

MINUTES of the Meeting held by Lydiard Millicent Parish Council on Thursday 1st November 2018, in the Parish Hall, Lydiard Millicent, commencing at 7.30pm.

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

Also Present: Four members of the public.

Public Question Time

There were no questions or comments raised by members of the public.

Community Neighbourhood Watch: No Reports.

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

Neighbourhood Planning Steering Group: Reported that the group is now getting support from the Consultants appointed.

Wiltshire Council update: Cllr Mollie Groom sent her apologies, she was unable to attend the meeting.

126/18 **Apologies for Absence**

Apologies for absence were received from Cllrs Andre Kayani and Richard Selwood. Apologies were also received from the Wiltshire Councillor.

127/18 **Declarations of Interest**

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

128/18 **Minutes**

The Minutes of the Full Council meeting held Thursday 4th October 2018 were adopted as a true record of the meetings and duly signed by the Chairman.

129/18 **Chairman's Announcements**

Cllr Pflieger reported that he had received a letter of resignation from Sian Penning; due to work commitments she is unable to give as much attention to the Parish Council as needed. Cllr Pflieger has personally thanked her for her hard work. He requested a letter of thanks also be sent from the Council.

There is a remembrance service on Sunday 11th November at 10.30am in the Church. A wreath will be laid on behalf of the Parish Council. It would be appropriate if all Councillors attend the service.

130/18 **Working Group Reports**

Councillors noted written reports from the Finance Working Group, Highways Working Group and Planning Working Group, which had been circulated with the agenda.

131/18 **Planning Matters**

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

- 18/05422/FUL – Casa Paolo, Common Platt, Purton

Erection of 2x dwellings and conversion of existing restaurant premises to provide separate self-contained dwelling house.

Decision : Approve with conditions

- 18/00086/FUL – Land opposite 18 Washpool
Proposed demolition of various outbuildings and erection of a 3 bedroom detached dwelling, detached garage and associated works.

Decision : Refuse

- 18/07946/FUL – 35 Stone Lane, Lydiard Millicent
Demolition of outbuilding and swimming pool and erection of 1.5 storey outbuilding.

Decision : Approve with conditions

b) 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 portal framed cattle building
RESOLVED to send No Objections to this application.
- 18/09197/FUL – 2 Bakery Close, Lydiard Millicent
Propose to erect detached garage
RESOLVED to send No Objections to this application.
- 18/09007/FUL – Holly House 34 Greenhill, Royal Wootton Bassett
Proposed Construction of a Contemporary Timber Clad Garden Studio
RESOLVED to request Wiltshire Council Planning Department add a condition that this building should not be adapted into a residential dwelling in the future.

132/18 **Finance**

The monthly payments schedule was noted. It was also noted that Two Councillors had previously scrutinised and signed cheques as detailed on this month's schedule.

133/18 **Cricket Square**

Members considered the report prepared by Cllr Selwood.

Discussions included:

- Income was down slightly, which was reflected at other cricket grounds due to the adverse weather conditions.
- Letters sent to follow up non payments
- Confusion as to income being too high and expenditure being too low
- Members did not wish to give "a blank cheque" for this project, limits should be set
- Need an in principle decision to go forward.

RESOLVED that cricket continues on the Recreation Field for next season (May 2019 to September 2019). Any capital expense should be funded by grants, with the Parish Council only funding the maintenance of the square and outfield. A letter of thanks be sent to Pete Mathias and Kevin Thompson, for their work over the summer.

134/18 **Parish Signs and White Gates**

A verbal update identified the need to employ a project manager. The clerk advised that a suitably qualified engineer would be needed to oversee the project as it progresses; Wiltshire Council had indicated in February they could provide this service for the Parish Council, but had not specified the conditions now being brought forward – mainly that they will only work with their own contractors and will not be able to assist with a competitive tendering process as required by the Parish Councils Financial Regulations. Discussions included:

- A competent person needed to issue instructions
- Project Engineer will add expense to the project
- Can Financial Regulations be suspended on this occasion, to allow for Wiltshire Council to carry out the work?

RESOLVED that the Clerk research the legislation for requiring the Council to undertake a tendering process; if legislation allows, Wiltshire Council to be instructed to commence work on the project.

135/18 **Community Field**

Cllr Phil Shepherd presented a proposal for a Parish Park at the Community field. A written report, including details of the all councillor meeting held 27th September, in support of the project had previously been sent to all members.

Cllr Shepherd proposed:

“Council is asked to approve a ceiling budget of £2,000 for the production of an Options Study for a new parish park. No particular expenditure is foreseen for the production of the Options Study; the amount of £2,000 represents a contingency to cover any specialist advice where a fee is payable.”

RESOLVED to accept Cllr Shepherds proposal above, and to authorise a budget of up to £2,000 (Two Thousand Pounds) for an options study. All expenditure to be authorised by the clerk, as it is unlawful for individual councillors to incur such expenditure (LGA 1972 s 101).

136/18 **Storage Sheds**

Open Spaces Working Group members had discussed tidying the area to the rear of Jubilee Club House and the outside storeroom. At present the Cricket Clubs and Football Club all store some equipment in the Council storeroom. A suggestion of purchasing storage sheds was made. The suggested budget of £5,000 was not agreed, members wished to see more detailed proposals before making a final decision.

RESOLVED in principle that the Open Spaces Working Group continue to consider this idea; bringing back a detailed proposal to a later meeting.

137/18 **Establishment Levels**

A report detailing establishment levels had previously been circulated to all members. Recommendations in the report were:

1. To consider the broad way forward for LMPC.
 - a. Is there an expectation the role of the Parish Council will grow?
 - b. Will residents be satisfied with a service that gives the legal minimum?
 - c. Are there volunteers who can be relied upon to carry out some of the Councils administration and/or maintenance?

2. To consider in principle, the impact on budgets and Council Tax rates
 - a. It is possible that if Council Tax is reduced at this time, and the government introduces a cap on increases in the future, growth will not be easily obtainable.
 - b. This report is to be used by members as part of the budget process for 2019/20.

3. That members assess the workload of the Council, to satisfy themselves that there is the amount of work highlighted above

Members were requested to make firm assertions on either 1-3 below or to authorise item 4 below.

1. That the clerk's hours be increased to a maximum of 20 hours per week.

2. That the Council employs an additional member of office staff from April 2019, working approximately 10 hours per week.

3. Steps are taken to employ a part time grounds maintenance person, to be in place by April 2020.

4. To commission an independent review to analyse the work carried out by the council, the work expected of the clerk and compile a report giving justification of the resources needed to administer the organisation efficiently and appropriately. Both sides would be expected to honour the findings of the review. Resource levels can move in either direction, there are cases when the independent reviewer has found the clerk is working too many hours for the role and on other occasions, and more frequently, reviewers have recommended an increase in working hours and rate of pay.

RESOLVED to refer this report to the Finance Working Group, their comments and recommendations will be brought to the next meeting.

138/18 Date of Next Meeting

It was noted that the next ordinary meeting of Lydiard Millicent Parish Council will take place on Thursday 6th December 2018 in Lydiard Millicent Parish Hall, commencing at 7.30pm.

The meeting closed at 9.00pm

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 Cllr Alan Pflieger
 Chairman