

**LYDIARD MILLICENT PARISH COUNCIL MEETING**  
**7 October 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 B Gregory   Cllr C Hacker   Cllr S Hill-Wheeler   Cllr R Selwood  
Cllr S Westwood

**Others in Attendance:** Mr C. Tydeman (Parish Handyman) and four members of the public.

**Meeting Clerk:** Tina Jones PSLCC

**Public Question Time:**

- A resident asked if agendas could be posted on the notice board at Greatfield– this is to be actioned.
- The Chairman of the Parish Hall asked if the Council could confirm the ownership of the lane alongside the Parish Hall leading to the Cemetery and other properties as its condition has deteriorated. The Interim Clerk advised enquires had recently been made and would be followed up.

**MINUTES**

**144.21 Apologies for Absence**

Members RECEIVED apologies from Wiltshire Councillor S Bucknell and Councillor Clarke. Councillor Gregory joined the meeting at min. ref.150.21.

**145.21 Declarations of Interest and Dispensations**

| Name         | Minute Ref | Type      | Nature of Interest                                    | Action                                            |
|--------------|------------|-----------|-------------------------------------------------------|---------------------------------------------------|
| Cllr Gregory | 155.21     | Pecuniary | Owner of land adjoining - Planning App. PL/2021/08442 | Did not take part in discussions and did not vote |

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

**146.21 Chairman's Announcements**

The Chairman reported that the Council has accepted Mrs Bourne (Parish Clerk) resignation on the 24 September. The Interim Clerk and Interim Responsible Finance Officer are in post up until the Council find a suitable replacement.

**147.21 Minutes**

Members considered the minutes of the meetings held on 2 and 21 September. The minutes of the meetings were ADOPTED as a true record of the meeting and were signed by the Chairman.

**148.21 Co-option of New Councillors**

Members considered applications from two residents. The matter was put to the vote and Members unanimously RESOLVED that Sarah Hill-Wheeler and Richard Selwood be co-opted onto the Parish Council with immediate effect. The Declarations of Acceptance of Office were signed by the newly elected Councillors and witnessed by the Clerk. Councillors Hill-Wheeler and Selwood accepted the Council Code of Conduct, and the Chairman invited them to join the meeting.

**149.21 Wiltshire Councillor's Update**

Members NOTED the report from WC Councillor S Bucknell. Main Points were:

- Climate Change Toolkit - encouraging Parish Councils to use it
- Experimental Bus service – the service is due to start in January 2022.
- Planning Enforcement – Investigations on going regards Stone Lane properties
- Community Area Traffic Group (CATG) – The Councils request for action to slow traffic along Common Platt/Washpool will be strengthened if the cases can be brought to the next CATG meeting. Councillor Curtis (as CATG rep) agreed to collate the data for the meeting
- Potholes and Road Issues – Loose manhole cover near Bakery Close, WC team could not find it. Request for help with identifying manhole requested.

**Clerks Report**

Members NOTED the update from the Clerk

**108.21 Financial Report** Claim to HMRC for the two years unclaimed VAT refund received – Members AGREED to close. Review of Ear Marked Reserves in the autumn. ongoing.

**123.21 Financial Accounts**

The Clerk was requested to investigate the current telephone and broadband contract in place. Members AGREED to close – see Min. Ref. 167.21

**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.

**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.**

- New kitchen equipment– report for October meeting – Members AGREED to close – see Min. Ref 163.21

- 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.

**131.21 Community Meeting**

Members AGREED to hold the event at the Parish Hall, to advertise the event and provide refreshments. To invite other organisations to attend. Councillor Hacker volunteered to organise the event. Update at next meeting and to set a budget for the event. Members AGREED to close – see Min. Ref 164.21

**132.21 Grounds Maintenance Contract**

To formally approve amendments – Members AGREED to close – see Min. Ref 156.21

**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

**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 Councillor Hill-Wheeler to take forward.

**13.20, 17.1, 29.21, 84.21 – Grounds Maintenance Contract**

Contract approved at Council meeting. Members AGREED to close – see Min. Ref 156.21

**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.

**19.21 35.21 – Training**

Handyman and Cllr Hacker to attend new roads and streetworks course, organise training for all Councillors, Health and Safety training for the Handyman. To revisit H & S training at a future meeting – ongoing

Councillor training has been arranged for Monday 11 October at the Jubilee Club House. The cost of £200 plus mileage was APPROVED from the Training budget – cost code 4010. The training will be conducted by Katie Fielding, County Officer for the Wiltshire Association of Local Councils. Members AGREED to close.

