

MINUTES of the meeting held by Lydiard Millicent Parish Council on Thursday 3<sup>rd</sup> August 2017, in the Parish Hall Lydiard Millicent, commencing at 7.30pm.

PRESENT: Cllrs Andrew Harris (chairman), Sarah Hill Wheeler, Andre Kayani, Vernon Montgomery, Sian Penning, Alan Pflieger, Mike Sharp. Mrs Deborah Bourne (Clerk).

Also Present: Cllr Mollie Groom (Wiltshire Council) plus 9 members of the public.

**Report from Wiltshire Council:** Due to Cllr Groom having another appointment, her report was given first.

Wiltshire Council is in the process of changing their website, when finished it should be easier for members of the public to navigate. There will also be changes in waste collection, the Council must reduce the amount of waste going to landfill and increase recycling. More details will be available later in the year. Cllr Groom also requested that the purchase of a defibrillator be reconsidered by the Parish Council. Chairman responded this would be discussed by members at a later date.

Cllr Groom was thanked for her report and she left the meeting.

**Public Question Time:** Due to the great concern and interest in future plans for the Casa Paolo junction the Chairman reported on his attendance at a meeting with Wiltshire Council during this Public Question Time before the start of the meeting so that residents were able to ask questions and raise any worries they may have. Several members of the public made comments or raised questions.

Questions and comments raised by Residents in regard to the proposed new road layout or in connection with other Parish Council responsibilities have been recorded separately and will be passed to the appropriate Working Group for consideration.

*Community Speed Watch:* Nothing to report.

*Neighbourhood Watch:* Nothing to report.

Due to the longer Public Participation, meeting started later than normal at 8.15pm

092/17 **Apologies for Absence**

Apologies for Absence were received from Cllrs Dean Cobb and Richard Selwood.

093/17 **Declarations of Interest**

There were no declarations of interest in items on this agenda. Members were reminded of their personal responsibility to ensure entries in the Register of Interests are up to date.

094/17 **Minutes**

It was RESOLVED that the minutes of the meeting held Thursday 6<sup>th</sup> July 2017 were adopted by the Council and signed by the Chairman as a true record of the meeting.

095/17 **Chairman's Announcements**

Apart from the attendance at a meeting in Trowbridge with Wiltshire Council, reported on prior to the start of this meeting, there were no other announcements from the Chairman.

096/17 **Planning Matters**

a. *Decisions made by Wiltshire Council*

- 17/04266/FUL – 39 Stone Lane, Lydiard Millicent  
Erection of bungalow for an ancillary accommodation associated with the residential use of 39 Stone Lane.

*Decision* : Approve with Conditions

- 17/03840/FUL – 16 Greenhill, Lydiard Millicent  
Proposed two storey rear extension plus first floor to garage and front porch.

*Decision* : Approve with Conditions

- 17/04943/FUL – Acacia Croom, 29a Stone Lane, Lydiard Millicent  
Retrospective erection of an entrance wall and gates.

*Decision* : Approve

The above Decisions were noted by the Council.

b. *Applications for consideration*

The Planning Working Group had previously looked at these applications in detail, the WG Chairman gave their recommendations to the Council.

- 17/05990/FUL – 4 Meadow Springs, Lydiard Millicent  
Proposed single storey rear extension and two storey side extension.

RESOLVED to send No Objections regarding this application to Wiltshire Council Planning Department.

- 17/06922/TCA – Old Stone Cottage, 2 The Butts, Lydiard Millicent  
Fell one Conifer.

RESOLVED to send No Objections regarding this application to Wiltshire Council Planning Department.

- c. *Consideration to management of copy old planning applications*  
Following a resolution at the meeting held in June (066/17c) the Clerk had carried out further research which was presented in a report for members. It was confirmed by Wiltshire Council Planning Department there is no obligation for Parish Councils to keep old plans; it was further noted that as of 31<sup>st</sup> July 2017 paper plans will not be sent to Parish Councils.

Discussion was held as to whether residents should be offered the return of their plans prior to destruction. Concerns over Data Protection and need for extra administrative input were raised.

It was RESOLVED to follow the report recommendation in favour of destruction of the files. This will be carried out under the Clerks delegated authority, in consultation with the Planning WG Chairman.

No budget was set, with the Clerk being asked to be as cost effective as possible.

