

LYDIARD MILLICENT PARISH COUNCIL MEETING
2 September 2021
held in the Parish Hall
commencing at 7:30pm

Councillors present:

Cllr D Harden (Chairman) Cllr M Allsop Cllr L Curtis Cllr B Gregory
Cllr C Hacker Cllr P Cole Cllr S Westwood

Others in Attendance: Wiltshire Councillor S Bucknell, Mr C. Tydeman (Parish Handyman) and three members of the public.

Meeting Clerk: Tina Jones PSLCC

Public Question Time: There were no questions.

MINUTES

117.21 Apologies for Absence

Members RECEIVED apologies from Cllr Clarke and Deborah Bourne.

118.21 Declarations of Interest

Name	Minute Reference	Type	Nature of Interest	Action
Cllr Allsop	129.21	Non-Pecuniary	Neighbour to Application PL/2021/07191	Did not take part in discussions and did not vote

There were no other declarations made and no requests for dispensations.

119.21 Minutes of the previous meeting

Members considered the minutes of the meeting held on 27 July 2021. The minutes of the meeting were ADOPTED as a true record of the meeting and were signed by the Chairman.

120.21 Chairman's Announcements

The Chairman reported that the Council was busy behind the scenes, addressing the outstanding issues.

121.21 Wiltshire Councillor's Update

Members received a report from WC Cllr Bucknell – main points were:

- Lydiard Green - potential encroachment onto common land - various Officers are investigating land ownership. Councillor Bucknell asked any fences or building have been erected contrary to planning, Councillor Harden advised that new fencing has been erected in adjacent areas, but on the area recently mowed the original fence is there, new gravel has been laid on the right of way. Councillor Bucknell asked to be informed if any development activity does take place. Councillor Cole offered to monitor. Councillor Bucknell added that the Council needs to establish what common land is in the parish and produce a map.
 - There is currently only one Community Area Traffic Group (CATG) proposal from the Council for traffic calming on Common Platt, this proposal is not yet a high enough priority to be considered. Councillor Bucknell advised that more requests for traffic calming should be put forward, all as separate issues – such as speeding traffic along Stone Lane and The Street. He suggested the Council's CATG representative, together with a small group, should identify and log all accidents and close calls as evidence for the proposals.
 - Experimental bus service – he has not received a response from Officers to his emails and will keep on chasing.
- Wiltshire Councillor Bucknell gave his apologies and left the meeting due to another commitment.

122.21 Clerks Report

Members NOTED the update from the Clerk

A report covering all previous requests for the Clerk to action will be presented at the October meeting advising of current status of requests.

108.21 Financial Report

Members RESOLVED to submit claims to HMRC for the two years unclaimed VAT refunds and to review the Ear Marked Reserves in the autumn. UPDATE: VAT Claimed – EMR review ongoing

111.21 Finance – Payment Approval

Payment of the cleaning services invoices is subject to the RFO receiving their terms and conditions, and a satisfactory explanation as to how the costs are calculated, and the invoice from Equinox dated 30 June is believed to be a duplicate invoice, to be checked with supplier before payment is made. Members AGREED to close – see min ref. 123.21

Members queried the requirement to purchase dog poo bags and requested an agenda item to discuss further. Members AGREED to close – see min ref. 125.21

112.21 Handyman Requirements

Members RESOLVED not to amend min. ref. 36/21 – going forward the Council will only use battery powered tools, as they are low maintenance, cause less vibration, are quieter and emission free, therefore cleaner for the environment. Councillor Curtis to meet with the Handyman to source the right equipment. Councillor Curtis reported that a Battery Multi Tool Package Kit and a Multi-Tool Brush Cutter have been purchased. Items to be added to Asset Register. Members AGREED to Close.

113.21 Jubilee Club House

Members APPROVED the use of the £6,000 allocated in Earmarked Reserves for the remedial work to the building. Members AGREED to close – see min. ref. 128.21– a verbal update on current status of remedial works.