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| <b>20.21 – Corporate Governance</b><br>Complaints, Grievance & Disciplinary Procedures, Cemetery Regulations - Deferred at meeting - Ongoing                                                                                                                                                                                |
| <b>31.21 – Footpath Grant</b><br>Footpath grant is currently in CIL. Could potentially be returned to Wilts Council. – Ongoing                                                                                                                                                                                              |
| <b>32.21 – Storage Issues</b><br>Handyman - Clearing of Storage by Cricket and Football by end May, completed. Members AGREED to close.                                                                                                                                                                                     |
| <b>33.21 - Review of Cemetery Fees &amp; Regs Annually.</b> Review of fees - Members AGREED to close – see Min. Ref 157.21. Regulations - ongoing                                                                                                                                                                           |
| <b>36.21 – Handyman Role and Tools</b><br>Chairman to define role for Handyman and the sourcing an purchase of appropriate tools. Tools purchased – Members AGREED to close. Handyman Role ongoing                                                                                                                          |
| <b>39.21 – Office Equipment</b><br>Agreed to purchase Printer/Scanner (purchased), Laminator, Laptop, Monitor, Full Size Keyboard, Office Chair, Fireproof Safe, Doorbell. - Ongoing                                                                                                                                        |
| <b>48.21 - Electronic Mail Addresses</b><br>Email addresses for Clerk and Handyman to be changed to job titles – completed - Members AGREED to close.                                                                                                                                                                       |
| <b>49.21 - Update Website</b><br>22 June - Electronic Mail Website updated with new look/feel to conform with accessibility requirements, completed - Members AGREED to close.                                                                                                                                              |
| <b>50.21 - Set up Postal Address for JCH</b><br>Funds required to register address. Members AGREED to close – see Min. Ref 163.21                                                                                                                                                                                           |
| <b>51.21 - Review Standing Orders and Finance Regulations and Financial Procedures</b><br>Standing Orders have been approved, a review finance procedures completed and approved. Members AGREED to close. Model Financial Regulations to be reviewed- ongoing                                                              |
| <b>54.21 – Freedom of Information Requests</b><br>Meeting required to confirm details of the FOI requests, inc. who requested it, when it was requested, and current status. Resident does not wish to pursue. Members AGREED to close                                                                                      |
| <b>56.21 – Asset Register Additions</b><br>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 |
| <b>70.21 - Insurance Review -</b> Insurance reviewed - Members AGREED to close                                                                                                                                                                                                                                              |

151.21

#### **Handyman Report**

- The recreation field is monitored and cleared of litter, twice a week
- The approach road and car park are swept and cleared as necessary
- Hedgerows adjacent to the entrance, car park, Jubilee Club House (JCH) and the access road are trimmed, kept tidy and litter free.
- The smoke detectors and emergency lighting in JCH are tested weekly and recorded.
- The play area is inspected weekly and records kept
- Areas of the Parish subject to Contractor maintenance are inspected against the schedule supplied and concerns reported/discussed/remedied as appropriate. (Sports field, Cemetery, bus stops, etc).
- Referrals made to the Wiltshire Council Parish Steward, where appropriate
- Maintenance of services within JCH and attending Contractor/Service Provider visits
- Liaison with grounds contractors and support of the various users of the JCH facilities.
- Monitoring and reporting the condition of public rights of way throughout the Parish
- Undertaking hedge/grass cutting/outside maintenance within the remit of the Parish Council.
- Maintenance of certain areas e.g. the Cemetery, public pathways to maintain an acceptable standard between Contractor visits.
- Monitoring accessibility/status of salt bins throughout the Parish in readiness for the Winter months.

152.21 **Financial Accounts**

Councillor Westwood gave a verbal report:

Expenditure - the zoom subscription is to be cancelled. A payment of £445.00 has been made for three sanitizer units, outstanding since June 2020.

Income - received 2<sup>nd</sup> Precept payment, 2 years VAT refund, several years Funeral Director fees (reissued due to out of date uncashed cheques), previous year's fees for Cricket fees and field rent along with backdated Wayleave payments. Members NOTED and APPROVED the income report list of payments paid and those for approval.

