

MINUTES of the Annual Parish Council Meeting held on Thursday 17<sup>th</sup> May 2018; in the Lydiard Millicent Parish Hall, commencing at 7.30pm.

PRESENT: Cllrs Dean Cobb, Sarah Hill Wheeler, Andre Kayani, Vernon Montgomery, Sian Penning, Alan Pflieger (Chairman), Richard Selwood, Mike Sharp, Phil Shepherd. Mrs Deborah Bourne (Clerk).

Also Present: (Wilts) Cllr Mollie Groom, Seven members of the Press and Public.

### **Public Question Time**

Various questions were asked and comments made by residents. Cllr Sarah Hill Wheeler volunteered to write a summary of these for the website. Wilts Cllr Mollie Groom, Neighbourhood Watch Co-ordinator and Community Speed Watch Co-ordinator all gave verbal reports to the Council.

### **052/18 Election of Chairman**

The Local Government Act 1972 s15(1) states that a chairman shall be elected annually from one of its number, and this shall be the first item on the Agenda.

As retiring chairman, Cllr Alan Pflieger called for nominations for Chairman in the 2018/19 civic year. Cllr Dean Cobb proposed (seconded by Cllr Richard Selwood) Cllr Pflieger for another year; there were no other nominations.

RESOLVED that Cllr Alan Pflieger be Chairman of Lydiard Millicent Parish Council for the civic year 2018/19.

### **053/18 Declaration of Acceptance of Office**

Each year the newly elected Chairman is required to sign a Declaration, accepting the Office of Chairman for the next 12 months.

The Declaration of Acceptance of Office was duly signed by Cllr Pflieger before members of the public and fellow Councillors; the signature being witnessed by the Proper Officer of the Council.

### **054/18 Election of Vice Chairman**

The Local Government Act 1972 s15(6) allows for one member to be elected as Vice Chairman, if the Council so chooses.

It was proposed by Cllr Richard Selwood (seconded by Cllr Phil Shepherd) that Cllr Dean Cobb serve as vice chairman for a further year. There were no other nominations.

RESOLVED that Cllr Dean Cobb be elected as Vice Chairman for the Civic Year 2018/19. Although not required by legislation, Cllr Cobb made a declaration of Acceptance of Office before those present. This was witnessed by the Proper Officer.

### **055/18 Apologies for Absence**

There were no apologies for absence; all nine Councillors were present at the meeting. There are currently two casual vacancies, it is hoped one vacancy will be filled later in this meeting.

056/18 **Declarations of Interest**

There were no Declarations of Interest from Councillors regarding this agenda. Members were requested to check that their entries in the Register of Interests held on their behalf by Wiltshire Council were up to date. Any inaccuracies are to be reported to the Clerk who will arrange for changes to be made.

057/18 **Minutes of the Previous Meeting**

The Minutes of the Extra-Ordinary Meeting held on Thursday 29 March 2018, and the Minutes of the Full Council Meeting held Thursday 5<sup>th</sup> April 2018 were adopted by the Council and signed by the Chairman as a true record of the meeting.

058/18 **Casual Vacancies**

There have been two casual vacant seats for a number of months. Advertisements have been placed around the parish, encouraging anyone interested to apply for co-option. One such application had been received from Andrew Fletcher. Before the Council voted on Mr Fletcher's application a discussion was held with Mr Fletcher and Councillors asking questions for clarification.

RESOLVED that Mr Fletcher should be invited to join the Parish Council as a co-opted member until May 2021, when ordinary elections will be held within the parish.

Mr Fletcher accepted this position and signed his Declaration of Acceptance of Office before taking his seat at the Council meeting.

Cllr Andrew Fletcher was present for the remainder of the meeting.

059/18 **Appointment of Working Groups/Reps to Outside Bodies**

RESOLVED that Working Group membership be as detailed in the table below; with Chairmen being elected at each Working Groups first meeting. All members were requested to familiarize themselves with the Councils Terms of Reference for the Working Groups.