123.21 Financial Accounts

- a. Members NOTED the income summary report and the list of payments paid and those for approval. Following discussions, Members AGREED to hold the April and May printer rental invoices to check whether payment has already been made, and to hold the payment of an invoice from a grounds maintenance contractor as it appears the Council may have been charged for work not undertaken - Councillor Hacker and the RFO to investigate the two invoices on hold. Members APPROVED the remainder of the list.
- b. The queries raised at the previous meeting for the invoices on hold for cleaning services and keys have been investigated and approved for payment by the RFO.
- c. In accordance with Financial Regulation 5.6, Members NOTED and AUTHORISED for the financial year 2021- 2022, a list of payments which arise on a regular basis as the result of a continuing contract, statutory duty, or obligation including regular maintenance contracts. The Clerk was requested to investigate the current telephone and broadband contract in place.

124.21 Unity Bank Account

Members NOTED the report and following discussions, APPROVED the closure of the Unity Bank Account that has no activity, with the funds held in the account transferred to the main Unity account.

125.21 Provision of Dog Poo Bags

Members NOTED and CONSIDERED the provision of free dog poo bags at the Jubilee Club House site. Main points were:

- The dispenser and a supply of bags were originally purchased via a £150 grant from the Area Board in July 2015.
- Ten local councils were approached, only one Council from the ten contacted supplies free bags. Post meeting: two other councils gave feedback.

- The dispenser requires a specific type of bag, currently the bags used are of good quality, in size and composition.
- The Council received a delivery of 800 bags in May 2021 at a cost of approximately £58 including delivery, which have run out this equates to £300 - £350.

Feedback received

- There are free poo bags available, for example at Neigh Bridge Country Park, but they are provided by the organisation that manages the location, rather than the councils.
- Wiltshire Council as the principal authority does not supply free dog poo bags on any sites.

Dog Owners responses to the question:

- responsible dog owners, take their own bags when out walking, but that they would use the free ones and take some to top up their personal supplies.
- the locals bring their own and they felt they were being removed in vast quantities and not used for the field walkers.
- Dog poo can be found on the field even with the Council provided free bags.

Members debated the issue at length, but eventually AGREED to postpone making a decision, until more investigations could take place into types of alternative dispensers and bags, possible relocation of bin, whether complaints are received because there are no bags, or if there are more unbagged deposits - the Handyman was asked to monitor the situation as a trial to see if there is any difference, report back to the November meeting.

126.21 **Operation London Bridge**

Members NOTED the confidential report. During a Suspension of Standing Orders, Members discussed with Mr M Sharp the use of the area by the flagpole as a floral tribute area, this was considered and AGREED as the most suitable location. Members AGREED to pass over the flag protocol information to Mr M Sharp who shares the responsibility for the Parish Hall flagpole. Councillor Harden to prepare in advance a condolence message for the website. Standing Orders were Re-instated.

127.21 **Painting of Telephone Kiosk**

Members NOTED the residents offer to paint and clean the telephone kiosk at Greenhill. Following discussions, Members RESOLVED to allocate an amount of up to £100 (one hundred pounds) from General Reserves to cover the cost of the paint and paint brushes and other cleaning materials - materials to be purchased by the Council. On behalf of the Council, Councillor Westwood was asked to thank the residents.

128.21 **Jubilee Club House**

- a. Members RECEIVED a verbal update from Councillor Hacker. Main Points were:
 - Major improvement in cleaning of building, some cleaning equipment/materials supplied
 - Cleaning of the men's urinals is difficult and needs attention – report for October meeting
 - New kitchen equipment should be considered – report for October meeting
- b. Members RECEIVED a verbal update from Councillor Westwood. Main Points were:
 - The initial Health and Safety visit has highlighted further issues, these have been added to the list of required health and safety actions.
 - One quote received for electrical work, others to be sought.