153.21 **Financial Regulation 6.10**

Members formally NOTED the actions taken as per Regulation 6.10 of the Council's adopted Financial Regulations. In that following the return to work of the Parish Clerk, the Chairman and Vice-Chairman informed the Clerk that the envelope containing passwords, previously given the Chairman did not contain valid passwords (Financial Regulation 10.6). They requested that these should be updated and placed in another sealed envelope for emergencies as per Financial Regulations. The Parish Clerk gave the Vice-Chairman a second sealed envelope on 22<sup>nd</sup> September. The Parish Clerk had to take more time off, therefore the Chairman and Vice-Chairman together with Councillor Westwood, once again had to take emergency steps to ensure the Council could operate. The envelope was opened on 27<sup>th</sup> September, the contents of the envelope were still incorrect and did not contain updated passwords as required by Financial Regulations. Members were advised at the time of the necessity of these actions, and as per Financial Regulation 6.10, this has been formally reported.

154.21 **External Audit - Annual Governance and Accountability Regulations (AGAR)**

Members NOTED the External Auditor's Report and Certificate (Section 3). Members were advised that a copy of the certified AGAR has been placed on the Council's website along with the Notice of Conclusion of Audit, these documents are also displayed on the Parish noticeboard. The Notice of Conclusion of Audit gives electors in the Parish of Lydiard Millicent the opportunity to inspect the Annual Governance & Accountability Return, this opportunity will remain in place for one month.

155.21 **Planning Matters**

The following Planning Applications were considered

|                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Application<br>PL/2021/08442 | Applicant: Mr & Mrs Titcombe<br>Location: Greenhill Nurseries, Greenhill, Royal Wootton Bassett, SN4 8EH<br>Proposal: Notification for Prior Approval under Class Q for a Proposed Change of Use of Agricultural Building to a Dwelling house (Class C3) and for Associated Operational Development (Renewal of Extant Prior Approval 19/07922/PNCOU)<br>Members RESOLVED to make NO OBJECTION                                                                                                                                                                                                                                                                                                                                         |
| Application<br>PL/2021/06519 | Applicant: Mr S Ruston – Agent<br>Location: Purdy's Farm, Wood Lane, Braydon, SN5 0AH<br>Proposal: Change of use of land to provide an extension to existing Gypsy / Traveller site<br>Members RESOLVED to OBJECT to the application and requested that WC Councillor Bucknell CALLED IN the applications should the Planning Officer be minded to approve.<br>For the following reasons:<br>No local amenities, eg bus, shops, doctor's surgery, schools.<br>Hard standing area planned will increase risk of flooding in the area.<br>Local infrastructure inadequate for increased traffic and people.<br>Worsening of existing light and noise pollution.<br>Site is in a Green Belt.<br>On a blind bend with reported near misses |

|                                                                                    |                                                                                                                                                                                                                                                                                                                                                  |
|------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Application<br>PL/2021/08866                                                       | Applicant: Col. J Blakiston<br>Location: Grove House, Lydiard Green, Lydiard Millicent, SN5 3LP<br>Proposal: Notification of proposed works to trees in a conservation area – two ash trees<br>Members RESOLVED to SUPPORT this application                                                                                                      |
| Application<br>PL/2021/08802                                                       | Applicant: Ms K Moore<br>Location: 13 Greenhill, Royal Wootton Bassett, SN4 8EH<br>Proposal: Demolition of existing house and construction of replacement house<br>Members RESOLVED to make NO OBJECTION. To Comment that raised concerns regarding the height of the building, it is also not sympathetic with the existing environment         |
| Application<br>PL/2021/08660                                                       | Applicant: Mr S Bennett<br>Location: 3 The Butts, Lydiard Millicent, SN5 3LR<br><b>Proposal:</b> Proposed Annexe over Existing Garage<br>Members RESOLVED to OBJECT. Members objected due to insufficient information (no application form or letter of explanation). The plans do not conform to description, therefore more detail is required |
| Members NOTED the following Wiltshire Council Decisions – Approved with Conditions |                                                                                                                                                                                                                                                                                                                                                  |
| PL/2021/06727                                                                      | Applicant: Mr N Moore<br>Address: 18, The Mews, Lydiard Millicent, SN5 3NQ<br>Proposal: single storey rear extension and front porch                                                                                                                                                                                                             |
| PL/2021/6515                                                                       | Applicant: Mr G Virgilio<br>Address: 7 The Beeches, Lydiard Millicent, SN5 3LT<br>Proposal: Installation of French Doors with Juliet Balcony to the 1st floor and rendering of property (all Highways facing                                                                                                                                     |

156.21 **Grounds Maintenance Contract**

Members NOTED the report and RESOLVED to accept the amendments to the Contract and commencement date, as per 2 September meeting at Minute Reference 132.21.