<b>Working Group</b>	<b>Members</b>
Cemetery & Open Spaces	Cllrs: Dean Cobb, Andre Kayani, Vernon Montgomery, Richard Selwood, Phil Shepherd
Communications	Cllrs: Andrew Fletcher, Sarah Hill Wheeler, Sian Penning, Mike Sharp
Finance & Administration	Cllrs: Andrew Fletcher, Sarah Hill Wheeler, Richard Selwood, Mike Sharp, Phil Shepherd
Highways	Cllrs: Dean Cobb, Sarah Hill Wheeler, Vernon Montgomery, Alan Pflieger, Phil Shepherd
Planning	Cllrs: Sarah Hill Wheeler, Andre Kayani, Sian Penning, Alan Pflieger

Further RESOLVED to elect the following to represent the Council with these outside bodies:

<b>Outside Body</b>	<b>Representative</b>
RWB&C Area Board	Cllr Mike Sharp + one other Cllr on a rotating basis. The Clerk will also attend.
Community Area Transport Group	Member of the Highways Working Group
Parish Hall	Cllr Mike Sharp
Neighbourhood Plan Steering Group	Cllrs: Mike Sharp, Sarah Hill Wheeler, Richard Selwood

060/18 **Consultation on Traffic Regulation Orders affecting the Parish of Lydiard Millicent and Purton**

A written report by Cllr Sarah Hill Wheeler had been circulated with the Agenda; Cllr Hill Wheeler led members in debating these seven proposed Traffic Orders. Discussion included, but not exhaustively:

- Concern there will be changes to the roads within the new Ridgeway Farm development; HGVs are currently being directed through the development.
- 30mph is welcomed, but should cover a longer distance
- General support for Wiltshire Council Traffic Orders
- Concerns that the proposed weight limits may be altered
- Original Planning Permission for Ridgeway Farm Development included these road changes
- New Roads were designed for use by HGVs
- Local roads are old and falling into disrepair
- Discussion on road layout at Casa Paolo junction
- Request extra Traffic Calming measures at Public Footpath crossings.

The Chairman thanked Cllr Hill Wheeler for all her hard work in researching this consultation, it was obvious a lot of time and effort had gone into the report. These sentiments were echoed by the Council.

RESOLVED that the Clerk write to Wiltshire Council Highways, indicating Lydiard Millicent Parish Councils support of these orders, requesting 30mph speed limits be extended and additional Traffic Calming be introduced to aid pedestrians cross the roads.

061/18 **Planning Matters**

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

- 18/01618/FUL – Home Farm, 8 Wood Lane, Brinkworth  
Proposed Two Storey Side Extension. New vehicular access

*Decision : Approve with Conditions*

b. The Planning WG recommended there should be no objections to the following application.

- i. 18/03362/FUL – Field adjacent to 31 Stone Lane, Lydiard Millicent  
Formation of new Field Access

RESOLVED to send an objection to this application; the new access should be in keeping with countryside environment; with a 5 barred gate.

- ii. 18/03389/FUL – Brockhurst Farm, Greenhill, Royal Wootton Bassett Side and First Floor extension to existing garage to provide ancillary accommodation and single storey infill extension to main house

RESOLVED to send No Objections to this Planning Application.

- iii. 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

RESOLVED to send No Objections to the above application.

062/18 **Finance Matters**

- a. The Council noted monthly payments that had previously been circulated.
- b. *Payment of Regular Monthly Accounts:* In order for invoices to be paid in a timely manner the Council was asked to authorise payments between meetings. This authorisation, for 12 months, will apply to all accounts that are regular and within the Councils budget.

RESOLVED that authority be given for the Clerk to request two cheque signatories sign payments, and all members of the Council be encouraged to inspect the Accounts on a monthly basis as part of the Councils Internal Controls.

- c. *Utility Services:* The Clerk advised that the Councils Utility providers had not been assessed for a little while. It is good practise to investigate options every couple of years.