One Member of the public left the meeting

129.21 **Planning Matters**

The following Planning Applications were considered

Application	Details	Council View
PL/2021/06727	Applicant: Mr N Moore Address: 18 The Mews, Lydiard Millicent. Proposal: single storey rear extension & front porch	NO COMMENT
PL/2021/06632	Applicant: Mr C Mills Address: Badgers Brook, The Street, Lydiard Millicent. Proposal: Extension to dwelling to include a new gym and swimming pool	NO COMMENT
PL/2021/07191	Applicant: Mr M Wason Address: Brockhurst Farm Stables, Greenhill. Proposal: Conversion of former stables to one dwelling house	NO COMMENT
PL/2021/06515	Applicant: Mr G Virgilio Address: 7 The Beeches, Lydiard Millicent. Proposal: Installation of French Doors with Juliet Balcony to the 1st floor and rendering of property (all Highways facing)	NO COMMENT
PL/2021/05312	Applicant: Mrs E Gregory Address: 2 Meadow Springs, Lydiard Millicent. Proposal: Double storey extension comprising a new kitchen diner and 2 bedrooms	OBJECT on the grounds of incorrect or insufficient information
PL/2021/07744	Applicant: Mr G Davies Address: Greensend, Lydiard Green, Lydiard Millicent. Proposal: Change of use of adjacent land from agricultural to domestic garden	OBJECT on the grounds that the Council does not wish open countryside land to become a garden
PL/2021/07671	Applicant: Mr I Hudson Address: 7b The Street, Lydiard Millicent. Proposal: Change of use from office to residential	SUPPORT
PL/2021/07840	Applicant: K Clarke Address: 6 The Close, Lydiard Millicent. Proposal: Proposed rear extension	SUPPORT
PL/2021/07900	Applicant: Mrs R Knight Address: Cotswold Heights, Greenhill. Proposal: Rebuild the front boundary wall and reinstate the front gate	OBJECT on the grounds that it would not be sympathetic to the surrounding build and rural environment

Members NOTED the following Wiltshire Council Decisions – Approved with Conditions

PL/2021/04888	Applicant: Mr and Mrs Chojnacki Address: 16 Stone Lane, Lydiard Millicent. Proposal: Single storey rear extension to replace conservatory and extend the existing garage
PL/2021/06078	Applicant: Mr M Ladd Address: 13 Chestnut Springs Proposal: Proposed Bedroom Extension
20/11201/FUL	Address: 13 Greenhill. Applicant: K Moore Proposal: Proposed New Access and Detached Garage Block

130.21 **Financial Regulations 6.10**

Members formally NOTED the actions taken as per Regulation 6.10 of the Council's adopted Financial Regulations, in that the Chairman together with Councillors had obtained and opened the sealed envelope that contains the personal identification numbers (PIN) and password(s), for access to the Council's computer records and bank accounts. Once opened, and as soon as it was possible the pins and passwords were changed. Members were advised at the time of the necessity of these actions, and as per Financial Regulation 6.10, this has been formally reported.

131.21 **Community Meeting**

Members NOTED the report and following discussions, AGREED to:

- Hold the event at the Parish Hall, to advertise the event and provide refreshments.
- Invite other organisations to attend i.e. Bobby Van, PCSO, Neighbourhood Watch, Men's Shed, Community Garden users from Royal Wootton Bassett.
- Councillor Hacker volunteered to organise the event.
- Date to be arranged - update at next meeting and to set a budget for the event.

132.21 **Grounds Maintenance Contract**

Members received a verbal update following the written update by email from Councillor Allsop, the Council received complaints from the Cricket Club regarding the state of the field. Therefore, the grounds maintenance tender document has to be amended to reflect the correct mowing requirements.

- Amendment to contract for Cricket field from a length of 30mm all over - to the outfield length of 10mm with cuttings removed, and the rest of field at 25mm.
- Amendment to contract for Recreation Field from 'during the growing season (as a minimum May to September)' to April to October.
- Councillor Allsop to provide a map of areas to be maintained to accompany the tender document and for the Parish Handyman.
- A complete Parish map to be created and displayed in the Parish Office.
- The grounds maintenance contract date to commence 1 January 2022.

Amendments to be formally ratified at the October meeting.

133.21 **Exclusion of the Public and Press**

Members AGREED that the public and press be excluded from the meeting under the Public Bodies (Admission of Meetings) Act 1960, due to the confidential nature of the following item.

All Members of the Public left the meeting

134.21 **Staff Matters**

Members NOTED the report and APPROVED the extension of the temporary appointments of the Interim Clerk and the interim Responsible Finance Officer to 31 December 2021.

Members considered and APPROVED the recommendations from the Chairman to appoint Peninsula as the Council's representatives with costs of up to £2000 (two thousand pounds) met from General Reserves.

Meeting Closed at 9.26pm