

LYDIARD MILLICENT PARISH COUNCIL MEETING

4 November 2021

held in the Parish Hall

at 7:30pm

Councillors Present:

Cllr D Harden (Chairman)	Cllr M Allsop (Vice-Chairman)	Cllr P Cole	Cllr L Curtis
Cllr C Hacker	Cllr S Hill-Wheeler	Cllr M Sharp	Cllr S Westwood

Others in Attendance: WC Cllr S Bucknell and one member of the public.

Meeting Clerk: Tina Jones PSLCC

Public Question Time:

- A resident thanked the council for displaying the agenda on the Greatfield noticeboard and for the leaflet he had received regarding the 6 November Community meeting.
- A resident asked for an update on the plans to build retirements homes in the village, which was discussed a few years ago. He was advised that the Council at the time had expressed a dislike to the plans. The developers then suggested bungalows instead, the council heard nothing more. The proposal would have been outside the neighbourhood plan area. WC Cllr Bucknell advised that the landowner had passed away.

MINUTES

168.21 Apologies for Absence

Members RECEIVED apologies from Councillors Clarke, Gregory and Selwood.

169.21 Declarations of Interest and Dispensations

There were no declarations made and no requests for dispensations.

170.21 Chairman's Announcements

The Chairman reported that the Council was busy preparing for next years finances and looking into land issues.

171.21 Minutes

Members considered the minutes of the meetings held on 4 October. Members AGREED an amendment to include Councillor Hacker's declaration of interest at Min. Ref. 145.21. Following the amendment, the minutes of the meeting were ADOPTED as a true record of the meeting, and are to be signed by the Chairman.

172.21 Co-option of New Councillor

Members considered an application from Mr Michael Sharp. The matter was put to the vote and Members unanimously RESOLVED that Mr Sharp be co-opted onto the Parish Council with immediate effect. The Declaration of Acceptance of Office were signed by the newly elected Councillor and witnessed by the Clerk. Councillor Sharp accepted the Council Code of Conduct, and the Chairman invited him to join the meeting.

173.21 Wiltshire Councillor's Update

Members RECEIVED a report from WC Councillor S Bucknell. Main Points were:

- Currently the biggest issue is speeding
- The new PCC Commissioner has purchased 3 handheld APR recording cameras, and these are being used around the county, including The Street in Lydiard Millicent. All funds raised through fines will stay within the county, there are plans to purchase more devices. If the Council can identify particular areas they would like covered by the cameras, they should contact Councillor Bucknell.
- The recent heavy rain caused flooding, Common Platt was affected with a lot of surface water. Thames Water is complying to clear all ditches and drains they are responsible for.
- Planning issues – Purdey's Farm, he has contacted the Wiltshire Council Planning Officer dealing with the application.

Clerk's Report

Members NOTED the report

125.21 Provision of Dog Poo Bags Members considered the provision of free dog poo bags at the Jubilee Club House site. Members debated the issue at length, but eventually agreed to postpone making a decision, until more investigations could take place, reporting back to the November meeting. Members AGREED to close – See Min. Ref 183.21
127.21 Painting of Telephone Kiosk Members resolved to allocate an amount of up to £100 to cover the cost of the paint and paint brushes and other cleaning materials purchased by the Council. Update from Cllr Westwood had thanked the residents – Clerk to obtain materials.
128.21 Jubilee Club House. Quotes for all electrical work - November agenda Showers not hot /working due to leaking pumps and scaling, new pumps and pipework required, Clearing and cleaning of the men's urinals traps to be removed and replaced, and other checks once removed for build-up. Under Financial Regulation 4.5 The Chairman and Vice-Chairman authorised the expenditure of £860 to do above works, cost to be met from the allocated budget of £6000. Members AGREED to close – See Min. Ref 182.21
156.21 Grounds Maintenance Contract Contract agreed, Clerk to obtain tenders - ongoing
157.21 Burial Fees New fees agreed from 1st November, notifications sent. Members AGREED to close
158.21 Electronic Burial System Electronic system agreed, installation to be arranged - ongoing
159.21 Jubilee Club House RESOLVED to allocate up to £1000 to replace the kitchenware and to purchase and install a continuous fill hot water urn - ongoing
162.21 Land Deeds and Terrier RESOLVED that more investigation was required. Councillors Cole and Hill-Wheeler agreed to revisit the documents held and provide a report for the next meeting. Members AGREED to close – See Min. Ref 185.21
163.21 Jubilee Club House Postal Address RESOLVED to set up a redirection to the Jubilee Club House at a six-month cost of £321.00. Members AGREED to close
167.21 Broadband and Telephones AGREED that more investigation was required, to include the Councils mobile telephone contracts too. Councillors Gregory and Westwood agreed to investigate options. Members AGREED to close – See Min. Ref 181.21
Clerks Report covering all previous requests for action - with current status
13.20 Play Equipment at The Mews A decision to be made on what to do with old play equipment (since this decision the equipment now decommissioned). In 2020, the Council earmarked £15k to upgrade. For discussion at the Community Meeting for feedback from Residents. ongoing
13.20 Seek Adoption of Land between The Mews and Meadow Springs and other parcels of public land throughout the parish where no owner is currently known. This should be carried out professionally, with appropriate legal advice being taken. The Clerk is instructed to work with the Councils solicitor to reach a satisfactory conclusion. Meeting update: Members AGREED that Councillor Hill-Wheeler would take forward.
20.20 Speed Indicator Devices A budget was set of £7,500, Clerk instructed to bring this project to a successful conclusion. Who has responsibility for them? Clerk to provide report - ongoing
28.20 Parish Resilience Plan Parish Clerk to locate the Parish Resilience Plan drawn up in about 2007, then be updated – ongoing. Meeting update: Members requested Clerk to investigate.
20.21 Corporate Governance Complaints, Grievance & Disciplinary Procedures. Members AGREED to close - See Min. Ref 177.21

