated with the current application, although we understand that the intention is that the permitted development be substantially on the same terms. We would respectfully request that this is documented and reflected in the terms of any approval; in particular, for access to the highway and parking. We would also request that similar conditions are imposed as were the case in approval of 15/02264/PNCOU, including condition 4 - relating to the disapplication of permitted development rights - to ensure that any further development or enlargement which could potentially undermine the rural nature of the area is the subject of proper consideration.

Given the concerns over localised flooding to the road and adjoining land in this area and the design and overall appearance of development (given the nature of the buildings in question) we would be grateful if consideration is given to addressing these issues when the application is determined.

It would also be appreciated, if approval is given, that construction vehicles are given a defined access route; being entry to the site from Greatfield and Hook rather than through the greater part of the weight restricted area.

- d) The Council noted the Forestry Commission Consultations on Braydon Wood. The Planning WG had previously studied this application and found no reason to comment.

120/18 **Finance**

- a) *Payments Schedule* : It was noted that Two Councillors had previously scrutinised and signed cheques as detailed on this month's schedule.
- b) *Finance Report* : At the September meeting it was RESOLVED to defer decision on the Finance Report until the next meeting. (107/18)

Members considered the following recommendations, detailed in the Finance Report.

- i. The first quarter figures and opening balance be noted, allowing the Working Groups to familiarise themselves with their own probable future expenditure.

The Council noted the Opening Balance and first quarter figures.

- ii. The Council adopts the earmarked reserves as listed, so they can be shown appropriately in the Councils accounts.

RESOLVED to adopt the earmarked reserves as listed by the RFO.

- iii. The Council considers re-assigning the earmarked carpark money to a "Community Field Project Fund" until a final decision is made about provision of a carpark in the field adjacent to the Parish Hall.

After discussion and careful consideration it was:

RESOLVED to put the £20,000 previously earmarked towards a carpark back into the General Reserves. Councillors did not wish to just change the heading of an earmarked reserve.

- iv. The Council sets a guide for the General Reserves, as the first step of the budgeting cycle for 2019/20. RFO recommends this figure should be approximately £40,000, which represents a year's revenue expenditure.

Members debated :

- o what they considered a realistic figure, some preferred the General Reserve to represent six months expenditure
- o Is this an appropriate time to set this figure
- o Difficult with no history.

RESOLVED to set a guide of £30,000 for the General Reserves in 2019/20

- v. All members of the Council make an appointment with the RFO to familiarise themselves with the Councils accounts.

RESOLVED that all members will make an appointment with the RFO to familiarise themselves with the accounts.

- vi. The Finance and Admin WG prepare initial ideas for next year's budget, along with the RFO, to be discussed with all members of the council before 23rd October 2018.

RESOLVED that the Finance & Admin WG prepare initial ideas for next years budget at a meeting to be held on 16th October 2018.

- vii. All members of the Council to attend a training session which will enable better understanding of the Councils finances. This session will be arranged for LM Councillors only, to allow for a free flow of ideas.

RESOLVED that all members of the Council be invited to attend a training/updating session to gain a better understanding of the Councils finances.

- viii. The Council authorise the Clerk to arrange accommodation and a facilitator/trainer to attend the above event. There will be a financial cost to this event, which will be shown under the training budget.

RESOLVED that the Clerk arrange accommodation and a trainer/facilitator for the event stated at item vii above.

121/18 **Corporate Governance**

The Council last adopted Standing Orders in June 2014. There have been changes both in Legislation and Best Practise since this date. A draft set of updated Standing Orders were presented for adoption at the last Council meeting.

Adoption of the document was deferred at that meeting (min ref 109/18), to allow Councillors extra time for consideration and reflection.

Further recommendations from the Finance & Admin WG were considered.

RESOLVED to adopt Standing Orders as agreed; A copy will be sent to each Councillor and posted on the Councils website.

122/18 Schedule of Council Meeting Dates 2019

The following schedule of meetings for 2019 was adopted. It was noted that the Parish Meeting, originally set for 14th March, is changed to 7th March in order to use the Parish Hall.

Date	Venue	Meeting Type
1 Nov18	Parish Hall	Full Council
6 Dec18	Parish Hall	Full Council
24 Jan 19	Parish Hall	Full Council
7 Mar 19	Parish Hall	Annual Parish
14 Mar 19	JCH	Full Council
4 April 19	Parish Hall	Full Council
2 May 19	Parish Hall	Annual Council
6 June 19	Parish Hall	Full Council
4 July 19	Parish Hall	Full Council
August 19	Various	Site Visits
12 Sept 19	JCH	Full Council
3 Oct 19	Parish Hall	Full Council
7 Nov 19	Parish Hall	Full Council
5 Dec 19	Parish Hall	Full Council

Notes
All Meetings will start promptly at 7.30pm. Venue will be available from 7.00pm.
JCH = Jubilee Club House, Meadow Springs

123/18 Date of Next Meeting

It was noted that the next ordinary meeting of Lydiard Millicent Parish Council will take place on Thursday 1st November 2018 in Lydiard Millicent Parish Hall, commencing at 7.30pm.

124/18 Exclusion of the Press and Public

RESOLVED to remove members of the Press and Public from the remainder of the meeting due to the confidential nature of the discussions concerning a Council employee.

125/18 Auto Enrolment Pension Scheme

Recommendations as to which option under the NEST pension scheme will be offered to its employee(s) were put forward by the Finance & Admin WG chairman. There were two basic options – qualifying earnings and certification.

RESOLVED to use the Qualifying Earnings option. The Clerk, being the only employee at this time, will be invited to join the scheme.

The meeting closed at 9.10pm

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Cllr Alan Pflieger
Chairman