

Lydiard Millicent Parish Council

Notice of Meeting and Summons to Attend

To : ALL MEMBERS OF LYDIARD MILLICENT PARISH COUNCIL
Councillors Dean Cobb, Andrew Harris (Chairman), Jonathan Hearn,
Sarah Hill-Wheeler, Andre Kayani, Vernon Montgomery, Sian Penning,
Alan Pfleger, Mike Sharp.

**In accordance with schedule 12, para 10(2) of the Local Government Act 1972
Notice is hereby given that a meeting of Lydiard Millicent Parish Council will be
held on Thursday 1st June 2017 in the Parish Hall, Lydiard Millicent, commencing
at 7.30pm.**

Deborah Bourne

DEBORAH BOURNE
Parish Clerk

26 May 2017

Public Question Time: Members of the public are invited to make representations to Lydiard Millicent Parish Council on any matters relating to the work of the Council (Public Bodies [admission to meetings] Act 1960), before the meeting commences (limited to 10 minutes). Every effort will be made to give accurate answers to all questions, but in some cases further research may be necessary when an answer will be given by the Chairman or Clerk as soon as possible.

Neighbourhood Watch and Community Speed Watch Co-Ordinators will be invited to address the Council at this time.

Report from Wiltshire Council: An opportunity to receive information from the local Unitary Councillor, Mollie Groom.

AGENDA

1. **Apologies for Absence:** The Council is asked to note any apologies and to accept reasons they consider to be appropriate.
2. **Declarations of Interest:** To receive Declarations of Interest in accordance with the Code of Conduct adopted by this Council in July 2012. Members are reminded that it is their personal responsibility to keep their entry in the Register of Interests up to date. Please contact the clerk, if entries are in need of updating.
3. **Minutes:** To confirm, adopt and sign as a true record Minutes of the Meeting held on Thursday 11th May 2017.

4. **Casual Vacancies**

Following the recent Local Elections only nine people stood as candidates. All nine were therefore, elected unopposed leaving two casual vacancies that must be filled by co-option. This was advertised at the last meeting.

To date one person is asking for consideration to be co-opted by the Council. His name is Richard Selwood; application form is attached for Councillors only.

The Council is asked if it wishes to co-opt Richard Selwood onto Lydiard Millicent Parish Council; and if the decision is positive, for Mr Selwood to sign his Declaration of Acceptance of Office before taking his place in the Council Chamber.

5. **Planning Matters**

a) The Council is asked to note the following decisions made by Wiltshire Council since the last meeting:

- 17/03000/FUL – 87 Chestnut Springs, Lydiard Millicent
Extension to front, side and loft conversion

Decision : Approve with Conditions

- 17/00446/FUL – 54 Chestnut Springs, Lydiard Millicent
Raise height of roof to accommodate a new first floor, single storey rear extension & front roof extension, conversion of garage into garden store/utility and kitchen extension

Decision : Approve with Conditions

b) The Council is asked to confirm the Planning Working Group comments on the following Planning Applications from Wiltshire Council, and Planning Appeals from the Planning Inspectorate.

- 17/04215/VAR – Old Stone Cottage, 2 The Butts, Lydiard Millicent
Variation of condition 7 of planning application 16/11952/FUL
(Demolition of detached garage & erection of single two storey dwelling & garage access & parking)
- 17/04266/FUL – 39 Stone Lane, Lydiard Millicent
Re-design of bungalow to suitable design of existing approved residential annex (Revision to 16/10518/FUL)
- 17/04235/FUL – 3 Church Place, Lydiard Millicent
Detached Annex to Rear, Front Porch and Storm Water Harvesting System to Main Property and Erection of Potting/Bike Shed to the Front of the Property

There are no Planning Appeals for consideration this month.

- c) The Council is asked to consider authorising the destruction of planning documents held at the Jubilee Club House.

Currently there are four large filing cabinets within the Jubilee Club House, each holding old documents relating to the Parish Council. Some of these documents must be kept for statutory time limits and they will be considered at a later date.

One of the filing cabinets contains planning applications that have been considered by the Council dating back approximately 20 years. The Parish Council is only a consultee on planning applications and is not required to keep this information for a statutory period; Wiltshire Council, as the Planning Authority, are required to keep records for these applications. If these documents were destroyed the cabinet could be replaced with something more suited to storing the Parish Council records. Document destruction would be by a Confidential Waste Company.

It is recommended that the Council authorise destruction of plans six months after a decision has been made; in consultation with the Planning Chairman who will identify any controversial or complicated applications to be kept for a longer period.

6. **Finance**

Appendix A

- a) The Council is asked to ratify the payments contained in the Finance Report for May. Two Councillors have previously scrutinised and signed cheques for these accounts.
- b) The Council is asked to consider which members should be authorised to sign cheques; previously chairmen of Working Groups have been cheque signatories. The Council is reminded that Financial Controls are the responsibility of the whole Council and not just those who sign cheques.

7. **Governance Statement for Year Ending 31st March 2017**

Appendix B

The Accounts and Audit Regulations 2015 require smaller authorities to conduct a review of the effectiveness of their system of internal control each financial year, and prepare an annual governance statement in accordance with proper practices in relation to accounts.

The purpose of the annual governance statement is for an authority to report publicly on its arrangements for ensuring that its business is conducted in accordance with the law, regulations and proper practices and that public money is safeguarded and properly accounted for. Auditors have asked this year if the Annual Governance Statement and Annual Statement of Accounts can be adopted separately. The Annual Accounts should be adopted once the Internal Auditor has completed his report.

The Council is asked to review and agree questions 1-9 on Section 1 of the Annual Return, Annual Governance Statement 2016-2017, copy attached. The Council is also asked to note that a special meeting will be called to adopt the Annual Accounts and Internal Auditors Report prior to 30th June 2017.

8. **Cricket Square**

The Chairman will give a report on progress of the Cricket Square and continuing partnership with Purton Cricket Club.

The Council is asked how it would like to move forward with this project – should the contractor continue with the autumn work he has tendered for, at a cost of £12,000? Other costs for labour and maintenance will need to be added to this cost if volunteers do not come forward.

9. **Working Groups (WG) and Reps for Outside Bodies**

Chairmen of the WGs will be ratified and each will give details of the first meeting held. Reps to Outside Bodies will also have an opportunity to share details of any recent attendances they have made.

- a) Finance & Admin WG
- b) Open Spaces WG
- c) Highways WG
- d) Communications WG
- e) Planning WG
- f) Reps to Outside Bodies

10. **Clerks Report**

The Clerk will give an update on projects or work carried out between meetings.

11. **Comments / Observations from Social Media sites**

Members requested at the last meeting that an item be added to the Agenda to acknowledge comments made on Social Media sites or via e-mail. This item is for information sharing only; if Members consider an issue should be researched further a discrete agenda item should be raised so the Council, and public, are fully informed prior to making a decision.

12. **Date of Next Meeting**

The next ordinary meeting of Lydiard Millicent Parish Council will take place on Thursday 6th July 2017 at Lydiard Millicent Parish Hall, commencing at 7.30pm. A special meeting will need to be held on Thursday 22nd or 29th June in order to adopt the Annual Accounts on their return from the Internal Auditor, and prior to the 30th June statutory deadline.