31.21 Footpath Grant Footpath grant is currently in CIL - potentially to be returned to Wiltshire Council – ongoing
20.21/33.21 Review of Cemetery Regulations - ongoing
36.21 Handyman Role Chairman to define role for Handyman. Members AGREED to close - See Min. Ref 177.21
39.21 Office Equipment Agreed to purchase Laminator, Laptop, Monitor, Full Size Keyboard, Office Chair, Fireproof Safe, Doorbell - ongoing
51.21 Finance Regulations Financial Regulations to be reviewed - ongoing
56.21 Asset Register Additions Add Lydiard Green Village Green land to the Asset Register. Ensure that Lydiard Plain and JCH recreation ground are on the asset register (as per 28 April email). Update Asset register and detail value, maintenance requirements, life expectancy, replacement cost - ongoing

175.21 **Handyman Report**

Members NOTED the activity report received.

176.21 **Financial Accounts**

Councillor Westwood gave a verbal report. No questions were raised. Members NOTED and APPROVED the income and expenditure reports and APPROVED the list of payments.

177.21 **Precept Planning**

Members NOTED the presentation and received a verbal update from Councillor Westwood. Members NOTED that income was higher than expected due to the recovery of income from previous years (2017-2020) from various sources, there has also been additional expenditure on some lines due to unpaid invoices from 2020-2021.

It was AGREED that Councillors would look at the precept proposals ahead of the December meeting. The grounds maintenance contract is to be considered at the next meeting, with precept agreed at the January meeting.

Members considered the match fee for the football teams, and after discussion, RESOLVED for the fees to remain at £40-£45 per match, subject to the Ground Maintenance contract costs being approved at the next meeting.

Members considered the match fees for the cricket teams, and after discussions AGREED to relook at the costs, once the Grounds Maintenance costs are known and the usage of Jubilee Club House is calculated.

Following discussions, it was AGREED that the Jubilee Club House (JCH) would not be available for ad hoc hire until a review of access options, the fee structure and the terms and conditions has taken place.

Councillors Allsop and Westwood volunteered to take forward, with Councillor Selwood being approached for input: investigations into hire terms and conditions and access options for JCH, Cricket and Football teams. The review of fees for JCH and cricket, taking into account the use of the JCH on match days. Members APPROVED the way forward.

178.21 **Planning Matters**

The following Planning Applications were considered

Application PL/2021/09893	Applicant: Mr & Mrs Gregory Location: 32 Greenhill, Royal Wootton Bassett, SN4 8EH Proposal: Proposed two-storey side extension, rear extension to replace conservatory, internal alterations and raised wall to side of gateway.
	Members RESOLVED to make NO COMMENT

179.21 **Personnel Sub-Committee**

Members NOTED the report and draft terms of reference and following discussion, APPROVED under Section 4 of the Council's adopted Standing Orders, the appointment of a Personnel Sub-Committee and the terms of reference. The Chairman and the Vice -Chairman have automatic membership. Members APPROVED the appointment of Councillor Westwood to the Sub-Committee and following discussions it was AGREED to delay the appointment of a maximum of two other Councillors until the next meeting when all Members are present.

- 180.21 **Community Meeting**
Councillor Hacker updated Members and following discussions - Main Points were:
- Leaflets have been distributed around the Parish
 - RWB Community Garden and Men's Sheds have provided presentations
 - The Co-op has donated tea and sugar, Councillor Hacker to provide chinaware
 - Bobby Van unable to attend but have provide leaflets etc
 - Facebook message to be posted
 - Feedback and thank you message to Parish Magazine
 - Parish meeting to review findings and to report back at Annual Parish Meeting in May 2022
- 181.21 **Broadband and Telephones**
Members NOTED the report and considered the options. Following discussions, Members RESOLVED to:
- Move to a 12 month PAYG basic broadband package for Jubilee Club House, at an approximate cost of £22.00 per month (saving of approx. £15.00 per month)
 - Move the Clerk's phone to a 12-month SIM only contract with a higher data allowance, at an approximate cost of £8 per month (saving approx. £29.00 per month)
 - Leave the Handyman's phone on the existing contract and review in the future
- 182.21 **Jubilee Club House – Electrical Work**
Members NOTED and considered the quotes received. After discussions, Members RESOLVED to accept quote B, for the sum of £1,174.85 (one thousand, one hundred and seventy-four pounds, eighty-five pence) excluding VAT. Delegation was given to the Clerk to take forward.
- 183.21 **Provision of Dog Poo Bags**
Members NOTED the report and following discussions, RESOLVED not to supply free dog poo bags in the future. Following discussions, Members AGREED to revisit the current signage (relating to dogs) and to investigate further how to manage dogs on the playing area.
- 184.21 **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
- 185.21 **Land Deeds and Terrier**
Members NOTED the report and following discussion, RESOLVED to:
- a. Further research into the use of the land, to better define its boundary, and to bring a recommendation for the protection of this asset back to the next Council meeting.
 - b. Nominated Councillors explore the best way to facilitate access to the footpath with the ROW Officer from Wiltshire Council.
 - c. The Handyman, or contractor, carry out basic tidying-up maintenance to the green and footpath. Handyman to survey informally the area, assess what work may be required routinely and to report back to the next meeting.
 - d. Nominated Councillors discuss with neighbouring residents the Council's plans for b & c above, and to listen to their views.
- 186.21 **HR Report**
Members NOTED the report and the advice received and accepted all points recommended, to include: the appointment of a Personnel Sub-Committee, the review and adoption of suitable HR policies.

Meeting Closed at 9.42pm