097/17 **Finance**

a. *Payments*

RESOLVED to authorise payment of expenses/reimbursements submitted by Clerk and Councillors; in addition to the normal monthly accounts previously agreed. A payment of £60.00 was also authorised for cutting of the churchyard, with a caveat that any future additional grass cutting requirements are reported to the Parish Council for inclusion within the Council contract.

It was noted that the Clerk has already been in touch with one of the Church Wardens and a protocol has been established.

098/17 **The Purton Neighbourhood Plan**

As required by Regulation 14 of the Neighbourhood Planning (General) Regulations 2012, Purton Parish Council have requested comments on their Plan from this Council as an adjoining parish.

Members commented that the Plan was very detailed, and it was evident that a lot of work had gone into its production.

It was RESOLVED that a letter should be sent to Purton Parish Council in concurrence with the comments contained in the Plan. It was noted that individuals could also comment on this consultation, which closes at 5pm on Monday 14<sup>th</sup> August 2017.

099/17 **Website Policy**

The Communications Working Group, in conjunction with the Clerk, has prepared a draft Website Policy for consideration by the Council.

*Legal Note: Discharge of Functions LGA 1972 s101*

*S101 (1) Subject to any express provision contained in this Act or any other Act passed after this Act, a local authority may arrange for the discharge of any of their functions-*

*(a) By a committee, a sub-committee or an officer of the authority; or*

*(b) By any other local authority.*

Members were reminded that if executive functions are carried out by Councillors they are, at that time, a volunteer rather than a Councillor; and should take direction from the paid senior Officer.

RESOLVED to adopt the presented Website Policy document; effective from Friday 4<sup>th</sup> August 2017. The adopted policy will be made available on both the websites in this transition period.

100/17 **Site Visits**

It is usual and best practise, for all Parish Councillors to inspect their assets at least once a year. These visits often take place during the summer months due to the lighter evenings. Members discussed merits of this proposal, and thought there would be a benefit from this action.

RESOLVED that the Clerk e-mail all Councillors with suggested dates during August and September in order to view and discuss Council owned or managed lands and assets.

101/17 **Working Groups (WG) and Reps for Outside Bodies**

a. *Finance & Admin WG*

The Finance & Admin WG report was noted. The next meeting will be 21<sup>st</sup> September 2017.

b. *Open Spaces WG*

Meeting to be held later in the month.

c. *Highways WG*

Meeting to be held later in the month.

In the absence of the WG Chairman, Clerk updated members on progress with parking restrictions and the installation of verge markers and bollards. As the budget set for this project was only agreed informally it will be necessary to bring all costings back to the Council, adding a delay.

RESOLVED to budget £3,000 (three thousand pounds) for the provision of verge markers and bollards; delegating the clerk, in conjunction with the WG Chairman, to continue with the project; in accordance with LGA 1972 s101.

d. *Communications WG*

The Chairman asked for clarification of 4.1 in the written report. Highways signage has always been for consideration by the Highways WG, it has not been reassigned as a Communications WG project. With this deletion, the Communications WG report was noted.

e. *Planning WG*

All members of WG have been consulting with neighbours on the current Planning Applications. They will arrange to speak on the Councils behalf at the Wiltshire Council Planning meeting being held 9 August when planning application 17/04235/FUL is to be considered as indicated above (min ref 080/17b).

102/17 **Clerks Report**

Clerk gave a verbal report on work carried out, and meetings attended, during the last month. BT has now confirmed the Parish Council can adopt the red phone box opposite The Sun. During the last month several Boules matches have taken place at the Recreation Field, and the number of visitors to the Parish Office is increasing.

Discussion held on number of hours worked by Clerk, currently employed for 14 hours per week. Chairman asked that Councillors should direct any additional work through him, in order to manage the workload. The Finance & Admin WG will monitor and report back to a later meeting.

Clerk advised members that any discussions concerning an employee should be carried out in private session and not during a public meeting.

103/17 **CPD Training**

This item was not discussed. It will be brought to the next meeting.

104/17 **Comments/Observations from Social Media Sites**

There were no comments or observations brought forward by members.

105/17 **Date of Next Meeting**

The next meeting will be held on Thursday 7<sup>th</sup> September 2017 at Lydiard Millicent Parish Hall, commencing at 7.30pm.

The meeting closed at 9.10 pm

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Cllr Andrew Harris  
Chairman