

Wiltshire Council (Parish of Lydiard Millicent) (Appointment of Temporary Councillors) Order 2021, issued under section 91 of the Local Government Act 1972, has directed five people to attend this meeting. They will be present until such time as co-option from within the parish can take place, and Wiltshire Council withdraws the order.

MINUTES of the Ordinary meeting of Lydiard Millicent Parish Council held on Thursday, 11th March 2021 at 7.00pm. Due to COVID-19 restrictions this meeting was held remotely.

PRESENT Cllrs: Melanie Allsop, Allison Bucknell, Mary Champion,
Chris Hurst, Bob Jones (Chairman), Jacqui Lay, &
(after 014/21) Catherine Hacker, Derek Harden

Officers Mrs Deborah Bourne (Clerk),
Mr Colin Tydeman (Handyman)

Also

Present Fifteen (15) members of the public

Public Question Time: Members of the public addressed the Council.

010/21 Apologies for Absence

Apologies for absence were received from
Cllr Vernon Montgomery.

011/21 Declarations of Interest

There were no declarations of interest in matters due to be
discussed at this meeting.

012/21 Minutes of the Previous Meeting

RESOLVED to accept as a true record minutes of the meeting held
on Thursday 4th February 2021. The spelling of Mr Kieran Elliott
was corrected. The Chairman will sign at the earliest opportunity.

013/21 Chairman's Announcements

The Chairman reminded everyone present that elections were due
to take place. The deferred referendum on Lydiard Millicent parish
Neighbourhood Plan will be held at the same time. Lydiard
Millicent Neighbourhood Plan Steering Group wish to distribute
flyers to each house, the printing of these leaflets will need to be
paid for from parish council funds.

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chairman

014/21 **Co-Options**

RESOLVED that Catherine Hacker and Derek Harden both be co-opted onto the parish council until the date of the new administration, 12th May 2021. There will be no further co-options during this administration.

015/21 **Clerks Report**

The Clerks report was noted. Councillors commented on what their understanding of a Clerks Report, and its content.

016/21 **Finance**

- a *Payment of Monthly Accounts:* The schedule of recent payments was noted.

RESOLVED to add Cllrs Catherine Hacker and Derek Harden as signatories to the Council bank accounts.

- b *Detail of Budget & Accounts for 2021/22 onwards:* RFO requested authority to spend £100 for Railtas to overhaul the Accounting software used by the council.

RESOLVED to authorise RFO to spend £100 to overhaul the accounting package.

The Chairman asked that members also be mindful that the Council will require a printer/scanner/photocopier within the next month or so. A report will be brought to the next meeting for consideration.

017/21 **Grass Cutting Contract**

Grass cutting around the parish is carried out under contract by either Wiltshire Council, or Lydiard Millicent Parish Council. Some areas are mown by residents.

In recent years the Lydiard Millicent Parish Council contract has been extended. In November 2020 a new schedule of work was prepared in readiness to proceed to a longer term (three years) contract.

On discussion, it was noted some areas have been omitted, and some inclusions appear puzzling. None of the Councillors who had produced the schedule were present at the meeting, therefore clarification was not possible.

RESOLVED that all presented tenders be rejected in order for the new administration to draw up its own list of priorities, which will include a grass cutting schedule. The current contractors will be invited to continue, so that a new tendering process can be undertaken in the near future.

018/21 Noticeboard

The Council has received written confirmation from the Parish Hall Trustees that a new Parish Council Noticeboard can be placed on the grassed area in front of the hall.

Officer Advice: The new position of the Noticeboard may require planning permission and/or conservation permission. Informal advice has been requested from the Planning Department at Wiltshire Council.

RESOLVED that Cllr Allsop and the Handyman arrange to meet with the Parish Hall Trustees to discuss a suitable position for the noticeboard. The heading plate will read “Lydiard Millicent Parish Council” and access to the locked side will be solely with the parish council.

019/21 Training

RESOLVED that clerk is authorised to arrange all training needed. Cllr Hacker will attend New Roads and Streetworks course with the Handyman.

It was further RESOLVED that training should be arranged as soon as possible for all Councillors who take office after 6th May 2021. Although not recognised as being compulsory for Parish Councillors, encouragement should be given vigorously for them to undertake appropriate training; allowing the Council to progress.

020/21 Governance Documents

All local councils must have a suite of documents setting out its policies and procedures. The setting and use of such documents will permit transparency, allowing residents to have confidence in decisions made. The following documents were brought before the council for consideration.

- a. *Cemetery Regulations:* These regulations will formalise how the cemetery is used and cared for, providing a clear understanding for the community. After some discussion, including ordering of regulations and language used it was:

RESOLVED to defer adoption of these Regulations. On completion of the suggested changes the document will be brought to the 29th April meeting, for further consideration and eventual adoption.

- b. *Complaints Procedure:* Councillors made a number of suggested changes. The procedure will be re-worked taking note of Councillors suggestions.

RESOLVED to defer adoption of the Complaints Procedure until the next meeting.

- c. *Grievance & Disciplinary Procedure:* The chairman asked that this document be removed. He considered that due to the problems experienced within Lydiard Millicent Parish Council recently consideration must be given to obtaining professional independent employment advice; details of organisations offering this service will be brought to the next meeting.

RESOLVED to consider chairman's proposals at the next meeting.

- d. *Officer/Member Protocol:*

RESOLVED to adopt the Protocol on Member / Officer Relations. A signed copy of this protocol will be kept in the Governance Folder, a copy will be placed on the council's website and copies will be included in Councillors packs at the start of the new administration.

- e. *Protocols for Virtual Meetings:*

RESOLVED to adopt the protocols for holding Virtual Meetings. A signed copy of the protocol will be kept in the Governance Folder, a copy will be placed on the council's website and copies will be included in Councillors packs at the start of the new administration.

021/21 **Planning Applications**

- i. 20/10667/FUL – 2 The Orchard, Lydiard Millicent
Proposed garage conversion to provide
ground floor living space.

Concerns were raised about the possible loss of parking space at this location. The closing date for this application has passed, so no comments were sent.

- ii. 21/01031/FUL – Hilldrop Farm, Greenhill
Proposed livestock building, for the winter housing
of Beef Cattle.

RESOLVED that there were no objections to this application.

- iii. 21/01319/FUL – Badgers Brook, The Street,
Lydiard Millicent
Proposed extension to dwelling to include new
swimming pool.

RESOLVED that there were No Objections to this application.

022/21 **Date of Next Meeting**

The next meeting of Lydiard Millicent Parish Council will take place on Thursday, 1st April 2021, commencing 7pm. An additional meeting will take place on Thursday 29th April 2021. Both the meetings will take place virtually.

The meeting ended at 8.50pm.

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Cllr Bob Jones
Chairman