RESOLVED that the Clerk investigate appropriate Utility providers in order to obtain the best value and tariffs appropriate to the Authority.

- d. *National Pay Award:* The Council noted the National Pay Award that had been agreed for Local Council employees. This has resulted in an increase of 23p in the Clerks hourly rate.
- e. *Internal Audit:* It was noted that the Internal Auditor will collect the Councils Accounts on Friday 18 May 2018; to carry out the annual Internal Audit as required by the Accounts & Audit Regulations 2015

063/18 **Insurance Renewal**

The Council Insurance cover is due for renewal on 1 June 2018. In the past this renewal has been under a long term agreement of three years; this has now come to an end.

Insurance details will be available from the Clerk, and a report will be brought to the Council at its June meeting.

064/18 **Governance Statement for Year Ending April 2018**

Smaller authorities are required, under the Accounts & Audit Regulations 2015, to conduct an annual review of the effectiveness of its Internal Controls. An Annual Governance Statement should then be prepared in accordance with proper practices, approved by the Full Council and signed by the Chairman and the Clerk of the Council.

Each assertion of the Annual Governance Statement 2017/18 was considered individually.

RESOLVED to approve positively assertions one, two, three, four, five and seven. Assertion nine is not applicable, the Council is not a sole managing trustee for any local trusts.

Further RESOLVED that assertion six and eight have not yet been met, the reasons are given below:

- *Assertion 6* : Accounts will be collected by the Internal Auditor for review on Friday 18 May 2018. This review will cover the financial year 2017/18.
- *Assertion 8* : Auto-enrolment pension has not yet been set up, staging date was 1 November 2016. This may require a back dated payment. Pension is now being investigated by the Council as a matter of urgency.

The Annual Governance Statement was duly signed by the Chairman and Clerk indicating the answers as above.

065/18 **Pensions Auto-Enrolment**

The Chairman of the Finance & Admin WG presented a report detailing the Councils obligations, as an Employer, to provide a Pension Scheme for its staff.

The Pensions Act 2008 requires all Employers to automatically enroll “eligible jobholders” into a Qualifying Pension Scheme; Employers with “non-eligible jobholders” and “entitled workers” are required to offer employees a qualifying pension scheme; Lydiard Millicent Parish Council currently falls into the latter category. The Employers’ Duties (Implementation) Regulations 2010/4 details Staging Dates; Lydiard Millicent Parish Councils staging date was 1 November 2016.

RESOLVED that a NEST scheme will be set up for Lydiard Millicent Parish Council employees. It was also RESOLVED that the RFO of Broad Town Parish Council be approached to help implement this scheme on behalf of the Council; pension schemes can not be administered by direct beneficiaries (LMPC has only one member of staff).

066/18 **Meeting Schedule for the Civic Year 2018/19**

Lydiard Millicent Parish Council meetings are usually held on the first Thursday of every month. For the Civic Year 2018/19 details are given below:

7 June 2018 Annual Accounts	5 July 2018	2 Aug 2018 Inspection Land/Assets	13 Sept 2018	4 Oct 2018	1 Nov 2018 Budget Discussion
6 Dec 2018 Budget & Precept setting	3 Jan 2019	7 Feb 2019 Contracts for new season	7 Mar 2019	4 April 2019	2 May 2019 Annual Council Meeting

The Annual Parish Meeting will be held on 24 May 2018 at 7.30pm in the Lydiard Millicent Parish Hall. There is no date set for 2019.

RESOLVED to adopt the above schedule of meetings for the next 12 months, and to consider a date for the next Parish Meeting later in the year.

067/18 **Date of Next Meeting**

The next meeting of Lydiard Millicent Parish Council will take place on Thursday 7<sup>th</sup> June 2018 commencing at 7.30pm in Lydiard Millicent Parish Hall.

The meeting closed at 9.15pm.

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Cllr Alan Pflieger  
Chairman