

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), Sarah Hill-Wheeler,
Andre Kayani, Vernon Montgomery, Sian Penning, Alan Pflieger,
Richard Selwood, 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 6th July 2017 in the Parish Hall, Lydiard Millicent, commencing
at 7.30pm.**

Deborah Bourne

DEBORAH BOURNE
Parish Clerk

30 June 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 1st June 2017 and the Extra-Ordinary meeting held on Thursday 29th June 2017.
4. **Chairman's Announcements**
The Chairman will give a brief update on issues from the last month that does not require Lydiard Millicent Parish Council to make a formal decision.

5. **Casual Vacancies**

With the resignation of Jonathan Hearn there are now two casual vacancies within the Parish Council. One seat can be filled by co-option, the other must be offered to the Electorate for the opportunity to request an election. This will be advertised shortly.

The Council is reminded that Casual Vacancy elections must be funded by the Parish Council, if a poll is demanded. If an election is called there are very tight time scales to work within and it will not be possible to call a special Council meeting to make decisions about how the poll will be conducted. Many of the expenses are mandatory but one of the expenses that can be controlled is the sending of Polling Cards, to remind residents there will be a poll.

In readiness for the possibility an election is demanded, either on this occasion or in the following three years, the Council is asked to consider the need for Polling Cards and delegate to the Clerk authority to arrange any demanded election in conjunction with the Elections Office at Wiltshire Council.

6. **Planning Matters**

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

- 17/02694/FUL – 29 The Close, Lydiard Millicent
Single storey rear extension to replace existing conservatory

Decision : Approve with Conditions

- 17/04021/VAR – Old Stone Cottage 2 The Butts, Lydiard Millicent
Variation of condition 7 of planning application 16/11952/FUL
(Demolition of detached garage and erection of single two storey dwelling & garage access & parking)

Decision : Approve with Conditions

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

- 17/04235/FUL – 3 Church Place, Lydiard Millicent
Part retrospective permission sought for 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.
- 17/03840/FUL – 16 Greenhill, Royal Wootton Bassett
Proposed two storey rear extension plus first floor to garage and front porch.
- 17/04943/FUL – Acacia Croom, 29a Stone Lane, Lydiard Millicent
Proposed erection of an entrance wall and gates

7. **Finance**

Appendix A

a) The Council is asked to ratify the payments contained in the Finance Report for June. Two Councillors have previously scrutinised and signed cheques for these accounts.

b) The Council is asked to consider the Internal Auditors report following his end of year inspection. After consideration of the report Councillors should consider if there are any changes needed to the Financial Controls of the Council and then to adopt the report.

8. **LMP Neighbourhood Plan** Appendix B
Following a very well attended drop in consultation at the Parish Hall, and meeting with a Wiltshire Council Spatial Planning Officer, members of the Steering Group would like to present the Lydiard Millicent Parish Neighbourhood Plan to the Parish Council for its adoption; this being the next stage in the process. Once adopted, it will be necessary to consult with neighbouring communities prior to the Plan being sent for formal comment to Wiltshire Council and Independent Examination.

An Independent Examiner will then scrutinize the plan for accuracy against National Planning Policy and the Wiltshire Core Strategy; he will consider the amount of public consultation undertaken and may make recommendations back to the Steering Group. When the Plan is finally agreed a referendum will be held within Lydiard Millicent asking if the plan should be recognised. If more than 50% of those voting indicate “yes” the Neighbourhood Plan will form part of the Statutory Development Plan for Wiltshire; making it a legally binding planning document.

The Councils views are sought, and are asked to consider adoption of this document.

9. **The Purton Neighbourhood Plan** Appendix C
As required by regulation 14 of the Neighbourhood Planning (General) Regulations 2012, Lydiard Millicent Parish Council have been invited to comment on the Purton Neighbourhood Plan as an adjoining parish. This statutory consultation is open for six weeks (3 July to 14 August).

Two documents are attached and further information and detail can be obtained via the following link www.purtonparishcouncil.gov.uk/Neighbourhood-Plan.aspx. Comments should be submitted to the Parish Clerk by 17.00hrs on Monday 14 August 2017.

The Councils instructions are sought.

10. **New Council Website and Logo** Appendix D
a. *Logo* : The new Communications WG wished to design a logo for the Home Page of the new website. Several designs were circulated to all members of the Council and their views were sought. To accommodate members views’ several changes and alterations were then made with a further six suggestions being brought forward (images of a tree or leaf). The Chairman of the Communications WG will be presenting the top two designs for consideration at this meeting. The chosen logo can then be used on all future Council publications as an instant identifier.

The Council will be asked which design should be associated with, and best depicts, the Parish of Lydiard Millicent.

- b. *Website* : The Communications WG have requested that use of the new website be re-considered.

The Council had intended the new website, purchased in March this year together with a new domain name, be used primarily for Council related information; in compliance with recent legislation, and allowing the Council to promote itself in a more positive, professional manner. The old website and domain name, still owned by the Council, would then be offered as a space where Community groups within the parish could promote themselves with only “arms length” oversight by the Parish Council. The yearly hosting and registration fee would continue to be paid for by the Parish Council; which is currently just under £100 per year (13p per Band D equivalent).

The Communications WG recommends that Community groups be included within the new website rather than as described above. It is recommended by the Working Group that local groups and organisations would submit items for inclusion within one site. This would require a member of the Council to update the site regularly and the webmaster (usually a paid employee) to monitor the site more closely. Every additional weekly hour of staff salary will be 78p per Band D equivalent.

The Council is requested to consider the above recommendation from the Communications WG.

11. **Working Groups (WG) and Reps for Outside Bodies** Appendix E
Chairmen of the WGs will present their reports in turn.

Members are reminded that Working Groups can only recommend to the Council, under the Councils current Standing Orders decisions must be made by the Full Council. For a legally binding decision to be made Councillors, and members of the public, must be aware of the decision about to be taken, ie details must be included on an agenda, and notified at least three days prior to a meeting.

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

12. **Clerks Report**
The Clerk will give an update on projects or work carried out between meetings.
13. **Comments / Observations from Social Media sites**
Members requested 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 individual Members consider an issue should be considered further they should make contact with the resident for further discussion in the first instance.
14. **Date of Next Meeting**
The next ordinary meeting of Lydiard Millicent Parish Council will take place on Thursday 3rd August 2017 at Lydiard Millicent Parish Hall, commencing at 7.30pm.