157.21 **Burial Fees and Regulations**

Members NOTED the report and following discussions RESOLVED to increase burial fees from 1<sup>st</sup> November 2021.

| Description                              | Full Burial<br>£ | Cremated<br>Remains |
|------------------------------------------|------------------|---------------------|
| Grant of Exclusive Rights                | £300.00          | £200.00             |
| Interment over 18 years                  | £300.00          | £200.00             |
| Memorials                                |                  | £                   |
| Right to Erect a Headstone or Flat Stone |                  | 175.00              |
| Replacements                             |                  | 100.00              |
| Additional Inscription                   |                  | 100.00              |
| Cleaning, Re-leading or Repairing        |                  | 100.00              |

Members RESOLVED to amend/add the Regulations to include:

- All fees doubled for non-residents
- Purchase can be for the next available plot
- No memorial can be erected within 12 months of a full burial taking place to allow settlement of the ground.
- Remove references to Public Graves from Cemetery Regulations

158.21 **Electronic Burial System**

Members NOTED the report and after discussion RESOLVED to purchase an electronic burial and memorial system at a cost of £1,360 (one thousand, three hundred and sixty pounds) This includes the packages, set up, training and first year support and maintenance. There will be an Annual Support and Maintenance fee of £385.00 in future years.

159.21 **Jubilee Club House**

Members NOTED the report and after discussions, RESOLVED to allocate up to £1000 (one thousand pounds) to replace the kitchenware and to purchase and install a continuous fill hot water urn. Costs to be met from General Reserves.

- 160.21 **Speed Indicator Devices, Speedwatch and Neighbourhood Watch**  
 Members NOTED the update from Mr M Sharp - Main points were:  
Speed Indicator Devices  
 During September, the Traffic Police stopped several vehicles and issuing some fines and points. One of the devices has been relocated to monitor Lydiard Green at The Beeches at their request.  
Speedwatch  
 The Speedwatch Co-ordinator has received a hand-held speed camera from the Police Speedwatch Team. Two operators carried out checks at The Beeches on Tuesday 28<sup>th</sup> September any only recorded 2 violations during 45 minutes. It is hoped to have regular checks at the authorised sites from now on.  
Neighbourhood Watch - Report from PCSO Singfield.  
 Transport incidents remain the highest statistic, the team has arrested drink/drug drivers and seized 5 vehicles without insurance in the past months. With the nights drawing in and the clocks changing this month we may see an increase in burglaries. A reminder on Facebook and e-mail in the next couple of weeks to be extra vigilant with winter approaching and to make sure all sheds and outbuildings and garages are secured.
- 161.21 **Grant Application**  
 Members NOTED the report and after discussions, RESOLVED to contribute £200 (two hundred pounds) to fund a community Christmas tree for display outside Lydiard Millicent Junior School
- 162.21 **Land Deeds and Terrier**  
 Members NOTED the report and information received from the Solicitors in respect of the land deeds. Following discussions, it was 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.
- 163.21 **Jubilee Club House Postal Address**  
 Members NOTED the report and following discussion RESOLVED to set up a redirection to the Jubilee Club House at a six-month cost of £321.00 (three hundred and twenty-one pounds). Costs met from General Reserves.
- 164.21 **Community Meeting**  
 Members NOTED the report, main points:
- The event will be from 3pm-5pm on Saturday 6 November
  - Refreshments will be offered
  - Parishioners will be invited to comment on Council ideas for various things including the area behind the Mews, the Community Field and improvements to Jubilee Club House and dogs on Recreation field.
  - Representation attending from the RWB Men's Shed and the RWB Community Garden.
- During a Suspension of Standing Orders, Mr Sharp suggested the attendance of the Bobby Van Trust and Speedwatch – to liaise with Councillor Hacker. Standing Orders were Re-instated. Following discussions, Members RESOLVED to allocate up to £500 (five hundred pounds) from General Reserves to fund the production of A5 flyers and the purchase of refreshments.
- 165.21 **Parish Magazine**  
 Members NOTED the report and following discussions, AGREED to send approved minutes to the Parish magazine in word format.
- 166.21 **SSE Priority Service**  
 Members NOTED the leaflet produced by Scottish & Southern Electricity Network (SSE) (responsible for wires and cables to homes) with information on their priority service for power cuts notifications. The service is for those over 60, or in need of extra support. Members AGREED to add the information to the website and request inclusion in the Parish Magazine.
- 167.21 **Broadband and Telephones**  
 Members NOTED the report and the offer from the current provider. Following discussions, Members AGREED that more investigation was required. Councillors Gregory and Westwood agreed to investigate options.

Meeting Closed at 9.56pm

